



Capital Improvements Committee

January 17, 2017

MEETING SUMMARY

A meeting of the Capital Improvements Committee of Oshtemo Township was held on January 17, 2017 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, Nancy Culp, Marc Elliott, Libby Heiny-Cogswell, James Porter, and Tom Wheat.

1. Welcome/Introduction/Call to Order. Dave Bushouse welcomed attendees and called the meeting to order.
2. Meeting Summary. Marc expressed regret that the prior meeting summary was not available for review.
3. Discussion of Utility Ordinance Interpretation. Previously the CIC had discussed general guidelines to apply for determining whether utilities are “reasonably” available. For plats and subdivisions when utilities are available, the utilities are defined in the land division process. However, when the building site is the result of a parcel split, or when utilities are extended by Oshtemo, the determination of “reasonably available” is less clearly defined. For purposes of general guidance the CIC determined that for residential, single family, that the state guideline of 200ft for sanitary sewer is a standard for reasonableness. For public water, due to the relative ease of construction, 400ft would be standard for reasonableness. However, irrespective of the requirement to connect to the service, the CIC further had determined that normal fees for new construction would be collected, except for the usage-based Benefit-Use fee which would be due at time of connection. That is, the portion which is meant to approximate a front-fee assessment is to be collected, irrespective of whether the service is elected by the owner to be connected and used.

Staff now requested further guidance for the situation where an existing structure is (per the above guideline) not required to use either the public water utility or the public sewer utility. Situations may include a need for a new well or septic permit, or property improvements which would require planning & zoning review and building permits.

The general consensus was that the event of a new well permit should trigger collecting the front-foot fee for the water utility and thereby encourage use of the system (and share in the community investment). In contrast, for public sewer fees, the general census was that only a significant structural change would be appropriate for triggering the collection of the front-foot equivalent for the sewer utility. Porter indicated that he would like to further consider and review implications associated with the direction proposed by members. Elliott noted that this is a rare case and that he would be sure to review further with Mr. Porter should the situation arise again.

4. Assessing Policy for Roads & Sidewalks. Members were asked to recall that the Board implemented a new funding strategy in its 2017 budget for new sewer construction. Specifically, the Board's current budgeting process includes the use of roadway funds to be applied to road reconstruction costs which are identifiable as a cost of new sanitary sewers. In support of this strategy, in the last two budget cycles the Board has significantly increased its allocation of general fund monies to roadway capital improvements. An additional intent of the change is to budget for major road improvements which have languished in recent years due to property owner resistance to being special-assessed.

In order to align with the Board's new strategy, last week the board reviewed and adopted a new assessing policy. The new policy was distributed in the agenda packet for further review and discussion by CIC members. It was further noted that 2017 roadway funds were being allocated to the KL Ave Sanitary sewer project. The other major roadway capital project for 2017 is the mill and pave project for G Avenue (see item 5 below).

Upon review and discussion, it was noted that it may be appropriate to consider a policy provision to assess for snow removal. There are or will soon be several locations in the Township where commercial owners may find it advantageous to coordinate and cost-share sidewalk snow removal through an assessment process.

5. 2017 Roadway Maintenance Projects. Each year Oshtemo works collaboratively with RCKC to identify road maintenance projects to be collaboratively cost shared. RCKC makes a portion of its state funds available for local road projects, provided the local Township contributes a minimum of 50% of the project cost. A preliminary list of projects were distributed in the agenda packet. During review, a few members recognized that potential opportunities and obstacles existed among the draft project list. Stadium Parkway has two private developments under plan review. A major construction project is also being considered off the north end of Stadium Parkway. It was then noted that phase two of the Tuscany plat has recently been approved. As a consequence it was recommended that these two projects (Stadium Park Way and Tuscany) be deferred a year. It was further noted that J Avenue is scheduled for new water main in 2017. Therefore the J Ave chip-seal project should be deferred until the fall round of projects, at which time the water project will be complete. Marc and Mark were grateful for this input stated they would review and identify alternative road maintenance projects to be applied the budgeted 2017 road monies.
6. 2017 Sanitary Sewer Projects. A progress update for the KL Avenue sanitary sewer extension was provided.
7. 2017 Public Water Projects. The State of Michigan has recently strengthen groundwater protection standards for 1,4-diethylene dioxide. The KLA Group is sponsoring a 2017 public water extension in J Avenue, 2nd Street and the Maple Hills Estate neighborhood as a result of this change. A project extent illustration was made available. Additional project background was summarized by Staff. It was also announced that the adjoining property owners would be invited to an informational meeting at the Township next month, which will include Q&A with representatives of the KLA Group.
8. 2017 Non-Motorized Facility Projects. A progress update was provided for the Drake Road and KL Avenue Non-Motorized Facilities. Negotiation of required easement acquisitions for the Drake Road project has been difficult with the last few property owners. In order to proceed in a timely manner to assure obligation of the grant funds, it is anticipated that a property-taking may need to be initiated by the Board to acquire the necessary easements. The KL Ave Trailway project is proceeding from concept to design. Survey data is being jointly collected by Oshtemo and RCKC. The additional survey extents needed for the Trailway is being obtained by Oshtemo through a supplemental work agreement with RCKC's selected roadway project engineer.

