

ALAMO TOWNSHIP BOARD  
**REGULAR MEETING**  
7901 North 6<sup>th</sup> Street  
Kalamazoo, MI 49009  
(269) 382-3366

**JULY 14, 2008**  
7:00 p.m.

Present: Supervisor Vlietstra, Clerk Sportel-Bogard, Treasurer Stoneburner, Trustee Feniger, Trustee Potter-Williams, Attorney Soltis and Deputy Supervisor Fisher

Also Present: 11 interested persons

Supervisor Vlietstra called the meeting to order at 7:00 p.m. with the Invocation followed by the Pledge of Allegiance.

Supervisor Vlietstra noted that Trustee Feniger was attending a Zoning Board of Appeals meeting and would join the Township Board at the conclusion of the ZBA meeting.

#### **MINUTES**

**MOTION** by Treasurer Stoneburner to approve the workshop minutes of July 7, 2008, as written, **support** by Clerk Sportel-Bogard. Carried 4-0.

#### **SUPERVISOR'S REPORT**

Supervisor Vlietstra noted a lack of recent activity by the Supervisors' group; continued discussion on law enforcement.

#### **ASSESSOR'S REPORT**

(Trustee Feniger joined the meeting.) Clerk Sportel-Bogard delivered the Assessor's report based on a written document prepared by Assessor Laws. Field reviews for building permits, preparation for the 2009 database, census reconciliation, filing of required forms and processing of local changes were among the tasks completed.

Deputy Supervisor Fisher supplemented the written report by stating Supervisor Vlietstra, Treasurer Stoneburner, Assessor Laws and she met to review the 92 discrepancies identified during the LUCA (census) project. Assessor Laws had completed a thorough review and changes to the Township database were made when appropriate. Assessor Laws will complete additional research on selected items and Deputy Supervisor Fisher will follow up with Building Inspector Henderson on a number of occupancy permit issues. Permits with plans will be provided to Deputy Supervisor Fisher from the Building Inspector for delivery to Assessor Laws to reduce the need for unnecessary field review.

#### **BUILDING DEPARTMENT REPORT**

Clerk Sportel-Bogard gave the Building Inspector's report based on a written document prepared by Building Inspector Henderson. Two electrical, one mechanical and two building inspections or permits were completed/issued in June.

**MOTION** by Supervisor Vlietstra to authorize Attorney Soltis to write a response to the July 9<sup>th</sup>, 2008 letter concerning construction code issues, Attorney Soltis, **support** by Treasurer Stoneburner. Carried.

### **FIRE DEPARTMENT REPORT**

Deputy Supervisor Fisher delivered the Fire Department report based on a written document prepared by Chief Moore. The Department responded to 22 incidents in June. The Department participated in the classic car show at the Township Park and expressed appreciation at the opportunity to demonstrate Department skills and equipment. Four new firefighters have been hired, have begun responding to calls and will begin additional formal certification training this winter.

### **ORDINANCE ENFORCEMENT REPORT**

Clerk Sportel-Bogard delivered the Ordinance Enforcer's report based on a written document prepared by Ordinance Enforcer Hoffman. Ten hours of service were delivered in June; five violations/complaints.

### **PARKS BOARD REPORT**

Parks Board Secretary Fisher referred Board members to the Parks Board minutes previously provided. The Parks Board has no action items to forward to the Township Board at this time. The Parks Board will be reviewing its 5-year plan and duties at its upcoming meeting.

### **ZONING BOARD REPORT**

Chair Smith referenced the completed Ordinance forwarded to the Township Board with the Zoning Board's recommendation for adoption. The Zoning Board will begin work on mining standards in the coming months.

### **TREASURER'S REPORT**

Paid as of July 14, 2008:	\$14,137.60
Received:	\$42,636.01
General Account:	\$20,387.95
General Maxsaver:	\$470,549.40
Fire Truck LUG Account:	\$18,063.68

Treasurer Stoneburner reports that the Green Bauer cemetery sign has fallen to the ground.

### **CLERK'S REPORT**

Clerk Sportel-Bogard reports June liabilities of \$42,493.62.

Absentee voter ballots are being mailed as applications are received. Election training for Inspectors begins on July 21. The driveway has been added to the Alamo Cemetery. Clerk Sportel-Bogard would like to move the chips/soil to the new section and have it worked in prior to seeding. Treasurer Stoneburner notes that a party interested in assisting with this effort expressed concern about driving heavy equipment over gravesites. Clerk Sportel-Bogard-Board believes the Alamo site can withstand this equipment and reviewed a manual option to relocate the chips/soil. Clerk Sportel-Bogard clarified that attempts are made to seed new graves with successful planting being more effective in the fall.

## NEW/OLD BUSINESS

### 1. Fire Department Pagers

Chief Moore presented a verbal and written report at the July 7 workgroup regarding the planned replacement of 6-8 pagers for the Department. This expenditure is covered by the Board approved budget for this year.

**MOTION** by Treasurer Stoneburner to approve the purchase of the 6-8 pagers as presented in Chief Moore's report, **support** by Trustee Feniger. Trustee Feniger – yes; Trustee Potter-Williams – yes; Treasurer Stoneburner – yes; Supervisor Vlietstra – yes; Clerk Sportel-Bogard – yes. Carried.

### 2. Certificate of Appreciation

Deputy Supervisor Fisher suggested the Board provide a framed certificate of appreciation to Newt Covault expressing the Board's gratitude for his selfless dedication, timeless energy and generosity directed to the Township Park. Mr. Covault recently resigned from the Parks Board.

**MOTION** by Clerk Sportel-Bogard to provide a framed certificate of appreciation to Newt Covault, **support** by Treasurer Stoneburner. Supervisor Vlietstra – yes; Trustee Feniger – yes; Treasurer Stoneburner – yes; Trustee Potter-Williams – yes; Clerk Sportel-Bogard – yes. Carried.

