

Capital Improvements Committee

October 31, 2017

MEETING SUMMARY

A meeting of the Capital Improvement Committee of Oshtemo Township was held on Tuesday, October 31, 2017 at 1:00 pm in the north conference room of Oshtemo Township, 7275 West Main Street, Kalamazoo, Michigan. Persons in attendance included Dave Bushouse, Dusty Farmer, Nancy Culp, Marc Elliott, Dick Hertzell, Tim Mallett, Jim Porter, Jamie Baker, Tom Wheat, Mark Worden and Bernie Mein (arriving late).

1. Welcome/Introductions/Call to Order: Dave Bushouse called the meeting to order and welcomed members and guests.
2. Meeting Summaries: The meeting summary for the April 18, 2017 meeting was reviewed and approved by members upon motion by Mallett and support by Culp.
3. Capital Improvement Plan (draft): Marc Elliott briefed the committee on the current Capital Improvement Plan (CIP) draft. The [draft plan](#) was made available to members in advance of the meeting through the Oshtemo website. The draft CIP provides a detailed plan and budget for sewer and water extensions, non-motorized facilities, road maintenance, parks improvements, and fire equipment. The draft CIP will be considered for approval by the Township Board on November 14, 2017. No additional member comments or recommendations for the plan were brought forward.
4. USDA Rural Development Grant for Sewer Extensions: A display copy of the grant/loan submittals was brought to the meeting. Elliott briefed the committee on the status of the USDA Rural Development loan to extend sewer into the older, more established neighborhoods in the Township. The Township received tentative commitment from the USDA to provide funding assistance for the 2018-2019 project of about \$9 million. Two subsequent phases will be needed to complete all of the sewer projects. The USDA has stated that we are eligible for some grant money in lieu of loans; however, the exact amount will not be known until the USDA completes their underwriting process.
5. SAW Grant: Elliott briefed the committee on the Storm and Wastewater (SAW) grant for 2018. The Township received a notice of commitment from the MDEQ stating that we would be funded in 2018 for \$634,365 over a three year period. The grant will be used to assess the physical condition of the sanitary sewer systems in the Township and develop an asset management plan. The program submittals for this project were also put onto the Township's public web site for members review in advance of the meeting.

6. Sewer and Water Fees, 2018: Elliott briefed members on marked up versions of the sewer and water fees policy documents. This discussion was further supplemented by spreadsheet information distributed by Wheat. Tables of actual capital-cost and fee recovery options were compared on these worksheets. Wheat had reviewed current, bid project costs for Oshtemo's and similar utility projects for Kalamazoo area clients. The spreadsheets displayed alternative fee schedules for both water and sewer and evaluated the extended to which the fees would recover true costs. Upon member review a unanimous consensus emerged for new fees as recommended. The first change was to incorporate current construction costs into the fees requiring a modest 6.3% increase for sewer; however, a 25% increase is needed for water. A second change in the water fees increases the length of payment plan from 15 years to 20 years, and reduces the interest rate from Prime + 2% to Prime + 1%. These changes are consistent with changes already Board approved for the sewer fees. The third change to the water fees is to stop collecting the curb stop installation inspection fee and reduce the cost of the curb stop installation from \$2,050 to \$1,700. The \$350 City of Kalamazoo inspection fee will be paid by the resident directly to the City.

During discussion of the above materials, it was discovered that the sewer fees did not address the potential scenario for Oshtemo-built, interior, cross-country sewers. Another formula was required because the fee should be based on lineal foot (center line) rather than frontage as there was no, dual-side, separate ownership frontage. Members directed staff to proceed with crafting appropriate language and fee-rate for this situation. The approach is to generally mirror that which is currently applied for water.

7. Mandatory Sewer Connection Notifications: The meeting notice to CIC members included a web link to reference and educational resources developed by staff in support of the forthcoming formal distribution of mandatory connection notices. The Oshtemo Board has approved a letter for distribution as a notice of mandatory connection requirement for properties with access to public sewer service. The Public Works Department intends to start with the new 10th St sanitary sewer service area.

8. 2017 Construction Project updates: Staff briefed members and welcomed further discussions on the other capital infrastructure projects underway in Oshtemo:

- North 10th St, Sanitary Sewer, Sewer Pump Station, and Road Improvements
- KL Avenue Sanitary Sewer
- KLA Group Water (W J Ave, N 2nd St, Rosemary Ln, and Josiane Dr)
- Drake Road Non-Motorized Facility (easement acquisitions)
- RCKC Partnership-based "PAR" 2017 Roadway Maintenance Projects

9. 2018 Roadway Projects: Staff briefed members on the initial selection of primary and local road maintenance projects for 2018. A draft illustration of 2017 Paser data which Oshtemo received from Grand Valley Metro Council was distributed at the meeting. It was noted that RCKC and Oshtemo staff will work to further prioritize recommended projects for CIC review at the next scheduled meeting. Based upon a casual review of the illustration, roadways for project consideration would include:

- Quail Run Drive between 9th St and Partridge Lane
- W H Ave, between 5th and 6th Streets
- Crystal Lane

- Penny Lane
- Boyce Drive, Emneth Ave, and Cotswold St (Essex Hills plat)
- Fairgrove St and Crossbend Ct
- S 4th St between Woodlawn and Township border
- Antiqua Circle, Tropicana St, Brandy Ave, and Fountain Square Drive (Rose Arbor plat)

10. Misc. Capital Projects Updates & Information: Staff briefed members and welcomed further discussions on the other capital infrastructure projects underway in Oshtemo.

- Autumn Grove Condominiums, N 9th St (sewer & water)
- Holiday Inn & Holiday Express, Westgate development off Maple Hill Dr (sewer & water)
- Kalamazoo Storage, Stadium Drive (water)
- Latitude 42, W Main St (water)
- Memory Care, Stadium Drive (water)
- National Flavors, Stadium Drive (water)
- Old National Bank, The Corner @ Drake (water)
- One-Way Products, KL Ave (water)
- Sky King Meadows 3 Condominiums, off Buckham Wood Drive (sewer & water)
- Trader Joes, The Corner @ Drake, (sewer & water)
- Walnut Woods, W Main St (reconstruction with water main relocation)
- Weathervane, S 9th St (water)
- West Pointe Condominiums (phase 2), N 10th St (sewer & water)
- West Port Village Condominiums (phase 2), W H Ave (sewer & water)

11. Departmental Goals for 2018, et al.: Elliott briefed the committee on the Public Works Department 2017 accomplishments and 2018 goals. There were no comments.

12. Member Comments and Information Items: No further comments were presented.

13. Next Meeting: The next regularly scheduled meeting of the CIC for Oshtemo is January 16, 2018 at 1:00 pm.



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269-216-5220 Fax 269-375-7180 www.oshtemo.org

Capital Improvements Committee

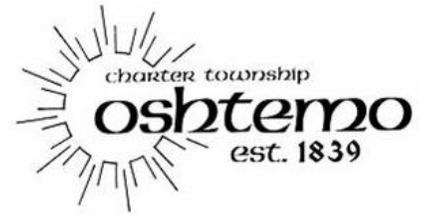
*Tuesday, October 31, 2017
1:00 P.M.*

Meeting Agenda

1. Welcome/Introductions/Call to Order.
2. Meeting Summary. Members shall review a summary of the last CIC meeting, held April 18, 2017. Please note that the July 2017 meeting was cancelled without rescheduling.
3. CIP Plan (draft). Township officers and professional staff have been invested considerable effort over the last year to develop a consolidated Capital Improvement Planning (CIP) process. This round is considerably enhanced from the prior two, and reflects significant internal-process improvements. The draft plan is accessible through the public notice board of the Township's web site.
4. USDA Rural Development Grant for Sewer Extensions. Over the past several months, staff has worked with the consulting team of Engineers, Bond Council and Municipal Finance Consultants to fund the Committee's identified priority sewer extensions into the older, established neighborhoods of the Township. We now have tentative commitment from USDA to provide funding assistance for a 2018-19 project of about \$9 million. Please note that the financing consideration became the lead driver in the current sanitary sewer component of the overall CIP schedule. The current CIP anticipates two additional applications for USDA financing over the following two years. The first USDA loan/grant is anticipated to be confirmed in December 2017.
5. SAW Grant – MDEQ Application Acceptance. The Michigan Department of Environmental Quality notified Oshtemo last month that our application for grant funds has been accepted from the Stormwater, Asset Management and Wastewater (SAW) program. This is the agency's fifth-round of the grant of monies under this program. Our original 2013 application was randomly put in the que, and has now been accepted to receive funds. The formal award of \$634,365 is anticipated to be made in December 2017. The application and work plan is available for download at the Public Works departmental page of the Oshtemo web site.
6. Sewer and Water Fees, 2018. Members will discuss changes and adjustments in fees for utility connections for 2018. Fleis&Vandenbrink, and the USDA Rural Development project team has been reviewing financing strategies for sanitary sewers (see attached payment schedules by Bendzinski). Water fees will be discussed with Tom Wheat. As manager of the 2017 water extension being installed in partnership with the KLA Group he can present information on current construction costs. Staff will also review issues associated with renewal of the contract with SWT Excavating to install water main taps and curb-box connections. It is proposed that the owner/applicante pay the City utility inspection fees directly.
7. Mandatory Sewer Connection Notifications. The Oshtemo Board has approved a letter for distribution as a notice of mandatory connection requirement for properties with access to public sewer service.

