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## Capital Improvements Committee

*VIRTUAL ZOOM MEETING*

*Tuesday, September 20, 2022*

*1:00 P.M.*

### Meeting Minutes

Welcome/Call to Order: Present: Clare Buszka, Zak Ford, Bernie Mein, Phil Doorlag, Matt Johnson, Jim Porter, Zach Pearson, Ryan Russell, Dick Skalski, Marc Elliott, Anna Horner, Ann Homrich (Recorder)

Approval of August 16, 2022 Meeting Notes: Motioned to approve: Zak Ford, seconded by Bernie Mein to accept the summary of the CIC Meeting notes. Motion carried.

Review of 2023 Public Works Budget (Presentation): Horner provided overview of Public Works Department Funds (General Fund 101-506, Local Road 204, Sewer General 490, USDA Neighborhood Expansions Phase 1 492 and Phase 2 493, Water 491, Streetlights 297, and HARC) for 2023 specific projects and 5-year CIP. Next steps in budgeting process are public review period in October and finalized by mid-November for formal approval by Township Board.

Road fund highlights were Traffic Calming Studies, Atlantic Ave/Parkview Ave Safety Project, Drake Road Corridor Analysis, Ordinance Consulting and GIS services.

Horner requested discussion by CIC on *Anticipated Transfer of Road funds to Sewer fund for 2022* as shown in approved budget however would not be spent because of delays in issuing bonds. Libby provided advanced feedback that if financial advisors approve bond repayments as presented without needing this fund balance, she was comfortable not completing transfer in 2022 and using for Seeco Dr construction. Clare shared thoughts of doing transfer for when bond repayment starts, which maybe potentially 2024, otherwise did not think it needed to be saved if no payback. Bernie mentioned only deferring 2022 transfer in the amount needed to cover deficit in future years which was approximately \$250,000 in 2024 per CIP and leave \$100,000 cushion. Skalski agreed and added it gave more flexibility. Zak did not have preference. Discussion pursued about timing and reverting transfers if needed. Phil stated that if there was a project that was a direct result of leaving funds in dedicated road fund then there was reason to leave it. Consensus was that there was no need to keep savings with 2022 transfer.

General fund highlights were general civil engineering, GIS services, N Ave widened shoulders in coordination with RCKC project, and Go! Green concept planning. Horner clarified the last item was an intent to be more proactive in coordinating with other agencies and development so we can better scope our projects and understand constructability, at least in urban boundaries.

Another highlight within Public Works portion of general fund for capital outlay was Local and Major Roads Non-motorized repairs and maintenance for safety issues and condition wear and tear. Dick asked about specific residential areas that he and others had investigated and knew needed substantial work. Horner explained that the approach was to implement an annual allocation of \$250,000 between the two types. Zak asked about Western Woods situation and what type of work \$135,000 was for. Staff explained it was combination of completing the network and correcting existing uncompliant ADA

sections. Staff summarized, “a perfect storm”, we weren’t doing inspections, development stagnated, what was done was not correct, past the statute of limitations to be enforced on developer and emphasized the importance of inspecting sidewalks at time of construction to not have these long-term issues and costs. Bernie provided insight to conditions that may affect sidewalk overtime like frost heave and equipment crossing.

Horner talked through other non-motorized projects listed in CIP and what grants had been secured. Dick pointed out that connectivity is key when getting grants. Members and staff discussed need for visual representation of what is existing and what it planned with GIS work coming. KATS has created such a tool for broader area, regionally, too.

Sanitary Sewer Fund highlights were cash balance of little over \$2M, 2023 revenue expected \$900,000, City of Kalamazoo rates to increase, and looking into other funding for portion of Phase 1 and 8<sup>th</sup> Street project. Staff did not have CIP completed as they were waiting for updated cash flows from Bendzinski. Horner explained SAW grant project CIP sanitary projects were expected to be cash funded given challenges with bonding.

