

Capital Improvements Committee

January 19, 2021

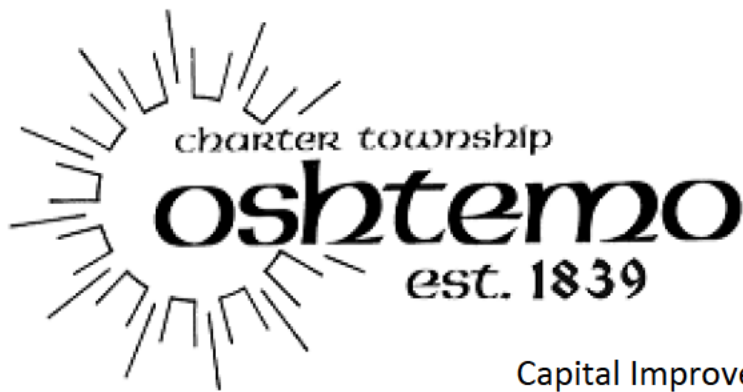
MEETING SUMMARY

A special meeting of Capital Improvement Committee of Oshtemo Township was held on Tuesday, January 19, 2021 at 1:00 PM. Due to Executive Order of the Governor to implement social distancing during the COVID-19 public health crisis, the meeting was conducted as a virtual meeting via Zoom. Persons in virtual attendance included Clare Buszka, Libby Heiny-Cogswell, Marc Elliott, Dick Hertzell, Bernie Mein, Josh Owens, James Porter, Ryan Russell, Dick Skalski, Tom Wheat, and Mark Worden.

1. Call to Order. The January 19th, 2021 regular meeting of the Capital Improvements Committee of Oshtemo Township was called to order at approximately 1:00 PM by Libby Heiny-Cogswell.
2. Meeting Summary. Members reviewed a summary of the special CIC meeting held November 17, 2020. Upon motion of Mein and second by Hertzell, the CIC meeting summary was approved.
3. Roadway PAR. The Road Commission of Kalamazoo County notice of available matching PAR dollars for 2021 was distributed to CIC members in advance of the meeting. The rollover amount available to Oshtemo is \$315,800. A signification portion of this was intended to be applied to the sewer extensions. Staff displayed the RCKC passer ratings from last year (i.e. the 2020 project-related improvements have not been yet mapped). Staff displayed the neighborhood roads and other areas with planned utility extensions. Following further discussion and CIC contributed guidance, Worden stated he would have his staff develop a revised 2021 proposed CIP project list. The list will focus on expending the offered roadway maintenance PAR dollars in needed areas, other than roadways where utility extensions are planned. It remains the sewer capital plan to construct the sewer projects (to include reconstructed roads) where the USDA has offered sewer-project financing. In response to members questions, it was noted the phase 1 project is designed, and state sewer permits to construct have been issued. Phase 2 is still in design phase and expected to be completed this winter.
4. Sewer Surcharge Adjustment. Staff distributed a sample of the post cards that were distributed in January to the billing address of all public sewer service customers in order to notify them of the new sewer surcharge.
5. Mandatory Sewer Connection Program. Of the "300" properties where existing sewer service is available those who had not completed their connections (137 count) were notified by mail last week that the Covid-19 suspension of enforcement has ended, and that service connections are to be completed during 2021. An example of the letter was provided to CIC members. All those remaining will have more than a two year notice to connect to the public sewer.
6. Consider Alternative Funding Options for Sewer Extension. Staff presented to members a rough, preliminary draft of alternative funding strategies and a broadly generic cost comparison to residents and properties to be connected to sewers. Members discussed the information provided and encouraged staff to continue their work with financial consultants and others. The CIC collectively supported this work towards finding an alternative way forward to proceed with the planned public sewer extensions. It was specifically noted that these efforts are both timely and

critically important to preserve the Township's opportunity to take advantage of currently offered federally-subsidized interest rates through the USDA's rural development program.

7. Member Comments & Information Items. No notable items were brought forward.
8. Next Meeting. The next regularly scheduled meeting of the Oshtemo Township Capital Improvements Committee (CIC) will be held on Tuesday, April 20, 2021 at 1:00 PM.



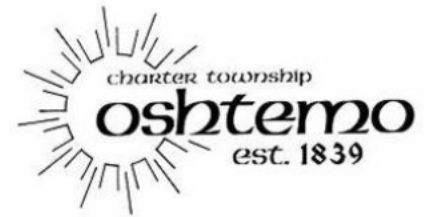
7275 W. MAIN STREET, KALAMAZOO, MI 49009
269-216-5220 Fax 269-375-7180 www.oshtemo.org

Capital Improvements Committee

VIRTUAL ZOOM MEETING
Tuesday, January 19, 2021
1:00 P.M.

Meeting Agenda - VIRTUAL

1. Welcome/Introductions/Call to Order. The Chair shall welcome members and call the January 2021 meeting of the Capital Improvements Committee to order.
2. Meeting Summary. Members shall review a summary of the special CIC meeting held November 17, 2020.
3. Roadway PAR. The Road Commission of Kalamazoo County has distributed its notice of available matching PAR dollars for 2021. The rollover amount available to Oshtemo is \$315,800. A signification portion of this was intended to be applied to the sewer extensions. (enclosed).
4. Sewer Surcharge Adjustment. A post card was distributed to the billing address of all public sewer service customers in order to notify them of the new surcharge. (enclosed)
5. Mandatory Sewer Connection Program. Of the "300" properties where existing sewer service is available those who had not completed their connections (137 count) were notified last week that the Covid-19 suspension of enforcement has ended, and that service connections are to be completing during 2021. (see attached sample notice)
6. Consider Alternative Funding Options for Sewer Extension. Staff and others will review ongoing discussions and activities directed toward finding a way forward for the sewer extensions.
7. Member Comments & Information Items.
8. Next Meeting. The next regularly scheduled meeting of the Oshtemo Township Capital Improvements Committee (CIC) will be held on Tuesday, April 20, 2021 at 1:00 PM.



Capital Improvements Committee

November 17, 2020

MEETING SUMMARY

A special meeting of Capital Improvement Committee of Oshtemo Township was held on Tuesday, November 17, 2020 at 1:00 PM. Due to Executive Order of the Governor to implement social distancing during the COVID-19 public health crisis, the meeting was conducted as a virtual meeting via Zoom. Persons in virtual attendance included Libby Heiny-Cogswell, Marc Elliott, Zak Ford, Anna Horner, Matt Johnson, Tim Mallett, Bernie Mein, Josh Owens, James Porter, Ryan Russell, Dick Skalski, Tom Wheat, and Mark Worden.

1. Call to Order. The November 17, 2020 special meeting of the Capital Improvements Committee of Oshtemo Township was called to order at approximately 1:00 PM by Libby Heiny-Cogswell.
2. 2021 Utility Connection Fees. Prein&Newhof reviewed current construction cost and provided an analysis for the connection fees needed to recover both Sewer and Water utility extensions. As with prior years, the fees included scenarios of three development densities by varying the typical frontage length. Upon discussion, the members unanimously elected to recommend the provided fee increases be recommended to the board for approval and adoption.
3. SAW Project & Board Adjusted Sewer Surcharge. Upon review of a SAW presentation from Prein&Newhof representatives, and the associated Capital Asset Management Plan for sanitary sewers that was developed through the State of Michigan SAW grant, the Oshtemo Board did adopt a resolution to set the sewer utility surcharge at 16% at their November 11th meeting. This represents a quarterly service of about \$3 to \$4 per household customer.
4. Phase 1 Notice – Connection availability now unknown. Phase 1 properties, having been previously notified of anticipated sewer availability shall be noticed that the proposed project is on-hold due to the bond sale not being approved by voters. Since the public sewer extension will not be available, the mandatory connection notice is being rescinded.
5. Mandatory Sewer Connection Program. The "300" properties where existing sewer service is available were notified in June of a Covid-19 related suspension of the Township's enforcement of the mandatory connection requirement. A Re-Notice program was outlined with the intent of distributing notices after the holidays. The goal is to have service connections completed during 2021. A connection date of August 31, 2021 was recommended by staff, provided everyone has the minimum 24 months by statute. (Some properties were renoticed with a second/later date for circumstances such as ownership change.)
6. November 3rd Ballot Results. Members reviewed and discuss results of the November 3, 2020 voter referendum to issue municipal bonds for the planned Phase 1 extensions of public sewers into older neighborhoods of the Township. The bond issue was defeated. Staff reported they were unsure if USDA is able to reserve the funding. The Committee was in agreement that the proposed sewer projects are important to the Township. Staff and the Board should work to see if other capital funding may be possible and supported by the citizens. It was a general consensus that voter likely did not understand the question or how they may be affected by the bond. Heiny-Cogswell shared that she was working with outside professional to explore a survey that may help the community and the Board discover citizens' interests and understandings. The

Township has periodically conducted such needs/interests surveys. It is timely (2021) to do another survey.

