



## Capital Improvements Committee

September 17, 2013

### MEETING SUMMARY

A meeting of the Capital Improvements Committee of Oshtemo Township was held on Tuesday, September 17, 2013 at 1:00 P.M. in the north meeting room of Oshtemo Township, 7275 West Main St., Kalamazoo, Michigan. Persons in attendance included Dave Bushouse, Cathy Harrell, James Porter, Jeffery Smith, Jim Beaudoin, Tom Wheat and Marc Elliott.

1. Meeting Summary. The summary from the August 20th meeting was reviewed by members. No additions or corrections were noted. Upon motion of Libby and second by Nancy the meeting summary was approved.
2. 2014 Road Projects. A sketch of the Kalamazoo County Road Commission (KCRC) rating of Oshtemo Township Roads was considered by the members, as well as KCRC's primary roadway maintenance schedule through 2017. It was noted that Oshtemo's ratings marginally improved or remained constant when compared to 2011. This was better than the county average as most Townships experienced a decline.

Members considered a preliminary list of local roadway projects that was based upon a culled list from last year. It was determined that the committee would identify 2014 projects based on procedures used in the past. That is, reconstruction would be deferred for local roads in which sanitary sewer is absent but is reasonably available for extension. Chip sealing and similar comprehensive maintenance would similarly be a lower priority if sanitary sewer is likely to be extended within the next 10 years or so. In order to prioritize local maintenance projects for 2014, a roadway tour with Jim Beaudoin was scheduled for morning of September 27<sup>th</sup>. The tour results will be used to further refine a local maintenance project list to be extended over 5 to 10 years.

It was commented that G-Avenue, east of 131 was last left with the concerned resident to approach his neighbors in order to measure their support for participating in an assessment for road improvements. The Township has not heard back from Mr. Bolt and has not entertained further discussions with Alamo Township.

3. North Drake Road Improvements for 2014. Members were briefed on the progress being made with Kalamazoo Township and KCRC in collaboratively seeking \$243,000 in grant funding to install sidewalks and trailways in North Drake Road from Grand Prairie to Ravine Road. This project is proposed to be constructed concurrently with a state funded street improve project of the KCRC. It was noted that sewer leads and extensions costing approximately \$74,000 that require 100% Oshtemo funding were being incorporated into the joint project. Staff informed members that they would be further exploring funding options to construct sidewalks over the portion of Drake Road between West Main Street and Grand Prairie. Jim said we should target November or December for going to the board with a proposed sidewalk assessment.
4. Sidewalk Policy – Assessments. Members discussed whether a standard policy should be adopted which defines the portion of the project cost which should be collected from benefiting properties by special assessment. Several members referred to the policy adopted for assessing roadway projects. A 50/50 assessment policy was suggested with a three year pay-period. That is, sidewalk project cost would be split 50/50 between the Township and the property owners; with third party funding (e.g. grant funds) preferentially allocated to the Township's share. Members requested staff to examine the

road assessing policy and bring forward a similar draft assessing policy applicable for sidewalks and trailway or shared pathway projects. Staff was also requested to prepare a spreadsheet example using the North Drake Road Project.

5. Corridor Improvement Authority (CIA). The potential establishment of a corridor improvement authority was explored with committee members. The CIA statute allows communities to setup organizations with tax increment financing authority (TIF) to redevelop mixed use areas along arterial or collector roadways. Public and private interest in a CIA for south Drake Road is being discussed. A CIA is similar to a Downtown Development Authority and has the advantage of allowing multiple CIA's in a single community and/or a single CIA that overlays multiple jurisdictions. Interest was expressed that this tool could be especially useful in funding the sidewalks which are needed between Stadium Drive and West Main Street. Members supported the concept and agreed that a CIA for Drake Road should be explored.
6. Driftwood Avenue Traffic Concerns. Member reviewed and briefly discussed staff's summary of Driftwood Avenue traffic safety concerns expressed by residents to both the Township Board as well as the Board of the Kalamazoo County Road Commission. Members were sympathetic to the resident's concerns but, like KCRC were concerned that options were limited in light of the connectivity which Driftwood provided to the larger community. They were skeptical that speed bumps were a viable solution and did not want to be placed in a saturation in which the Township became burdened with unusual costs. Perhaps other calming techniques are available to consider and/or special assessments to provide sidewalks for pedestrians.
7. Updates on Other Utility Improvements. Staff provided the following summary:
  - Kalamazoo Christian Schools. Public water/sewer construction is complete. Record plans remain outstanding.
  - Sky King Meadows 2. Public water/sewer construction is complete. Record plans remain outstanding.
  - Xtreme Clean Car Wash. Public sewer is complete. Record plans and easement revisions remain outstanding.
  - West Main St. Pressure Reduction Station. Screening and landscaping remain outstanding.
8. Updates on Other Projects (Planning/Design). Staff provided the following summary:
  - SAW Grant preparation. Tom reported that he has seen drafts of the State's application form and that he is continuing to collect data and prepare the information expected to be required for the grant submittal.
  - Strategic Plan (Public Sewer). Marc is working with Todd to correlate the City's address-based utility records with the Township's property ID-based assessing/GIS records. A correlation table is being developed.
9. Information Items. Chair Bushouse recommended members read an MLive news article he provided which described how Texas Township has been able to finance roadway maintenance project through a Township-wide special assessment. He would like Oshtemo to consider a similar tool as a reliable means for the Township to maintain its existing infrastructure as well as its ability to contribute towards new infrastructure, such as the 50% share being considered for sidewalks.
10. Member Comments. Libby commented that the Board is making progress on the 2014 budget. The third budget workshop, which was tentatively scheduled for Thursday the 19th has been rescheduled to precede the October 8<sup>th</sup> meeting of the Township Board.
11. Next Meeting. Members were reminded that the next regularly scheduled CIC meeting is Tuseday, October 15, 2013 at 1:00 P.M.