Water Fund highlights were larger due to changes with new contract with City; cash balance as of 8/31 is \$2,128,979, staff recommending proposed reduction in surcharge from 4% to 2.5% which would still cover operating expenses annually, rates for water to increase 20% January 2023 and KRWWC & UPC discussing connection fees.

HARC (Hardship Advisory Committee) highlights, started in 2020 with a commitment by the Board to transfer \$300K for 3 years to create a revolving loan fund for private sewer connections. Three applications approved in 2021 and working on completing connections still. Three residents applied in 2022 and as requirement must first apply with USDA. All met USDA eligibility requirements and received some grant fund which reduced the amount they financed. First step is to apply through USDA program for eligibility. All applications received USDA loans for 2022. The fund balance is \$600K, but will be funding two, which will be about \$50,000 for both, leaving \$550K balance. Zak asked for consideration of delaying additional transfers prior to more liability/expenditures based on experience of HARC given fund balance. He stated if needed in the future, could revisit to fund more, but is a large sum to be tied up in the budget. Staff confirmed this is worth consideration.

Streetlights highlights included considering using general millage to pay for operation of lights. Discussion ensued about current logistics of managing SAD vs general millage or different type of SAD or putting toward road millage. Staff verified from assessing that a little over half of parcels currently are charged Streetlight SAD. Consensus was to finalize for 2024 budget.

Director’s Update (Presentation): Intent is to have this be standing item for updates of routine work that can also be shared with Board. Topics included GIS Strategic Planning, Active Development Site Inspection Quality Assurance, KATS Technical Committee Updates, Big Rock Road Water Main Extension (public meeting will be held 9/29 at Grange Hall), and Parkview Avenue Non-Motorized Path.

Member Comments & Information Items. Zak asked about construction on M-43 with new utilities next to Farm Bureaus and what access management plan was approved. Bernie suggested converting sidewalk specifications to be in inches and not percentages. This would be more appropriate for laborers and installers.

Adjourned at 2:10 p.m.

## 2023 Public Works Budgeting

- General Fund – 101 (-506)
- Local Road - 204
- Sewer - 490
  - Phase 1 - 492
  - Phase 2 - 493
- Water - 491
- ST Lights - 297
- HARC

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## Local Road Fund - 204

- Discussion: Transfer for 2022 to Sewer (\$350k)
  - Adds Contingency
  - Impacts ability to complete Seeco
- ARPA Funds for Transportation Master Plan and updated Access Management Plan under Planning Department (\$50k)

### Professional Fees 204-506-82100

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LOCAL ROADS FUND (NEW) 204									
	ADOPTED	2022 Current CIP	CAPITAL IMPROVEMENT PLAN						
	2020	2021	2022	2023	2024	2025	2026	2027	2028
<b>REVENUES:</b>									
Property taxes			\$ 1,000,000	\$ 1,034,000	\$ 1,044,300	\$ 1,054,700	\$ 1,065,200	\$ 1,075,900	\$ 1,086,700
Interest			\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
PAR Funds from RICC (pays construction portion; funds do not actually run through Twp.)			\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000
<b>Total Revenues:</b>			<b>\$ 1,240,500</b>	<b>\$ 1,274,500</b>	<b>\$ 1,284,800</b>	<b>\$ 1,295,200</b>	<b>\$ 1,305,700</b>	<b>\$ 1,316,400</b>	<b>\$ 1,327,200</b>
<b>EXPENDITURES:</b>									
Operating expenditures			\$ 22,467	\$ 23,100	\$ 23,800	\$ 24,500	\$ 25,200	\$ 26,000	\$ 26,800
Traffic Calming Studies				\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Capital expenditures**									
8th St Reconstruction - Kl Ave to W Main (TBD)					\$ 60,000	\$ 275,000			
Atlantic/Parkview Intersection Realignment			\$ 5,000	\$ 30,000					
Seeco Drive Rd Extension				\$ 10,000	\$ 500,000				
Traffic Analysis - Drake Rd				\$ 15,000					
Local Road Reconstruction (TBD)			\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Preventative Maintenance			\$ 775,000	\$ 740,000	\$ 740,000	\$ 740,000	\$ 740,000	\$ 740,000	\$ 740,000
Road Economic Development Plan			\$ 20,000						
<b>STORMWATER/DRAINAGE PROJECTS</b>									
General Stormwater Investigations & Repairs				\$ 5,000					
Maple Hill Dr Basin, KDC Petition w/ Upgrades			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures:</b>			<b>\$ 1,172,467</b>	<b>\$ 1,183,100</b>	<b>\$ 1,683,800</b>	<b>\$ 1,399,500</b>	<b>\$ 1,125,200</b>	<b>\$ 1,126,000</b>	<b>\$ 1,126,800</b>
<b>FUND BALANCE:</b>									
Net change in fund balance			\$ 68,033	\$ 91,400	\$ (399,000)	\$ (104,300)	\$ 180,500	\$ 190,400	\$ 200,400
Beginning fund balance (Estimated)			\$ -	\$ 68,033	\$ 159,433	\$ (239,567)	\$ (343,867)	\$ (163,367)	\$ 27,033
<b>Ending Fund Balance:</b>			<b>\$ 68,033</b>	<b>\$ 159,433</b>	<b>\$ (239,567)</b>	<b>\$ (343,867)</b>	<b>\$ (163,367)</b>	<b>\$ 27,033</b>	<b>\$ 227,433</b>