The discussed strategy is to use the new, 10th St Sewer service area as the first notification area so that the generated response and questions likely to ensue are proportional to staffing capacity. As we learn from this trial, the notifications will be accelerated (see attached notice). A draft [FAQ page](#) is being developed.

8. 2017 Construction Project updates.
 - *North 10th St, Sanitary Sewer, Sewer Pump Station and Road Improvements*
 - *KL Avenue Sanitary Sewer*
 - *KLA Group Water (W. J Ave, N. 2nd St, Rosemary and Josiane)*
 - *Drake Road Non-Motorized Facility (easement acquisitions)*
 - *RCKC Partnership-based “PAR” [2017 Roadway Maintenance Projects](#)*
9. 2018 Roadway Projects. Members will review the with RCKC representative the initial selection of primary and local road maintenance projects for 2018.
10. Misc. Capital Projects Updates & Information. Staff will review and respond to member questions regarding various private development projects which have public infrastructure extensions associated with them.
 - *Autumn Grove Condominiums, N 9th St (sewer & water)*
 - *Holiday Inn & Holiday Express, Westgate development off Maple Hill Dr. (sewer & water)*
 - *Kalamazoo Storage, Stadium Drive (water)*
 - *Latitude 42, W Main St. (water)*
 - *Memory Care, Stadium Dr. (water)*
 - *National Flavors, Stadium Park Way (water)*
 - *Old National, The Corner @ Drake (water)*
 - *One-Way Products, KL Ave (water)*
 - *Sky King Meadows 3 Condominiums, off Buckham Wood Dr. (sewer & water)*
 - *Trader Joes, The Corner @ Drake (sewer & water)*
 - *Walnut Woods, W. Main St (reconstruction with water main relocation)*
 - *Weathervane, S 9th St (water)*
 - *West Pointe Condominiums (phase 2), W H Ave (sewer & water)*
 - *West Port Village Condominiums (phase 2), N 10th St (sewer & water)*
11. Departmental Goals for 2018, et al. Members shall review and discuss the new Public Works Department’s working list of goals, vision and accomplishments.
12. Member Comments & Information Items. Attendees will be asked to share items of interest to CIC members
13. Next Meeting. The next regularly scheduled meeting of the Oshtemo Township Capital Improvements Committee (CIC) will be held January 16, 2018 at 1:00 PM.



Capital Improvements Committee

April 18, 2017

MEETING SUMMARY

A meeting of the Capital Improvement Committee of Oshtemo Township was held on Tuesday, April 18, 2017 at 1:00 pm in the north meeting room of Oshtemo Township, 7275 West Main Street, Kalamazoo, Michigan. Persons in attendance included Dave Bushouse, Libby Heiny-Cogswell, Nancy Culp, Marc Elliott, Jim Porter, Jamie Baker, Tom Wheat, and Mark Warden.

1. Welcome/Introductions/Call to Order: Dave Bushouse called the meeting to order and welcomed members and guests.
2. Q&A on the Witnessed Bid Opening: Four bids were opened for the water extension project for W J Ave, N 2nd St, and Maple Hills Estates. See Attachment I for the list of bids.
3. Meeting Summaries: The meeting summaries for 7/26/2016, 10/18/2016, and 1/17/17 meetings were reviewed and approved by members upon motion by Culp and support by Libby.
4. KL Ave Public Sanitary Sewer, Alternate Scope: The KL Ave Sanitary Sewer project bid opening is scheduled for Monday, May 1, 2017 at 2 pm. Elliott explained that during engineering design, the project scope was expanded to include an additional 700 feet of sewer south under 8th St as an alternate scope of work. A development project is currently proposed for the end parcel to be served by the 8th St extension. Elliott also explained that the sewer project will serve an industrial area and that the existence of the sewer may help attract other industries that were reluctant to move to area due to lack of sewer. Bushouse asked if the 8th and KL Ave intersection would have stub piping extended north on 8th St and west on KL Ave to prevent future construction having to tear up the intersection again. Elliott clarified that there will be stub pipes for northerly 8th St and westerly KL Ave. The Committee approved the 700 feet of additional sewer under 8th St as an alternate scope of work upon motion by Libby and support from Culp.
5. Pre-Application, Neighborhood Sanitary Sewer Extension: Elliott briefed the Committee that the Pre-Application has been submitted to the USDA seeking \$25.5M in loan and/or grant funds from Rural Development monies available for sanitary sewer improvements. The pre-application is to determine eligibility, funding/grant availability, and financing costs. Elliott briefed the map of planned sewer extensions and how the neighborhoods were selected based on failing roads and age of septic systems. Elliott also briefed the financial aspects of the loan and costs to residents to connect to the sewer system and ultimately repay the Township loan.

6. Sanitary Sewer FAQ – USDA Rural Development Grant/Loan: Elliott brief the frequently asked questions (FAQs) document created by the Township staff. The purpose of the document is to explain why the sewer extensions are needed and how much it will cost for a resident to connect to the sewer system.
7. Vision & Mission Statement (Core Values): Libby briefed the Township Board retreat and special meeting for strategic planning and visioning. Libby then explained the follow on steps to generate Township Goals. Then an all staff retreat was conducted to generate specific objectives to accomplish the goals. The Township staff are currently in the process of revising the objectives in a SMART format (Specific, Measurable, Attainable, Related to Jobs, and Timely). The Township staff are also combining the objectives into actionable project management plans.
8. 2017 Roadway Projects: Elliott briefed the planned 2017 roadway projects. Elliott explained changes to the plan based on planned development on Stadium Park and Tuscany East. Worden discussed the results of different chip seal aggregates used in 2016. Blast furnace slag did not perform well and will not be used again. All 2017 chip seal projects will use an aggregate that performed very well in 2016.
9. N 10th St Sanitary Sewer Pump Station: Tom Wheat (Prein & Newhof) briefed the results of the N 10th St sanitary sewer pump station testing. The mechanical testing was satisfactory while the control panel requires more work to finalize the Programmable Logic Controllers (PLCs). The load bank test for the generator was being conducted during the meeting and results were not yet available.
10. Misc. Capital Projects Updates & Information: Staff briefed members and welcomed further discussions on the other capital infrastructure projects underway in Oshtemo.
- Autumn Grove Condominiums, N 9th St
 - Holiday Inn & Holiday Express, Westgate development off Maple Hill Drive
 - Latitude 42, W Main St
 - Natural Grocery & Shoppes, The Corner @ Drake
 - One-Way Products, KL Ave
 - Sky King Meadows 3 Condominiums, off Buckham Wood Drive
 - Tuscany East, L Ave subdivision
 - West Pointe Condominiums (phase 2), N 10th St
 - West Port Village Condominiums (phase 2), W H Ave
11. Misc. Planning Initiatives: Staff briefed members and welcomed further discussions on other planning initiatives underway in Oshtemo.
- Rural Character Preservation Workshop Results
 - WMU Natural Features Study Results
 - Maple Hill Drive South Sub-Area Presentation Materials (see web notice board)
12. Member Comments and Information Items: No further comments were presented.
13. Next Meeting: The next regularly scheduled meeting of the CIC for Oshtemo is July 11, 2017 at 1:00 pm.

