

**OSHTEMO CHARTER TOWNSHIP BOARD
7275 West Main Street
Kalamazoo, MI 49009**

November 9, 2022

Refer to [Township Board Agenda Packet](#) page 3 for Virtual Meeting
Information

**SPECIAL MEETING
6:00 P.M.
AGENDA**

1. Call to Order
2. Public Comment
3. Discussion and Consideration of 2023 Employee Benefits
4. Consideration of 2023 Holidays
5. Discussion on Board/Committee Appointments
6. Adjournment

**Policy for Public Comment
Township Board Regular Meetings, Planning Commission & ZBA Meetings**

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

- a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email (oshtemo@oshtemo.org), walk-in visits, or by appointment.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name, but it is not required.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which does not follow these guidelines.

(adopted 5/9/2000)
(revised 5/14/2013)
(revised 1/8/2018)

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8:00 a.m. – 5:00 p.m., and on Friday, 8:00 a.m. – 1:00 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at www.oshtemo.org, email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to oshtemo@oshtemo.org and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees		
<u>Supervisor</u>		
Libby Heiny-Cogswell	216-5220	libbyhc@oshtemo.org
<u>Clerk</u>		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
<u>Treasurer</u>		
Clare Buszka	216-5260	cbuszka@oshtemo.org
<u>Trustees</u>		
Cheri Bell	372-2275	cbell@oshtemo.org
Kristin Cole	375-4260	kcole@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org
Kizzy Bradford	375-4260	kbradford@oshtemo.org

Township Department Information			
<u>Assessor:</u>			
Kristine Biddle	216-5225	assessor@oshtemo.org	
<u>Fire Chief:</u>			
Ron Farr (Interim)	375-0487	rfarr@oshtemo.org	
<u>Ordinance Enforcement:</u>			
Rick Suwarsky	216-5227	rsuwarsky@oshtemo.org	
<u>Parks Director:</u>			
Karen High	216-5233	khigh@oshtemo.org	
Rental Info	216-5224	oshtemo@oshtemo.org	
<u>Planning Director:</u>			
Iris Lubbert	216-5223	ilubbert@oshtemo.org	
<u>Public Works Director:</u>			
Anna Horner	216-5228	ahorner@oshtemo.org	

Zoom Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

To join the videoconference:

1. At the start time of the meeting, click on this link to [Join via Computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to join.zoom.us on any browser and entering this **Meeting ID: 774 238 7802**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet, or smartphone then you can join via conference call by following instructions below.

To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **774 238 7802#**

Participant controls in the lower-left corner of the Zoom screen:



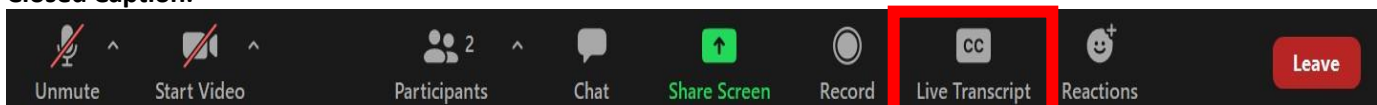
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press *9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

Closed Caption:



Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

1. Click on the “Live Transcription” button.
2. Then select “Show Subtitle”.

Memorandum

Date: 08 February 2022
To: Township Board
From: Libby Heiny-Cogswell, Supervisor,
Sara Feister, HR/Benefit Coordinator
Subject: 2023 Employee Benefits - Additional Options



Objective

Township Board update on the direction for 2023 Employee benefits. Consideration of recommendation to add options to the employee benefits.

Background

The Township provides comprehensive benefits to employees. The Township works closely with Nulty as our agent for most of the benefits provided. Annually, typically in October, the renewal of benefit plans is discussed with Nulty, to talk through any vendor changes to plans and any options therein. Supervisor and HR in 2021 and 2022 attended this meeting to review plan renewals for the subsequent year. (Before the HR employee position existed, typically two or three Board Members attended the annual meeting with our agent).