7. Meeting Summary. The meeting summary of the October 20th meeting had not been disturbed with the original agenda as it was not available at the time of notice. However, a draft summary was distributed in the morning of November 11th and added as a new agenda item. Upon member review, approval of the meeting summary for October 20, 2020 was motioned by Porter and seconded by Ford. The summary was unanimously approved.
8. Member Comments & Information Items. Mein recommended that a street light be considered for the intersection of W. Main and 6th Street. He also wondered if it might be appropriate to approach MDOT to see if a traffic control light can be installed at the Fire Department to facilitate safer entrance onto the highway of emergency responders.
9. Next Meeting. The next regularly scheduled meeting of the Oshtemo Township Capital Improvements Committee (CIC) will be held January 19, 2021 at 1:00 PM.



Road Commission
of Kalamazoo County

3801 E. Kilgore Road
Kalamazoo, MI 49001
(269) 381-3171
Fax (269) 381-1760
www.kalamazooountyroads.com

December 18, 2020

Dear Kalamazoo County Townships/Partners,

The Board of County Road Commissioners of the County of Kalamazoo (Board) and staff appreciate the participation and level of commitment by our Townships for infrastructure improvements. Together we completed many local construction and preventive maintenance projects countywide. 2020 continued to have a large number of projects in a challenging year. The Road Commission of Kalamazoo County (RCKC) would like to provide the following updated information for 2021.

Local Road Participation Program:

Annually, our Board reviews the amount of available participation (PAR) funds for our local road improvement projects as part of our budget process. The local road PAR fund allocation is based on the distribution from the Michigan Transportation Fund (MTF). RCKC has allocated \$2,045,000 toward this partnership which continues our commitment level from 2020 to the local road program.

Local Road Participation Fund Policy:

Key Dates are as follows:

- **RCKC PAR Funds Available: by December 20**
- Townships Notify RCKC of PAR Fund Intentions: by January 20
We ask that each Township please notify RCKC by January 20 by EMAIL to mworden@kalamazooountyroads.com if you are;
 1. Unable to use any of the allocated PAR funds, **or**
 2. Only able to use a PORTION (amount indicated \$_____)
of the allocated PAR funds, **or**
 3. Able to use ALL of the allocated PAR funds, but NOT committed to participate in the PAR funds redistribution, **or**
 4. Able to use ALL of the allocated PAR funds and COMMITTED to participating in the PAR funds redistribution.
- PAR Fund Redistribution: by January 31
- PAR Fund Contracts hot mix asphalt (HMA) Early Bid Letting: by February 15
- **PAR Fund Final Obligation: by March 15**

Local Road Projects Average Costs:

A 2020 local road projects average cost sheet by treatment type has been included for reference based on 2020 project average costs. Please note these costs are based on 2020 average project costs and updated estimates will need to be produced based on current market conditions per project.

Non-motorized Facilities:

To establish adequate planning, communication and coordination of local and primary road projects, RCKC has developed an application process for approval of non-motorized facilities in the public right of way. We have also incorporated the option of an umbrella agreement. Projects to be considered should be submitted at minimum of three (3) years in advance of design engineering for federal projects and prior to the start of design engineering for other projects, unless funding requests makes this impossible, preferably in the early design stages. Projects should be identified as part of the RCKC local and/or primary road plan. Applications submitted after that deadline will be considered for approval and funding after all timely applications are processed and may be subject to additional charges connected with the late submission and related costs, if any.

Asset Management:

We will be updating our asset management data and maps for 2021 to include projects completed and ratings collected in 2020. Pavement surface evaluation and rating (PASER) local road data collected in 2020 were Cooper, Kalamazoo, Pavilion, Prairie Ronde and Wakeshma Townships. In 2021, PASER local road data will be collected for Alamo, Brady, Climax, Ross and Texas Townships.

We appreciate your commitment to asset management planning with the “right fix at the right time.” We are also building 2021 - 2025 5-year local road plans, which will be added to our [RCKC website](#). This information will assist with coordination with utilities planning for sewer and water. We understand and share that these plans are for planning purposes and certainly there may be project adjustments needed.

RCKC Communication:

- We have included an update of our RCKC administration team contact list (attached).
- To assist with communication channels, Mark Worden, Engineering and Public Relations Director will serve as your primary RCKC team liaison for Township Supervisors.
- *We encourage you and our citizens to call our office main switchboard and/or use our website “[Service Requests](#)” with any service requests/general questions or areas needing attention vs. direct staff contact for tracking purposes. We have updated our service request system to provide automatic notices for receipt and completion of service requests to the service request originator.*
- We would appreciate opportunities to share our information in your newsletters or any communication mediums, including linking to our [website](#). Please do not forget the opportunities to “share” from our Facebook, Twitter, Instagram and LinkedIn too!

We also encourage you to help us spread the word on “[RCKC Connect](#)”. This mass notification service allows us to alert citizens on where, what and how they prefer to be contacted with general RCKC news, construction, and road closures. We have added two additional RCKC Connect groups; Utility & Plat and Transportation for those who may be interested in information pertinent to utilities, development and right-of-way and transportation related permits. Just look for this logo on our website to sign up:



RCKC CONNECT
RCKC ALERTS SIGN UP NOW

In 2021, we will continue to work with you in scheduling Township/RCKC Joint meetings to foster our continued partnerships. Selena Rider, RCKC Administrative Assistant will contact each Township after the first of the year to begin scheduling.

Once again thank you for your support of infrastructure improvements and we look forward to working together in the New Year!

Sincerely,

Joanna I. Johnson,
Managing Director

Attachments

*RCKC Contact Information
2021 Local Road Participation Fund Allocation
2020 Local Road Projects Project Average Costs
Local Road Cost Sharing Policy
Local Road Participation Fund Policy
Local Road Culvert Replacement Policy
Local Road Bridge Replacement Policy
Local Road Delayed Payment by Townships Policy
Failed Condition Local Road Policy
Cost Sharing for a Township Initiated Sewer/Water Related Project Policy*



ROAD COMMISSION OF KALAMAZOO COUNTY (RCKC)
3801 E Kilgore Road
Kalamazoo, MI 49001
www.kalamazoocountyroads.com

Regular Business Hours: 7:30am - 4:00pm

We encourage calls to our main switchboard and/or use our website with any service requests/general questions or areas needing attention.

You can reach RCKC staff directly by dialing (269) 381-3170 and then the extension number listed below. Fax: (269) 381-1760

Extension

- 226 Ausbury, Rebekkah — Project Engineer
- 240 Bartholomew, Travis — Operations Director
- 224 Blonde, Elli — Communications Administrator
- 245 DeYoung, Bill — General Superintendent
- 231 Disterheft, Dean — Project Engineer
- 221 Engel, Will — Road Maintenance Superintendent
- 270 Fitzsimmons, Jon — Permit Agent
- 273 Franklin, Brian — Permit Agent
- 241 Janke, Mark — Forester/Consultant
- 276 Hassenzahl, Rich - Road Maintenance Superintendent
- 285 Hendricks, Tara - Administrative Assistant - Operations
- 203 Hill, Debbie — Assistant Finance Director - Human Resources
- 274 Hoekstra, Jim —Traffic and Project Engineer
- 206 Howell, Katie — Accounting Clerk
- 220 Johnson, Joanna — Managing Director
- 288 Klein, Edward — Project Superintendent
- 275 Minkus, Ryan — County Engineer
- 202 Olson, Steve — Accountant
- 286 Oxx, Bill — Project Superintendent
- 247 Page, Jim — Road Maintenance Superintendent
- 200 Rider, Selena — Administrative Assistant
- 201 Simmons, Ann — Finance Director
- 246 Worden, Mark — Engineering and Public Relations Director

If you are unable to reach our staff directly, please dial our main number (269) 381-3171 and ask the operator to connect you.