\$8,346,000
 Oshtemo Charter Township
 County of Kalamazoo, State of Michigan
 General Obligation Limited Tax Bonds

ANNUAL HOUSEHOLD COST

40 Rural Development Issue
 (Assumes connection in 2019 with 40 yrs to pay)

Year	Annual Debt Service Charge	Connection Fee Principal	Connection Fee Interest	Annual Connection Fee and Debt Service Charge	Monthly Connection Fee and Debt Service Charge	City of Kalamazoo Average Monthly Sewer Bill*	Total Monthly Payment	Total Annual Payment
2019	\$ 10.50	\$ 275.00	\$ 330.00	\$ 615.50	\$ 51.29	\$ 22.90	\$ 74.19	\$ 890.30
2020	10.50	275.00	321.75	607.25	50.60	22.90	73.50	882.05
2021	10.50	275.00	313.50	599.00	49.92	22.90	72.82	873.80
2022	10.50	275.00	305.25	590.75	49.23	22.90	72.13	865.55
2023	10.50	275.00	297.00	582.50	48.54	22.90	71.44	857.30
2024	10.50	275.00	288.75	574.25	47.85	22.90	70.75	849.05
2025	10.50	275.00	280.50	566.00	47.17	22.90	70.07	840.80
2026	10.50	275.00	272.25	557.75	46.48	22.90	69.38	832.55
2027	10.50	275.00	264.00	549.50	45.79	22.90	68.69	824.30
2028	10.50	275.00	255.75	541.25	45.10	22.90	68.00	816.05
2029	10.50	275.00	247.50	533.00	44.42	22.90	67.32	807.80
2030	10.50	275.00	239.25	524.75	43.73	22.90	66.63	799.55
2031	10.50	275.00	231.00	516.50	43.04	22.90	65.94	791.30
2032	10.50	275.00	222.75	508.25	42.35	22.90	65.25	783.05
2033	10.50	275.00	214.50	500.00	41.67	22.90	64.57	774.80
2034	10.50	275.00	206.25	491.75	40.98	22.90	63.88	766.55
2035	10.50	275.00	198.00	483.50	40.29	22.90	63.19	758.30
2036	10.50	275.00	189.75	475.25	39.60	22.90	62.50	750.05
2037	10.50	275.00	181.50	467.00	38.92	22.90	61.82	741.80
2038	10.50	275.00	173.25	458.75	38.23	22.90	61.13	733.55
2039	10.50	275.00	165.00	450.50	37.54	22.90	60.44	725.30
2040	10.50	275.00	156.75	442.25	36.85	22.90	59.75	717.05
2041	10.50	275.00	148.50	434.00	36.17	22.90	59.07	708.80
2042	10.50	275.00	140.25	425.75	35.48	22.90	58.38	700.55
2043	10.50	275.00	132.00	417.50	34.79	22.90	57.69	692.30
2044	10.50	275.00	123.75	409.25	34.10	22.90	57.00	684.05
2045	10.50	275.00	115.50	401.00	33.42	22.90	56.32	675.80
2046	10.50	275.00	107.25	392.75	32.73	22.90	55.63	667.55
2047	10.50	275.00	99.00	384.50	32.04	22.90	54.94	659.30
2048	10.50	275.00	90.75	376.25	31.35	22.90	54.25	651.05
2049	10.50	275.00	82.50	368.00	30.67	22.90	53.57	642.80
2050	10.50	275.00	74.25	359.75	29.98	22.90	52.88	634.55
2051	10.50	275.00	66.00	351.50	29.29	22.90	52.19	626.30
2052	10.50	275.00	57.75	343.25	28.60	22.90	51.50	618.05
2053	10.50	275.00	49.50	335.00	27.92	22.90	50.82	609.80
2054	10.50	275.00	41.25	326.75	27.23	22.90	50.13	601.55
2055	10.50	275.00	33.00	318.50	26.54	22.90	49.44	593.30
2056	10.50	275.00	24.75	310.25	25.85	22.90	48.75	585.05
2057	10.50	275.00	16.50	302.00	25.17	22.90	48.07	576.80
2058	10.50	275.00	8.25	293.75	24.48	22.90	47.38	568.55
\$	420.00	\$ 11,000.00	\$ 6,765.00	\$ 18,185.00				\$ 29,177.00

Connection Fee \$ 11,000
 Interest Rate 3%

* Average Kalamazoo sewer bill assumes 5,000 of water consumed per month billed at current city rates.

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The information contained herein was derived from sources generally recognized as reliable and does not make any representations as to correctness or completeness and has in no way been altered except to the extent that some information may be summarized, and is in no way intended to be a solicitation for orders.

\$8,346,000
Oshlema Charter Township
County of Kalamazoo, State of Michigan
General Obligation Limited Tax Bonds

SCHEDULE OF CONNECTION FEES, DEBT SERVICE REQUIREMENTS AND COVERAGE

Year	Projected ¹ REU's	Total ² REU's	Revenue from ³ Conn Fees	Revenue from ⁴ Gen. Fund	Total Revenue Before Debt Service Charge	Annual ⁵ Debt Service Charge (Per REU)	Annual ⁶ Debt Service Charge	Total Revenues	Debt ⁷ Service Requirements	Bond ⁷ Reserve Requirement	Annual Surplus (Deficit)	Surplus (Deficit) Cumulative
2019	203	4,071	\$ -	\$ 50,000	\$ 50,000	\$ 10.50	\$ 42,746	\$ 92,746	\$ 83,460	\$ -	\$ 9,286	\$ 9,286
2020	204	4,275	122,815	50,000	172,815	10.50	44,888	217,703	187,710	29,900	9,378	9,378
2021	60	4,335	245,989	-	245,989	10.50	45,518	291,516	260,550	29,900	1,066	10,444
2022	60	4,395	279,766	-	279,766	10.50	46,148	325,914	294,290	29,900	1,724	12,168
2023	60	4,455	313,482	-	313,482	10.50	46,778	360,260	328,300	29,900	2,466	14,628
2024	-	4,455	347,158	-	347,158	10.50	46,778	393,936	361,570	29,900	2,666	16,993
2025	-	4,455	342,151	-	342,151	10.50	46,778	388,929	357,470	29,900	1,559	18,252
2026	-	4,455	337,144	-	337,144	10.50	46,778	383,922	352,380	29,900	1,642	19,894
2027	-	4,455	332,137	-	332,137	10.50	46,778	378,915	346,300	29,900	715	20,608
2028	-	4,455	327,130	-	327,130	10.50	46,778	373,907	343,230	29,900	777	21,386
2029	-	4,455	322,123	-	322,123	10.50	46,778	368,900	338,180	29,900	820	22,206
2030	-	4,455	317,116	-	317,116	10.50	46,778	363,893	332,850	-	1,043	23,250
2031	-	4,455	312,109	-	312,109	10.50	46,778	358,886	327,240	-	1,646	24,896
2032	-	4,455	307,102	-	307,102	10.50	46,778	353,879	321,640	-	1,239	26,135
2033	-	4,455	302,095	-	302,095	10.50	46,778	348,872	316,040	-	832	26,967
2034	-	4,455	297,087	-	297,087	10.50	46,778	343,865	310,440	-	1,415	28,382
2035	-	4,455	292,080	-	292,080	10.50	46,778	338,858	304,840	-	988	29,370
2036	-	4,455	287,073	-	287,073	10.50	46,778	333,851	300,240	-	1,551	30,920
2037	-	4,455	282,066	-	282,066	10.50	46,778	328,844	295,640	-	1,104	32,024
2038	-	4,455	277,059	-	277,059	10.50	46,778	323,837	291,040	-	1,647	33,671
2039	-	4,455	272,052	-	272,052	10.50	46,778	318,829	286,440	-	1,179	34,850
2040	-	4,455	267,045	-	267,045	10.50	46,778	313,822	281,840	-	1,702	36,553
2041	-	4,455	262,038	-	262,038	10.50	46,778	308,815	277,240	-	1,215	37,768
2042	-	4,455	257,031	-	257,031	10.50	46,778	303,808	272,640	-	1,718	39,486
2043	-	4,455	252,024	-	252,024	10.50	46,778	298,801	268,040	-	1,211	40,697
2044	-	4,455	247,017	-	247,017	10.50	46,778	293,794	263,440	-	1,694	42,391
2045	-	4,455	242,009	-	242,009	10.50	46,778	288,787	258,840	-	1,167	43,558
2046	-	4,455	237,002	-	237,002	10.50	46,778	283,780	254,240	-	1,630	45,188
2047	-	4,455	231,995	-	231,995	10.50	46,778	278,773	249,640	-	1,083	46,271
2048	-	4,455	226,988	-	226,988	10.50	46,778	273,766	245,040	-	1,526	47,796
2049	-	4,455	221,981	-	221,981	10.50	46,778	268,759	240,440	-	1,949	49,745
2050	-	4,455	216,974	-	216,974	10.50	46,778	263,751	235,840	-	1,361	51,106
2051	-	4,455	211,967	-	211,967	10.50	46,778	258,744	231,240	-	1,764	52,871
2052	-	4,455	206,960	-	206,960	10.50	46,778	253,737	226,640	-	1,157	54,028
2053	-	4,455	201,953	-	201,953	10.50	46,778	248,730	222,040	-	1,540	55,568
2054	-	4,455	196,946	-	196,946	10.50	46,778	243,723	217,440	-	1,903	57,471
2055	-	4,455	191,939	-	191,939	10.50	46,778	238,716	212,840	-	1,256	58,727
2056	-	4,455	186,931	-	186,931	10.50	46,778	233,709	208,240	-	1,599	60,326
2057	-	4,455	181,924	-	181,924	10.50	46,778	228,702	203,640	-	1,922	62,248
2058	-	4,455	176,917	-	176,917	10.50	46,778	223,695	199,040	-	1,235	63,483
2059	-	4,455	171,910	-	171,910	10.50	46,778	218,688	194,440	-	1,538	65,020
	587	181,911	\$ 10,305,295	\$ 100,000	\$ 10,405,295	10.50	\$ 1,910,066	\$ 12,315,361	\$ 11,951,340	\$ 299,000	\$ 65,020	\$ 65,020

Annual Debt Service Charge \$ 10.50

Notes

- ¹ See Schedule of REU's
- ² Includes existing REU's of 3,868
- ³ See Schedule of Connection Fees, assumes that each connection costs residents \$11,000 to be paid within 40 years with interest of 3.0%
- ⁴ Assumes that the General Fund will make a \$50,000 contribution in each of the first two years to cover revenue shortfalls
- ⁵ Annual Debt Service Charge is a flat charge of \$10.50 per REU per year
- ⁶ See Schedule of Debt Service Requirements, 40 year term and 2.0% interest rate
- ⁷ Rural Development Bonds require a bond reserve, see Rural Development Bond Reserve Calculation

615 Griswold Suite 1225, Detroit, Michigan 48226-3282
PHONE: (313) 961-8222 FAX: (313) 961-8220

The information contained herein was derived from sources generally recognized as reliable and does not make any representations as to correctness or completeness and has in no way been altered except to the extent that some information may be summarized, and is in no way intended to be a solicitation for orders.

CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN

AMENDED AND RESTATED WATER CONNECTION FEES

EFFECTIVE: JANUARY 1, 2016

I.

CONNECTION FEES

A. **Public Water Main Connection and Benefit Fees.**

1. All property connecting to a public water main shall pay a water main connection Fee unless the property has been assessed as part of a water main special assessment district or is part of a development wherein the developer paid the full cost of water main installation, in which case, there shall be no water main connection fee charged.
2. The public water main connection fee is to be calculated as follows:
 - a. Assessable front foot **\$31.50**
 - b. Lineal foot (measured along center line of main) **\$48.00**
 - c. Boring under existing road, additional hydrant to existing main, topsoil, and surface restoration as required **Actual Cost + 15%**
 - d. Assessable frontage and lineal foot charges shall only be collected for the first 200 feet* for private single and two-family residential properties with only one residential building thereon.

* New parcels, lots or building sites which are split from property already connected to the public water system shall pay the fees as set forth above, except to the extent that a portion of the new lot, parcel or building site front footage or lineal footage was part of the first 200 feet for which the front foot or lineal foot charge has already been levied and paid.

All commercial development, industrial development, residential plat or site condominium, as well as multi-family residential development, shall pay the applicable footage charge without limitation.

- e. All property connecting to a public water main shall also pay a Benefit Fee unless the property was assessed as part of a special assessment district, in which case, the subject property shall be entitled to a credit for one benefit fee. Any additional benefit unit charges shall be calculated and paid in accordance with Section V.
3. The assessable front foot connection charge shall apply when a property borders the water main right-of-way, and the lineal foot charge shall apply when the water main right-of-way is located in the interior of a parcel.
4. Installment payment mortgage agreements shall not exceed ~~45~~ 20 years to be charged at the rate of interest equal to prime rate as of January 1 of the current year plus ~~2~~ 1%, not to exceed the maximum rate allowed law.
5. Hydrants shall be placed at intervals of approximately 1,000 feet on all new installation as determined by the Township Engineer. All hydrants are subject to review and approval of the Township Fire Department and may be required at intervals less than 1,000 feet.

B. Private Water Service Connections and Connection Fees.

Fees and scope of water connection work are dependant upon polices established separately by the the City of Kalamazoo (utility service provider) and Oshtemo Township. When an application for water service is received, Oshtemo shall identify conditions applicable to the service request. In rare circumstances, the City will require that the water utilty department does the work. If required, an agreement between the utility (City of Kalamazoo Water Department) and the utility customer will be necessary to initiate this work. When the Township does a portion of the work, the fee for the work by Oshtems is described herein. In some circumstances all work can be completed by the owner's private contractor. All private contractors require pre-approved by the utility. The following connections fees are established by Oshtemo.

1. The service connection is that pipe from the public water distribution main that delivers water to the curb stop which, in turn, delivers water to the property being serviced. The customer pays for the installation of this service based upon size unless the same was previously installed by the Developer. In the event that the Township has previously installed the

curb-stop, or one will be installed by the Township at the customer's request, the charge for a standard connection is as follows:

- a. 1¼" tap with installation of line and curb box ~~\$2,050.00~~ 1,700.00.
- b. 1¼" tap to existing line and curb box previously installed by Township - \$1,515.00.
- c. Special services, 2" – Contact City of Kalamazoo

2. Upon payment of Fees to the Township, the water service applicant (owner) shall be issued a Permit by Oshtemo to receive public water service from the utility. This Permit will need to be presented to the City of Kalamazoo in order to establish a utility service billing account and initiate the water service installation/inspection.

3. The water customer (private owner) is responsible for paying City of Kalamazoo construction inspection fees. This fee is currently \$350.00 for a residential service, but is subject to the City of Kalamazoo's fee schedule. The work observed by the utility includes the water main tap, the curb-stop valve installation, and installation of the service line from the curb box to the water meter.

4. Once Oshtemo and City fees are paid, the property owner or owner's contractor will need to initiate work coordination and scheduling. The utility's inspection will need to be scheduled, as will the Township's construction participation—if a portion of work is to be completed by the Township. Oshtemo's construction Agent (if participating in the work) will be identified in conjunction with the Township's issuance of a Permit to connect to the water utility.

5. Ditches will be left in reasonable condition: Any exceptional lawn work is the owner's responsibility. Extra charges for winter construction may be added when the service is installed at the customer's insistence at times and places when the frost is over 12" thick. Emergency connectors to be made in less than 48 hours may also result in extra charges.

II.

USER FEES

- A. Monthly or quarterly user fees shall be billed to each customer connected to the Oshtemo Township water system as provided in the Water Service Agreement between Oshtemo Charter Township and the City of Kalamazoo dated February 8, 1965.

III.

BENEFIT UNIT CHARGES

- A. Benefit Unit Charges. Each benefit unit charge shall be \$525.00 and the number of benefit units to be charged for each connection shall be determined by the following Benefit Unit Schedule:

<u>Connected Use or Activity</u>	<u>Benefit Units</u>	<u>Benefit Unit Factor</u>
Auto Dealer - New and/or Used	1.00	Per premise plus 0.25 per 1,000 square feet of building including service area
Auto Repair/Collision	1.00	Same as above
Auto Wash (coin operated do-it-yourself, 10 gallons or less per car)	1.00	Per stall
Auto Wash (Mechanical - over 10 gallons per car - recycled)	5.00	Per stall or production line including approach and drying area
Auto Wash (Mechanical - over 10 gallons per car - not recycled)	10.00	Per stall or production line including approach and drying area
Bar	4.00	Per 1,000 square feet
Barber Shop	1.00	Per shop plus 0.1 per chair after 2
Beauty Shop	1.00	Per shop plus 0.1 per booth
Bowling Alley (No bar)	1.00	Per premise plus 0.2 per alley

Campground Facilities - recreation vehicle, tents, trailers under 12 feet	0.35	Per pad or site plus picnic facilities
Campground Facilities - trailer park or trailers in excess of 12 feet	0.50	Per pad or site plus picnic facilities
Church	0.25	Per 1,000 square feet minimum of 1
Cleaners (pick-up only)	1.00	Per shop
Cleaners (cleaning and pressing facilities)	1.00	Per premise plus 0.5 per 500 square feet
Clinic (medical or dental)	1.00	Per premise plus 0.5 per exam room
Convalescent or boarding home	1.00	Per premise plus 0.25 per bedroom
Convent	1.00	Per premise plus 0.25 per bedroom
Convenience store	1.50	Per premise plus 0.8 per 1,000 square feet
Country club and athletic club	1.50	Per 1,000 square feet of clubhouse plus restaurant, bar and pro shop as retail store
Drug store	1.00	Per premise plus snack bar
Factory (office and production)	0.75	Per 1,000 square feet

Factory (wet process)		Based on metered flow
Funeral home	1.50	Per 1,000 square feet plus residence to be computed separately
Grocery store and supermarket	1.00	Per premise plus 0.8 per 1,000 square feet
Hospital	1.10	Per bed
Hotel and motel	0.40	Per bedroom plus restaurant and bar
Laundry (self-serve)	1.00	Per premise plus 0.5 per washer
Marina - per boat docking Space	.06	Per space under 25 feet in length
	.10	Per space over 25 feet in length
Mobile home (free standing)	1.00	Per unit
Mobile home (park or division)	0.75	Per pad or site at indirect connection rate plus laundry, community buildings and office to be computed separately per schedule