For 2023 benefits the recent discussion with Nulty informed of potential additional benefit options. This is a significant change and therefore merits Board consideration, per Supervisor, HR, and Legal. And since the 2023 Open Enrollment for Employees is set to begin November 15th, the Special Meeting was called.

Please note the benefit vendors do not provide the information to our agent until sometime in October. The pressing nature of this board discussion/request is not due to HR, Supervisor, or Nulty tardiness. To keep the process moving, the Supervisor and HR are aligned in their Board request to authorize Supervisor to enter into the amended agreements for the options.

Information Provided

HR will provide during the Township Board Special Meeting 11.9.2022

Core Values Recognized

Professionalism (Continuous Improvement) & Integrity (Transparency).

Memorandum

Date: 4 November 2022
To: Township Board
From: Sara Feister, HR/Benefit Coordinator
Subject: 2023 Holiday Schedule & Addition of Juneteenth



Objective

Requesting Board consideration of the 2023 Holiday Schedule and approval of the addition of Juneteenth in place of Martin Luther King, Jr. Day.

Background

Per HR Board Work Group recommendation, the staff was polled in October 2022 to cast their vote on which holiday they would like to swap for Juneteenth. Martin Luther King Jr. Day had the highest number of votes, and therefore, beginning in 2023, Juneteenth will be a paid holiday and Martin Luther King Jr. will no longer be a paid holiday. The handbook will need to be revised to accommodate this change.

Information Provided

- Employee Handbook Section 4.3 – Holiday Pay REDLINE
- 2023 Holiday Schedule

SECTION 4- COMPENSATION



4.3- HOLIDAY PAY

Purpose: To establish the paid holidays for Township Employees, the dates of observation, and the pay rates for such holidays.

Scope: This policy applies to all Township Employees. Employees who work under a Collective Bargaining Agreement will be paid in accordance with the terms of that Agreement and/or as described in this policy.

Effective: ~~12/14/2021~~ 11/16/2022

Revisions History: Appendix A (eff. 10/13/09; rev. 01/29/19) and Appendix K (eff. 06/26/18; removed and replaced 01/26/21); 5.3 (eff. 04/10/12, rev. 12/13/16 and 01/26/21); [Section 4.3 \(eff. 12/14/21\)](#).

DEFINITIONS

Capitalized terms not defined below have the same meaning as given in the “Definitions and General Provisions” section of this *Employee Handbook*.

POLICY

- A. **Non-Collectively Bargained Employees.** The following are the holidays recognized by the Township that will be “paid holidays” for Full-Time and Part-Time Employees not covered by a Collective Bargaining Agreement:

Holiday	Date*
New Year’s Day	January 1st
Martin Luther King, Jr.’s Birthday	January 17th
Presidents’ Day	February 21st
Memorial Day	Last Monday of May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday of September
Veterans’ Day	November 11th
Thanksgiving Day	4th Thursday of November
Day after Thanksgiving	4th Friday of November
One-half (½) day before Christmas***	December 24th
Christmas Day	December 25th
One-half (½) day before New Year’s Day***	December 31st
Floating Holiday	TBD annually**

* Holidays may be observed on another day, depending on the calendar. Employees will receive an annual holiday calendar with the actual dates for each holiday/office closure each year.

** The Township Board will determine the date of the “floating holiday” when approving the holiday schedule.

*** Depending how the holidays fall during the work week, the half (½) day before Christmas and the half (½) day for New Year’s may be combined into one (1) full day off before Christmas. The Township Board will make this decision when approving the holiday schedule each January.

If a recognized holiday falls on a Saturday or Sunday, eligible Employees shall receive the day before or the day after the holiday off.

1. Eligible Employees. To receive pay for the above paid holidays, an Employee must be regularly scheduled to work at least twenty (20) hours per week and are only eligible to receive holiday pay when:

- a. the Employee has worked their regularly scheduled shift prior to the holiday and their regularly scheduled shift following the holiday (or be on authorized PTO, approved leave, or have an excused absence), and
- b. the holiday falls on a day the Employee is scheduled to work (i.e., if the Employee does not work Mondays, no holiday pay will be available to the Employee for a paid holiday which falls on a Monday).

