

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

AUGUST 11, 2008
7:00 p.m.

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

Also Present: 8 interested persons

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

MINUTES

MOTION by Treasurer Stoneburner to approve the workgroup minutes of August 4, 2008, as written, **support** by Clerk Sportel-Bogard. Carried.

PRESENTATION

Representatives from the Kalamazoo County Transportation Authority were not in attendance as scheduled; therefore, candidate for District Judge, Bill Murphy, was given this time to speak. Mr. Murphy introduced himself, outlined his experience and the work of the District Court.

SUPERVISOR'S REPORT

Supervisor Vlietstra offered his thanks for the support he received in the recent election.

The Zoning Board will be holding a public hearing as part of its next regularly scheduled meeting for a special exception use permit to install a communication tower. The Zoning Board will begin work on a gravel mining ordinance prior to lifting the mining moratorium currently in place. Following the ordinance, the Land Use plan will be reviewed and updated as needed; this is typically done at 5 year intervals. Supervisor Vlietstra stated the Zoning/Planning Commission includes other planning functions now and referenced the possibility that a resident questionnaire would be employed as part of this update. He noted a survey developed by Texas Township might be beneficial to review as part of the survey development process and that the Zoning Board had discussed using an ad hoc group for this purpose.

Supervisor Vlietstra reported that the Township Supervisors' Group has lost strong leadership with Ron Commissaris' (Texas Township) defeat in the primary.

ASSESSOR'S REPORT

Clerk Sportel-Bogard gave the Assessor's report based on a written document prepared by Assessor Laws. Field reviews, preparation for the 2009 assessment roll, the July Board of Review, updates and exporting of the BS&A software plus routine processing of documents were among the tasks completed.

BUILDING DEPARTMENT REPORT

Clerk Sportel-Bogard gave the Building Inspector's report based on a written document prepared by Building Inspector Henderson. One electrical and 4 mechanical permits and/or inspections were taken out in June.

FIRE DEPARTMENT REPORT

Deputy Supervisor Fisher gave the Fire Department report based on a written document prepared by Chief Moore. The Department responded to 22 incidents in July plus spent several hours removing trees and storm damage on July 2. The Department provided assistance to the Gobles Fire Department for a structure fire on July 26. A firefighter recently resigned (on good terms). Approval was sought to send 3 firefighters to Medical First Responder class. The class runs from September 4 – October 27 on Thursday evenings. The cost is \$485 per student for a total of \$1,455. Funds are contained in the Department budget.

MOTION by Treasurer Stoneburner to approve 3 firefighters attending the September 4 – October 27 training at \$485 per student, **support** by Trustee Potter-Williams. Carried.

ORDINANCE ENFORCEMENT REPORT

Clerk Sportel-Bogard gave the Ordinance Enforcer's report based on a written document prepared by Ordinance Enforcer Hoffman. 5.75 hours of service were delivered in July.

PARKS BOARD REPORT

Parks Board Secretary Fisher referred Board members to the Parks Board minutes previously provided. The Parks Board elected officers, has been scheduling work days to complete a variety of projects and is in the process of updating its 5-year plan. The plan will be brought to the Board of Trustees when complete.

The plaque offering appreciation to Newt Covault is complete, was passed around and will be delivered by Supervisor Vlietstra and Treasurer Stoneburner.

ZONING BOARD REPORT

Provided during the Supervisor's Report.

TREASURER'S REPORT

Paid as of July 14, 2008:	\$ 8,895.83
Received:	\$11,374.71
General Account:	\$14,640.43
General Maxsaver:	\$470,802.73
Fire Truck LUG Account:	\$18,092.45

CLERK'S REPORT

Clerk Sportel-Bogard reports July liabilities of \$32,402.92; 85 days to the November election.

NEW/OLD BUSINESS

1. Parks Endowment Fund.

Deputy Supervisor Fisher highlighted the changes in the provided letters of agreement over those provided to the Board at an earlier meeting (further definition to the mission of the fund, flexibility to the \$50,000 funding time frame and direction should utilization of the fund as originally designed no longer be possible.) A reminder was made that the principal of the fund is irrevocable.

MOTION by Supervisor Vlietstra to use this instrument to establish and fund the endowment with the Foundation, **support** by Treasurer Stoneburner. Trustee Feniger – yes; Clerk Sportel-Bogard – yes; Supervisor Vlietstra – yes; Treasurer Stoneburner – yes; Trustee Potter-Williams – yes. Carried.

2. Resolution Naming a Zoning Administrator and Establishing Fees

Reference to the discussion at the August 4 workgroup was made to appoint the Building Inspector as the Zoning Administrator (with no additional remuneration) and to establish the permit fee as suggested by Treasurer Stoneburner.

MOTION by Supervisor Vlietstra to adopt the Resolution naming the Building Inspector as the Zoning Administrator with a zoning permit fee of \$25, the Board reserving the right to review fees at a future date, **support** by Trustee Feniger. Trustee Feniger – yes; Treasurer Stoneburner – yes; Trustee Potter-Williams – no; Supervisor Vlietstra – yes; Clerk Sportel-Bogard – yes. Carried.

Treasurer Stoneburner inquired about the fee in the event that construction commences prior to the issuance of a permit. The Board clarified its intent to use \$25.00 as the penalty fee as well.

MOTION by Treasurer Stoneburner to use the Permit Application as supplied by Attorney Soltis, **support** by Clerk Sportel-Bogard. Supervisor Vlietstra – yes; Treasurer Stoneburner – yes; Trustee Feniger – yes; Trustee Potter-Williams – yes; Clerk Sportel-Bogard – yes. Carried.

