

THE CHARTER TOWNSHIP OF OSHTEMO

Board Meeting  
January 24, 2022  
6:00 PM

The Oshtemo Township Public Meeting was held in person at the Township Hall. The public was able to join the meeting through both the Zoom application and by phone. Residents were able to give public comment during the meeting. Supervisor Heiny-Cogswell called the meeting to order at approximately 6:00 PM.

**PRESENT:**

Supervisor Libby Heiny-Cogswell  
Clerk Dusty Farmer  
Treasurer Clare Buszka  
Trustee Kizzy Bradford  
Trustee Zak Ford  
Trustee Cheri Bell  
Trustee Kristin Cole

Also present were Attorney Jim Porter, Public Works Director Anna Horner, Planning Director Iris Lubbert, and IT Coordinator Jon Gibson.

**Public Comment**

Supervisor Heiny-Cogswell opened public comment. No public comment.

**Organizational Review Discussion**

The Board discussed the objectives, scope of work, and the staff involved in the process of reviewing the organizational processes. John Elsinga was available for discussion and questions.

Motion by Ford, second by Bell to authorize up to \$10,000 to secure the services of John Elsinga for the purpose of reviewing the organizational processes for the Township. Motion carried 7-0.

**Public Comment**

Supervisor Heiny-Cogswell opened public comment. No public comment.

Supervisor Heiny-Cogswell asked if anyone present wished to remove anything from the consent agenda. Clerk Farmer requested to remove the Parks Director job description.

**Consent Agenda**

- a. Approve Minutes – January 10th, 2023, Regular Meeting
- b. Second Reading - Zoning Ordinance Amendments (Ordinance No. 647)
- c. Job Descriptions – Parks Director, Zoning Administrator Amendments
- d. KATS Contributed Services Agreement

- e. Purchase – Fire Department - Extrication Tools
- f. Rename Grange Hall to Grange Hall Park

Motion by Ford, second by Bell to approve the consent agenda without the Parks Director job description. Motion carried 7-0.

#### **Consideration of Fire Station Two Solar Panel Installation Project**

Supervisor Heiny-Cogswell opened public comment. No public comment.

Motion by Ford, second by Cole to enter into agreement with Helios for the purpose of installing solar panels at Fire Station 2, and to authorize up to \$4000 to relocate the roof vent. Motion carried 7-0.

#### **Discussion on Sanitary Sewer Expansion Projects**

Matt Johnson from Fleis and Vandenbrink recommends going out to bid for Phase 1 again as soon as possible, and not wait until the beginning of the summer. Work can begin in the Fall if construction schedules allow. Board consensus was to rebid as soon as possible.

#### **Consideration of Engineering Consultant Contract Amendment for Phase 2 Sanitary Sewer Expansion**

Supervisor Heiny-Cogswell opened public comment. Two people spoke.

Motion by Ford, second by Bell to approve Amendment K as presented for additional professional services with Fleis & VandenBrink for Phase 2 Sanitary Sewer Design. Motion carried 7-0.

#### **Consideration of Water Connection Fees**

Public Works Director Anna Horner presented the recommended changes to water connection fees to include revising the front foot fee from \$45/ft to \$25/ft and the lineal foot fee (interior, cross country) from \$85/ft to \$45/ft.

Supervisor Heiny-Cogswell opened public comment. No public comment.

Motion by Ford, second by Buszka to approve the amended water connection fees as presented for 2023. Roll call. Motion carried 7-0.

#### **Discussion with DDA on Atlantic Avenue Road Extension Project**

Planning Director Iris Lubbert and Public Works Director Anna Horner presented information regarding the purchase of land on Stadium Drive by the Downtown Development Authority (DDA). Attorney Jim Porter explained the process of executing an installment purchase agreement. Rich McDonald from the DDA was also present to share the unanimous support of the DDA.

Supervisor Heiny-Cogswell opened public comment. No public comment.

Board consensus was to move forward with the installment purchase agreement.

### **Consideration of Board Policy**

#### **a. Lost or Expired Payment**

Motion by Ford, second by Buszka to adopt the Lost or Expired Payment Policy and amend the budget for \$350. Motion carried 7-0.

#### **b. Board Meetings**

Motion by Farmer, second by Bradford to approve the amendments to the Board Meeting Policy, with the addition of the vision statement after the Pledge of Allegiance. Motion carried 7-0.

### **Consideration of Election Pay**

This item is tabled until the next Board meeting.

### **Consideration of Parks Director Job Description**

Clerk Farmer pointed out that the Treasurer's staff will be assisting with the Parks rentals. It was also noted that while there is no staff supervision included in this position, there is supervision of parks volunteers.

Supervisor Heiny-Cogswell opened public comment. One person spoke.

Motion by Farmer, second by Ford to switch Clerk's Office for Treasurer's Office helping the Parks Department, and to remove the "but has no supervisor responsibilities" from the first paragraph. Motion carried 7-0.

### **Public Comment**

Supervisor Heiny-Cogswell opened public comment. No public comment.

Supervisor Heiny-Cogswell adjourned the meeting at approximately 10:23 PM.

Prepared by: Dusty Farmer  
Township Clerk

Attested: Libby Heiny-Cogswell  
Township Supervisor