2. Holiday Pay Rate. Full-Time and Part-Time Employees, not covered by a collective bargaining agreement, shall receive their normal day’s pay at their regular hourly rate for Township holidays that fall on a normal workday for which the Employee is scheduled, but does not work.

Employees designated as “essential” who are required to work on any paid Township holiday will receive straight time pay for hours worked in addition to normal holiday pay.

Holiday pay will be adjusted to reflect the percentage of hours the Employee is normally scheduled to work in a forty (40) hour work week (i.e., a twenty (20) hour per week Employee shall receive fifty percent (50%) of their pay for a designated holiday whereas a thirty-two (32) hour per week Employee shall receive eighty percent (80%) of their pay for a designated holiday).

B. Collectively Bargained Employees. Employees covered by a Collective Bargaining Agreement shall refer to their agreement for holiday pay provisions. **Fire Department Employees working on a Township Holiday are entitled to be paid in accordance with the terms of their Collective Bargaining Agreement and/or this policy, as applicable.**

C. Overtime Pay for Paid On-Call Firefighters Who Work on a Holiday. Qualified POC Employees will receive holiday rate of pay as detailed below for the holidays listed below:

Holiday	Start Time	End Time	Hours Paid
New Year’s Day	07:00	07:00	24.00

<u>Martin Luther King Jr. Birthday</u>	<u>07:00</u>	<u>07:00</u>	<u>24.00</u>
President's Day	07:00	07:00	24.00
Easter	07:00	07:00	24.00
Memorial Day	07:00	07:00	24.00
<u>Juneteenth</u>	<u>07:00</u>	<u>07:00</u>	<u>24.00</u>
Independence Day	07:00	07:00	24.00
Labor Day	07:00	07:00	24.00
Veteran's Day	07:00	07:00	24.00
Thanksgiving	07:00	07:00	24.00
Day after Thanksgiving	07:00	07:00	24.00
Christmas Eve	18:00	07:00	13.00
Christmas Day	07:00	07:00	24.00
New Year's Eve	18:00	07:00	13.00

1. **Eligible Employees.** POC Employees working a shift during a specified holiday period.
2. **Holiday Pay Rate.** POC Employees working on a specified holiday are entitled to be paid one and a half (1 ½) times their normally hourly rate for the hours specified above in accordance with the terms of this policy.



2023 HOLIDAY SCHEDULE

New Year's Day (<i>Observed</i>)	Monday, January 2 nd
President's Day	Monday, February 20 th
Memorial Day	Monday, May 29 th
Juneteenth	Monday, June 19 th
Floating Holiday	Monday, July 3 rd
Independence Day	Tuesday, July 4 th
Labor Day	Monday, September 4 th
Veteran's Day (<i>Observed</i>)	Friday, November 10 th
Thanksgiving Day	Thursday, November 23 rd
Day After Thanksgiving	Friday, November 24 th
Christmas Eve (<i>Observed</i>)	Friday, December 22 nd
Christmas Day	Monday, December 25 th

Memorandum

Date: 04 November 2022
To: Township Board
From: Libby Heiny-Cogswell, Supervisor
Subject: 2023 Board & Committee Appointments



Objective

Township Board discussion on Board and Committee appointments.

Background

Supervisor's statutory duty is to identify Board and Committee openings and make recommendation to the Board for official action to fill the openings. Annually in the Fall, Supervisor conducts a comprehensive review for appointments, given the State law requires a scheduled rotation (turnover) on the Planning Commission, ZBA, SoDA, and DDA. Additionally, given this is the mid-point in our four-year elected terms, it makes sense to have Township Board Members discussion around their current appointments. **Does anyone wish to go off or on a board or committee? Do the Township Board appointments remain as is?**

Supervisor began the comprehensive review in September, and the recommendations will come to the Board for official action soon. The review starts by identifying the openings that will occur. Those are highlighted in the attached spreadsheet. Where recommendations are in the works, that name is also noted in bold. This is a work in progress. Some of these have been discussed with the Board Appointment Committee. Given the need to proceed with the recommendations before year-end, and given the Supervisor workload, Supervisor is bringing the draft list to the full Board for discussion. This will keep the process moving in a timely manner as well as allow all Board Members an opportunity for discussion and input.