Please route calls after business hours to 911 dispatch for emergency issues.

	(2021 Leadership and Township Liaison)	
Deborah J. Buchholtz	Chair - Alamo, Oshtemo, Richland	269-567-0866
Thom Brennan	Vice Chair - Brady, Climax, Charleston	269-365-8139
David C. Pawloski	Prairie Ronde, Schoolcraft, Texas	269-744-6774
Larry Stehouwer	Comstock, Pavilion, Ross	269-760-4711
Michael Boersma	Cooper, Kalamazoo, Wakeshma	269-720-1409



Your Local Road Professionals



Road Commission
of Kalamazoo County
3801 E. Kilgore Road
Kalamazoo, MI 49001
(269) 381-3171
Fax (269) 381-1760
www.kalamazoocountyroads.com

ROAD COMMISSION OF KALAMAZOO COUNTY 2021 Local Road Participation (PAR) Fund Allocation

Updated: 12/18/20

Township	2010 Census	% of Population	35%	Local Mileage **	% of Mileage	65%	Local Urban Mileage	% of Urban	Urban Distribution	2021 Total PAR	2020 Carryover PAR Funds	2021 Total PAR Funds Available
Alamo	3,762	3.16%	18,956	37.88	4.59%	51,135	0.33	0.09%	298	70,389	0.00	70,389.00
Brady	3,613	3.03%	18,176	46.63	5.65%	62,943	9.62	2.59%	8,575	89,694	0.00	89,694.00
Charleston	1,942	1.63%	9,778	23.95	2.90%	32,307	2.44	0.66%	2,185	44,270	0.00	44,270.00
Climax	1,696	1.42%	8,518	47.40	5.75%	64,058	0.00	0.00%	0	72,576	0.00	72,576.00
Comstock	14,854	12.47%	74,804	74.50	9.03%	100,598	67.19	18.09%	59,893	235,295	0.00	235,295.00
Cooper	10,111	8.49%	50,929	62.83	7.62%	84,890	32.49	8.75%	28,970	164,789	11,628.28	176,417.28
Kalamazoo	21,918	18.40%	110,376	74.89	9.08%	101,155	74.89	20.17%	66,780	278,311	1,103.51	279,414.51
Oshtemo***	21,705	18.22%	109,296	77.72	9.42%	104,943	49.19	13.25%	43,869	258,108	57,692.03	315,800.03
Pavilion	6,222	5.22%	31,313	48.32	5.86%	65,283	19.94	5.37%	17,779	114,375	0.00	114,375.00
Prairie Ronde	2,250	1.89%	11,338	52.11	6.32%	70,408	0.00	0.00%	0	81,746	6,982.17	88,728.17
Richland	6,829	5.73%	34,373	49.24	5.97%	66,508	22.22	5.98%	19,799	120,680	0.00	120,680.00
Ross	3,812	3.20%	19,196	53.44	6.48%	72,190	2.11	0.57%	1,887	93,273	0.00	93,273.00
Schoolcraft	4,418	3.71%	22,255	34.23	4.15%	46,233	20.39	5.49%	18,177	86,665	0.00	86,665.00
Texas	14,697	12.34%	74,024	93.97	11.40%	127,001	70.56	18.99%	62,874	263,899	0.00	263,899.00
Wakeshma	1,301	1.09%	6,538	47.52	5.78%	64,392	0.00	0.00%	0	70,930	0.00	70,930.00
	119,130	100.00%	599,870	824.63	100.00%	1,114,044	371.37	100.00%	331,086	2,045,000	77,405.99	2,122,405.99

January 20th *Townships must provide notice to the Board of one of the following by email:

1. Unable to use any of the allocated PAR Funds;
2. The specific portion of allocated PAR Funds able to use;
3. Able to utilize ALL of the allocated PAR Funds, but not committed to PAR Funds re-distribution; OR
4. Able to utilize ALL of the allocated PAR Funds and COMMITTED to participating in the PAR Funds re-distribution.

January 31st The Road Commission will complete the one time re-distribution based on the January 20th response, and notify townships.

February 15th Townships must provide notice to the Board for the first hot mix asphalt (HMA) projects by this date to be included in the first HMA bid letting.

March 15th Local Road Contracts must be received by this date; any local road participation funds allocated, but not obligated by March 15th are reallocated to RCKC primary road fund.

*Please see RCKC policies for further information.

** Total Local Mileage is based on year-to-date accepted roadways.

***Oshtemo Township 2020 Carryover PAR Funds may be adjusted pending final 8th Street project costs.

Road Commission of Kalamazoo County

Local Road Projects

2020 PROJECTS AVERAGE COSTS*

Treatment Type	Treatment Definition	Anticipated Service Life***	Average Cost per Sq/Yd	Average Cost per Ton	Range	Average Cost per Mile (20' width)	PASER**
Crack Fill	Material Applied to Prevent Water Infiltration Through Cracks	1 - 3 Years	N/A	N/A	\$1028- \$13,750/Mile	\$3,811.00	8,7,6,5,4
22A Gravel	Processed Aggregate Used to Improve Surface Condition	Varies	\$2.13	\$12.88	\$12.65 - \$15.00/Ton	\$24,935.68	ALL
23A Gravel	Processed Aggregate used to Improve Surface Condition	Varies	\$2.15	\$13.06	\$12.65 - \$15.00/Ton	\$25,284.16	ALL
Chip Seal	Emulsion Applied to Pavement Covered with Aggregate	5 - 7 Years	\$1.65	N/A	\$1.37 - \$2.07/SYD	\$19,360.00	7,6,5,4
Chip Seal (Plat)	Emulsion Applied to Pavement Covered with Aggregate	5 - 7 Years	\$1.75	N/A	\$1.46 - \$2.44/SYD	\$20,533.33	7,6,5,4
Fog Seal	Diluted Emulsion Application to Reduce Dust and Lock Aggregate	1 - 3 Years	\$0.35	N/A	\$0.21 - \$0.53/SYD	\$4,106.67	7,6,5,4
Micro Seal	Emulsion, Aggregate and Portland Cement Thin Surface Treatment	6 - 8 Years	no projects in 2020	N/A	N/A	(2011 Average Cost) \$27,104.00	7,6,5,4
Gravel/ Pulverize/ Double Chip Seal	2 Chip Seal Applications Over an Improved or Recycled Gravel Surface	8 - 10 Years	(2016 Average Cost) \$8.95	N/A	N/A	\$105,000.00	3,2,1
HMA Ultra-Thin Overlay	A Thin Overlay of Hot Mix Asphalt (HMA)	5 - 7 Years	(2014 Average Cost) \$3.11	(2014 Average Cost) \$80.11	(2014 Prices) \$2.80 - \$5.00/SYD	(2014 Average Cost) \$42,123.00	7,6,5
HMA Wedging 36A MOD.	Full Lane, Intermittant HMA Repairs	Varies	\$1.08	\$69.50	\$69.50/Ton	\$17,375.00	5,4,3
HMA Overlay 1 1/2 inches	HMA Rehabilitation of Existing Pavement	15 - 20 Years	\$7.99	\$72.67	\$59.50 - \$96.95/Ton	\$93,750.00	5,4
13A MOD. HMA Overlay	HMA Rehabilitation of Existing Pavement	15 - 20 Years	(2019 Average Cost) \$8.48	(2019 Average Cost) \$77.13	(2019 Prices) \$58.50 - \$78.53/Ton	(2019 Average Cost) \$99,495.84	5,4,3
HMA Overlay 2 inches	HMA Paving Over a Recycled Gravel Surface	20 - 30 Years	\$23.27	\$105.77	\$89.83-\$134.00/Ton	\$273,000.00	3,2,1
Gravel/Pulverize/HMA Paving	Constructing an Improved Gravel Surface with Recycled HMA and Gravel	Varies	\$3.75	N/A	N/A	(Estimated Cost) \$44,000.00	3,2,1

*Figures provided above, are average costs for local road projects in 2020. Project estimates for the 2021 construction season will be determined based on bid/projected material, equipment, labor, and overhead/fringe cost.