Multiple-family residence		
Duplex, row house or townhouse	1.00	Per dwelling unit
Apartment residence self-contained unit including laundry facilities in apartment	1.00	Per dwelling unit
Apartment residence - other than self-contained unit - not having laundry facilities in apartments	0.80	Per dwelling unit
Fraternity or sorority house	0.50	Per 1,000 square feet of floor area
Park, recreation facilities, campground		
Picnic facilities - no bathing or overnight accommodations	0.20	Per parking space
Picnic facilities - with bathing privileges or swimming pool	0.35	Per parking space
Post office	1.00	Per 1,000 square feet
Professional office	0.25	Per 500 square feet minimum 1
Public institution	0.75	Per 1,000 square feet
Restaurant (meals only)	2.5	Per 1,000 square feet excluding restrooms, public areas not in regular use and unfinished areas
Restaurant (meals and drinks)	3.5	Per 1,000 square feet excluding restrooms, public areas not in regular use and unfinished areas

Restaurant (public area, auxiliary dining room, dance floor or ballroom which are not in regular use)	0.5	Per 1,000 square feet
Retail store (other than listed)	1.0	Per premise plus 0.1 per 1,000 square feet
School	1.0	Per classroom
Service station	1.5	Per 1,000 square feet of building area
Single-family residence	1.0	Per residence
Snack bar, drive-in, etc.	2.5	Per 1,000 square feet
Theater, drive-in	0.04	Per car space
Theater	0.0068	Per seat
Two-family residential	1.0	Per unit
Veterinary facility	1.5	Per facility
Veterinary facility with kennel	1.5	Per facility plus 0.5 per 5 kennels
Warehouse and storage	0.2	Per 1,000 square feet

- B. For those uses not specifically identified above, the Supervisor or his or her designee shall determine the benefit unit factor applicable by identifying the proposed use with that use listed above which is most similar. As a further guide in such determination, each 250 gallons of average daily flow or fraction thereof estimated to be applicable shall constitute one (1) benefit unit.

- C. In no event shall a connected use or activity be charged less than one (1) benefit unit.
- D. The benefit unit charge is predicated upon an assumed average daily flow for a single-family residence of 250 gallons.
- E. All prior resolutions are hereby repealed.

IV.

REGULATIONS APPLYING TO SERVICE CONNECTIONS

- A. SERVICE APPLICATIONS: Applications for service are taken at the Township offices at 7275 West Main Street, Kalamazoo, Michigan.
- B. PAYMENT: All service installation charges will be paid in advance. Customers requesting special services, 2" and above, are required to apply at the City of Kalamazoo Water Department, 415 Stockbridge Avenue.
- C. INSTALLATION AND MAINTENANCE: All service installations and maintenance are under the control of the Township or its designated representatives, at the request of the property owner or his authorized representative. However, any changes to the site or building subsequent to the installation which hamper the operation or maintenance of their service, shall be rectified at the expense of the owner; the Township is not liable for any resultant damage. No buildings or structures are permitted on top of the service.
- D. SERVICE AND METER LOCATIONS: The location of the service and meter is subject to the approval of the water utility. ALL SERVICE INSTALLATIONS MUST MEET THE DESIGN REQUIREMENTS OF THE DEPARTMENT OF PUBLIC UTILITIES OF THE CITY OF KALAMAZOO.
- E. PLUMBING CONNECTIONS: The water utility will supervise work on the water service ends at the valve on the discharge side of the meter. Future maintenance is the responsibility of the customer. If you have a well or jet-operated sump, THAT MUST BE DISCONNECTED AND REMAIN PHYSICALLY SEPARATE FROM THE WATER SERVICE. ABSOLUTELY NO "CROSS CONNECTION" CAN BE MADE TO THE SYSTEM.
- F. SYSTEM PRESSURE: During the time of installation, the distribution system pressure will be checked. If the distribution system pressure exceeds the International Plumbing Code Standard of 80 PSI, a red tag will be attached to the meter. THE CUSTOMER IS RESPONSIBLE FOR INSTALLING A PRESSURE REDUCING VALVE AT THE DISCHARGE SIDE OF METER.

V.

DEVELOPER CONSTRUCTION CONTRACT / WATER MAIN
EXTENSION AGREEMENT

- A. A developer may contract with the Township to extend a public water main to and through a property subject to the following requirements:
1. The design of the water main extension including hydrant placement, roadway borings, topsoil and surface restoration must be in accordance with the current Township standards and approved by the Township Engineer. Generally, construction will be undertaken by or under the control of the Township (water main extension agreement). If, however, pursuant to the approval and authorization of the Supervisor, construction is undertaken by the developer (developer construction contract), then all construction must be inspected and approved by the Township Engineer and/or City of Kalamazoo prior to any use of the system addition.
 2. All construction and related costs including administrative fees shall be paid by the developer and deposited with the Township prior to commencement of construction. Said costs shall be calculated at the lineal foot rate for new water main. In the event the Township has authorized the developer to undertake the construction, 7% of the costs shall be paid to the Township.
 3. The Township will collect from property owners for all property outside the development connecting to the water main extension the appropriate connection fee, and pursuant to a written agreement with the developer, will refund to the developer during the next ensuing 10-year period following completion of construction, 80% of the assessable front foot fee. The amount of the refund, however, shall in no case exceed the total construction cost.
- B. All water main extensions shall be extended to the far boundary of the property served so as to allow for future extension through adjoining property.

VI.

ANNUAL REVIEW

These fees are to be reviewed annually.

PUBLIC WATER SERVICE

General Information. Oshtemo will collect a connection fee prior to your receiving public water service. This fee allows Oshtemo to finance, construct, and selectively manage the public water system in the Township. Generally, system operation and normal maintenance is by the City of Kalamazoo acting as a franchised public utility permitted to operate in Oshtemo. Water usage charges will be billed monthly or quarterly to each customer by the City of Kalamazoo (269-337-8149). The City may require a deposit when setting up a new customer account and prior to turning on the water.

New Service Constructed by Oshtemo. If a new residential water service connection must be installed off of the public water main, SWT Excavating ["AGENT"] will act as Oshtemo's Agent to tap the water main in the public right-of-way (ROW) and extend a water service line to the edge of ROW; terminating at a curb stop valve. A separate fee (additional form) is collected by Oshtemo for this work. The remaining water service line installation work from the curb stop to the structure is a private responsibility. The private construction is to be completed in accordance with plumbing and building code permits (contact SMBA, 269-585-4151). The utility will determine the location of the water meter. If an in-ground meter vault is required, the vault is the property owner's private construction cost.

Permits, Inspections and Coordination. ~~If Oshtemo participates in constructing a new service tap and curb stop, AGENT The owner/applicant will pay the water utility's new-service construction inspection fee when the work starts. The inspection fee is currently \$350 for a single-family residence, but is subject to the City of Kalamazoo fee schedule. The utility inspection fee covers the "utility work" to the water meter. This includes the AGENT's work and the private contractor's work. Since the Township's work (when participating to install the curb box) encompasses work in the public ROW, the Township's AGENT will obtain any permits that may be required for his work within the public road ROW. Otherwise, roadway work permits, etc., will be the obligation of the entity performing this work. Owners are advised to review their contractor's invoicing to assure these expenses are not inappropriately billed, and AGENT will coordinate his work with the road agencies, the utility and your private side contractor.~~

The water utility operator will inspect and supervise work on the water service connection up to the down-stream end of the water meter, regardless of which portions of work are completed by AGENT (i.e., to the curb box) and which portions are constructed privately. If Oshtemo does not participate in this work, any required utility inspection fees are a private cost. Future maintenance responsibility will be assumed by the utility up to the down-stream end of the water meter. All work down-stream of this point becomes the maintenance responsibility of the customer/owner. If the distribution system pressure exceeds 80 PSI, a red tag will be attached to the meter. If red-tagged, the customer will be responsible for installing a pressure reducing valve at the discharge side of meter.

Exceptions to Oshtemo's Construction Participation. The utility operator requires that 2-inch or larger water services be completed by the utility. Consequently, Oshtemo will not participate in this work and no separate water service connection fee will be collected by Oshtemo. That is, once all normal fees are paid to Oshtemo, the owner will need to make arrangements directly with the water utility (City of Kalamazoo) to construct the oversize service connection and to pay any applicable fees that the utility may charge for this work. At Oshtemo's sole discretion, in the select case when no work is to be performed in the public right-of-way and when a single owner will be installing multiple connections (i.e., multiple dwelling units), the Township may allow the owner to directly arrange with the water utility to privately complete such water service connections without Oshtemo Township's participation in the work.

Existing Well and Septic. Be aware that environmental health and public safety codes typically require property owners to abandon and close both your water well and the septic tank in a specified manner when either system is replaced with a public utility service. Your contractor should understand these requirements. For further details on these abandonment specifications and requirements, please contact the county health department (269-373-5210). The county is responsible for permitting work on water wells and septic systems in Oshtemo.