The purpose of the discussion this evening is to bring the Board up to speed on the status of openings, review upcoming recommendations for appointments, receive input on any suggestions, and have Board discussion on our appointments for the next two years.

Information Provided

Board/Committee appointments Spreadsheet (Late Fall 2022 Draft)
Board Appointment Policy
DDA Resignation/Recommendation – Library Representative

Core Values Recognized

Professionalism (Continuous Improvement) & Integrity (Transparency)

OSHTEMO BOARDS (formal)

*Bold Font Indicates Proposed Changes. Others are Elected or Continuing

Effective Dec 13th, 2022

TITLE	Members	Dates	Term/End Date	
Board of Review	Fred Gould	<i>March, July, & December</i>	12.31.2022	
<i>Two Year Term, Start Jan 1, Odd Years</i>	Kitty Gelling		12.31.2022	
	Neil Sikora		12.31.2022	
	Kim Bourner (1st Alternate)		12.31.2022	
	Harry Jachym (1st Alternate)		12.31.2022	
	Libby Heiny-Cogswell			
	Kristine Biddle (Staff)			
CCTA (Public Transit)	Dusty Farmer			
Corridor Improvement Authority (SoDA)	OPEN	<i>June & December, noon</i>	12.31.2023	
<i>5 to 9 members</i>	Joe Gesmundo, AVB (Developer)		12.31.2024	
<i>Majority with ownership or bus int</i>	Dale Shugars (County Rep)	<i>(appointed by County per agreemnt)</i>	12.31.2022	
<i>At least 1 resident (w/in 1/2 mile)</i>	Corey Ashley, Grp. Mktg. Cvcs., (Business Rep)		12.31.2021	
<i>Four year term staggered terms</i>	Kelly Bringman, Nottingham Apts. (Mgr)		12.31.2021	
	Dennis Patzer, At Large (School Admin)		12.31.2022	
	Theresa Spurr, (Spurr Dental)		12.31.2022	
	Libby Heiny-Cogswell (TB Liason)			
	Iris Lubbert (Staff)			
Dangerous Building Hearing Officer	Dave Breytone	<i>Supervisor appointment</i>		
DDA (9-13 Members)	Stephen Dallas (Interest)	<i>3rd Thurs, every other</i>	12.31.2025	
<i>9-13 Members</i>	Grant Taylor (At Large)	<i>month, starting Jan, noon</i>	12.31.2025	
<i>Majority with ownership or bus int</i>	Dick Skalski (At Large)		12.31.2024	
<i>At least 1 resident (w/in 1/2 mile)</i>	Ryan Winfield (Resident/Interest)		12.31.2024	
<i>Four year term staggered terms</i>	Themi Corakis (Interest)		12.31.2023	
	Rich MacDonald (Interest)		12.31.2023	
	Tom Sowell (KPL Rep; Interest)		12.31.2022	
	Bill Cekola (Interest)		12.31.2022	
	Libby Heiny-Cogswell (Twp Supervisor)			
	Iris Lubbert (Staff)			
Environmental Board	Chad Hughson	<i>As needed</i>	12.31.2023	
<i>Three Year Terms</i>	Druba Bhattari		12.31.2022	
	Neil Sikora		12.31.2021	

OSHTEMO BOARDS (formal)

