

ALAMO TOWNSHIP BOARD OF TRUSTEES MEETING

7901 NORTH 6<sup>th</sup> STREET  
KALAMAZOO, MICHIGAN 49009

June 10, 2013

7:00 pm

Meeting was called to order by Supervisor Conti at 7:00 pm with the Pledge of Allegiance and an Invocation given by Trustee Potter Williams

**Present:** Supervisor Conti, Clerk Endres, Treasurer Stoneburner, Trustee Potter Williams and Trustee VanderWeele.

**Approval of Meeting Minutes:**

**Motion** was made by Clerk Endres to approve the meeting minutes to the May 13, 2013 meeting with changes, supported by Trustee Potter Williams. Motion passed 4-1 (Treasurer Stoneburner Opposed).

**Motion** was made by Clerk Endres to approve the May 20, 2013 Special meeting minutes as written, supported by Supervisor Conti. Motion passes 4-1 (Treasurer Stoneburner Opposed).

**Authorization of Liabilities:** Motion was made by Trustee Potter Williams to authorize payment of liabilities, supported by Trustee VanderWeele. Motion passed 5-0.

**Reports:**

1. ***Supervisors Report:*** Supervisor Conti reported on the creation of the Kalamazoo Nature Centers (KNC) learning center. The center will be location on Hart Drive on 65 acres. Its main focus is to teach area high school students environmental science. KNC is currently working with the Planning Commission to obtain a Special Exception Use Permit (SEUP) as it is in a residential zone. Conti reported well over 30 residents attended the hearing. Concerns were heard regarding hunting, parking, buses, and auxiliary uses such as wedding receptions and other large gatherings. The concerns will be incorporated in an agreement that will act to clearly guide future boards and citizens on the use of this property.

2. ***Clerk/Sexton Report:***

*Liabilities for May:* \$24,900.65

*Cemeteries: Income for May* \$550.00

*The Township has received many compliments on the appearance of the cemeteries.* There is a large dumpster that has been brought in to put the debris and leaves that have been piled up over the past several years. Look for it to look even better.

*Elections:* County Clerk Tim Snow sent out an email informing all that there will not be a county election this August. Election Specialist Michelle Forrest has been working on cleaning up the Townships voter files.

*FOIA News:* there is legislation moving through Lansing highlighting the inconsistencies in

responses, length of response times, how people respond, fees being charged and fee waivers to name a few. The goal is to develop uniformity and consistency.

*Audit:* Township Audit is complete; we should be receiving a formal report on the condition of the township soon. The auditor is available to present it at a board meeting if requested.

*Computer:* Clerk Endres requested spending an additional \$392.88 to purchase a computer that will support Windows 7 and Microsoft Office 2010. It is necessary to have one custom built, big box stores either refuse to add Windows 7, the computers are not capable of running it or the cost to have the new ones converted run \$100.00 per hour plus the cost of the program then it voids the warranty.

**Motion** was made by Trustee Potter Williams to allow spending an additional \$392.88 so we have a computer capable of running the States Qualified Voter programming, supported by Supervisor Conti. Motion passed 5-0.

*Playground Inspection Update:* Clerk Endres spoke with Kristen Rimes, the states inspector for Kalamazoo County, it is her job to inspect playgrounds and playground equipment. Miss Rimes informed me that there were no requirements to have the equipment inspected by the state; the law only pertains to day care centers and schools. I told her that Tim Brittan is the chair for the Parks Board she couldn't say enough about him, she said he is very knowledgeable and if he had anything to do with the projects she is sure that it was done correctly. However she recommends performing an annual inspection to make sure all is in working order and well maintained. She said if at any time we feel the need to have her come out and perform an inspection just give her a call.

### 3. Treasurers Financial Report:

General Fund:	\$175,537.71
Fire Department Fund:	\$ 18,256.67
Surplus Account:	\$217,964.25
Kalamazoo Foundation:	
Michigan National CD:	
Trust and Agency:	
Current Tax:	

Treasurer Stoneburner requested permission to purchase 2,300 stamps, she has 2178 parcels to bill out for Winter taxes.

Supervisor Conti requested that Treasurer Stoneburner report all funds in writing as required by Michigan Law a minimum of quarterly.

### 4. Building Department:

Building Permits:	1	202.50
Electrical Permits:	1	260.00
Mechanical Permits	3	555.00

Zoning Compliance Permit:	1	25.00		
<b>TOTAL INCOME FOR May:</b>			<b>6</b>	<b>\$1,042.5</b>

5. **Fire and Rescue:** Chief Kizer reported responding to 24 incidents in May.

- 17 Medical
- 2 False Alarms/Dispatched/ cancelled
- 1 Authorized Burn
- 2 Unauthorized Burns
- 2 Assist to other Townships (Gobles, Oshtemo)

TRAINING: Members participated in Continued Education and Search and Rescue.

