

AMENDED 5-13-2015



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RETIREMENT RECEPTION

5:00 P.M.
Tuesday, May 19, 2015

**IN HONOR OF
LEE LARSON, TOWNSHIP BOARD TRUSTEE**

AGENDA

Joint Meeting

Oshtemo Township Board,
Planning Commission,
and
Zoning Board of Appeals

6:00 p.m.

1. Discussion of 2016 Capital Improvement Plan and Proposed CIP Projects
2. Updates from other Boards
3. Township Board Discussion on Process to Fill Open Trustee Position
4. Public Comment
5. Adjournment

Policy for Public Comment
Township Board Regular Meetings, Planning Commission & ZBA Meetings

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official to respond at a later date.

b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be board discussion prior to call for a motion.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name; it is not required unless the speaker wishes to have their comment recorded in the minutes.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment or Citizen Comment on Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which is in contravention of any of the principles and procedures set forth herein.

(adopted 5/9/2000)
(revised 5/14/2013)

Policy for Public Comment
6:00 p.m. "Public Comment"/Portion of Township Board Meetings

At the commencement of the meeting, the Supervisor shall poll the members of the public who are present to determine how many persons wish to make comments. The Supervisor shall allocate maximum comment time among persons so identified based upon the total number of persons indicating their wish to make public comments, but no longer than ten (10) minutes per person. Special permission to extend the maximum comment time may be granted in advance by the Supervisor based upon the topic of discussion.

While this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official to respond at a later date.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name; it is not required unless the speaker wishes to have their comment recorded in the minutes.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor shall terminate any public comment which is in contravention of any of the principles and procedures set forth herein.

(adopted 2/27/2001)
(revised 5/14/2013)

May 12, 2015



Mtg Date: May 19, 2015
To: Joint Board and Commission Members
From: Gregory Milliken, AICP
Subject: 2016-2022 Capital Improvement Plan

We will be having a Joint Board and Commission meeting on Tuesday, May 19 at 6:00 pm at the Township Hall. All members of boards and commissions are invited to attend. An agenda and materials to assist in preparation for the meeting are attached.

The primary focus of discussion at the meeting will be the 2016-2022 Capital Improvement Plan (CIP). Township Staff is currently working to develop and enhance the existing CIP in preparation for the 2016 budget process, which will begin in earnest shortly after the Fourth of July.

The Township has had a CIP in place for the past several years. It has functioned primarily as a spreadsheet illustrating proposed capital projects, anticipated costs, and projected schedule of expenditure over the course of five years. While this has served as a helpful tool for budgeting and strategic planning, it has been an informal document used primarily by the Board and not very accessible or useful to the public. Thus many questions and comments have been raised about the Township's fund balance when the CIP would suggest those funds are programmed for future projects.

Our goal with this project is to formalize the CIP, making it a more integral part of the budget process. Besides the existing spreadsheet, the plan will include a narrative that explains the purpose of the CIP and process for its development. It will also include a description of each of the projects identified making it much more useful to the general public. These descriptions will include maps illustrating the location of proposed improvements in the community.

This process also includes going outside the office and getting input into what projects should be considered and how they should be prioritized. For this year's CIP, we will do this at next week's Joint Board and Commission meeting. In future years, as we continue to refine and develop this process, we may broaden this process and/or utilize other resources (i.e. Township website, surveys, etc.) to collect input. But for this initial effort, we are relying on this established and engaged group of knowledgeable citizens.

Attached you will find a list of the capital projects that were included on the 2015 CIP that carryover to the 2016-2022 CIP. As we brainstorm ideas for capital projects at our meeting next week, those projects will already be on the list. Our request to you is to come with any additional projects you think should be considered. Are there other corridors that should be considered for non-motorized improvements or sidewalks? Are there sewer or water projects that need to be added? Is there a park facility or improvement that should be on the list? Are you aware of a specific maintenance concern at a Township facility (Township Hall, Community Center, Cemetery) that should be included? This is

essentially brainstorming. No idea is a bad idea. If someone suggests we need a water slide park, it will go on the list, but that does not necessarily mean it will go into the CIP or will get funded. But I am certain there are better ideas out there that have not been identified that are worthy of being in the CIP and being funded.

Once we have ideas identified, we will then go through a process to help staff prioritize the identified projects and allocate the limited resources and projects over the five to seven year period.

There are many elements that go into the development of a Capital Improvement Plan, but your input will be an important piece. Please come prepared to share ideas on additional projects that should be added and how you would allocate resources to those projects.

Again, on the attached pages we have included a list of the capital projects from the 2015 CIP that have been carried forward. Next to each project is an estimated total cost and projected schedule for the project. Remember that for some projects, not all of the cost will be borne by the Township. Some will be funded in part by grants, contributions by other entities, or assessments.

Proposed Capital Improvement Plan Projects
General Projects

Proposed Project	Project Cost	Estimated Schedule
IT Annual Replacements and Maintenance	\$10,000	Annual
Replace and Upgrade A/V Equipment in Meeting Room	\$50,000	2016
Equipment Fund (HVAC, Vehicles, Equipment)	\$10,000	Annual
Genesee Cemetery Expansion	\$21,000	2016
Township Hall Architectural Study	\$5,000	2016