**Pavement Surface Evaluation and Rating

***Anticipated Service Life may vary based on preventive maintenance investments.

12/14/2020



POLICY

LOCAL ROAD COST SHARING

It is the policy of the Board of County Road Commissioners of the County of Kalamazoo (Board) to have requirements for cost sharing for certain work on the local road system. Annually, the Board determines the amount of Local Road Participation Funds that may be used for matching purposes on local road heavy maintenance and construction projects. The money is distributed to each township on the basis provided for in the Board's Local Road Participation Fund Policy.

The Board has developed other policies addressing its requirement in participation for the placement of certain size culverts and replacement of bridges. However, the Board will approve the allocation of local road participation funds, to the extent they may be available, for use by the township to pay up to one-half the cost of the township share.

The Board will fund all routine maintenance activities from the road commission's local road maintenance budget to the extent that funds are available.

The Board will fund the application of a dust control agents to gravel roads from the road commission's local road maintenance budget to the extent that funds are available. If a township determines it to be desirable to apply additional dust control agents to gravel roads on the local road system, the township may apply for a right-of-way permit in accordance with Board guidelines.

All work entered into with the township shall have a local road contract approved and signed by both the appropriate township official and the Board can designate the Managing Director to sign the local road contract(s) before the commencement of work. The local road contract shall include, at a minimum, the following: project description, including type of proposed improvement; estimated project costs, including engineering/permits; the amount of participation or other matching funds to be applied; and the township share for the improvement activity. In addition, the local road contract shall specify how overruns are to be addressed. The local road contract charges shall include the direct costs, the fringe, the indirect, the equipment, and the overhead charges as calculated by the most recent Act 51 Public Acts of 1951 report as filed with the State of Michigan.

Adopted: 9/20/94
Amended: 4/23/02
Amended: 11/30/10
Amended: 11/28/17



Policy

LOCAL ROAD PARTICIPATION FUND

It is the policy of the Board of County Road Commissioners of the County of Kalamazoo (Board) to provide for and have requirements for its Local Road Participation Fund. Annually, the Board shall determine, in accordance with its budget, the amount of participation (PAR) funds to be made available to the townships for use on local road preservation-structural improvement (including special assessment), preventive maintenance and construction projects. Each township, in order to receive local road (PAR) funds, must match the funds on a dollar-for-dollar basis. The source of the township's matching money may be from its own funds, property owners' special assessment contributions, or unique private/public contributions.

The Board requests each township to work with our Road Commission designee to develop a 5-year road improvement plan supporting asset management for planning purposes and local road preservation. Eligible local road preservation-structural improvement, preventive maintenance, and construction projects include such activities as: significant storm sewer replacements/improvements, maintenance seals, hot mix asphalt (HMA) overlays, culvert/bridge replacements and road reconstruction activities. The Board will fund the pulverization costs of a local road project, if the road is returned to hard surface (HMA or double chip seal) within the same construction season. The Board will fund the cost of tree removal, ditching, high side shoulder removal and culvert replacements that have been identified as maintenance by the Road Commission for a project.

The Board's PAR fund allocation for use by the township is to be on the same basis that local road fund money is distributed to the Board from the Michigan Transportation Fund. **The Road Commission is to notify each township of the amount of PAR funds available for its use by December 20.**

Each township shall notify the Road Commission by January 20 their intentions regarding the local road PAR fund allocation, as follows;

1. Unable to use any of the allocated PAR funds, **or**
2. Only able to use a PORTION (amount indicated \$ _____) of the allocated PAR funds, **or**
3. Able to use ALL of the allocated PAR funds, but NOT committed to participate in the PAR funds redistribution, **or**
4. Able to use ALL of the allocated PAR funds and COMMITTED to participating in the PAR funds redistribution.

The PAR funds from townships that are not being used, as indicated by January 20, will be redistributed by January 31st one time by the current distribution formula to those townships committed to participating in the additional PAR funds.

To encourage the bidding of HMA paving work early in the construction season and to be included in an early HMA bid letting, interested townships must provide a signed specific local road contract(s) based on a project estimate, by the close of business on February 28 . If February 28 falls on a Saturday or a Sunday, the following Monday is the due date. Beginning January 2016, this deadline will be February 15.

The local road contract(s) with the Board will include language that authorizes the Board to proceed with the award of the bids to the lowest responsive and responsible bidder unless advised in writing (by the appropriate township official by no later than the day before the Board meeting) that due to the cost of the project with overhead, the cost exceeds the local road contract and therefore the township requests not to make the award to the bidder.

Each township must obligate its portion of the PAR funds with signed specific local road contract(s) based on project estimates prepared by the Road Commission, which have been received by the close of business on May 15. If May 15 falls on a Saturday or a Sunday, the following Monday is the due date. Any participation funds not obligated by the close of the business day by the due date will be reallocated to the Board's primary road fund. Beginning January 2016, this deadline will be March 15.

PAR funds that are not obligated prior to May 15 (March 15 beginning in 2016) will be carried over to a subsequent year only with a specific project and a written agreement requiring Board approval. Such agreements will be made only under very special circumstances.

Local road project final billing(s) will be deducted from the township obligated yet unspent PAR funds. The township may use these remaining obligated yet unspent funds on another local road project or may apply it to a new local road project during that year, if time and weather permits, or will be allowed to carry the amount over to the following year with the provision that the carryover funds will be used first in that following year.

Adopted: 10/24/89
Reviewed: 9/20/94
Amended: 4/23/02
Amended: 12/26/06
Amended: 11/30/10
Amended: 12/16/14

LOCAL ROAD CULVERT REPLACEMENT

It is the policy of the Board of County Road Commissioners of the County of Kalamazoo to provide for, and to require township participation, in the local costs associated with the replacement or construction of culverts >42" on the local road system. Local costs are defined as those charges associated with the replacement or construction of a bridge on the local road system that is not eligible for reimbursement from other sources. Those costs could include, but are not limited to engineering, permits, land acquisition, mitigation work, legal fees, as well as the construction work itself.

The Board will pay up to seventy percent (70%) of the local cost, outside of the local road participation fund program; to the extent the Board has funds that can be made available for this purpose. The Board will work to secure other funding sources whether from other local, and/or state, and/or federal in nature, to assist in helping financially support the culvert replacement or construction effort.

Adopted: 8/9/83
Amended: 6/15/93
Reviewed: 9/20/94
Amended: 5/07/02
Amended: 2/8/05
Amended: 11/9/10



LOCAL ROAD BRIDGE REPLACEMENT

It is the policy of the Board of County Road Commissioners of the County of Kalamazoo to provide for, and to require township participation, in the local costs associated with the replacement or construction of bridges on the local road system. Local costs are defined as those charges associated with the replacement or construction of a bridge on the local road system that is not eligible for reimbursement from other sources. Those costs could include, but are not limited to engineering, permits, land acquisition, mitigation work, legal fees, as well as the construction work itself.

A bridge is defined as a structure including supports erected over a depression or an obstruction such as water, highway, pedestrian, or railway and having a track or passageway for carrying traffic or other moving loads, and having an opening measured along the center of the roadway of more than twenty (20) feet between under copings of abutment or spring lines of arches, or extreme ends of openings for multiple boxes. This may include multiple culverts and/or pipes, where the clear distances between openings is less than half of the smaller contiguous opening.

The Board will pay up to fifty percent (50%) of the local cost, outside of the local road participation fund program; to the extent the Board has funds that can be made available for this purpose. The Board will work to secure other funding sources whether from other local, and/or state, and/or federal in nature, to assist in helping financially support the bridge replacement or construction effort.