*Bold Font Indicates Proposed Changes. Others are Elected or Continuing

Effective Dec 13th, 2022

TITLE	Members	Dates	Term/End Date	
Oshtemo Election Commission	Dusty Farmer	<i>As needed</i>	12.8.2020 to 11.20.2024	
	Clare Buszka (Treasurer)			
	Zak Ford			
Fire Department Strategic Planning Committee	Jared Klajnbart			
Friends of the Parks <i>Two Year Term</i>	Bruce Dannenhauer	<i>Monthly, 2nd Thursday, 1 pm</i>	12.31.2023	
	Jan Gibes		12.31.2023	
	Dennis Patzer		12.31.2023	
	Deb Everett		12.31.2022	
	David Walsh		12.31.2022	
	Kathy Fretz		12.31.2022	
	Cheri Bell (TB Liason)		12.31.2022	
Joint Boards Meetings	Township Board	<i>3rd Tuesday, 6 pm, Twice Annually</i>		
	Zoning Board of Appeals			
	DDA & SoDA			
	Friends of the Parks			
	Iris Lubbert (Staff)			
SMBA (Southwest Michigan Building Authority) Supervisor, Clerk, Treasurer	Cheri Bell			
	Dusty Farmer			
KATS Policy (Kalamazoo Area Transportation Study (2 votes)	Libby Heiny-Cogswell (Primary)	<i>Monthly, 4th Wed, 9 am</i>		
	Dusty Farmer (Alternate)			
KATS Technical (2 votes)	Iris Lubbert or Colten Hutson (Planning Staff)	<i>Monthly, 2nd Thursday, 9 am</i>		
	Marc Elliott or Anna Horner (Public Works Staff)			
Kalamazoo Regional Water & Wastewater Commission	Libby Heiny-Cogswell, Regional Chair			
	Dusty Farmer (Alternate)			
	Jim Porter (Staff)			
Planning Commission Three Year Term	Alistair Smith	<i>2nd & 4th Thursday, 6 pm</i>	12.31.2023	1st term
	Micki Maxwell	<i>(& any special meetings)</i>	12.31.2023	2nd term
	Anna Versalle		12.31.2024	1st Term
	Deb Everett		12.31.2024	Partial
	Phill Doorlag		12.31.2025	1st term
	?		12.31.2025	2nd term
		Kizzy Bradford (TB Liason)		
	Iris Lubbert (Staff)			

TITLE	Members	Dates	Term/End Date	
	Jim Porter (Staff Attorney)			
Public Media Network	Lisa Godfrey (Citizen Rep)			
	Clare Buszka (Board Rep)			
Township Board	Libby Heiny-Cogswell (Supervisor)			
	Dusty Farmer (Clerk)			
	Clare Buszka (Treasurer)			
	Kizzy Bradford, Trustee			
	Cheri Bell, Trustee			
	Zak Ford, Trustee			
	Kristin Cole, Trustee			
	Jim Porter (Staff Attorney)			
	Anna Horner, Public Utilities Dir.			
Zoning Board of Appeals	Louis Williams	<i>4th Tues, 3 pm</i>	12.31.2024	1st term
<i>Three Year Terms</i>	Fred Gould (Partial Term)		12.31.2022	1st Term
	Anita Smith (Vice Chair)		12.31.2023	1st Term
	Harry Jachym (1st Alternate)		12.31.2022	Partial
	Open (2nd Alternate)		12.31.2024	Partial
	Micki Maxwell (PC Liason)			
	Dusty Farmer (TB Liason)			
	Iris Lubbert (Staff)			
	Jim Porter (Attorney)			

*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	Members	Dates	Term/End Date
Board & Committee	Libby Heiny-Cogswell	<i>As needed</i>	
Appointments	Cheri Bell		
	Dusty Farmer		
Buildings and Grounds	Libby Heiny-Cogswell	<i>Quarterly @ 8:00 a.m.</i>	
	Dusty Farmer, TB		
	Carl Benson (Resident)		
	Rick Everett (Resident)		
	Greg McComb (Staff)		
	Greg Fountain (Staff)		
Capital Improvement (CIC)	Zak Ford, TB	<i>Quarterly, Jan, Apr, July, Oct</i>	
	Libby Heiny-Cogswell, TB	<i>3rd Tues. @ 1pm</i>	
	Clare Buszka (TB)		
	Tim Mallett (Resident)		
	OPEN (Resident)		
	Bernie Mein		
	Anna Horner (Staff)		
	Marc Elliott (Staff)		
HARC (Hardship Advisory Review Committee); 3 year, staggered terms	Fred Gould (BOR)		12/31/2024
	Jeff Parson (Resident-at-large)		12/31/2022
	Neil Sikora (BOR)		12/31/2023
	Clare Buszka (TB Treasurer)		TermofOffice
	Libby Heiny-Cogswell (TB Supervisor)		TermofOffice
Records Management	Dusty Farmer, Chair (Clerk)		
	Anna Horner (Staff)		
	Greg McComb (Fire Chief)		
	Melissa Rugg		

