

THE CHARTER TOWNSHIP OF OSHTEMO
Township Board Meeting
October 8, 2013

Township Board work session was held at the Township Hall. Supervisor Heiny-Cogswell called the meeting to order at 5:00 p.m.

PRESENT:

Supervisor Libby Heiny-Cogswell
Clerk Deb Everett
Treasurer Nancy Culp
Trustee Dave Bushouse
Trustee Nancy Carr
Trustee Dusty Farmer
Trustee Lee Larson

Also present were Township Attorney James Porter, Township Engineer Marc Elliott, Planning Director Greg Milliken, Fire Chief Mark Barnes and 7 interested people.

KCSD Activity Report – Capt. William Timmerman was present and provided information on KCSD activity in the Township for the past year. Supervisor Heiny-Cogswell advised she had received and forwarded to the Board a written report from Sgt. Todd Meyers on recent activity.

Kalamazoo County Commissioner Report – Commissioner Julie Rogers provided an update on recent County activity.

Public Comment – Residents from the Skyridge neighborhood advised they attended the Kalamazoo County Road Commission meeting and received a memo from KCRC regarding traffic/speed issues.

Five Year Park Plan – Planning Director Greg Milliken advised the updated Five Year Park Plan will be available for public comment until October 31st; it will be before the Board for adoption in December. It was noted the plan must be kept updated to qualify for MNRTF grants.

KABA Budget – KABA Executive Director Ed Hellwege presented the 2014 KABA proposed budget. It will be brought to each jurisdiction after the KABA Board has approved it.

Budget Workshop – Supervisor Heiny-Cogswell presented draft #4 of the proposed 2014 budget. Discussion included salaries and three proposed job descriptions; IT Administrative Assistant and Police Contract Coordinator would be assigned to current personnel; HR Specialist would be a new part time position. The proposed budget includes 1% cost of living and up to 1% performance increases for employees. Board consensus was to include a 1% increase for the Supervisor, Clerk and Treasurer and increase Trustee per Board meeting pay to \$100.00. Public hearing on the final budget will be held at the November 12th regular meeting.

Board Protocol – There was a brief discussion regarding protocol for Board members representation on regional/area boards.

The Board work session adjourned at approximately 6:55 p.m.

Supervisor Heiny-Cogswell called the regular meeting to order at approximately 7:10 p.m.

PRESENT:

Supervisor Libby Heiny-Cogswell
Clerk Deb Everett
Treasurer Nancy Culp
Trustee Dave Bushouse
Trustee Nancy Carr
Trustee Dusty Farmer
Trustee Lee Larson

Also present were Township Attorney James Porter, Township Engineer Marc Elliott, Planning Director Greg Milliken, Fire Chief Mark Barnes, and 11 interested people.

CONSENT AGENDA

Items on the consent agenda were minutes of the September 10th regular meeting, September 17th joint meeting, September 19th special meeting, the Receipts & Disbursements Report, update on IT connectivity upgrade, update on electronic payment system. Motion by Culp, second by Larson to approve the consent agenda. Carried.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

None.

SKY KING MEADOWS II – FINAL SITE CONDOMINIUM PLAN APPROVAL

A request for Final Site Condominium Approval for Sky King Meadows II was before the Board for consideration. Planning Director Milliken advised the development consists of 41 single family sites on the east side of 9th Street with 40% of the total area set aside as permanent open space. He noted this approval step ensures infrastructure has been installed in accordance with approved plans and approved by the appropriate agency, and also ensures all necessary legal documents are in compliance with Township regulations. Mr. Milliken advised the required approval and legal documents have been received and recommended approval subject to a recorded copy of the final condominium documents be provided for Township records.

Motion by Heiny-Cogswell, second by Farmer to grant final approval to Sky King Meadows II Site Condominium subject to a copy of the recorded documents submitted to the Township. Carried.

KALAMAZOO COUNTY EMERGENCY MANAGEMENT PLAN AMENDMENT

Fire Chief Mark Barnes advised the County emergency plan must be reviewed every four years to qualify for FEMA funding in case of an emergency; he presented the latest amendment. The Township's obligations in case of an emergency would be Fire Department response as needed and communication to residents.

Motion by Everett, second by Culp to approve the Kalamazoo County Emergency Management Plan amendment. Carried.

POLICE PROTECTION SPECIAL ASSESSMENT DISTRICT EXPANSION

A resolution to amend the 2003 Police Special Assessment District to add all commercial and multi-family properties not already in the district was before the Board.