Clerk Sportel-Bogard will coordinate with Building Inspector Henderson regarding the adoption of fees and the permit application.

3. Museum Storm Related Damage (July 2)

Treasurer Stoneburner summarized that the initial 2 invoices to remove one tree from the museum totaled \$4,300 (removal of the limb from the pole barn and subsequent removal of the tree itself) followed by a second invoice representing a decrease of 20% (\$3,440) with the tree service receiving the wood and chips. Treasurer Stoneburner recommended the service be paid a total of \$2,250 (representing \$1,750 from Township funds and \$500 from insurance) once the stump in ground and chips removed. Further Treasurer Stoneburner compared the bid of \$3,400 for the removal of 12 trees from the cemeteries earlier in the year to the current invoices. Supervisor Vlietstra noted he had requested a deeper discount to the 20% offered and was advised the service would settle for \$2,500. Trustee Potter-Williams noted that the Board had not approved the non-emergency removal of the tree and referenced a pattern of tree removal other than that agreed to by the Board of Trustees. Treasurer Stoneburner requested compliance with the Board's purchasing policy when Township services requiring bids are needed.

Further that each bidder receive the same written specifications, that bids are sealed, provided to the Township Clerk and opened at a Board meeting. Clerk Sportel-Bogard referenced the holiday pay incurred by the Township for removal of the limb (which Supervisor Vlietstra reported to be 5 workers for over 6 hours of work on July 4th) and her opinion that fees were excessive due to a belief that insurance would be covering the claim and that all of us suffer for inflated claims. She supports Treasurer Stoneburner's recommendations.

MOTION by Treasurer Stoneburner to reimburse \$2,250 to J & S Tree Service for the removal of the storm damaged tree at the museum pending completion of the stump being ground and chips removed, **support** by Clerk Sportel-Bogard.

Supervisor Vlietstra noted the use of a loader to remove the limb plus triple time being paid for holiday work by the crew. Further discussion ensued regarding the urgency of completing the work on a holiday.

Clerk Sportel-Bogard – yes; Trustee Potter-Williams – yes; Trustee Feniger – yes; Treasurer Stoneburner – yes; Supervisor Vlietstra – no. Carried.

In response to the request to secure additional bids for the structural damage caused by the limb to the pole barn, 3 additional bids have been requested. Discussion regarding the appropriateness of the Township establishing the repair specifications or expecting each bidder to address what is needed to repair the damage. For this bid, seeking a description of the scope of the work plus a breakdown of labor and materials will be sought. Licensure and insurance were noted as givens.

4. Inconsistencies Between Legal Descriptions on Deeds and Tax Notices

Treasurer Stoneburner reviewed the issue of a citizen possessing a deed with a different legal description than appears on their taxes. Her research demonstrated that other Townships submit discrepancies to Prein & Newhof for resolution and correction.

MOTION by Treasurer Stoneburner to follow the referenced procedure at the Township's cost, **support** by Trustee Potter-Williams. Carried.

5. Special Assessments

Deputy Supervisor Fisher noted that a representative of the Stoney Ridge Association has approached the Township about the possibility of the establishment of a special assessment for the replacement of the Association roads in accordance with the established procedure of securing affirmation of 51% of Association members. Costs to establish and manage the special assessment would be borne by the Association. A possible concern was raised in terms of the number of Associations currently in the Township and whether this would set an unwanted precedent.

MOTION by Supervisor Vlietstra to authorize the continued gathering of information to permit a decision at a later date, **support** by Trustee Feniger. Treasurer Stoneburner – yes; Trustee Potter-Williams – yes; Supervisor Vlietstra – yes; Trustee Feniger – yes; Clerk Sportel-Bogard – yes. Carried.

6. Appointment to Museum Committee

MOTION by Clerk Sportel-Bogard to appoint Brian Smith to the Museum Committee, **support** by Supervisor Vlietstra. Carried.

Trustee Potter-Williams inquired if the existing Museum members had been approached regarding the planned appointment. Supervisor Vlietstra noted that Mary Goble was aware of Mr. Smith's pending involvement.

Clean up work at the Museum was referenced, a recommendation was made to discontinue the dumping of debris as it appears others' yard waste is being added. Clarification that Scouts may take wood if they desire or leave it onsite to be taken care of when other scrap is addressed.

7. Fees from Recycling

Trustee Feniger provided Treasurer Stoneburner with \$182 from the recent tire round-up at the August recycling. Handing out flyers at monthly recycling and/or adding an eye catching announcement in the newsletter were suggested to better publicize special recycling events.

AUTHORIZATION OF LIABILITIES

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

CITIZEN COMMENT

Linda Rayman (Request that special meetings are posted using colored paper)

Joyce Carnes (Noted a high level of traffic [car and truck] on B Avenue between 6th and 2nd as contributing to the deteriorated road surface in hope that something can be done)

Roger Flath (Clarification of comments about the removal of diseased trees in the Alamo Cemetery made at the last workgroup.) Board members were universal in noting his remarks at the last meeting were appreciated and the meaning understood.

Al Sweitzer (Referencing the deterioration of B Avenue, inquired if heavy trucks should be restricted from non-primary roads plus noted noxious odors appear to be coming from Packerland. The DEQ is investigating.)

Steve Hoogstraten (Apologized for missing the Zoning Board report portion of the agenda and commented that both B and part of Hart Drive are built in areas with a high water table creating present and future challenges for roadways.)

ADJOURNMENT

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

Respectfully Submitted,

Garilyn Sportel-Bogard
Alamo Township Clerk