*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	Members	Dates	Term/End Date
	Jon Gibson (Staff)		
	Iris Lubbert (Staff)	<i>As Needed</i>	
	Karen High (Staff)	<i>As Needed</i>	
	Libby Heiny-Cogswell (TB; Ex Officio)	<i>As needed</i>	
IT Committee	Anna Versalles (Resident)		
	Marc Elliott (Staff)		
	Scott Fuller (Staff)		
	Jon Gibson (Staff)		
"Legislative Breakfast"	Open to Entire Board	<i>Quarterly</i>	
	(Southwest Michigan First/Chamber)	<i>8am - 9am</i>	
Kalamazoo Brownfield Authority	Iris Lubbert (Staff)	<i>4th Thursday of each Month @ 4:00pm</i>	
Kalamazoo County Transit Authority	Dusty Farmer, Attendee	<i>2nd & 4th Monday, 5:30 p.m.</i>	
HR (Human Resources)	Libby Heiny-Cogswell, TB, Personnel Director	<i>As Needed</i>	
<i>Board Work Group</i>	Dusty Farmer, TB		
	Cheri Bell, TB		
	Sara Fiester (HR)		
Parks	Libby Heiny-Cogswell, TB	<i>3rd Thursday @ 7:30 a.m.</i>	
	Cheri Bell, TB		
	Kizzy Bradford, TB		
	Deb Everett, Resident		
	Paul Sotherland (At Large)		
	Karen High (Staff)		
Police	Libby Heiny-Cogswell, TB	<i>Quarterly as needed</i>	
	Kristin Cole, TB		
	Zak Ford, TB		
	Greg McComb (Staff)		
	Jack Shepperly (Staff Police Specialist)		
	Louis Parker III (Resident)		

*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	Members	Dates	Term/End Date
	Malcolm Blair (Resident)		
	Jim Taylor (Resident)		
	Deb Everett (Resident)		
	Jim Porter (Staff Attorney)		
Safety	Greg McComb, Fire (Staff)	<i>As needed</i>	
	Sara Feister, HR, Safety Coordinator (Staff)		
	Rod Rought, Ordinance Enforcement (Staff)		
	Greg Fountain, Maintenance (Staff)		
	Jon Gibson, IT (Staff)		
	Kyle Gibson (SMBA, tenant)		
	Libby Heiny-Cogswell, Superviosr, Ex Officio		
Sunshine	Sally Higgins		
<i>Manage voluntary contributions from staff to recognize employee life events (determined by Staff within the Sunshine Fund, not TB)</i>	Linda Potok		
	Clare Buszka, Treasurer		
	Sara Feister (Staff)		
Wellhead Protection Team	Iris Lubbert/Colten Hutson (Staff)	<i>Quarterly (approx)</i>	
Fire Department Strategic Planning Committee	Greg McComb (Fire Chief, Chair)	<i>TBD</i>	
Established 7.2022	Eric Burghart (Captain)		
	Erin Phillips (Fire Dept Administrative Asst)		
	Fire Staff (As needed)		
	Deb Everett (Resident)		
	Jared Klajnbart (Resident)		
	Themi Corakis (Business Owner)		
	Clare Buszka (TB Member)		
	Libby Heiny-Cogswell (TB Member, Ex Officio)		

DECEMBER 19, 1978 - REGULAR MEETING OF THE OSHTEMO TOWNSHIP BOARD was held at the Township Hall. Meeting was called to order at 7:35 with INVOCATION by Supervisor. All Board Members were present except Ted Snow. Also present were Jack Bauckham, Township Attorney, Bob Snell, Township Engineer and 5 others.

Minutes of last meeting had been mailed and motion was made by Norman Anderson, seconded by Lois Brown that these minutes be approved. All Board Members present voted "aye". Passed.