Keith Bearup, citizen member of the Police Ad-Hoc Committee, reviewed the study and findings of the committee which recommends increasing the number of police officers in the Township based on calls for service, population growth, and anticipated future growth.

Gordon Lanker, 2524 North 2nd Street, commented he has felt there is not enough police protection, the Township is growing.

Trustee Bushouse commented he continues to support a uniform millage rate Township wide.

Clerk Everett commented she would agree with Mr. Bushouse if the level of response could be guaranteed as it is with the Fire Department.

Motion by Larson, second by Farmer to prepare the special assessment roll and hold a public hearing at the November 12th regular meeting. Roll call showed Bushouse-no, Carr-yes, Culp-yes, Everett-yes, Larson-yes, Farmer-yes, Heiny-Cogswell-yes.

ZONING ORDINANCE AMENDMENTS

REZONING – SECTION 22, 23, 30 - “R-2 & R-3” TO “C”

Planning Director Milliken presented a recommendation from the Planning Commission for approval of a request to rezone 40 parcels covering approximately 37 acres at the northwest corner of Drake Road and Stadium Drive. He noted the request is consistent with the Master Land Use Plan which refers to the area as “gateway commercial”.

TEXT AMENDMENTS – TEMPORARY SIGNS

Planning Director Milliken presented a recommendation from the Planning Commission to approve text amendments related to temporary signage. He noted the amendments reorganize the standards for easier reference, and allows businesses in multi-tenant commercial centers to each to be eligible for one special event sign within a six month period rather than the entire center being allowed only one per six months.

Motion by Everett, second by Carr to accept the rezoning request and text amendments for First Reading and set Second Reading for October 22nd. Carried.

FLESHER FIELD PHASE I CONSTRUCTION CONTRACT

Supervisor Heiny-Cogswell advised this item will be removed from the agenda; bids were received but are over budget, discussions are taking place and the item will be returned at a future meeting.

DDA BUDGET AMENDMENT

A request from the Downtown Development Authority (DDA) to amend their budget to contract with Prein & Newhof for consulting services related to the environmental requirements for demolition of the gas station being purchased at Stadium Drive and 9th Street was before the Board; the proposed contract amount is \$9,800.

Motion by Farmer, second by Culp to approve the DDA budget amendment in the amount of \$9,800. Carried.

JOB DESCRIPTIONS

As discussed at the work session, a recommendation from the Human Resources Committee to approve three job descriptions were before the Board, IT Administrative Assistant .15 FTE, and Police Contract Coordinator .15 FTE would be assigned to current personnel; HR Specialist .5 FTE would be a new part time position.

Motion by Culp, second by Larson to approve the job descriptions. Carried.

EMPLOYEE HANDBOOK CHANGES – APPENDICES B & G

A recommendation from the Human Resources Committee to amend Appendices B & G of the Employee Handbook related to Paid Time Off (PTO) requests and approvals, and the cell phone policy was before the Board.

Motion by Culp, second by Farmer, to adopt a resolution to amend Appendices B & G of the Employee Handbook. Roll call showed Farmer-yes, Larson-yes, Everett-yes, Culp-yes, Carr-yes, Bushouse-yes, Heiny-Cogswell-yes.

BOARD MEMBER COMMENTS

Clerk Everett advised the community survey had been mailed to 1500 randomly selected residents, anyone not receiving a mailed survey can participate on line through the Township's web page until October 22nd.

Treasurer Culp advised the Township is participating in the Salvation Army coat drive through October 31st, bins have been placed in the Township Office.

Supervisor Heiny-Cogswell advised a public meeting will be held to present the findings on the consolidated dispatch study at the Fetzer Center at WMU on October 17th at 7:30 p.m.

CLOSED SESSION

Motion by Everett, second by Culp to adjourn to closed session to discuss pending litigation because doing so in open meeting would have a detrimental effect upon the Township's position and could disclose matters protected by attorney-client privilege. Roll call showed Bushouse-yes, Carr-yes, Culp-yes, Everett-yes, Larson-yes, Farmer-yes, Heiny-Cogswell-yes.

The Board adjourned to closed session at approximately 8:55 p.m.

Motion by Everett, second by Culp to return to open session at approximately 9:20 p.m.

Motion by Everett, second by Culp to direct the Township Attorney to proceed as discussed in closed session. Carried.

There was no further business and the meeting was adjourned at approximately 9:20 p.m.

DEBORAH L. EVERETT
Township Clerk

Attested: LIBBY HEINY-COGSWELL
Supervisor