OPERATIONS: All hoses, ladders and pumps were tested in May. Everything passed with the exception of 2- 100 foot sections of 5 inch supply line. Each section runs approximately \$560.00 and needs to be replaced.

**Motion** was made by Supervisor Conti to allow the purchase of 2 – 100 foot sections of supply line for \$1,120.00, supported by Clerk Endres. Motions passed 5-0.

PERSONNEL: Chief Kizer has interviewed Kris Brown; he is a Battle Creek city police officer. Chief Kizer asked for permission to hire Kris Brown as he feels he would be an asset to the department.

**Motion** was made by Trustee Potter Williams to allow Chief Kizer to hire Kris Brown, supported by Supervisor Conti. Motion passed 5-0.

6. **Parks Board Report:** Chair Tim Britton of the Parks Board reported continued work with Trout Unlimited to help build and establish a healthy stream for the Brown Trout being planted. Their efforts are being noticed.

Ranger time 11 Patrols, 7 hours, \$ 11.55 for gas. Rangers reported an increased amount of trash being found on trails, small stumps have been cut flush on trails, and with more activities going on in the park wildlife has relocated to adjoining properties.

Chair Brittan reminded all of upcoming events that will be taking place in the park:

Car Show 6/22/13, Baseball Camp put on by Brad Baker for 4<sup>th</sup> through 8<sup>th</sup> graders, and an upcoming Art contest for students with a December 31 deadline for submission. Looking to acquire grounds equipment to upkeep the grounds that the Little League does not take care of. Projects- Posts have been set for the approved installation of gates; project should be completed by next week. Planning is taking place on the Barrier Free Access regarding layout and square feet, hoping to have it done by fall.

7. **Planning Commission:** Chair Covalt reported: Reviewing the land use plan update, they are waiting for papers. Review of the Kennel Ordinance and how to make it work for a Boarding Facility, where to put it in the ordinance or should a separate ordinance exist. He highlighted the Kalamazoo Nature Centers presentation at the public hearing; the meeting was suspended

until July to gather further information from the Fire Chief and Building Official. A judgment will be made when the meeting resumes in July.

### **OLD BUSINESS:**

1. Dust Control: Dust Control for Alamo Township is scheduled for June 17.  
Jolliffe Letter: {*Ellen Jolliffe-Conley*} Members of the board were asked to comment on their thoughts pertaining to the letter each had received from Attorney Mr. Thinschmidt P.C., Mrs. Jolliffes attorney. Clerk Endres, Supervisor Conti, and Treasurer Stoneburner offered comment pertaining to letter while Trustee VanderWeele and did not give personal input regarding the letter as it has nothing to do with Mary Jolliffe whom the attorney represents it is in regards to her daughter. Trustee Potter-Williams no comment to letter but noted that others have complained about noise, it is not personal.

### **NEW BUSINESS:**

1. Racetrack Designation: Supervisor Conti is requesting the Planning Commission look into the racetrack designation as it is a zoning change. If a change is made it needs to be done with an agreement to lower noise and cut practice times (currently self imposed). Mr. Howe questioned if it should go before the ZBA. Zoning Board of Appeals does variances and interpretations only. Mr. Howe will not agree to do a SEUP. Supervisor Conti clarified it is a classification he is seeking and not a SEUP. Mr. Howe does not have a problem with an agreement. Supervisor Conti stated that the racetrack is compliant as it reads he falls within the current permitted use designation, the racetrack is a legal conforming use, however with the request to change the classification it can be done so long as there is an agreement between the township and the track this will clarify any questions that may arise in the future as to what was agreed upon, just like the gravel pit, and the Kalamazoo Nature Center. Concerns were heard on the fact that the Kalamazoo Speedway and Little Kalamazoo Speedway are two separate entities and wants to be sure any agreements cover both entities.
2. MTA Kalamazoo Chapter Workshop: Supervisor Conti introduced the opportunity to attend a program put on by the local chapter of the Michigan Township Association called "HOW TO TEACH A PIG TO SING" this program specializes in How to Handle Difficult People. The Program will be held on August 14, 2013 at 6:00pm at the WMU Fetzer Center Banquet room, the cost is \$50.00 per person.  
**Motion** was made by Supervisor Conti to allow all Alamo boards to attend this program if they wished, supported by Trustee Potter-Williams. All in favor motion passed 5-0.
3. Fisher Invoice: Ms. Fisher submitted a bill to the township for services regarding an unresolved issue which took place in 2011 while she was in office. Supervisor Conti had suggested that Mr. Markel contact Fisher to make sure she indeed sent the letter to the collection agency to clear his name. **Motion** was made by Trustee Potter-Williams not to pay bill submitted by fisher as

there is no contractual obligation to pay, supported by Clerk Endres. Motion passed 4-1 (Treasurer Stoneburner opposed).

