



## Capital Improvements Committee

*Tuesday, January 21, 2020*

### MEETING SUMMARY

A meeting of Capital Improvement Committee of Oshtemo Township was held on Tuesday, January 21, 2020 at 1:00 PM in the North Conference Room of Oshtemo Township, 7275 West Main Street, Kalamazoo, Michigan. Persons in attendance included Libby Heiny-Cogswell, Marc Elliott, Zak Ford, Dick Hertzell, Colten Hutson, Matt Johnson, Bernie Mein, Josh Owens, James Porter, Dick Skalski, Grant Taylor, Tom Wheat, and Mark Worden.

1. Call to Order. The meeting of the Capital Improvements Committee of Oshtemo Township was called to order at approximately 1:00 PM by chair Heiny-Cogswell.
2. Meeting Summary. A draft summary of the October 15, 2019 meeting was reviewed and unanimously approved by the membership.
3. Sanitary Sewer Extensions – Project Communications & Outreach. Staff shared a draft Communication Strategy and a February-March calendar for focused messaging to be held at 4-5 community neighborhoods. The February meeting times and dates will be soon scheduled. The March meeting are a second round among the same 4-5 neighborhoods. However, these will not be scheduled until the contractors are known as the second meeting will be focused on conveying the construction process and providing contact information. Staff sought CIC guidance regarding these items. Edits, clarifications and additions were made based upon committee discussions.
4. Sewer Connections – Fees & Oshtemo Provided Financing. On January 28th the Board will continue to discuss its strategy and capacity to assist owners with sanitary sewer connection fees. James Porter shared that he is meeting with Bond Counsel next week to review draft financial plans. He mentioned he would be discussing with Peter Haefner how best to crunch the numbers. He is also continuing to explore other options which may be available under state law to assist homeowners. Both payment deferrals and payment abatements were discussed, with the latter recognized as having a greater burden on the Township.
5. Mandatory Sewer Connection Program. Staff reported on compliance progress and reviewed current program status. The two-year notice will be expiring soon for the first round of mailed notifications. A third reminder letter and/or non-compliant demand letter was discussed. Over the next few weeks, staff will work with legal counsel to send out appropriate communications.
6. USDA, Phase 1 Sewer Extensions. After receiving an amended sewer contract between Oshtemo and the City of Kalamazoo, the USDA has approved the Township to go to Bid with the Phase 1 sewer contracts. Bid documents are expected to be released the week of January 20th. There will be two calls for bids, a Contract A (which includes sewer pump stations) and a Contract B (all gravity sewer). The due dates are to be staggered by one week.
7. USDA, Phase 2 Sewer Extensions. Preliminary engineering design plans for the Phase 2 work are being distributed to permitting agencies for comments.
8. Phase 2 Sewer Projects – Addition of Non-Motorized Facility Enhancements. Current enhancements are being directed towards improved shoulders over two primary county roads (11th St and KL Ave)

that we will be extending sewers. The RCKC has stated the road is to have 12-ft lanes, 3-ft paved shoulders and 3-ft gravel shoulders. We have presented a desire to provide 11-ft lanes with 4-ft paved or 5-ft paved as a compromise. The argument being that striped 11-ft wide lane widths are likely to cause drivers to reduce speeds, as well as better accommodate non-motorized use.

9. 2020 Drake Road Non-Motorized Path Project. We were recently able to confirm that Consumers Energy has completed the relocation of their power cables over the winter. Therefore, our contractor should be able to return early this spring to complete his work.
10. Drake Road Safety Grant and Related Non-Motorized Initiatives. Staff reported that Road Commission of Kalamazoo County has suggested that it become the designated Act 51 recipient for a newly structured “Safety Grant” funding of the planned 10-ft wide Drake Road path. The background leading to this decision is that MDOT’s has approved lesser project extent. The new safety grant extent is from Green Meadow Road to KL Avenue. [The section between Michigan and KL Avenues was removed.] This new extent removes the Amtrak crossing. This new extent places the entire project adjacent to the RCKC roadway facility. The remaining extent (KL to Stadium) is adjacent to roadways of the City of Kalamazoo. We have been in communication with COK and the City is willing to take over the extent of this remaining “TAP Grant” segment. In other words, the recipient agency of the two projects (and the re-defined extents) is being switched.
11. Stadium Drive Non-Motorized Projects. The first phase of Stadium Drive Sidewalks from 11th St to Quail Run Drive is scheduled for a May Letting. The westerly section was not awarded TAP funding for 2020. A renewed application for 2021 funding is being prepared.
12. RCKC 2020 Roadway Maintenance. The Township Board has committed to match the RCKC’s offered 2020 PAR of \$390,895.50 for local road maintenance. Oshtemo has budgeted \$250,000 in cash, and expects to match the remainder in-kind. The planned first phase of sewer extensions are expected to qualify as an in-kind match. Late January or early February is when we typically receive a list of recommended roadway projects for the first round of bidding. A current RCKC mapping of roadway “PASER Ratings” was made available for discussion. RCKC also provided a previously developed and preliminary Local CIP tabulation of Capital roadway project for years 2019-2023
13. Miscellaneous Updates. A brief overview of other capital items will be presented:
  - The Board has contracted with RCKC for an engineering study and restoration plan to raise 8th St out of its current flooded condition (road has been closed between ML Ave and KL Ave.)
  - Rental fees for the new carriage barn at the Drake Farmstead were approved.
14. Member Comments & Information Items.
  - It was briefly commented that the County did not consent to placing the Board request millage increases onto the Tax roll. Oshtemo disagrees with the County’s judgement that the requested increase violates the Headly Act. Oshtemo will be seeking further determination through a petition of the court.
15. Next Meeting. The next regularly scheduled meeting of the Oshtemo Township Capital Improvements Committee (CIC) will be held Tuesday, April 21, 2020 at 1:00 PM.