9. Rural Development Grant Application. Members were informed that the Board is scheduled to have an information session on sewer project(s) financing strategies during their January 24th retreat. A preliminary grant application to the USDA Rural Development Fund is a component of the process. It was asked whether Davis Bacon would apply if we used RD funding. This question will be referred to FVB.
10. Pavement Maintenance and Management. PASER data on private-road pavement conditions in Oshtemo received from Grand Valley Metro Council was presented to CIC members in graphic form for review and discussion. This data set was collected as a supplement to the dataset which RCKC separately collected for county/local public roads in Oshtemo. Staff is still evaluation the information. It is anticipated that some form of outreach will be initiated to share these findings with the associations and others that own the private roadways which were surveyed. Mark W. noted that RCKC will be hosting a Transportation Asset Management training session in the near future.
11. RCKC Updates and Coordination Items. Meeting time was unavailable to comment on the proposed *Intergovernmental Collaborative Sign Policy* which RCKC and the two cities have been working on.
12. Misc. Capital Projects Updates & Information. Staff noted several capital infrastructure projects that were underway in Oshtemo, and entertained that they would be available for questions should any member linger after the meeting.
 - a. *Fire Hydrant Addition, East End of Steeplechase Court.*
 - b. *North 10th St Sanitary Sewer, Sewer Pump Station and Roadway Improvements*
 - c. *Colony Farms – BTR 2.0. (WMU Project)*
 - d. *Sky King Meadows III (Secco Project).*
13. Member Comments & Information Items. Tom Wheat noted that Oshtemo may receive SAW grant monies (for stormwater and sanitary assess management) from the State's 2017/2018 funding cycle. Mark W. noted that RCKC will be hosting a pre-season utility project coordination meeting in the near future.
14. Next Meeting. The next regularly scheduled meeting of the Oshtemo Township Capital Improvements Committee (CIC) will be held April 18, 2017 at 1:00 PM.



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Capital Improvements Committee

*Tuesday, January 17, 2016
1:00 P.M.*

Meeting Agenda

1. Welcome/Introductions/Call to Order.
2. Meeting Summary Approvals, October 18 and July 19, 2016. (to be distributed)
3. Discussion of Utility Ordinance Interpretation. Previously the CIC had determined that an un-platted parcel being developed as single family residence could exempt themselves from the mandatory connection requirement (water and/or sanitary sewer), if the new structure is elected to be set-back an “unreasonable” or inconvenient distance from the utility. The front foot fee (200ft-maximum accessible) will still be due. Members will be asked to consider application of this principal to existing structures of an “unreasonable” distance. Specifically members will be asked to discuss whether front foot fees should become due when a replacement well or septic is installed (in lieu of utilizing the utility).
4. Assessing Policy for Roads & Sidewalks. This week the board reviewed and adopted a new assessing policy (enclosed).
5. 2017 Roadway Maintenance Projects. In alignment with the approved 2017 Oshtemo Township Budget, the Board has reviewed and approved contracting with RCKC the reconstruction of G Avenue and other pavement maintenance projects (enclosed).
6. 2017 Sanitary Sewer Projects. A progress update for the KL Avenue sanitary sewer extension shall be provided.
7. 2017 Public Water Projects. The State of Michigan has recently strengthen groundwater protection standards for 1,4-diethylrne dioxide. The KLA Group is sponsoring a 2017 public water extension in J Avenue, 2nd Street and the Maple Hills Estate neighborhood (enclosed).
8. 2017 Non-Motorized Facility Projects. A progress update shall be provided for the Drake Road and KL Avenue Non-Motorized Facilities.
9. Rural Development Grant Application. The Board is scheduled to have an information session on sewer project(s) financing strategies during their January 24th retreat. The consulting team is developing a 20 year finance plan for a two-three year plat-sewer construction program. A grant application to the USDA Rural Development Fund is a component of the plan. A progress update shall be provided.
10. Pavement Maintenance and Management. PASER data on pavement conditions in Oshtemo has been received from the Grand Valley Metro Council as part of a joint RCKC/Oshtemo funded data collection and assessment project (enclosed).

11. RCKC Updates and Coordination Items. Mr Worden as RCKC's representative will be asked to comment on a proposed *Intergovernmental Collaborative Sign Policy* and other items of potential interest to the CIC.
12. Misc. Capital Projects Updates & Information. Staff will review status of the following capital infrastructure projects underway in Oshtemo.
 - a. *Fire Hydrant Addition, East End of Steeplechase Court.*
 - b. *North 10th St Sanitary Sewer, Sewer Pump Station and Roadway Improvements*
 - c. *Colony Farms – BTR 2.0. (WMU Project)*
 - d. *Sky King Meadows III (Secco Project).*
13. Member Comments & Information Items. Attendees will be asked to share items of interest to CIC members
14. Next Meeting. The next regularly scheduled meeting of the Oshtemo Township Capital Improvements Committee (CIC) will be held April 18, 2017 at 1:00 PM.