Disbursements in amount of \$11,913.71 from General Fund and \$3,645.78 from Fire Fund and Income of \$30,760.43 to General Fund and -0- to Fire Fund were presented. Motion was made by Norman Anderson, seconded by Howard Bushouse that income be acknowledged and bills paid. All Board Members present voted "aye". Passed.

Bill was presented for approval in amount of \$690.00 to Peters Construction in connection with water extention at north end of Maple Hill Drive from Beech St. Motion was made by Norman Anderson, seconded by Jean VanderLyke this payment be made from Federal Revenue Sharing funds. All Board Members present voted "aye". Passed.

Seven months report of receipts and disbursements versus budget were presented to Board for their review.

PROPOSED LOT SIZES

Supervisor presented Board and those present with a proposed change for future developments from what is now in effect on single family and duplexes in three categories.

- 1 = With sewer and water available at time of construction.
- 2 = with water only at time of construction
- 3 = With no sewer or water

(Both in platted and unplatted areas, varying.)

This was also detailed on blackboard with drawings.

Considerable time was spent discussing this matter, following which motion was made by Norman Anderson, seconded by Howard Bushouse this be referred to Zoning Board for their comments, suggestions or other input with response as rapidly as possible, on recommendations, by the Board. All Board Members present voted "aye". Passed.

APPOINTMENTS - FIRE BOARD, ZONING BOARD AND ZONING BOARD OF APPEALS

ZONING BOARD OF APPEALS - 3 Year Term

Burnell Long - 3 years (from Zoning Board)

Marvin Darling - 3 years

Kenneth Nedervelt - 2 years (from Township Board)

Margaret Minott - 2 years

Ed Russell - 3 years

ZONING BOARD - 4 year term

Burnell Long - 4 years

Howard Henderson - 4 years

Emil Platske - 4 years

Fred Johnson - 4 years

Clayton Maus - 2 years

David Bamberger - 2 years

Forrest Close - 2 years

FIRE BOARD - 6 year term

Thomas Kronke - 6 years

Bill Gibson - 4 years

Robert Brown - 4 years

Robert Pattison - 2 years

Roger Freestone - 2 years.

A member of an appointed Board of the Township shall be eligible to serve one term and may be considered for not more than one additional term. After the second term an individual will not be eligible for reappointment to the same Board for a two year period. This can be waived by Township Board by not less than 5 votes.

This will not apply to individuals Specifically covered by State Statute.

Letter was forwarded to all Board Members outlining this appointment schedule. No comments were received from Fire Board or Zoning Board of Appeals - one comment from Zoning Board about 4 people going off Board at same time, but according to statute, this has to be followed.

Motion was made by Howard Bushouse, seconded by Lois Brown that Resolution be adopted appointing Board Members as outlined above, effective December 1, 1978. All Board Members present voted "aye". Passed.

SERVICE CONTRACT - RECORDER

Motion was made by Howard Bushouse, seconded by Phil Hassing that service contract in amount of \$168.00 be approved. All Board Members present voted "aye". Passed.

1992 BOARD APPOINTMENT RECOMMENDATIONS

Clerk Branch reported for the Board Appointment Committee, stating that, in order to get the EDC appoints on the calendar years, like our other Boards, they recommended that Glenn Lewis be reappointed to a second term, expiring 1-1-98. Also recommended for reappointment was, Dick VanDam and William Nieuwenhuis to the Building/Fire Code Board of Appeals and Stanley Rakowski and George Vuicich to the Zoning Board of Appeals.

There was concern voiced by Glenn Lewis and Mike Ahrens about reappointing after the 2nd term. They felt other people should be given an opportunity to serve. It was explained that on the Building/Fire Code Board, the people must come from specific trades or professions and it is hard to find people to take those positions.