Non-Motorized Improvements

Proposed Project	Project Cost	Estimated Schedule
Drake Road Shared Use Pathway – Stadium Drive to Green Meadow	\$597,000 (total cost, portions grant funded)	2016
Drake Road Shared Use Pathway – Green Meadow to West Main Street	\$896,000 (total cost, portions grant funded)	2016
North 10 th Street Sidewalk / Shared Use Path – West Main Street to Kal Haven Trailhead	\$645,000 (total cost, portions grant funded)	2016
KL Avenue Sidewalk – Drake Road to just west of Copper Beech Apts	\$900,000 (total cost, portions grant funded)	2017
Stadium Drive – 9 th Street to 11 th Street	\$116,000 (total cost, portions from other sources)	2017
Stadium Drive, Village Area Focus Area Sidewalk and Streetscape Project Implementation	\$216,000 (total cost, portions grant funded)	2017
Quail Run Drive Sidewalk – 9 th Street to Stadium Drive	\$43,320	2017

Road Improvement Projects

Proposed Project	Project Cost	Estimated Schedule
Annual Local Road Improvements	\$200,000	Annual
9 th Street Commercial Access Drive	\$70,000	2016

Parks Projects

Proposed Project	Project Cost	Estimated Schedule
Township Park Natural Area Restoration	\$50,000 (total cost; 25% local match with grant)	2017
Greenway Corridor Acquisition	\$150,000 (total cost; 25% local match with grant)	2017
Grange Hall Improvements	\$320,000 (total cost; 33% township cost)	2017
Drake Farmstead Master Plan Implementation, Phase 1	\$250,000 (total cost, 33% township cost)	2018
Drake Farmstead Master Plan Implementation, Phase 2	\$300,000 (total cost, 33% township cost)	2019
Phase 3 of Flesher Field	\$200,000 (total cost; 25% township cost)	2020
Greenway Corridor Trail Construction Phase One	\$300,000 (total cost; 25% township cost)	2020

Fire Projects

Proposed Project	Project Cost	Estimated Schedule
2010 PEO Car	\$35,000	2016
2008 Command Car	\$38,000	2017
2001 Brush	\$45,000	2017
AED's	\$20,000	2017
1999 Engine	\$400,000	2018
2008 EMS SUV (both)	\$76,000	2018
2011 Rescue (Mid-Life Refurbishment)	\$45,000	2018
2008 Engine (Mid-Life Refurbishment)	\$80,000	2018
Mobile Computers	\$8,400	2018
2005 Dodge Pickup	\$45,000	2020
2003 Quint	\$525,000	2020
1994 Engine	\$400,000	2021
Thermal Imaging Cameras	\$66,900	2021
2012 Aerial (Mid-Life Refurbishment)	\$190,000	2022

Sewer Projects

Proposed Project	Project Cost	Estimated Schedule
North 10 th Street Sewer – West Main Street to H Avenue	\$1,250,000	2016
KL Avenue – 8 th Street to 9 th Street	\$770,120	2016-7
South 11 th Street Sewer – Parkview Avenue to N Avenue	\$461, 800	2017-8
KL Avenue – 8 th Street to approximately 5000 feet west	\$995,000	2017-8
West Main Street Sewer and Pump Station – 6 th Street to 7 th Street	\$1,387,000	2018-9
Parkview Avenue Sewer – west of Atlantic to 11 th Street	\$870,000	2019
8 th Street Sewer and Pump Station – ML Avenue to Amtrak	\$856,000	2019
Amtrak / Stratford Hills Sanitary Sewer Extension	\$2,440,000	2019
O’Park Street Sanitary Extension and Force Main	\$450,000	2019
West H Avenue Sanitary Sewer – 6 th Street to Savannah Pump Station	\$1,680,000	2019
Atlantic Avenue Sanitary Sewer	\$450,000	2019
Chime Street Sanitary	\$203,000	2019
Fairlane Plat Sanitary Sewer	\$775,800	2016
Whitegate Farms Plat Sanitary Sewer	\$899,100	2017
Meadowbrook Hills Sanitary Sewer	\$944,460	2018
Skyridge Plat Sanitary Sewer	\$1,413,200	2019
Beech Street Sanitary Sewer	\$400,000	2019
Breckenridge East Sanitary Sewer – 10 th Street Sanitary Sewer	\$180,000	2019
Country Club East Sanitary Sewer	\$700,000	2019
Country Club South Sanitary Sewer	\$720,000	2019
Country Club West Sanitary Sewer	\$760,000	2019
Country Trail and West Pine Sanitary Sewer	\$720,000	2019
Frie & Gibbs Sanitary Sewer	\$500,000	2019
Plainview Sanitary Sewer	\$170,000	2019
Twelve Oaks Sanitary Sewer	\$270,000	2019
West Main Focus Area (South) Sanitary Sewer	\$490,000	2019
West Port Trails Sanitary Sewer	\$1,720,000	2019
Westport East Sanitary Sewer	\$1,740,000	2019
Westport North Sanitary Sewer	\$2,240,000	2019
Westport South Sanitary Sewer	\$2,410,000	2019
Westport West Sanitary Sewer	\$760,000	2019

Water Projects

Proposed Project	Project Cost	Estimated Schedule
South 11 th Street Water, Parkview Avenue to N Avenue	\$160,000	2016
Atlantic Avenue Water	\$160,000	2017
South 8 th Street Water, Amtrak to St. Charles Street	\$780,000	2018
West Main Street Water, 2 nd Street to 4 th Street	\$460,000	2019
Chadd Ford Way Water	\$80,000	2019
Frie & Gibbs Water	\$300,000	2019
J Avenue and 2 nd Street Water	\$560,000	2019
Maple Hill Estates Water	\$210,000	2019
ML Avenue Water	\$902,000	2019
Oak Park Water	\$290,000	2019
Oshtemo Trace Water	\$145,000	2019
Wendalyn Way Water	\$143,000	2019
West Main Street, East of 6 th Street Water	\$436,000	2019