\*Capital expenditure priorities TBD depending whether USDA sewer expansion areas occur in 2022

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## General Fund 2023 Budget

### Engineering Fees 101-506-82000

GO! Green Concept Planning – As opportunities (development, partnership with other Agencies) review design feasibility and concepts to plan and implement

### Capital Outlay 101-506-97600

		2023
<b>101-506-97600</b>	<b>Capital Outlay</b>	<b>\$ 924,100</b>
	Major Roads Repair and Maintenance	\$ 50,000
101-506-97600.NMDORD	Non-Motorized Drake Road, Kl Ave to Stadium Dr	\$ 186,000
101-506-97600.NMDRSA	Non-Motorized Drake Road, Green Meadow Dr to Kl Ave	
101-506-97600.NMDRTA	Non-Motorized Drake Road, W Main to Green Meadow Dr	\$ 40,000
101-506-97600.NMKLAV	Non-Motorized Kl Ave	\$ 178,100
	Phase 2	
	Under Bridge/MDOT coord	
101-506-97600.NMS9TH	Non-Motorized 9th Street, Stadium Dr to Quail Run, West Side	\$ 160,000
101-506-97600.PLATSW	Plat Sidewalks	\$ 185,000
	Western Woods	\$ 135,000
	Neighborhood Repairs and Maintenance	\$ 50,000
101-506-97600.WHTGNM	Non-Motorized Whitegate Ln, Powderhorn Dr to W Michigan/11th St	\$ 125,000