There was discussion about the current policy that allows the Township Board to reappoint after the 2nd term, as long as there are at least 5 votes in favor. The Committee suggested the policy be reviewed, then reaffirmed or changed. After discussion, which included; the policy would allow for a turn over on the Boards, thus giving new people a chance to serve, the policy would still give the Township Board the flexibility to reappoint, if needed (like on the Building Board, etc.), a motion was made by Brown, seconded by Hassing to reaffirm the policy that was adopted in December 1978 with one small wording change. The policy would read:

A member of an appointed Board of the Township shall be eligible to serve one term and may be considered for an additional term. After the second term, an individual will not be eligible for reappointment to the same Board for a two year period.

This policy can be waived by the Township Board by not less than 5 votes.

Motion carried.

Motion made by Hassing to accept the Committee's recommendations for reappointment. There was no support and Glenn Lewis requested separate motions for each Board. Mr. Hassing withdrew his motion.

Motion then made by Hassing, seconded by Bushouse to reappoint Glenn Lewis to a new 6 year term on the EDC. Carried.

Motion made by Hassing, seconded by Bushouse to reappoint Dick VanDam to a 3rd term and William Nieuwenhuis to a 2nd term on the Building/Fire Code Board of Appeals. Carried.

Motion made by Fiala, seconded by Hassing to reappoint George Vuicich and Stanley Rakowski to a 3rd term on the Zoning Board of Appeals.

In response to comments by Mr. Lewis and Mr. Ahrens, Mrs. Brown stated she felt that we were giving all Boards notice of the policy for the future, it is the fair thing to do.

The Board members seems comfortable with the recommendation for this year and the motion carried 6 - 0.

MTA CONVENTION

The MTA Educational Convention will be held January 21-24, 1992 in Detroit. The total cost per person would be \$484.34. Motion made by Fiala, seconded by Hassing to approve the expense for all Board members wishing to attend. Carried.

DEBT SERVICE BUDGETS

Clerk Branch explained it was necessary to adopt the 1991 Budget for the Debt Service Fund 90-5&6 Sewer & Water (4th ST/Stadium Dr).

Also, budgets were presented for 1992 for 68-1 sewer, 79-1 water, 79-2&3 water and 90-5&6 sewer & water.

Motion made by Hassing, seconded by Bushouse to adopt the 1991 budget for 90-5&6 as prepared. Roll call vote showed all Board Members present voting "aye".

Motion made by Bushouse, seconded by Hassing to adopt the 1992 budgets for all the debt service funds, as prepared. Roll call showed all Board Membes voting "aye".

Libby Heiny-Cogswell

From: Ryan Wieber <RyanW@kpl.gov>
Sent: Tuesday, November 1, 2022 3:21 PM
To: Libby Heiny-Cogswell
Cc: Tom Sowell; Terry New
Subject: RE: Oshtemo Best Wishes

CAUTION: External Email

Hi Libby, thanks for the well wishes. I have always enjoyed serving on the DDA, especially with you as Supervisor! If you're ever close enough to Lincoln feel free to give me holler for lunch or a hello.

I'm recommending our Head of Facilities, Tom Sowell, as a replacement for me for at least the temporary time period of 6 months or so, and perhaps permanently, too. He's happy to step in and I know you all will enjoy his presence and knowledge. He'll need an intro meeting with you or Iris to get acquainted with the DDA and projects, etc. he is copied in on this email, and his cell number is 269-220-9721, and his office is 269-553-7883.

Thanks for everything, and take good care,

Ryan

From: Libby Heiny-Cogswell <libbyhc@oshtemo.org>
Sent: Tuesday, November 1, 2022 8:22 AM
To: Ryan Wieber <RyanW@kpl.gov>
Subject: Oshtemo Best Wishes

Ryan!

Congratulations!!! I am very sorry to see you leave Kalamazoo, but the opportunity sounds wonderful. I'll wave to you as I drive back and forth at times to visit grandkids in Denver :)

Any suggested KPL person to serve on the Oshtemo DDA Board? Even temporarily until new Director?
Hope to see you to say thank you in person and good-bye on the 17th, if it works for you to make that DDA meeting.
Libby HC

Libby Heiny-Cogswell, Supervisor
7275 W. Main Street
Kalamazoo, Michigan 49009
269.216.5220 p 269.290.1929 c



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