Adopted: 8/7/79
Reviewed: 9/20/94
Amended: 5/21/02
Amended: 11/9/10

LOCAL ROAD DELAYED PAYMENT BY TOWNSHIPS

It is the policy of the Board of County Road Commissioners of Kalamazoo County (Board) to consider and possibly approve requests made by township boards of trustees to delay final payment(s) on specific local road improvement projects.

The Board will consider and approve a delay of the final payment(s) for a local road improvement project when:

1. The request is by official township board action for a specific project and a specific dollar amount.
2. The dollar amount and the length of delay are itemized at the time the local road contract is approved. Under no circumstances, unless otherwise contractually agreed to, will the Board authorize the final payment for a project after April 1 of the year following completion of the project.
3. The Board believes the Road Commission has adequate cash flow to carry the balance.
4. The Board believes that the project is in the best interests of the public, taking into consideration safety, health, and welfare of the public.
5. The township's budget, in relation to its road improvement program, appears appropriate.
6. The requested delay of payment was created by a situation that was unforeseen by the township or the Board, such as a major project cost overrun.
7. The township describes the specifics of the request in writing to the Board in a timely manner.

Although the Board does not normally charge interest on the unpaid balances of these invoices, the Board reserves the right to establish an interest rate as deemed appropriate and in accordance with state statute. In no case will the Board allow the following year's Participation Funds to be applied to the balance due.

Adopted: 4/5/94
Reviewed: 9/20/94
Amended 5/07/02
Amended: 11/9/10

FAILED CONDITION LOCAL ROAD

It is the policy of the Board of County Road Commissioners of the County of Kalamazoo to have requirements for cost sharing for road improvements on our local road system. Annually, the Board determines the amount of Local Road Participation (PAR) Funds that may be used for matching purposes on local road heavy maintenance and construction projects. The money is distributed to each township on the basis provided for in the Board's Local Road Participation Fund Policy.

The Road Commission of Kalamazoo County (RCKC) is responsible for the safety of the traveling public and must provide "reasonably safe" road conditions. It is critical to maintain our infrastructure assets as efficiently and cost effectively as possible. A transportation asset management plan on the local road network allows the RCKC to plan and prioritize road improvements. Data is collected on our local road system evaluating surface conditions using the Pavement Surface Evaluation Rating (PASER) system.

This policy applies to local roads deemed as failed condition by the RCKC in partnership with the Township and is the first step to improving the road long term. The first step to improve a failed road is to pulverize the existing surface and return it back to gravel in order to effectively maintain a "reasonably safe" condition. If a failed road is not improved according to our local road cost sharing and local road participation fund program, the RCKC will implement the following steps to decrease our liability and maintain safe travel for the public:

- Attend Township Board meeting to specifically discuss and seek solutions for the failed local road segment.
- Staff will host a public meeting with the Township and the residents along the failed local road to discuss possible options for improvement.
- As an intermediate step, for a maximum of 6 months and/or as deemed in the best interest of public safety the RCKC will:
 - Reduce the speed limit and close the road to thru traffic as an initial step (Rough Road/Advisory Speed)
 - Continue to provide minimal routine maintenance in an effort to sustain the infrastructure reasonably safe for residence access.
- The RCKC will continue to encourage the Township to pursue other avenues for funding a project including special assessment and millage revenue.
- If a repair has not been initiated by the Township and/or residents within 6 months of closure to thru traffic the RCKC Board will require a written request from the Township Board for a local road PAR fund contract to return the failed road to gravel. The local road contract will include the RCKC pay 100% of the pulverizing. The remaining project cost will follow the Local Road Participation Fund policy with RCKC contributing fifty percent (50%) utilizing that Township's current year PAR funds, until the Township's portion of the contract is repaid.
- If the Township is unable to contribute fifty percent (50%) of the remaining project cost, that Township's current and/or future years' PAR funds will be utilized to fund the remaining fifty percent (50%) of the total project cost, until the Township's portion of the contract is repaid, including 100% pulverization.

Adopted: 1/27/15

Amended: 2/10/15



POLICY

COST SHARING FOR A TOWNSHIP INITIATED SEWER/WATER RELATED PROJECT

The Board of Road Commissioners of the County of Kalamazoo (Board) is committed to working with local governments to develop safe and efficient project coordination, across infrastructure assets, throughout the communities within Kalamazoo County. The Road Commission of Kalamazoo County (RCKC) recognizes the value of coordination, while simultaneously acknowledging the necessity of working within applicable funding requirements and fiscal limitations and competing needs of other considerations for public use including utilities, engineering issues such as proper drainage, safety, and public right-of-way (ROW). All of these community and infrastructure interests should be valued appropriately in facilitating the development of coordination among infrastructure assets.

The RCKC recognizes the greatest opportunity for input is in the early planning stages for projects. Annually, RCKC publicizes our primary and local road capital improvement plan projects and works closely with local entities to plan local road projects according to the principles of asset management in a 5-year plan.

It is the policy of the Board to coordinate and have requirements for cost sharing hot mix asphalt (HMA) rehabilitation/reconstruction in coordination with township sewer or water installation projects within the public road right-of-way (ROW).

PRIMARY ROADS

The Board will consider allowing the allocation of funding to a township to assist with the HMA road rehabilitation/reconstruction, in coordination with a township sewer or water project, if the Board determines:

- the primary road is currently in poor condition (4,3,2,1) based on the pavement surface evaluation and rating (PASER), therefore requiring rehabilitation/reconstruction,
- the potential impact to other roads or infrastructure within the respective township would not be severely impacted,
- the township has worked cooperatively with the Board in advance planning for such project, and
- the project is identified in the current 5-year Primary Road Capital Improvement Plan.

LOCAL ROADS

Annually, the Board determines the amount of Local Road Participation (PAR) Funds that may be used for matching purposes on local road, heavy maintenance and construction projects. PAR fund dollars are distributed to each township on the basis provided for in the Board's Local Road PAR Fund Policy.

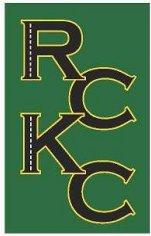
The Board will consider allowing the allocation of up to one-half of a township's current year's Local Road PAR Funds to that township to assist with the HMA road rehabilitation/reconstruction, in coordination with a township sewer or water project, if the Board determines:

- the local road is currently in poor condition (4,3,2,1) based on the pavement surface evaluation and rating (PASER), therefore requiring rehabilitation/reconstruction,
- the current average PASER for the Board's local road system within the respective township is currently in a fair PASER rating (7, 6, 5) condition,
- the potential impact to other roads or infrastructure within the respective township would not be severely impacted, and
- the township has worked cooperatively with the Board to plan projects in advance of a given project to develop a 5-year road improvement plan supporting asset management for planning purposes and local road preservation.

Any RCKC funds shall only be applied to the costs for the top course of HMA on a local road or primary road, to the extent funds may be available. All other costs associated with the rehabilitation/reconstruction of the roadway for the sewer or water project shall be the responsibility of the township. The township will provide any and all requested documentation with the invoicing to the Road Commission for this improvement including, purchasing/bid documentation, proof of acceptable contractor payment, design/construction plans, inspection reports, material testing reports etc. RCKC shall verify the newly constructed road meets current policy and construction guidelines before payment is issued.

All local road and primary road projects with the township shall have a project estimate from the township and a local road contract approved and signed by both the appropriate township and RCKC official. The Board can designate the Managing Director to sign the local road contract(s) at minimum one (1) year before the commencement of work. The RCKC road contract shall include, at a minimum, the following provided by the township: project description, including type of proposed improvement; estimated project costs, including engineering/permits; the amount of participation or other matching funds to be applied; and the township share for the sewer or water improvement activity. The road contract shall specify the township will be responsible for the project and overruns. In addition all other Board policies, permitting and guidelines apply. If applicable, the road contract charges shall include the direct costs, the fringe, the indirect, the equipment, and the overhead charges as calculated by the most recent Act 51 Public Acts of 1951 report as filed with the State of Michigan.