Description of Fees. It is the desire of the Township Board to treat all persons similarly benefitted and similarly situated in an equal manner with respect to water connection fees. All properties connecting to a public water main shall pay a water connection fee designed to capture the capital expense of the water system. In specific circumstances the water main may have been previously financed by the property owner. Previous financing may have been through the property's participation in a special assessment district created to fund a specific public water project, or the infrastructure may have been installed as a land developer's private expense. Please note that Oshtemo has elected to initially limit the assessable frontage and lineal foot charges to the first 200 feet for single and two-family residential properties with only one residential building thereon. The remaining assessment of frontage will be collected at the time of future land division or development. All others shall pay the applicable footage charge without limitation.

All property connecting to public water service shall also pay a Benefit Fee at the time of service-usage change. The Benefit Fee is a number for the proposed facility that's proportional to the average usage of a single family residence (250 gallons average daily flow). The public water benefit fee is computed by facility-type, ranging from auto dealers to warehouses. A schedule of facility charges (Benefit Fee) has been adopted by ordinance and is available at the Township Office.

WATER SERVICE CONNECTION

NEW SERVICE LINE & CURB BOX CONSTRUCTION BY OSHTEMO

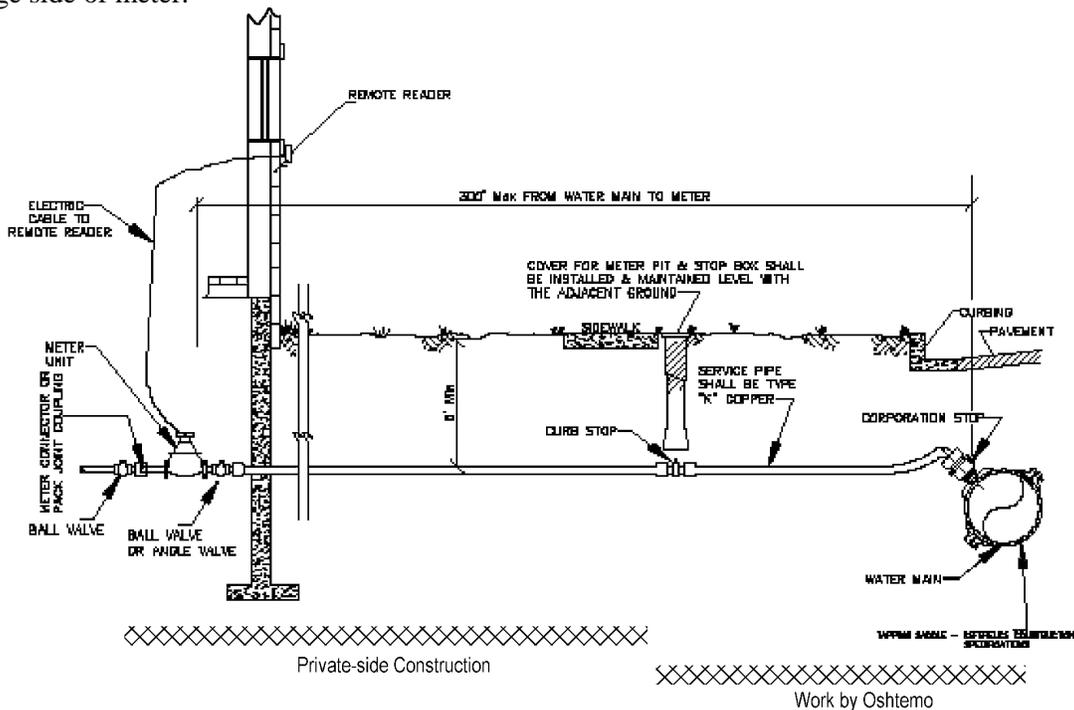
General Information. Water connection fees are used by Oshtemo to construct the public water system in the Township. Generally, system operation and normal maintenance is by the City of Kalamazoo acting as a franchised public utility permitted to operate in Oshtemo. Water usage charges will be billed to each customer monthly or quarterly by the City of Kalamazoo. The City may require a deposit when setting up a new customer account and prior to turning on the water.

New Water Service Connection Constructed by Oshtemo. If a new residential or residential equivalent (1-1/4 inch) water service connection must be installed off of the public water main, SWT Excavating ["AGENT"] (269-327-1908) will act as Oshtemo's Agent to tap the water main in the public right-of-way (ROW) and extend a water service line to the edge of ROW; terminating at a curb stop valve. This water *service* connection fee is a separate item of cost adopted by the Township to recover the cost of performing this work. The fee that is applied to benefiting customers receiving this service is "cost-averaged." That is, a fee of fixed amount is assessed, regardless of the actual cost of construction incurred by the Township. This allows the Township to treat similarly benefited customers equally, although actual construction cost will vary due to the location of the water main, width of ROW, and whether or not the new water service must be extended under pavement to the opposite site of the road.

The remaining water service line installation work from the curb stop to the home/structure is a private responsibility. The private construction is to be completed in accordance with plumbing and building code permits (contact SMBA at 269-585-4151). The utility will determine the location of the water meter. If an in-ground meter vault is required, the vault is the property owner's private construction cost.

Permits, Inspections and Coordination. The owner/applicant will pay the water utility's new-service construction inspection fee when the work starts. The inspection fee is currently \$350 for a single-family residence, but is subject to the City of Kalamazoo fee schedule. The utility inspection fee covers the "utility work" to the water meter. This includes the AGENT's work and the private contractor's work. Since the Township's work (when participating to install the curb box) encompasses work in the public ROW, the Township's AGENT will obtain permits required for work within the public road ROW. Otherwise, roadway work permits, etc., will be the obligation of the entity performing this work. Owners are advised to review their contractor's invoicing to assure these expenses are not inappropriately billed.

The water utility operator (City of Kalamazoo) will inspect and supervise work on the water service connection up to the down-stream end of the water meter, regardless of which portions of work are completed by AGENT (i.e. to the curb box) and which portions are constructed privately. Future maintenance responsibility will be assumed by the utility up to the down-stream end of the water meter. All work down-stream of this point becomes the maintenance responsibility of the customer/owner. If the distribution system pressure exceeds 80 PSI, a red tag will be attached to the meter. If red-tagged, the customer will be responsible for installing a pressure reducing valve at the discharge side of meter.





7275 W. MAIN STREET, KALAMAZOO, MI 49009-9334
269-216-5220 Fax 375-7180 TDD 375-7198
www.oshtemo.org

[date]

[RecipientName]
[CompanyName]
[Address]
[CityStateZip]

Re: Notice of Sewer Availability and Mandatory Connection
[Parcel ID: 05-##-###-###]

Dear Property Owner:

This letter shall serve as Notice of Availability to you as the owner of property in Oshtemo Township that the public sanitary sewer system is available for connection to your property. Pursuant to Michigan Act 368 of 1978 and Oshtemo Township Code 232.008, your building is required (if within 200 feet of the right-of-way) to connect to the Oshtemo Township sewer system within 24 months of receiving this notice. This notice shall be recorded in the Official Records of the Oshtemo Township Clerk.

The payment of connection fees in accordance with current rates (adjusted annually) are due at time of connection. An application form containing a current tabulation of fees for your property is enclosed. Blank applications are available at the Township or can be downloaded (see endnote reference 1) to initiate tabulation of connection fees for other properties. Connection fees (reference 2) for a single family home range from \$10,000 to \$12,850. The Township Board realizes that this is a significant cost, and have authorized the Oshtemo Treasurer to provide an installment payment option for up to 20-years at Prime Interest Rate plus 1%. State sponsored elderly, veteran and low-income assistance programs are explained in reference 3.

Please note that the excavation and construction work of installing the waste pipe from your home (or business) to the public sanitary sewer lead at the edge of the road is an additional private expense. You can make arrangements for this work with any licensed excavator or septic service firm. Once the sewer connection is completed, you will be required to add sanitary sewer service to your new or existing City of Kalamazoo water/sewer utility service account. Information on the City's quarterly utility service fees are provided in reference 4.

Although there is no requirement to demolish your existing septic tank or drywells during your work to connect to the public sewer, the Township does strongly recommend that you complete this demolition and remove all underground voids. It's not unusual for people to be injured or children to drown after falling into abandoned or collapsed septic tanks. Alternatively, there are options to repurpose your old septic system as identified in reference 5.

Please know that this notice and connection requirement was adopted by the Township Board only after several years of intense discussions, investigations, outreach, review of public infrastructure needs, and finance planning. The Township Board has worked hard to reduce homeowner's costs and to provide a very reasonable long-term financing option. A portion of the Township Board's work is captured in many of the references discussed and listed below.

In summary, it is in yours, the environment's, and the Community's best interests to connect to public sanitary sewer. Connecting to public sewer provides long-term economic benefit to your private home investment (reference 6). Septic systems are known to be polluting Michigan's lakes, streams, and groundwater (reference 7). More specifically, the Environmental Health Bureau of Kalamazoo County has identified that nearly 60% of the septic systems in many Oshtemo neighborhoods do not meet current standards (reference 8).