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## General Fund CIP

GENERAL FUND 101

	2022 Current CIP		CAPITAL IMPROVEMENT PLAN		2023 - 2028 ILLUSTRATIVE CAPITAL IMPROVEMENTS PLAN					
	2022	2023	2024	2025	2026	2027	2028			
<b>REVENUES:</b>										
TAP Grants			\$ 2,253,000	\$ 217,000						
ARPA		\$ 250,000	\$ 750,000							
<b>EXPENDITURES:</b>										
<b>Capital Expenditures:</b>										
<b>STORMWATER/DRAINAGE PROJECTS</b>										
General Stormwater Facilities Investigations, & Repairs	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Maple Hill Dr Basin, County Petition w/System Upgrades	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
<b>NON-MOTORIZED PROJECTS</b>										
Drake Road Shared Use Path (TAP) Stadium Dr to KL Ave	\$ 1,000	\$ 186,000	\$ -	\$ 1,031,000	\$ -	\$ -	\$ -			
Green Meadow Dr Sidewalk (north)	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Fairgrove St Sidewalk, Mansfield St to Stadium Dr, S-ft, (east)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Whitgate Lane/Michigan Ave Sidewalk (Powderhorn Dr to 11th St)	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -			
N Ave 9th to 11th (Facility TBD & coordinated with RCKC work)	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -			
Parkview 11th to 12th (Facility TBD & coordinated with RCKC work)	\$ 20,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -			
Parkview 9th to 11th	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
KL Avenue Shared Use Path (Drake Rd to 131 Bridge) Phase I	\$ 145,000	\$ 89,050	\$ 184,000	\$ -	\$ -	\$ -	\$ -			
KL Avenue Shared Use Path Under US 131 Bridge	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -			
KL Avenue Shared Use Path Phase II	\$ -	\$ 89,050	\$ 1,960,000	\$ -	\$ -	\$ -	\$ -			
KL Ave Shoulders (Autumnus Way Blvd to 8th St)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
11th Street Shoulders (Parkview Ave to N Ave)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
11th Street E Sidewalk - East Side (Parkview Ave to N Ave)	\$ -	\$ 25,760	\$ 362,760	\$ -	\$ -	\$ -	\$ -			
Fruit Belt Line Non-Motorized Trail (Design, Construction)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
8th Street, KL Ave to W Main St, E Shared Use Path	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
9th St 6-ft Sidewalk, Stadium Dr to Quail Run Dr (West)	\$ -	\$ 160,000	\$ 984,000	\$ -	\$ -	\$ -	\$ -			
9th St 6-ft Sidewalk, Quail Run Dr to KL Ave (East)	\$ -	\$ 29,000	\$ 407,000	\$ -	\$ -	\$ -	\$ -			
<b>NON-MOTORIZED FUTURE PROJECTS (NEAR/FINANCING TBD)</b>										
Chime and Erie St Sidewalk, Stadium Dr to 9th St (ODA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Meridian Ave and Sunset Rd Sidewalks, Stadium Dr to 9th St (ODA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
11th St 6-ft Sidewalk west side, Stadium Dr to KL Ave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
11th St 6-ft Sidewalk, Parkview Ave to Stadium Dr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
KL Avenue Shared Use Path (Copper Beech Blvd to 9th St)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Maintenance & Repairs & Network Connection	\$ 40,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000			
		\$ 1,283,860	\$ 4,367,760	\$ 1,281,000	\$ 250,000	\$ 250,000	\$ 250,000			

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## Sewer Fund - 490

- Cash Balance (490, 492, 493) as of 8/31 \$2,022,559
- 2023 Revenue estimate \$900,000 (existing assessments, new connections, surcharge)
  - \$768,000 in outstanding assessments
- Waiting for Bendzinski to update Cash Flows
- 2023 investigate Additional Funding for Alternate Phase 1 (W Main, LS @ 7<sup>th</sup> St, 7<sup>th</sup> St) and 8<sup>th</sup> Street

### Sanitary Sewer CIP from SAW Grant – Assume Cash Flow

2023	S30	LS-46 (Andover) Improvements - construction	LS Improvements	\$92,000
2023	S30	LS-46 (Andover) Improvements - administration/observation	LS Improvements	\$12,000
2023	S20	LS-44 (Stadium) Replacement - design / determine location	LS Improvements	\$132,000
2023		Recurring Cost - Sanitary (sewer maintenance)	Sanitary	\$12,000
2023		Recurring Cost - Sanitary (clean/CCTV/roots)	Sanitary	\$54,600
<b>TOTAL</b>				<b>\$302,600</b>
2024	100	South 11th Street	Point - Dig & Replace	\$41,400
2024	S20	LS-44 (Stadium) Replacement - construction	LS Improvements	\$416,000
2024	S20	LS-44 (Stadium) Replacement - administration/observation	LS Improvements	\$135,000
2024	S25	LS-45 (Older Forest) Improvements - design	LS Improvements	\$96,000
2024		Recurring Cost - Sanitary (sewer maintenance)	Sanitary	\$13,000
2024		Recurring Cost - Sanitary (clean/CCTV/roots)	Sanitary	\$53,700
<b>TOTAL</b>				<b>\$1,117,100</b>
2025	110	Stadium Drive and 7th Street	Point - Dig & Replace	\$49,400
2025	S25	LS-45 (Older Forest) Improvements - construction	LS Improvements	\$344,000
2025	S25	LS-45 (Older Forest) Improvements - administration/observation	LS Improvements	\$57,000
2025		Recurring Cost - Sanitary (sewer maintenance)	Sanitary	\$15,000
2025		Recurring Cost - Sanitary (clean/CCTV/roots)	Sanitary	\$56,800
<b>TOTAL</b>				<b>\$522,200</b>