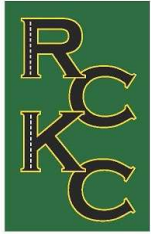
Adopted: 2/5/19



Road
Commission
of Kalamazoo
County

Local Road Capital Improvement Plan (CIP) 2021-2025
Oshtemo Township

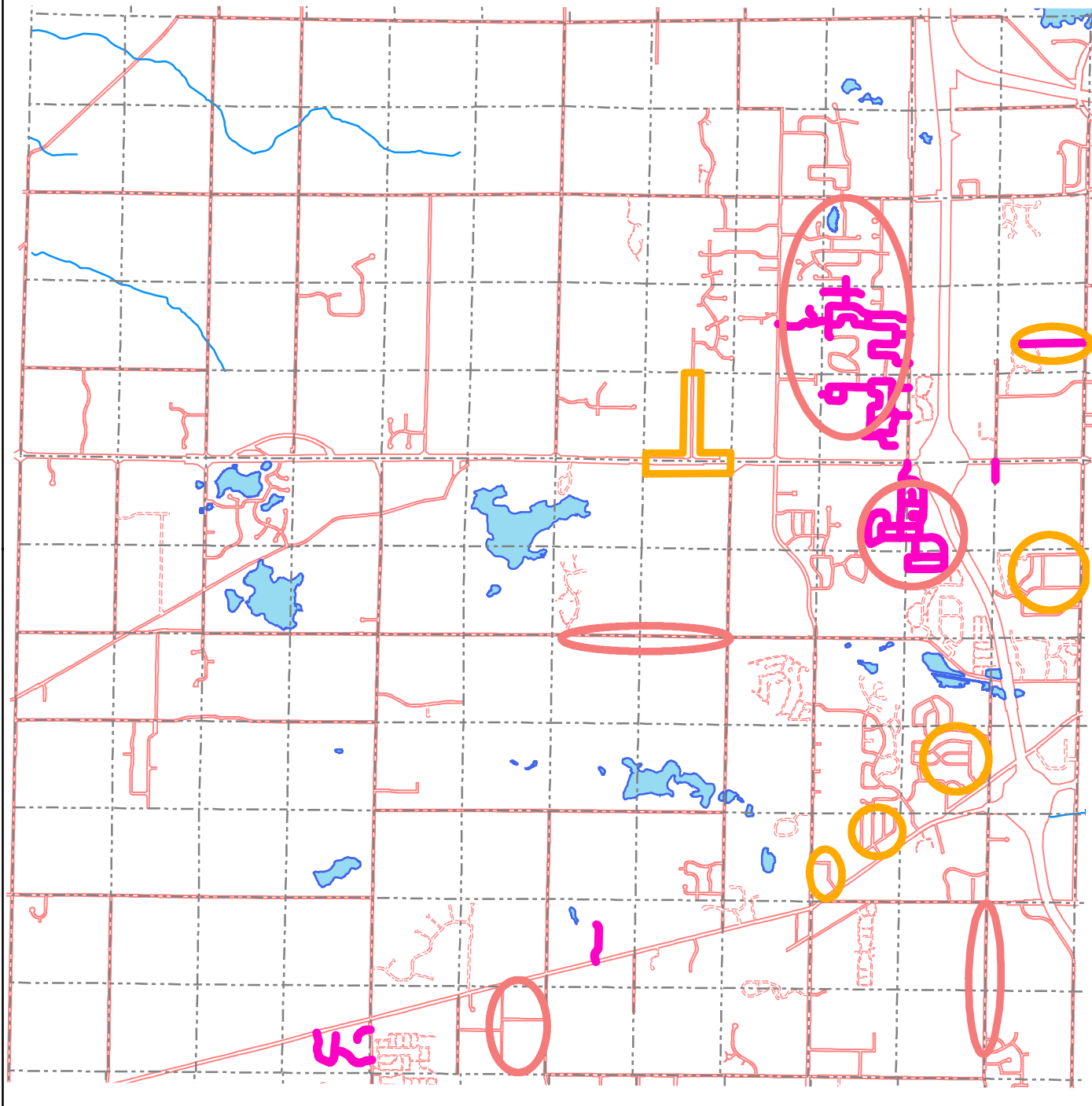
PASER Rating	Road Name	From	To	Treatment	Estimated Project Cost	Miles
2021						
Preventive Maintenance						
4	Forest Creek Drive	Stadium Drive	Olde Forest Drive			
3	Olde Forest Drive	Forest Creek Drive	475' north of Greystone Road	Crack Fill, HMA Wedging, Chip Seal, Fog Seal	\$24,000.00	0.60
4	Greystone Road	Olde Forest Drive	4th Street			
3	Scenic Way Drive	Echo Hills Drive	Windingwood Drive			
6	Echo Hills Drive	Scenic Way Drive	South Manorwood Drive			
3	South Manorwood Drive	Echo Hills Drive	Windingwood Drive			
3	Woodlane Drive	South Manorwood Drive	Horizon Heights Drive			
3	Windingwood Drive	Scenic Way Drive	Club View Drive			
4	Horizon Heights Drive	West Ridge Circle	Club View Drive			
3	West Ridge Circle	Horizon Heights Drive	East Ridge Circle			
3	Highcrest Drive	Horizon Heights Drive	Valley View Drive	Crack Fill, HMA Wedging, Chip Seal, Fog Seal	\$115,000.00	2.88
3	East Ridge Circle	Valley View Drive	West Ridge Circle			
3	Valley View Drive	Highcrest Drive	Club View Drive			
4	Lodge Lane	Horizon Heights Drive	M-43			
5	Club View Drive	Windingwood Drive	Lodge Lane			
3	Fairway Circle	498' west of Club View Drive	Club View Drive			
3	Shady Wood Drive	Lodge Lane	Club View Drive			
3	Sunrise Circle	Shady Wood Drive	323' north of Shady Wood Drive			
6	Old Post Road	733' south of Westlins Avenue	Westlins Avenue			0.14
6	Westlins Avenue	178' west of Bunker Hill Drive	Cadet Lane			0.17
6	Bunker Hill Drive	Westlins Avenue	Nantucket Lane			0.37
6	Cadet Lane	Westlins Avenue	Nantucket Lane			0.30
6	Valley Forge Drive	Bunker Hill Drive	Cadet Lane			0.13
6	West Point Drive	Cadet Lane	10th Street	Crack Fill, HMA Wedging, Chip Seal, Fog Seal	\$77,000.00	0.07
6	Trundel Lane	Brogen Hill Drive	Shugarbush Trail			0.07
6	Bluffton Avenue	222' west of Trundel Lane	Trundel Lane			0.04
6	Brogen Hill Drive	Trundel Lane	Sanfield Lane			0.08
6	Sanfield Lane	Brogen Hill Drive	Shugarbush Trail			0.07
6	Shugarbush Trail	Trundel Lane	Bunker Hill Drive			0.24
6	Nantucket Lane	Bunker Hill Drive	Cadet Lane			0.16
6	Rudgate Drive	Cadet Lane	10th Street			0.09



Road
Commission
of Kalamazoo
County

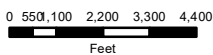
Local Road Capital Improvement Plan (CIP) 2021-2025
Oshtemo Township

