



## Capital Improvements Committee

February 19, 2013

### Meeting Summary

A meeting of the Capital Improvements Committee of Oshtemo Township was held on Tuesday, February 19, 2012 at 1:00 P.M. in the north meeting room of Oshtemo Township, 7275 W. Main St., Kalamazoo, MI. Persons in attendance included Dave Bushouse, Nancy Culp, Libby Heiny-Cogswell, Cathy Harrell, James Porter, Jeff Smith, Tom Wheat and Marc Elliott.

1. Approval of Meeting Summary. Members reviewed and approved the meeting summary of January 15, 2013.
2. Administration of Sewer & Water Services. Marc and others provided a general update on several work elements for committee member review and discussions
  - a. *GIS Software Expenditure Approved by Board.* Township board approved an expenditure of \$3,900 to increase the number of users able to access GIS software.
  - b. *Fillable PDF Utility Connection Fee forms created.* Staff has created fillable pdf forms of the applications used to determine appropriate fees and authorize connection to public water/wastewater services.
  - c. *Preliminary exploration of expanded use of BS&A's Software.* Planning/engineering staff has participated in discussions KABA is hosting in regards to combining the building code work process and record keeping onto a single server. Oshtemo staff will initiate exploration of whether this management tool is suitable for the site plan review process.
  - d. *200-ft front foot fee limit with respect to parcel splits & combinations.* Staff has identified that parcel splits and re-combinations may confuse the status of any 200ft frontage-cap if this information is not coordinated with such land changes. It was determined that this feature would necessitate evaluation of the current status of utility fee payment whenever a land split was proposed. Cathy indicated she would inform Marc as the utility coordinator in all future splits. It was also noted that the Marc was currently being inform through the site plan review process for other land divisions.
  - e. *6051 W. KL Ave Water Service Inquiry.* A land-locked parcel has inquired whether water service is available. Members discussed the approach suggested by Marc wherein the township would use its authority to extend public water from the adjacent parcel by seeking an additional length of easement. The main to the un-served parcel would be required to be extended through the parcel in order to facility a future loop (interconnection). The extension could be built at the owner's cost, or by the Township at the established service fee for internal extensions.
  - f. *SWTE Job Exception Invoicing.* Marc explained that a water service was recently completed by SWTE that was made onto a 24-inch water main. Most saddles are 12-inch or smaller. This connection required a 24-inch tapping saddle which our contract with SWTE does not address. Per Tom's and Marc's recommendation, the committee endorsed payment of the added cost requested by SWTE. Both Tom and Marc believed the price reasonably reflected the work received.

- g. *KCRC/KATS Asset Management Training*. It was announced that Marc is scheduled to participate in transportation asset management training sponsored by the Michigan Department of Environmental Quality.

### 3. Construction Projects [Updates]

- a. *KL Ave Hydrant Installations*. Tom reported he expected this work to take two weeks to complete. The bid documents should be ready to be sent out in about a week. A tentative schedule to receive bids was set for the last week of March; with the expectation that the Board could consider proposals at their first April meeting. Upon inquiry, it was noted that no trees were proposed to be removed in the course of this project. Members recommended sending a notice to the property owners along the proposed construction route.
- b. *KCRC's Announced Roadway PAR Funds for 2013*. Members were provided an updated list of the roadway maintenance projects to be completed in 2013 by KCRC. The number of roadway projects had been increased by one by the Board. The updated cost numbers provided by KCRC made an additional project possible within the budgeted dollar amounts. The contract agreement with KCRC provides for \$179,553 in county "PAR" funds, plus \$187,363 in Oshtemo Funds.
- c. *10th St. Sanitary Pump Station Easement Acquisition w/Landscape Commitment*. Oshtemo has completed the purchase of easement rights for the sanitary sewer pump station necessary to extend public sanitary sewer in 10<sup>th</sup> Street, between H Avenue and West Main St. This extension is a prerequisite for being able to service a large portion of the West Port plats. It was further noted that a condition of the sale of easement was that a landscape plan was developed to be implemented by the Township as the pump station is installed. With the easement in place, Tom announced he would proceed with getting soil borings at the pump station and along the roadway.

The committee extended their discussions to include shoulder-pavement enhancements when the 10<sup>th</sup> Street pavement is restored. Tom was requested to review the shoulders along the length of 10<sup>th</sup> Street and bring back to the Committee any changes he believes the committee should consider for the purposes of enhancing bicycle travel through this length. Upon committee consideration, and when timely, Tom would be directed to complete the final plans to include revised pavement width (if endorsed), soil borings and landscape plan.

- d. *Sky King Meadows 2*. Tom reported that this segment of developer-built public water and public sanitary sewer is scheduled to begin the laying of sanitary sewer tomorrow. Prein&Newhof will be doing the construction observation for sanitary sewer. The City of Kalamazoo will observe the installation of Public Water, and the KCRC will observe construction of the roadway and roadway drainage infrastructure.
  - e. *Kalamazoo Christian*. Tom reported that this segment of developer-built sanitary sewer has been completed but for the last manhole; which is waiting to be delivered.
- ### 4. Infrastructure Coordination [Information/Updates]
- a. *Kalamazoo Area Building Authority (KABA)*. Members were briefed that the implementation of the new KABA authority was proceeding. The technological issue of having a single versus multiple databases for each participating community was being reviewed. Marc felt sure they will elect to proceed with the integration. As indicated earlier, Marc participated in many of these discussions and is beginning to understand the software's capability for site plan review. He will pursue this further as a potentially valuable tool for internal use. However, internal may be a bit of a misnomer as the process would entail using a remote connection into the KABA database.
  - b. *MDOT Maintenance—M43 Bridge over US131 (2013)*. Members were provided a copy of the latest MDOT construction schedule for this project. A detour route was included that identified the periods of anticipated ramp closures.