### 3. Zoning Ordinance

Attorney Soltis noted that the Ordinance covering zoning permits, campgrounds and vehicle wash facilities is the culmination of months of collaborative work and consensus building. Deputy Supervisor Fisher offered that Attorney Soltis is deserving of credit for his role in putting the Zoning Board's work in written form.

Discussion centered on the zoning permits portion of the Ordinance. Trustee Potter-Williams expressed concern that all pieces of the puzzle are not fitting together and a lack of support for instituting the ordinance in the absence of the necessary preparatory work and establishment of systems. Treasurer Stoneburner expressed concern that citizen education is critical and felt education should precede instituting the ordinance. Clerk Sportel-Bogard felt the Ordinance was a step in the right direction. Chair Smith commented that Ordinances are evolutionary in nature and refinements may be necessary at a later date. Zoning Board of Appeal Chair Sweitzer agreed with Treasurer Stoneburner that many existing properties have fallen between the cracks and noted that failing to do anything will ensure that in a year the same issues will exist. Suggestions to educate citizens included the newsletter and possibly a notice with winter tax notices. Attorney Soltis reports that the use of zoning permits is very common. Zoning Board and Zoning Board of Appeals Secretary Osborne distributed the latest minutes from these bodies.

**MOTION** by Trustee Feniger to adopt the Ordinance as written, **support** by Supervisor Vlietstra. Supervisor Vlietstra – yes; Clerk Sportel-Bogard – yes; Treasurer Stoneburner – no; Trustee Feniger – yes; Trustee Potter-Williams – no. Carried.

Attorney Soltis and Clerk Sportel-Bogard to coordinate the publicizing of the Ordinance.

### 4. Resolution to Establish a Receiving Board

Clerk Sportel-Bogard explained that a 3-person Board is necessary for the November election to count absentee ballots. The Resolution permits the establishment of the Board. At this time, the Board is only anticipated to be used in November; however, it could be used in other elections as necessary.

**MOTION** by Treasurer Stoneburner to adopt the Resolution as presented, **support** by Trustee Potter-Williams. Treasurer Stoneburner – yes; Supervisor Vlietstra – yes; Trustee Feniger – yes; Trustee Potter-Williams – yes; Clerk Sportel-Bogard – yes. Carried.

5. Resolution to Establish a Planning Commission with Zoning Authority

Attorney Soltis explained that the original Resolution passed by the Board in January was not noticed out as required. The remedy is to readopt the Resolution. No changes have been made to the document as presented in January. Clarification offered regarding terms of office and officers.

**MOTION** by Supervisor Vlietstra to readopt the Resolution to Establish a Planning Commission with Zoning Authority, **support** by Trustee Feniger. Clerk Sportel-Bogard – yes; Trustee Feniger – yes; Trustee Potter-Williams – no; Treasurer Stoneburner – yes; Supervisor Vlietstra – yes. Carried.

6. Authorization /Recommendations for Museum Storm-Related Damage

Two invoices dated July 4, 2008, were presented for storm damage at the museum by the firm removing the tree damage. Board members expressed their understanding of emergency services being limited to removal of the large tree branch from the roof of the pole barn. Subsequent to the removal of the limb, the remainder of the tree was removed resulting in a second invoice. Supervisor Vlietstra will contact the company for clarification. An expectation that the tree related invoices be held for payment until the full Board could address the issues was not disputed.

Treasurer Stoneburner expressed concern about the general state of the Museum grounds. Treasurer Stoneburner and Deputy Supervisor Fisher visited the museum as requested at the workgroup meeting. A written report was provided to all Board members. The museum was not locked upon arrival. Safety issues include lack of egress through the rear exit.

**MOTION** by Treasurer Stoneburner to permit the Boy Scouts to collect the wood and metal littering the grounds, **support** by Supervisor Vlietstra. Carried.

Deputy Supervisor Fisher will contact the Scout leader.

Brian Smith voiced his concerns about the state of the Museum and volunteered his assistance. The Board accepted his generous offer; Trustee Feniger will meet with Mr. Smith.

7. Disposition of Materials Stored

Treasurer Stoneburner and Deputy Supervisor Fisher recommended that broken and obsolete equipment located at the hall be disposed of. A list of materials was provided. Board members who initially donated the equipment may remove materials if desired. Other equipment is broken, damaged or obsolete.

**MOTION** by Supervisor Vlietstra to permit Treasurer Stoneburner and Deputy Supervisor Fisher to dispose of materials not representing a value to the Township, **support** by Clerk Sportel-Bogard. Carried.

## **AUTHORIZATION OF LIABILITIES**

**MOTION** by Trustee Potter-Williams to pay the liabilities and any charges that may need consideration prior to the next Board meeting, **support** by Trustee Feniger. Carried.

## **CITIZEN COMMENT**

Richard Allen (His address was listed in the Ordinance Enforcement report and he had not been contacted regarding any complaint)

Joyce Carnes (Inquired about the plans for repairs to B Avenue west of 6<sup>th</sup> Street. Road Commission counters are not placed on the west side of 6<sup>th</sup>; therefore, she believes traffic counts are inaccurate.)

Associate of Ms. Carnes (Inquired about the Township's authority for road repair.)

Linda Rayman (Inquired about the procedures for placement of traffic counters.)

Al Sweitzer (Noted that by the time repairs are made to North 12<sup>th</sup>, the road will be exceptionally rough)

## **ADJOURNMENT**

**MOTION** by Trustee Potter-Williams to adjourn the meeting, **support** by Trustee Feniger. Carried.

Respectfully Submitted,

Garilyn Sportel-Bogard  
Alamo Township Clerk