

THE CHARTER TOWNSHIP OF OSHTEMO
Special Board Meeting
March 14, 2023
5:15 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 5:15 PM.

PRESENT:

Supervisor Libby Heiny-Cogswell
Clerk Dusty Farmer
Treasurer Clare Buszka
Trustee Kristin Cole
Trustee Zak Ford
Trustee Cheri Bell- remote for work session

ABSENT:

Trustee Kizzy Bradford

Also present were Attorney Jim Porter, Public Works Director Anna Horner, Human Resources Coordinator Sara Feister, and IT Coordinator Jon Gibson.

Discussion on Organizational Review

John Elsinga, Municipal Consultant, and the Board reviewed organizational charts from similar communities.

Discussion with Public Media Network

Matt Schuster spoke with the Board about communication with Public Media Network and what they offer the community.

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

Consent Agenda

- a. Minutes of Regular Meeting February 28, 2023
- b. Receipts and Disbursements
- c. Code Amendment – Ordinance 648, Sections 50.10, 64.90, and 65.60 – Second Reading
- d. 2023 Road Maintenance Projects
- e. Ice Storm Damage Update

Motion by Ford, second by Buszka to adopt the consent agenda. Motion carried 6-0, with one absent.

Consideration of Planning Commission Annual Report

Planning Director Iris Lubbert presented the 2022 Planning Department Annual Report.

Motion by Farmer, second by Ford to accept the 2022 Planning Department Annual Report.
Motion carried 6-0, with one absent.

Discussion on New Master Plan Goals

The Township Board is asked to consider the draft recommended goals and deliverables for the upcoming Comprehensive Master Plan update. The goals and deliverables will be used in the formulation of an RFQ. The draft goals have been prepared by both the Township's Planning Director and Public Works Director. The Planning Commission reviewed the drafted goals and at their regular March 9th meeting and unanimously motioned to forward them to the Township Board for consideration.

Board consensus was to move forward with the draft goals and minimum deliverables.

Consideration of Fruit Belt Trail MNRTF Development Grants

Parks Director Karen High presented the details of the three grant applications for the Fruit Belt Rail Trail.

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

Motion by Cole, second by Ford to adopt a resolution authorizing the three grant applications to the Michigan Natural Resources Trust Fund (MNRTF) for development of the East, Center, and West Segments of the Fruit Belt Rail Trail and to match with Township funds, force account labor/materials, and donated labor/materials. Motion carried 6-0, with one absent. Roll call. Resolution adopted 6-0, with Bradford absent.

Consideration of 2023 Sidewalk Projects Engineering Consultant

Public Works Director Anna Horner presented the recommendation for the Local Sidewalk Projects.

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

Motion by Ford, second by Cole to select Wightman as engineering Consultant, along with their proposal, for the Local Sidewalk Projects and respective budget amendments. \$48,000 from carryover to 101-506-97600. Motion carried 6-0, with one absent.

Consideration of Job Descriptions - Parks Director, Parks Planner/Landscape Architect, Engineer, HR Director

Supervisor Heiny-Cogswell presented the new and updated job descriptions.

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

Motion by Ford, second by Bell to accept the job description for Human Resources Director.
Motion carried 5-1, with one absent.

Supervisor Heiny-Cogswell presented the updated job descriptions for the Parks Director and the Park Planner/Landscape Architect.

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

Motion by Ford, second by Cole to approve the two Parks job descriptions with the amendments discussed. Motion carried 6-0, with one absent.

Supervisor Heiny-Cogswell presented the new job description for Township Engineer.

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

Motion by Ford, second by Farmer to approve the job description for Township Engineer.

Consideration of Support for a Full U.S. 131 Interchange

Supervisor Heiny-Cogswell presented a resolution declaring a full U.S. 131 Business route interchange between the West Main and D Avenue interchanges a top priority.

Motion by Ford, second by Bell to adopt a resolution in support of declaring a full U.S. 131 business route interchange between the West Main and D Avenue interchanges a top priority.

Public Comment

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

Resolution to Enter Closed Session

Motion by Ford, second by Bell to adopt a resolution to enter closed session at 9:17 PM to discuss closed session of counsel. Roll call. Resolution adopted 6-0, with Bradford absent.

Motion by Ford, second by Buszka to exit closed session 9:30 PM. Motion carried 6-0, with one absent.

Supervisor Heiny-Cogswell adjourned the meeting at approximately 9:31 PM.

Prepared by: Dusty Farmer
Township Clerk

Attested: Libby Heiny-Cogswell
Township Supervisor