

THE CHARTER TOWNSHIP OF OSHTEMO  
Township Board Meeting  
March 27, 2018  
6:00 PM

The Oshtemo Township Board IT Board Work Session was held at the Township Hall. Trustee Zak Ford called the meeting to order at approximately 6:00 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 Attorney Jim Porter, Public Works Director Marc Elliott, Chief Mark Barnes, Parks Director Karen High, Ben Clark, Grant Taylor, and Fred Antosz.

**Public Comment**

No public comment.

**IT Work Discussion**

- a. **North Conference Room Projection System-** Treasurer Culp and Grant are going to compile information and use the feedback from the IT Work Group. The proposal with budget amendment can be brought to the next regular Township Board meeting. Feedback includes accessibility for everyone in the room, proper cord management, looking into kits with mounting options, bringing multiple options for the Board to consider. In addition, the entire project should not exceed \$2000. The need for more rooms to have presentation capabilities will be evaluated in the future.
- b. **Assessing Property Records Digitization-** The Assessing Department will have time after the beginning of April to evaluate the records to decide how long it might take to organize the files, prepare them for scanning, and scan them into the system. Board consensus is to complete the trial, document the time it takes, and then the Board can decide how to move forward.
- c. **NAS-** Jon was unable to attend the meeting, so this item will be moved to the next IT meeting.
- d. **Inventory** (ongoing)- The purpose was to identify the number of machines being used, who is using them, and for what purpose. This can inform the rotating schedule for hardware replacements. No need for RAM, operating system, CPU. The Board only needs to look at the use of each machine. The other purpose is to properly manage the inventory and identify lost or moved equipment. This will be presented during the budget process.
- e. **Rotating schedule for hardware replacements** (ongoing)- same as inventory. Should be presented during the budget process.

**Consideration of Drake Farmstead Barn Design Consultant Work**

Parks Director Karen High presented the request to amend the budget from within the Parks fund to redesign the carriage barn at Drake Farmstead Park so that it can be bid out within budget. This request should ultimately save about \$60,000 in construction costs.

Motion by Culp, second by Hudok to amend the budget for \$6,000 and to increase the consultant line item in accordance with the request.

**Resolution Proclaiming April as Child Abuse Prevention Month**

Motion by Heiny-Cogswell, second by Ford proclaiming April as Child Abuse Prevention Month. Roll Call. Resolution adopted 7-0.

Trustee Zak Ford adjourned the work session at approximately 7:05 PM.

THE CHARTER TOWNSHIP OF OSHTEMO  
Regular Meeting  
March 13, 2018  
7:15 PM

The Oshtemo Township Board Joint Meeting with the Planning Commission and Downtown Development Authority was held at the Township Hall. Supervisor Heiny-Cogswell called the meeting to order at approximately 7:15 PM.

**PRESENT:**

Supervisor Libby Heiny-Cogswell  
Clerk Dusty Farmer  
Treasurer Nancy Culp  
Trustee Dave Bushouse  
Trustee Deb Everett  
Trustee Zak Ford  
Trustee Ken Hudok  
Planning Commission:  
Bruce Vanderwheele  
Fred Antosz  
Mickey Maxwell  
Cheri Bell  
Mary Smith  
Downtown Development Authority:  
Grant Taylor  
Ryan Weber  
Rich McDonald

Also present were Township Attorney James Porter, Public Works Director Marc Elliott, Chief Mark Barnes, Planning Director Julie Johnston, and Adam Young from Wade Trim.

**Village Theme Development Plan Update**

Adam Young from Wade Trim provided an overview of the process leading up to the Village Theme Development Plan Update. He shared a summary of public input, including the stakeholder interviews in May of 2017, and the open house opportunities in July and October of 2017. This information is also included in the Village Theme Development Plan 2018 Update.

Board consensus is to allow the Planning Commission to take over for the subcommittee, and to continue discussion with the Board regarding the impediments with road/traffic planning with the Road Commission of Kalamazoo County.

Supervisor Heiny-Cogswell adjourned the Regular meeting at approximately 8:45 PM.

Prepared by: Dusty Farmer  
Township Clerk