4. Charge Accounts: discussion was heard on opening charge accounts/credit card accounts. Currently the Township has accounts set up with Woodwork Specialties, Bobs True Value, and Consumers Concrete (all opened under the prior administration without board approval) It was decided that the township did not need any further credit card accounts but establishing a trade account (purchasing account) would be acceptable following strict guidelines. The major concern is protecting the Township from fraudulent charges. In order to protect the township it was decided that the use of numbered Purchase orders would be required. These Purchase Orders must be filled out prior to any purchases with a copy going to the designated purchaser and a copy going to the clerk with original receipt attached to it. The Supervisor being the Townships purchasing agent will be designated as a lawful purchaser as well as one designated individual from a department, thus limiting access to two people. **Motion** was made by Supervisor Conti to allow activation of trade (purchasing) account at Menards and Home Depot, it is required the purchaser possess an actual paper numbered purchase order with a list of needed supplies prior to any and all purchases, Supported by Trustee Potter-William. Motion passed 4-1 (Treasurer Stoneburner opposed).
5. Custodian: With the position of townships custodian being left open discussion was heard on filling that vacancy. Trustee VanderWeele and Treasurer Stoneburner volunteered to work together to create a job description with a list of duties and responsibilities. They are to report back at the July Meeting.
6. Pavilion Rental Policy: It was decided that the Pavilion Rental Policy should read similar to that of the Township Hall Rental Policy. This will provide consistency within the Township. **Motion** was made by Supervisor Conti to adopt a new Pavilion Rental Policy, supported by Trustee Potter-Williams. Motion passed 5-0.

#### **CITIZEN COMMENT:**

- Citizen: Commented about the article published in the shopper's guide calling the statements ridiculous, wanted to give support to the new board letting them know he appreciates everything the new board is doing to better the community.
- Citizen: (Mike Cramer from My best Friends Inn) spoke of being personally attacked by prior board members Mr. Finiger and Ms Goyings, and being served with a formal letter of complaint after getting proper approval for My Best Friends Inn. He pointed out the letter had stated Mr. Finiger to be a certified Planner which he is not. He also spoke of personal attacks being made on his personal Face Book page by Ms. Goyings, and the fact that Ms. Goying contacting Animal Control about his facility. He reported having to spend \$1,100.00 in legal fees on this issue and demanded the board protect its citizens from harassment of disgruntled prior board officials. He spoke of the 10 minute plus Fisher letter read at his ZBA hearing that included two full pages

of definitions, that if letters of correspondence are to be read at meetings they should be held to the same 3 minute rule as the citizens who take the time to actually attend the meetings.

- Citizen: (M. Jolliffe) spoke about noise complaints from 2011 forward. She cited all complaints recorded about her grandchildren have come from one family.
- Citizen: (E. Jolliffe-Connley) spoke on noise complaints about her children, and attempts to work things out with her neighbor with no positive results.
- Citizen: (D. Knight) reported acquiring seven new vendors for the Farmers and Crafters Market, the Little League opening the concession stand to serve food and drinks, and that it is growing each month with more people attending. He invited all to stop by and enjoy the market in July.
- Citizen: Curator Brian Smith reported having the Museum open twice this year already. Twenty boys from Boy Scout Troop 285 along with 5 adult leaders visited. He is looking for volunteers to help out this summer. He brought to the attention of the board the need for repairs as the building is in poor shape. He made a brief comment in support of dirt bike riding.
- Citizen: suggestion was received regarding Townships Banking. It was suggested the Township look into other banking facilities to compare Interest Rates and Fees. Supervisor Conti asked if he would consider being on a banking committee if one was created.
- Citizen: Comment was made about the web sites posting times of two public hearings.
- Citizen: a demand was made that if correspondence letters were to be read at a meeting that they be held to the same 3 minute rule as the people that take the time to attend the meetings.
- Citizen: A citizen expressed wanting to volunteer his time and resources to the township, however with the endless harassment other volunteers have encountered he will hold off and set on the sidelines.
- Citizen: (Jim *Gene* Campbell) talked about volunteering for the racetrack to monitor noise levels prior to races on race day. He invited all to come out and see how it's done. He monitors from several locations. He will be at VanDam and Kruizenga this weekend for anyone interested in observing.

#### **BOARD MEMBER TIME:**

- Trustee Potter-Williams suggested purchasing a microwave for the township. Steve Hoogstraten might have one for us.
- Trustee VanderWeele asked for an update on the roads for this year. Supervisor Conti said it has been started but we have no control when the road commission will complete the projects.

**ADJOURNMENT:** Motion was made by Trustee Potter-Williams to Adjourn meeting, Supported by Supervisor Conti. Motion passed 5-0. Meeting adjourned 9:16pm.

Respectfully Submitted,

Laura Endres  
Alamo Township Clerk