- c. *MDOT Replacement of Stadium Drive Bridge over US131 (2014)*. Staff shared with CIC members that they have been in discussions with MDOT and the owner of multiple parcels adjacent to Drake Road, north of Stadium Drive. MDOT is planning to acquire several existing homes in order to control dangerous access onto Drake road as the roadway is widened into the adjoining hill. Among these planning efforts, Oshtemo is seeking to include provisions for a trailway or sidewalk within the proposed grading limits; and possibly further north to the next intersection (beyond the MDOT project limit). To date the discussions have been positive. They have included relocating one hydrant and relocating the entrance of Century Drive onto Drake Road. These two improvements are proposed to be financed by the landowner in consideration of the compensation he may receive for the demolition of existing structures.
  - d. *Regional Planning (Governor's Reinvention Initiative)*. Staff distributed the draft budget of the newly reconstituted Southcentral Michigan Planning Commission, as well as the currently appointed membership. Members were informed that the Governor's office is taking a hard look at the function and organization of lead, governmental collaborative organizations. He wants to make them more open, and to both broaden and strengthen the collaborations to better serve the needs of citizens and job-creators. Because the new SMPC has no legacy institutional structures, some SMPC members hope to be able to quickly morph the SMPC into a structure that is best able to be favored by anticipated grant-fund enticements which the Governor may craft to fulfill this aspect of Michigan's "reinvention."
  - e. *2012 Paser Ratings*. A "Paser-Rating" map developed by the Kalamazoo County Road Commission for the "local roads" in Oshtemo was distributed to members. Each year the KCRC allocates a portion of its budget for local roadway improvements. These funds are available as "PAR" funds and must be matched by at least 50% with local/Oshtemo funding. PAR funding is generally the only contributions KCRC will provide for maintaining local roads. The Paser Rating system is a 10-point scale used statewide to assess roadway pavement condition.
5. Miscellaneous Inquiries.
- a. *La Lisa Lane Inquiry*. Staff noted that homeowners had inquired about converting a temporary cul-de-sac at the end of La Lisa Lane into a permanent cul-de-sac with landscape enhancements. Current land use suggested the parcel owner off the end of the cul-de-sac would have no interest in extending the road. In addition, this owner would need to consent to converting his temporary grant of easement to a permanent easement. The general consensus of the Committee was that if the property owners were in agreement, especially the affected property upon which the future extension was anticipated, then the Township would have no objection to this change. Preliminary discussions with KCRC suggested that they had a similar perspective. The next step would therefore be for the homeowners to develop a design plan for the enhancements, with an expressed willingness to grant the required easement and bear the cost. Because it is currently a public road, the Road Commission would require that the change be sponsored/requested by the Township. The site plan review process would be the best vehicle for engaging the Township's oversight and approval. One member expressed the concern that the proposed project may have been proposed precisely due to conflicts among current users of the cul-de-sac. That is, a consensus among the affected owners may not be forthcoming.
  - b. *G Avenue Inquiry (Paser Rating 3)*. Staff noted that a resident off the dead-end segment of G Avenue extending from Ravine Road had approached the Township seeking roadway maintenance. The Township met with the land owner, the Alamo Township Supervisor (a portion of the road is in Alamo) and Jim Beaudoin as KCRC's representative. It was determined that the three public agencies were interested in such a project but that they would expect the bulk of the project funding to be paid by the adjoining property owners via a special assessment. Oshtemo offered to assist with coordinating among the three agencies and to assist with exploring the interjurisdictional cooperative arrangements that might facilitate making the project happen. Jim

Beaudoin offered his recommendation of the scope of work and the probable cost. The homeowner was encouraged to approach his neighbors and gauge their interest. If he wishes to pursue the project, Oshtemo was willing host a meeting with residents to review and further explore the methods of creating a special assessment.

- c. O'Park Inquiry (Paser Rating 2). Staff noted that a resident on Frie Avenue in O'Park also inquired about roadway improvements. He was informed of the petition process and encouraged to explore the idea within his neighborhood. However, he was also informed that sanitary sewer is now available to be extended into Frie Avenue, and that it is Township policy not to reconstruct roads which are primed for the extension of sanitary sewer. Staff advised the resident that a better approach would be to have owners petition the township for sewer service to be extended into Frie Avenue.
6. Board Meeting (Retreat & Strategic Planning). Members were informed that a day-long planning retreat of the full board was scheduled for February 19<sup>th</sup> at the Grange Hall. It was a public meeting, and the Board would touch upon strategic planning needs identified by the Board Members and senior staff. That is, capital improvements of all kinds would be on the agenda should any members of the CIC committee wish to attend.
7. Other Items. No other items were brought forward.
8. Member Comments. None.