Total \$1,941,900

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## Water Fund - 491

- Cash Balance as of 8/31 \$2,128,979
- Proposed reduction in Surcharge from 4% to 2.5%
  - Covers Operating Expenses
  - Rates to increase 20% 1/1/2023
  - KRWWC & UPC discussing connection fees
  - Unspent Fund Balance TBD

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## HARC

- 2/3 years transferred \$300k
- 2 approved 2021, in progress
- All applications in 2022 received USDA grants/loans

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## Street Lights

- Consider using General Millage
- Conversions with USDA or other Capital Projects

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## Director's Update

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## GIS Strategic Planning

- Core Work Group and Department Head input
- List all project ideas Township wide and prioritize based on Increased Efficiency, Improved Level of Service, and Existing Data available
- Challenge in records/file management, digitization, consistency

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## Project Example: Sidewalk Asset Management Plan

### PROJECT BENEFITS

- Reduce the total cost of ownership through routine preventative maintenance
- Accurately predict maintenance and repair budgets
- Save time by combining projects geographically
- Identify and plan for filling gaps in the sidewalk network
- Track and communicate progress during repair or construction
- Reduce risk and liabilities
- Increase safety and ensure ADA compliance
- Improve accessibility
- Reduce citizen complaints
- Communicate recreational opportunities
- Increase awareness, transparency, and public trust
- Implement predictive maintenance practices through managing asset lifecycles



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## Active Development Site Inspection Quality Assurance

### Construction/Active Development (Issues)

- ▶ Compliance:
  - ▶ Construction does not follow approved plans
  - ▶ Plan revisions are not being submitted
  - ▶ Legacy Compliance - landscaping removed; lights not replaced
- ▶ Quality Control/Quality Assurance: Required elements identified in ordinance are not being verified timely or at all
- ▶ Communication: Lack of external understanding of roles, adds to confusion or inefficiency
- ▶ Safety: Unsafe sites from lack of site compliance (ex: SESC, ADA)
- ▶ Capacity: Delay in responses especially during construction (more urgent), not feasible for staff to inspect immediately or frequently



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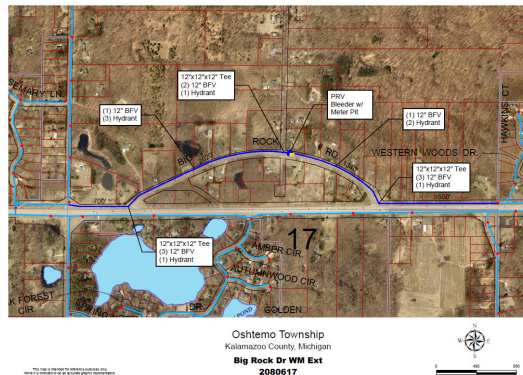
## KATS Technical Committee Updates

- New non-motorized counters
- US 131 BL project
- Pictometry is done and coming +/- 1 month
- Metro Comprehensive Route Designs presentation is 9/26 to their Board
- Many Agencies looking for planners – hurting ability to complete work, delaying projects
- 2 agencies awarded Redevelopment Ready Community designation – another funding source

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## Big Rock Road Water Main Extension

- Design Complete
- Permitting
- Construction 2023
- Public Meeting 9/29
- KLA Funded



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## Parkview Ave Non-Motorized Path

- Not all easements executed by cut off for MDOT schedule
- Pursuing Condemnation
- Intent to follow road construction as close as possible

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