

THE CHARTER TOWNSHIP OF OSHTEMO
Budget Workshop
August 28, 2018
5:00 PM-7 PM

The Oshtemo Township Board Budget Workshop was held at the Township Hall. Supervisor Heiny-Cogswell called the meeting to order at approximately 5:00 PM.

PRESENT:

Supervisor Libby Heiny-Cogswell
Clerk Dusty Farmer
Treasurer Nancy Culp
Trustee Dave Bushouse
Trustee Deb Everett
Trustee Zak Ford
Trustee Ken Hudok

Also present were Township Attorney Jim Porter, Lt. Michelle Greenlee, Maintenance Director Rick Everett, Parks Director Karen High, and 3 interested people.

Public Comment

No public comment.

2019 Budget Discussions

Maintenance Director Rick Everett shared a need for more space for vehicles and maintenance equipment. Board consensus was to move forward with a new maintenance building, to be planned in 2019 and built in 2020. The Board would also review the report regarding planning for a new fire department building from the Capital Improvements Committee.

Maintenance Director Everett also shared that he is considering requests for an additional full-time maintenance worker and a possible change of the cleaning service for the Township office and rental facilities. Bids and information will not be available before the budget deadline, and Board consensus was to include dollars in the 2019 budget to explore both requests. In addition, he will be requesting funds for new carpet to replace the original 12-year-old carpet in the office.

Parks Director Karen High presented a blue-line budget of proposed 2019 budget requests. She also proposed a 2018 budget amendment request that would be a line item adjustment allowing Phase 1 of the Drake Farmstead Park Implementation Plan to be completed this year. Board consensus was to support the line item budget amendment.

Supervisor Heiny-Cogswell requested that the Board provide input regarding IT staffing to be discussed during this budget season.

Supervisor Heiny-Cogswell adjourned the Budget Workshop at approximately 7:00 PM.

THE CHARTER TOWNSHIP OF OSHTEMO
Regular Meeting
August 28, 2018
7:15 PM

The Oshtemo Township Regular Board Meeting was held at the Township Hall. Supervisor Heiny-Cogswell called the meeting to order at approximately 7:17 PM.

PRESENT:

Supervisor Libby Heiny-Cogswell
Clerk Dusty Farmer
Treasurer Nancy Culp
Trustee Dave Bushouse
Trustee Deb Everett
Trustee Zak Ford
Trustee Ken Hudok

Also present were Township Attorney James Porter, Public Works Director Marc Elliott, Public Works Technician Jamie Baker, Planning Director Julie Johnston, Public Works Technician Jamie Baker, Lt. Michelle Greenlee, Fire Chief Mark Barnes, and approximately 15 interested people.

Public Comment On Non-Agenda Items

Two local small business owners shared opposition to a recent violation notice received from the Township regarding use of outward shining lights around windows.

Consent Agenda

- a. Approve Minutes –August 14, 2018 Regular Meeting
- b. Receipts & Disbursements Report
- c. Public Works Sewer and Water Budget Amendments

Motion by Ford, second by Culp to approve the consent agenda. Motion carried 7-0.

2019-2021 Hazardous Materials Mutual Aid Agreement

Motion by Ford, second by Hudok to authorize the Supervisor to sign the Intergovernmental Fire Protection Hazardous Materials Incident Response Agreement for December 31, 2018-December 31, 2021. Motion carried 7-0.

Consideration of Sidewalk/Shared-Use Path Construction Standards Agreement

Motion by Ford, second by Heiny-Cogswell to approve the amendment to Oshtemo Construction Standards for sidewalks and shared-use paths. Motion carried 7-0.

Consideration of Complete Streets Policy Amendments

Public Works Technician Jamie Baker presented the complete rewrite of the Complete Streets Policy, including the amendments since the last draft on August 14, 2018. He informed the Board that Appendix A will likely not be ready before the September 11, 2018 meeting. Attorney Porter informed the Board that an incomplete appendix should not be included in an adopted policy. The final draft will be brought back to the September 11, 2018 meeting.

Consideration of Sidewalk Projects (in Conjunction with Sanitary Sewer Expansion)

- A. The Public Works Department presented proposals for non-motorized projects to occur in conjunction with sanitary sewer expansion.

- B. The Public Works Department presented a request for Board approval of the West Main Cycle Track Conceptual Design.

Motion by Ford, second by Farmer to approve the West Main Cycle Track conceptual design and add additional scope within existing budget.

Township Noticing Requirements

- a. **Discussion on Publication Methods**

Motion by Heiny-Cogswell, second by Farmer to publish notice of general ordinance submittal and adoption at the Township Hall and on the Township website, and notice of those published notices in the newspaper. Motion carried 7-0.

- b. **Consideration of Noticing Budget Amendment**

Motion by Hudok, second by Ford to approve the budget amendment for legal notices in the amount of \$10,000. Motion carried 7-0.

Other Township Business

None.

Supervisor Heiny-Cogswell adjourned the Regular Board Meeting at approximately 9:54 PM.

Prepared by: Dusty Farmer
Township Clerk