PASER Rating	Road Name	From	To	Treatment	Estimated Project Cost	Miles
6	Wyndham Drive	9th Street	Wild Cherry Lane			0.30
7	Wild Cherry Lane	Killington Drive	Torrington Road			0.16
6	Walker Trail	Wyndham Drive	395' north of Wyndham Drive	Crack Fill, HMA Wedging, Chip Seal, Fog Seal	\$56,000.00	0.07
6	Torrington Road	Wild Cherry Lane	10th Street			0.48
6	Signal Hill Drive	Torrington Road	Nightingale Avenue			0.15
6	Saybrook Drive	701' west of Signal Hill Drive	553' east of Signal Hill Drive			0.24
6	Litchfield Lane	Thunder Bluff Road	10th Street			0.22
6	Thunder Bluff Road	Litchfield Lane	Wingate Road	Crack Fill, HMA Wedging, Chip Seal, Fog Seal	\$23,000.00	0.19
6	Wingate Road	Thunder Bluff Road	Old Log Trail			0.09
6	Twilingate	Wingate Road	10th Street			0.08
4	Maple Hill Drive	580' south of M-43	1,089' north of Croyden Avenue	Crack Fill, HMA Wedging, Chip Seal, Fog Seal	\$26,000.00	0.67
4	Hobbit Circle	604' west of 4th Street	4th Street	Crack Fill, HMA Wedging, Chip Seal, Fog Seal	\$4,500.00	0.11
6	Stadium Park Way	Stadium Drive	1,174' north of Stadium Drive	Crack Fill, HMA Wedging, Chip Seal, Fog Seal	\$8,800.00	0.22
reconstruct						
2 and 3	Beech Avenue	2,015' west of 12th Street	12th Street	Milling, HMA paving	\$61,000.00	0.38
2	Old Log Trail	Wild Cherry Lane	Wingate Road	Milling, HMA paving	\$77,000.00	0.42
3	Little Meadow Pass	Old Log Trail	Torrington Road			0.06
				<i>(Remaining funds to be used on Crack Fill)</i>		
Total					\$472,300.00	



USDA Sewer Project

- Phase 1 (2020)
- Phase 2 (2021)

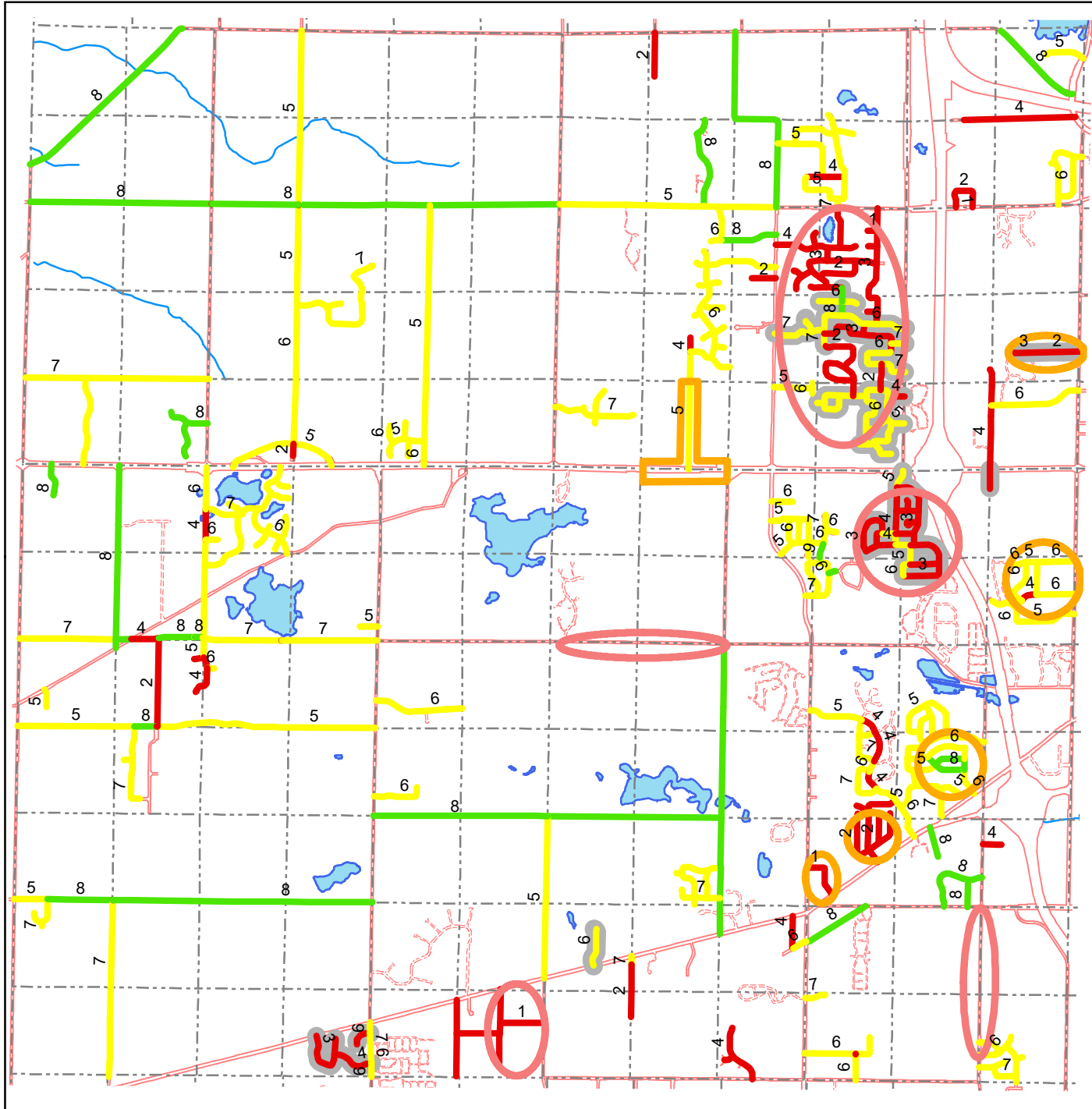


This map is for reference purposes only. While it is intended to be an accurate graphic representation, its accuracy cannot be guaranteed. Any conclusions or information derived from this map are at the users sole risk.

2021 Projects From RCKC 5-year CIP List

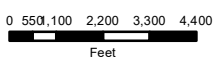
Charter Township of Oshtemo
Kalamazoo Co., Michigan

Date: 1/19/2021



USDA Sewer Project

- Phase 1 (2020)
- Phase 2 (2021)



