

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

**DECEMBER 8, 2008**  
7:00 p.m.

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

Also Present: 6 interested persons

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

**MOTION** by Treasurer Stoneburner to excuse Clerk Sportel-Bogard from the meeting, **support** by Trustee Feniger. Carried.

#### **MINUTES**

**MOTION** by Treasurer Stoneburner to approve the work group minutes of December 1, 2008, as written, **support** by Trustee Feniger. Carried.

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

No report was received. Treasurer Stoneburner reports the Board of Review is scheduled for December 9 at 1:00 p.m.

#### **BUILDING DEPARTMENT REPORT**

Deputy Supervisor Fisher reported November permits of 1 building, 2 electrical and 2 mechanical. (\$1,208.50 collected in fees).

Recommendation to reimburse Kalamazoo Township \$175.00 per month (subject to approval) beginning in October (September having been paid by separate Board action). This reimbursement covers work performed by the Building Inspector when on Kalamazoo Township's time. The proposed reimbursement falls within the approved budget for the Building Department. The recommendation is to approve reimbursement through the end of the fiscal year with reimbursement to be reviewed and/or affirmed as part of the 2009 budgeting process.

**MOTION** by Treasurer Stoneburner to approve reimbursement of \$175.00 per month to Kalamazoo Township for the period October 2008 – March 2009, to cover the costs incurred by Kalamazoo Township when the Building Inspector is performing work for Alamo Township, **support** by Trustee Potter-Williams. Supervisor Vlietstra – yes; Treasurer Stoneburner – yes; Trustee Potter-Williams – yes; Trustee Feniger – yes. Carried.

Recommendation to reimburse Building Inspector Cardiff at \$305.00 per month retroactive to September 1, 2008. This level of reimbursement falls within the approved Building Department budget. The recommendation is to approve reimbursement through the end of the fiscal year with reimbursement to be reviewed and/or affirmed at part of the 2009 budgeting process.

**MOTION** by Treasurer Stoneburner to approve \$305.00 per month reimbursement to Building Inspector Cardiff for the period January 2009 – March 2009, **support** by Trustee Potter-Williams.

Discussion: Inquiry made regarding the time period.

**AMENDED MOTION** by Treasurer Stoneburner to approve \$305.00 per month reimbursement to Building Inspector Cardiff for the period September 2008 – March 2009, **support** by Trustee Potter-Williams. Trustee Potter-Williams – yes; Trustee Feniger – yes; Treasurer Stoneburner – yes; Supervisor Vlietstra – yes. Carried.

Recommendation to reimburse Building Inspector Cardiff \$100.00 per site plan review, consistent with the reimbursement the Township provides the Zoning Board Chairperson and the Fire Chief. Treasurer Stoneburner noted the Township is fortunate to have the services of Building Inspector Cardiff.

**MOTION** by Treasurer Stoneburner to approve reimbursement to Building Inspector Cardiff of \$100.00 per site plan review, **support** by Trustee Potter-Williams. Carried.

Treasurer Stoneburner noted the Deputy Supervisor is completing considerable support activities for the Building Department and recommends reimbursement of \$150.00 for the period January 2009 – March 2009. She noted revenues have increased over the past few months. The reimbursement amount is contained within the approved budget for the Building Department.

**MOTION** by Treasurer Stoneburner to authorize \$150.00 in additional compensation for work performed by the Deputy Supervisor to support the Building Department, **support** by Trustee Feniger. Treasurer Stoneburner – yes; Trustee Feniger – yes; Trustee Potter-Williams – no; Supervisor Vlietstra – yes. Carried.

Recommendation to establish a building permit fee of \$115.00 for mobile homes. Building Inspector Cardiff notes that a Board approved fee is absent from the Board's schedule of fees. The change does not impact existing ordinances and does not include permit fees for applicable electrical, mechanical or plumbing permits.

**MOTION** by Treasurer Stoneburner to establish a fee of \$115.00 for building permit fees for mobile homes, **support** by Trustee Feniger. Carried.

## **FIRE DEPARTMENT REPORT**

Chief Moore reported the Department responded to 11 incidents in November. Training included EMS education and specialized training for chimney fires. The Department is in the process of updating its preventative maintenance program. In the upcoming months, officers will be reviewing automatic aid procedures and ALS agreements to ensure the highest quality of service possible. An October 15<sup>th</sup> change to the methodology in the way Alamo Fire & Rescue is dispatched has likely resulted in the low volume of calls for November. Chief Moore referred to a December 8 memo requesting approval to send 3 firefighters for Michigan Firefighter Certification. Chief Moore was able to secure places at the Otsego Fire Academy at \$150.00 per person as opposed to \$450.00 quoted elsewhere. Chief Moore may be conducting some of the instruction at the Otsego Academy. Funds are contained in the Department budget to cover this expenditure.

**MOTION** by Treasurer Stoneburner to send Sam Corradini, Shawn Baker and John Khillah to the Otsego Fire Academy at \$150.00 per person, **support** by Trustee Potter-Williams. Carried.

## **ORDINANCE ENFORCEMENT REPORT**

Supervisor Vlietstra gave the Ordinance Enforcer's report based on a written document prepared by Ordinance Enforcer Hoffman. Eight hours of service were delivered in November. Compliance orders are being prepared by Attorney Soltis for the cases heard by the magistrate last month.

## **PARKS BOARD REPORT**

Parks Board Secretary Fisher referred Board members to the previously provided Parks Board minutes and discussion at the work group. As a result of an unexpectedly generous donation by Aggregate Industries, the expected freight of \$750.00 for gravel delivered to the DE Avenue Park was exceeded by \$233.32.