Please review this correspondence and referenced information. If you have additional questions, inquiries, or wish to submit the application form for fee tabulation, please contact Mr. Jamie Baker (voice: 269-216-5228; fax: 269-375-7180; email: jbaker@oshtemo.org) at Oshtemo Township. Thank you for your cooperation.

Very truly yours,

Marc Elliott, P.E.
Director of Public Works
OSHTEMO CHARTER TOWNSHIP

ref: All of the references are available at:
<http://www.oshtemo.org/sewer-connection-notice/>

- (1) Sewer Connection Application Form, Oshtemo Township.
- (2) Amended and Restated Sewer Main Connection Charges.
- (3) Payment Assistance Programs.
- (4) City of Kalamazoo Water and Wastewater Rate Schedules, January 1, 2017.
- (5) Options to Repurpose an Old Septic Tank.
- (6) *Oshtemo Township Sewer System Impact Analysis*, Upjohn Institute, October 29, 2015.
- (7) *Aging Septic Systems Fouling Michigan Waters*, Detroit Free Press, January 16, 2017.
- (8) Letter, Vern Johnson, REHS, Environmental Health Director, Kalamazoo County, June 22, 2017.
- (9) Preliminary Engineering Report, Fleis&Vandenbrink (basis of application to USDA loan financing of neighborhood sanitary sewer extension project).
- (10) Summary of pre-application Public Outreach and Community Engagement.
- (11) Frequently Asked Questions (FAQ), *Oshtemo Board Approves Application for Federal Program Funds – Sanitary Sewer*.
- (12) Template form of this Notice.

cc: Libby Heiny-Cogswell, Supervisor
Dusty Farmer, Clerk
Nancy Culp, Treasurer

OSHTEMO CHARTER TOWNSHIP

PUBLIC WORKS DEPARTMENT

ACCOMPLISHMENTS, GOALS AND VISION

2016/17 Accomplishments

- Contracted with Road Commission of Kalamazoo County (RCKC) to participate on seven (7) local road maintenance projects for 2017. Projects included one roadway reconstruction/rehabilitation project—the first reconstruction of a local road in recent Township history. (This was made possible by the board's commitment to more than double the annual general revenue budget for roadway maintenance.)
- Continued the partnership with City of Kalamazoo (as a eligible Act 51 Agency) to receive MDOT Safety Grant monies on the Township's behalf to construct a middle segment of the Drake Road non-motorized facility. (Crash and injury statistics within the corridor (Green Meadows to W. Michigan) met the eligibility threshold for a federal "Safety Grant.")
- Continued the partnership with RCKC (as the eligible Act 51 Agency) to receive MDOT Transpiration Alternative (TA) Grant Funds on the Township's behalf to construct the remainder of the proposed Drake Road Non-Motorized Facility. (The remaining segments were divided by MDOT into two separate "TA" funding applications due to their concerns over timely consent and participation of Amtrak for the improvements for at-grade High-Speed Rail crossing.
- On-going design and easement acquisitions for development of the non-motorized, shared-use path along Drake Road from West Main to Stadium Drive. (Easements over 20 parcels were acquired during this period.)
- Reviewed and approved proposed private-extensions of public water and/or public sewer utility lines within sixteen (16) developer financed subdivisions or other commercial developments.
- Reviewed Township sewer and water fee schedules with CIC committee, and guided Board adoption of 2017 fee adjustments.
- Renewed with both the CIC Committee and Township Board the 2017 contract amendments with SWT Excavating to install residential water service connections.
- Constructed Millard's Way, a shared/common drive that was built to public road standards. The project is designed to provide rear access and eventually facilitate consolidation and reduction of unsafe, undesirable driveway curb cuts onto 9th Street, south of Stadium Drive. The Oshtemo Township DDA participated in project planning and financing.
- Constructed public sewer and public water extensions in Atlantic Avenue. This project (constructed in conjunction with Millard's Way) included a small addition of public sidewalk and the addition of 4-foot wide paved shoulders for non-motorized use over the entire length of Atlantic Avenue.
- Constructed a major sanitary sewer pump station and installed public sewers in N 10th Street, from H Avenue to W. Main. This project prepares the orderly extension of public sanitary sewers into the large residential area bounded (north-south) by H Avenue and W Main and (east-west) by 9th and 10th Streets.
- Led the Township Board's consideration of and decision to expand the N 10th St sewer project to include 4-ft wide continuous paved shoulders in support of safe, non-motorized usage within the roadway corridor being reconstructed as part of the addition of public sanitary sewers.
- Coordinated the design, bidding and initiated construction of the extension of a sanitary sewer interceptor main in KL Avenue, from 8th St to 9th St.
- Coordinated with an RCKC project to complete signal and intersection improvements along Stadium at 4th and 6th Streets. The roadway project required Oshtemo to reconstruct two sanitary sewer force main structures due to grade adjustments and drainage system changes.
- Completed approximately 40 private developer site plan reviews for engineering items (e.g. public utilities and drainage).
- Responded to approximately 90 utility service inquiries; processed approximately 58 Water fee payments and 55 Sanitary Sewer fee payments; and contracted the excavation services needed for the Township's installation of 21 water main service taps (curb boxes) within the public road right-of-way.

- Reviewed and participated in discussions with RCKC concerning their plan to improve safety of the 1st St, Alma and KL Avenue intersections. This includes abandoning approximately 440-ft of KL Avenue, west of Alma Dr.
- Participated in responding to FOIA requests and related needs of Corporate Counsel in the Township's defensive of litigations.
- Initiated a contract for the design of a non-motorized facility along KL Avenue; coordinated the shared collection of survey data with RCKC in conjunction with their proposed 2018 KL Avenue roadway improvements. This project was recently and unexpectedly expanded to incorporate an MDOT proposal to replace the US 131 bridges over KL Avenue, and potentially further restrict the foot-print available to construct the non-motorized improvements being pursued by the Township.
- Continued to participate in the proposed expansion of public utilities to serve BTR 2.0—a proposed expansion of the WMU commercial research park along Drake Road.
- Participated in a large overhaul of the Township's plan review standards to better implement preservation of critical environmental features. Review included development of enhanced standards for drainage and accessible parking.
- Continued to expand the engineering basis-of-design, construction schedule and financing of proposed extensions of public sewers into unserved neighborhoods. Worked with a team of contracted consulting professionals (engineering, municipal finance and bond council) to pursue USDA Rural Development program funding opportunities.
- Continued team and partnership dialog with the newly established Southwestern Michigan Building Authority to implement shared, "cloud-based" data storage, with related initiatives to implement advanced, digital work-flows across departments and agencies.
- Completed the implementation of a collaboration strategy with the City of Kalamazoo for managing "Miss Dig" construction inquiries affecting public sewer and water lines in Oshtemo Township. Prototyped the addition of digitally accessible sewer lead cards which is now planned to be rolled out KAGIS-wide (i.e. the informal, collaborative network of Kalamazoo Area GIS professionals).
- Incorporated the County's newly established Groundwater Restricted Use Zone in Oshtemo into the Township staff-accessible GIS layers and related decision tools used to oversee new development proposals.
- Contracted the construction and installation of a new fire hydrant to accommodate a proposed private development. (The development cause a changed "long-view" of the anticipated orderly extension of the public water utility.)
- Provided on-going assistance to the department of Code Enforcement regarding engineering issues. Participating in numerous site visits and observations. Provided engineering advice/consultation, initiated public corrections or (as appropriate) confirmed the need to initiate enforcement.
- Continued coordination of public infrastructure permitting and acceptance inspections with partnership agencies and agents (RCKC for public roads, City of Kalamazoo for public water, P&N for public sewer, and Ordinance Enforcement for public sidewalks.)
- Partnered with RCKC and Grand Valley Metro Council to acquire pavement-surface "PASER" rating of private roadways as a public interest within the Township.
- Participated in community outreach for numerous planning and zoning initiatives, and led department-specific neighborhood outreach for utility projects proposed or scheduled to be undertaken with the public right-of-way.
- Initiated and expedited the construction a \$1.2 million extension of public water service within an area potentially exposed to ground contaminates from the KLA Landfill. Approximately 6
- 0 new water service connections will be completed before year's end through the participation and financing of the KLA Group.
- Participated in new IT committee to review interior and exterior electronic communications and data storage/retrieval needs.
- Assisted with engineering services and consultations associated with the sale of Township property at Stadium Park Way for redevelopment of the Township's acquired brownfield parcel.
- Developed a departmental Public Works web page and coordinated the addition of web-links to the Township Engineer (Prein&Newhof) hosted construction-project pages. This allowed for timely and public reporting by field observers of construction project status & progress.
- Developed an educational strategy and information roll-out plan (with Board guidance) to initiate mandatory sanitary sewer service connection notifications.
- Created a new staff position and hired a Public Works Technical Specialist to assist with the preceding public works activities, and to expand the use of GIS technologies to manage the Township utility records and related infrastructure investments.