The Board previously approved the expenditure from the Parks budget in the amount of \$750.00. Treasurer Stoneburner noted other groups use the Park and recommended the Board pick up the additional freight rather than take it from the Parks budget (which would leave Parks with approximately \$100.00 for the remainder of the fiscal year). Little League will be grading the gravel when the weather breaks. Supervisor Vlietstra noted the Parks road will need to be plowed for the December 13 recycling and stated this expense should not be expensed from the Parks Department budget. Trustee Potter-Williams noted the Parks Department is funded through the Township. Trustee Feniger noted plowing the full road is desirable to reinforce the one-way nature of the road.

**MOTION** by Treasurer Stoneburner to authorize expensing the \$233.32 freight overage and plowing for December recycling from an account other than the Parks Department budget, **support** by Trustee Feniger. 3-1 (Potter-Williams) Carried.

### ZONING BOARD REPORT

Supervisor Vlietstra noted the Zoning Board discussed a request for a special exception use permit for a wireless tower on 6<sup>th</sup> Street. A public hearing will occur on January 6. Chair Smith is recommending the use of a WMU student for the 5-year review process of the Township Land Use Plan. Further, Chair Smith is recommending a stipend of \$300.00-500.00 for the work. The Zoning Board is actively working on a revised ordinance for special exception use permits governing gravel mining.

### TREASURER'S REPORT

Paid as of November 10, 2008:	\$ 10,751.15
Received:	\$ 2,183.85
General Account:	\$ 33,639.26
General Maxsaver:	\$376,673.67
Fire Truck LUG Account:	\$ 18,194.25

### CLERK'S REPORT

In addition to detail provided to Treasurer Stoneburner for the Building Department discussion, the 2009 budget process will begin in January.

### NEW/OLD BUSINESS

#### 1. Cell Phone Reimbursement

In accordance with the recent information provided by the IRS and Siegfried Crandall, it is recommended the Township modify its cell phone reimbursement methodology to 1) requiring staff to maintain a log outlining all business calls to facilitate pro-rating service costs; or, 2) discontinuing the separate payment for cell phone service in lieu of adding an appropriately set amount to impacted staff salaries (resulting in taxable income). The log method was felt to be impractical. Chief Moore will discuss discontinuing support for the Assistant Chief's cell phone effective with the new fiscal year. Chief Moore will advise the Board whether he desires to retain his cell phone or move to a Township supported landline effective April 1, 2009.

**MOTION** by Trustee Potter-Williams to add \$50.00 per month to the salaries of staff currently billing for cell phone service except for the Assistant Chief whose billing rate is \$35.00 per month and for whom service is being evaluated for continuation beyond the current fiscal year, effective for December services, **support** by Treasurer Stoneburner. Carried.

Deputy Supervisor Fisher will develop a policy to reflect this decision.

2. Temporary Extension for the Use of G Avenue as a Haul Route

As a result of delays to the receipt of crash data and the addition of a level of service analysis contained in the Board approved study specifications, the study addressing the adequacy of the 10<sup>th</sup> and 6<sup>th</sup> Street haul routes is not complete. It has been agreed the study will be provided to the Township no later than December 22. The study will be provided to the Township engineer on this date with a return date (written report) of December 31 at which time copies will be provided to Board members to permit review time prior to the January work group meeting. Following a meeting with the Road Commission on January 5, a firm was selected as the Township's independent reviewer. Both finalists were highly regarded; however, the Commission felt URS best met the Township's stated needs. As a result of the delays, an extension to Aggregate Industries authorization to use G Avenue as a haul route beyond the December 10<sup>th</sup> expiration is recommended.

**MOTION** by Supervisor Vlietstra to extend authorization for Aggregate Industries to use G Avenue as a haul route until January 13, **support** by Trustee Potter-Williams. Carried.

3. Donna Henderson Request for Additional Reimbursement

Attorney Soltis has reviewed both the letter provided by the State of Michigan and the letter subsequently received by Mrs. Henderson. Attorney Soltis noted his interpretation that the State closed the case and believes the Township is under no legal obligation to make further payment although it is at liberty to do so.

**MOTION** by Treasurer Stoneburner to consider the case closed consistent with Attorney Soltis' interpretation, **support** by Trustee Potter-Williams. Carried.

4. 2009 Roads

Supervisor Vlietstra notes he requested traffic counts and pricing for a number of roads. Hart Drive from east of the new bridge to the location where Hart had been resurfaced earlier, Country View, B Avenue from 6<sup>th</sup> Street to the culvert and F Avenue between 6<sup>th</sup> and 7<sup>th</sup> Streets. Car counts in 2006 (two collection dates) on Hart were 289 and 278 respectively. B Avenue counts were 176 in 2006. No counts are available for Country View and counts for F Avenue are unknown at this point. Pricing has not yet been provided. The Road Commission advises chip sealing is not an option.

5. Museum

Treasurer Stoneburner recommends utilization of the Museum Board for cleaning the kitchen/office area of the Museum. Supervisor Vlietstra noted this would add a system of checks and balances. Trustee Feniger notes sorting, to date, has included items such as scrap paper, etc., and that nothing has been thrown away.

## **AUTHORIZATION OF LIABILITIES**

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

## **BOARD MEMBER TIME**

Supervisor Vlietstra referenced a letter he sent to Senator Gilbert in support of a House Bill that provides authority to the local Road Commission to approve any restrictions placed by municipalities on primary roads. He further referenced a court case speaking to chaotic patchworks and noted Townships are not responsible for repairs or maintenance on primary roads. A copy had been provided earlier to all Board members.

**CITIZEN COMMENT**

John Ray (plans to address the Board at an upcoming meeting on the subject of volunteerism)

**ADJOURNMENT**

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

Respectfully Submitted,

Garilyn Sportel-Bogard  
Alamo Township Clerk