2018 Goals

- Complete a vegetative-cover survival assessment of the site restorations associated with the late-season (2017) KL Avenue sanitary sewer project in 8th St and KL Avenue.
- On-going annual collaboration with KCRC to fund and prioritize local roadway maintenance projects; distribute notifications of petition opportunity for a neighborhood, SAD funded ultra-thin HMA paving option.
- Initiate distribution of formal mandatory sanitary sewer connection notifications to parcels owners which have public sanitary sewer service available.
- Obtain USDA Rural Development funding assistance and/or other financing needed to pursue construction public sewer extensions into the older, unserved neighborhoods of Oshtemo.
- Construct the Drake Road non-motorized facility, from W Main to Stadium Drive. (For grant funding purposes, the construction extents are packaged in three parts. Any part not funded by grant maker for 2018 will be deferred until the following year.)
- Initiate engineering design and easement acquisition for a non-motorized facility along Stadium Drive, from Quail Run to 11th St that has been approved by Kalamazoo Area Transportation Study (KATS) and programmed TA funding in 2020.
- Initiate easement acquisitions needed to construct a KL Ave non-motorized facility from Copper Beech to Drake Rd.
- Seek "Safe Route to Schools" funding for a 9th Street sidewalk, from Erie St. to the Prairie Ridge Elementary School.
- Secure bids and contractor services for video inspection and related sanitary sewer infrastructure assessment in accordance with the MDEQ Stormwater Asset Management and Wastewater (SAW) Grant being awarded to Oshtemo Township.
- Distribute the acquired PASER pavement ratings of private roads to private-owner representatives, for the purpose of encouraging and facilitating appropriate private road maintenance.
- Assist planning staff and others in continuous improvements towards a GIS-based addressing and county mapping of 911 dispatching.
- Initiate enforcement actions to address discovered drainage deficiencies within Savannah Site Condominiums.
- On-going engineering review of private development site plans.
- On-going response to citizen complaints/inquiries related to engineering and public infrastructures.
- On-going participation and assistance other departments engaged in long-term planning, anticipated infrastructure needs, and community outreach in these collaborative endeavors.
- Develop management strategy for the monitoring and maintenance of non-motorized facilities.
- Continue to refine an annual process to review and maintain a 6-year Capital Improvements Plan (i.e. the 3rd year).

2018/19 Vision

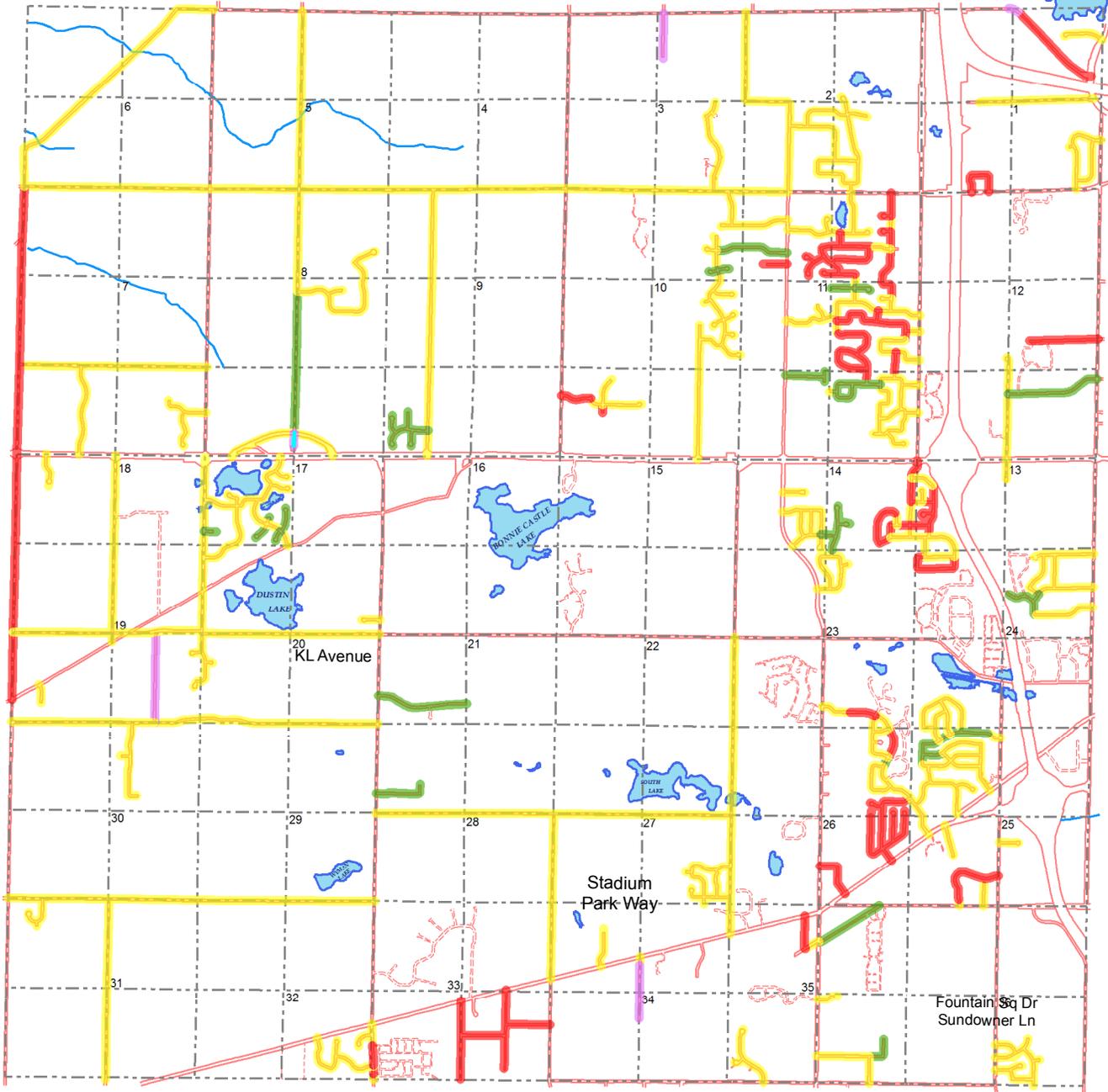
- If not funded by grant makers in 2018, the remaining segments of the Drake Road non-motorized facility from W Main to Stadium Drive will be constructed.
- Complete the construction and installation of a first round of neighborhood sewer extensions financed through the USDA Rural Development program. (Beech St, Fairlane, Meridian & Sunset, Skyridge, Whitegate Farms and Municipal Complex at 7th and W Main)
- Continued staged-financing with USDA, and the further extension sanitary sewer service into plat neighborhoods, in accordance with the Sanitary Sewer CIP.
- Work with the Kalamazoo Regional Water, Wastewater Commission to explore transition of Oshtemo Township into a bulk water/wastewater service customer of the City of Kalamazoo.
- Work with planning staff and others to develop a GIS dataset catalog and identify spatial data maintenance workflows.
- Continued refinement of the department's utility records management, focused upon greater use of digital records and document facsimiles (PDF) over that of physical paper storage.
- Continue to participate with Clerk's project to convert Township paper records (engineering record plans, et al) to digital image files in a document management system.
- Develop and expand in-house GIS skills and capabilities for the management of utility records (on going).

2019+ Vision

- Stadium Drive and 9th Street sidewalk improvements in collaboration with DDA Streetscape improvements.
- Initiate easement acquisitions needed to extend a KL Ave non-motorized facility from 9th Street to Copper Beech.
- Community out-reach and concept plan for a Quail Run Drive sidewalk facility, from 9th Street to Stadium Drive
- Concept planning of a W. Main sanitary sewer and pump station, between 6th and 7th Street, and a proposed route for a cross-country sanitary sewer force main.
- Concept planning for a further westward extension of a sanitary sewer interceptor main serving the southern tier (Stadium Drive) of the Township.
- Implementation of electronic cataloging and spatial indexing of public easements.
- Implementation of electronic cataloging and spatial indexing of engineered, private drainage basins, for the purpose of periodic public oversight to identify obvious maintenance deficiencies.

FALL OFFS:::

- Coordinate with the City of Kalamazoo to extend water infrastructure to the City's proposed N. 6th Street well field, and to complete the loop of public water in south 11th Street.
- Consider further integration of KCDC storm water standards and related drainage standards for site plan review.
- Adopt complementary City Well head protection standards and municipal stormwater requirements.



- Gravel
- Poor
- Fair
- Good



This map is for reference purposes only. While it is intended to be an accurate graphic representation, its accuracy cannot be guaranteed. Any conclusions or information derived from this map are at the users sole risk.



Charter Township of Oshtemo Roadway PASER Rating

**RCKC/Grand Valley Metro Council
Fall 2016**

Date: 1/6/2017