Local Road Paser Rating

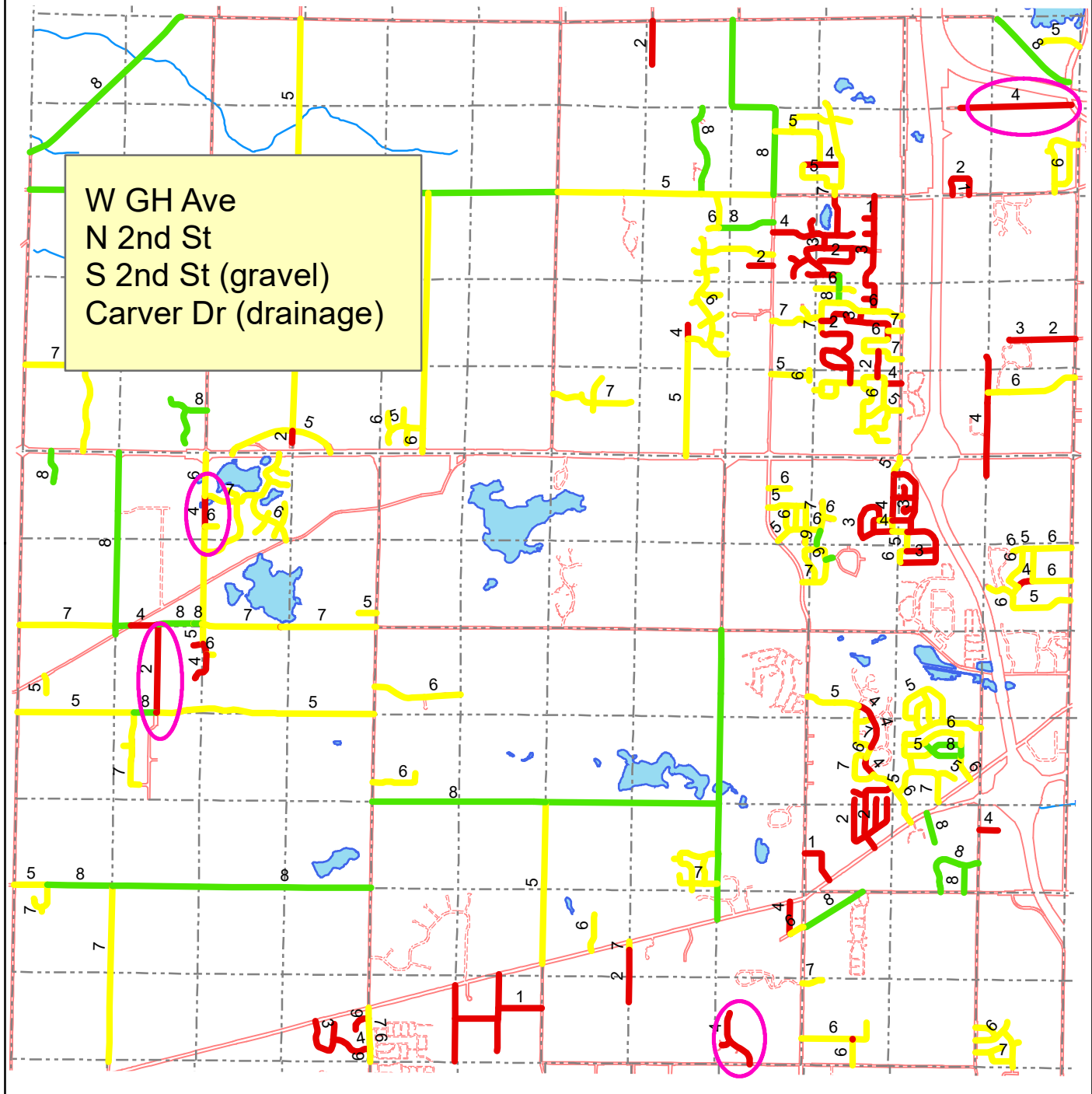
- 1 - 4
- 5 - 7
- 8 - 9

PAR Road Maintenance (2020 proposed projects)

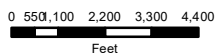
Charter Township of Oshtemo Kalamazoo Co., Michigan

Date: 1/19/2021

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Ad Hoc Resident Road Maintenance Concerns/Preferences



Charter Township of Oshtemo
Kalamazoo Co., Michigan

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Date: 1/19/2021



7275 W. Main Street
Kalamazoo, MI 49009-9334



**Notice of Utility
Surcharge Change**

CUMMINGS STACEY
4413 FOREST CREEK DR
KALAMAZOO, MI 49009-7486

NOTICE OF SURCHARGE INCREASE

Your next utility bill from the City of Kalamazoo (as operator of the system) will include an increase in the Oshtemo Township Sewer Surcharge shown as "OSH-SURCHARGE-SEWER." This adjustment was approved by Board Resolution #111220 in November 2020. At public meetings in October and November civil engineers presented their research and findings of a 3-year "SAW" investigation of the 53-mile Oshtemo sanitary sewer system. The new surcharge is based upon recommendations for long-term maintenance and will be used to complete the capital improvements necessary to keep the sanitary sewer mains and sewage pump stations in proper working order for this critical infrastructure. To learn more about the SAW project, please visit <https://oshtemo.org/officials-and-departments/public-works-department/> or call Public Works Department at (269) 216-5228.



IMPORTANT LEGAL NOTICE

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

January 13, 2021

[REDACTED]
KALAMAZOO, MI 49009

Re: Reinstated Notice of Sewer Availability and Mandatory Connection

[REDACTED], [Parcel ID: [REDACTED]]

Dear Property Owner:

This letter is to formally **Reinstate Notice Sewer of Availability** to you, as the owner of property in Oshtemo Township, that public sanitary sewer service is available to your property and that the below referenced Oshtemo Ordinance Requirement (which had been temporarily suspended) is hereby reinstated. A suspension had been noticed to you on April 28, 2020, having been issued by the Township in response to the Governor's Executive Order 2020-59 et al, as related to COVID-19 and the state-wide suspension of certain activities. Although some activities remain suspended, the activities needed to comply with the referenced Township Ordinance are no longer restricted.

Pursuant to Michigan Act 368 of 1978 and Oshtemo Township Code 232.008, you are hereby formally re-noticed of the requirement to connect to the sanitary sewer system. The referenced suspension period lasted 8 months. The Township now expects sewer connections to resume in 2021. Your original compliance notice date was 1/4/2018. Your new compliance date is now extended to August 31, 2021, which is a 43 month compliance period. Sewer connections not completed by August 31, 2021 will be reviewed for ordinance compliance, and potential initiation of enforcement actions. **Properties that have not arranged fee payment or installment agreements before the compliance date shall be subject to the Township's current (2021) sewer connection fees.**

For enforcement purposes, a good faith effort to comply with the mandatory connection requirement will be recognized by (1) fee payment made or an installment payment financing agreement executed, and (2) the private-side construction having been contracted (as demonstrated with a deposit slip or contractor agreement). That is, no one will be penalized should weather or tight construction schedules preclude completion of the work before the 2021 construction season ends.

If you have any questions or inquiries, please contact Anna Horner (phone: 269-216-5228; fax: 269-375-7180; email: ahorner@oshtemo.org) at Oshtemo Township. [For additional information, please go to: <http://www.oshtemo.org/sewer-connection-notice/>]

Very truly yours,

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

enclosures:

Sewer Connection Fee Tabulation (2018 rates)
Sewer Service Lead Location
Supplemental Information

cc: Libby Heiny-Cogswell, Supervisor
Dusty Farmer, Clerk
Clare Buszka, Treasurer

SUPPLEMENTAL INFORMATION
COSTS, FINANCING AND
HARDSHIP ASSISTANCE PROGRAMS

Sewer Connection Fees. The enclosed sewer connection fee tabulation is based upon 2018 utility rates. This information was included with the First Notice you received. The noticed 2018 fee amount due will remain in effect until August 31, 2021 or your Covid-period, extended compliance date (see your re-notice), whichever date is later. Properties that have not arranged fee payment or have not completed sewer connections before the compliance date shall be subject to the Township's effective (2021) connection fee schedule (a typical cost of \$17,500 for 2021). Please note that the construction to connect the waste pipe from your structure to the public sewer service lead at the edge of public right-of-way is an additional private expense.

Private-Side Construction. The private-side construction cost will vary for each property. We encourage homeowners get more than one quote for this work. Any licensed excavator or septic service firm can perform this private-side excavation. Your sewer service lead location information is provided herein. If your septic system location is unknown, you or your contractor can contact Kalamazoo County Environmental Health to submit a free, on-line Freedom of Information Request (FOIA) for information about your septic system. [<https://www.kalcounty.com/foia.htm> (select Other Departments and create a login)]. While regulations are silent about the abandonment of septic tanks when connecting to public sewer, the Township strongly recommends that all septic tanks and drywells be pumped out, crushed and sand-filled to remove existing voids.

Construction Permitting. The construction necessary to expose the service lead and complete the sanitary sewer service connection is the customer's responsibility. This construction work is permitted and inspected in accordance with applicable plumbing and building code permit requirements (contact SMBA, 269-585-4150). After MISS DIG (www.missdig.org or call 811) is contacted for utilities staking, the City of Kalamazoo will attempt to stake the sewer lead location. If the provided service lead card is confusing, or if there is difficulty in locating the lead, please contact Oshtemo Public Works (269-216-5228) for assistance.

Oshtemo Provided Financing of Connection Fees. Since originally noticed, the Township has lowered its offered installment payment financing for up to 20 years at 3.75%, which is the Fannie Mae rate on January 1, 2021, plus 0.5%. Payments are billed annually with your winter property tax statement. For installment payment agreements initiated during 2021, the first payment will be added to your tax bill that comes due in February 2022. No deposit or down payment is required. Early payoff of the outstanding capital amount is permitted without penalty. For more information about the Oshtemo's Installment Payment Plan, please call (269) 216-5228 (publicworks@oshtemo.org).

State Assistance Programs & Hardship Financing. State sponsored elderly, veteran, and low-income assistance programs are available, provided the program eligibility requirements are met. Assistance can be applied towards both connection fees and the private-side construction cost to connect to the public sewer. Financially distressed homeowners can also benefit from a newly-established Oshtemo Township Hardship assistance program. Because Oshtemo's Hardship Financing program is less restrictive than some state programs, you will need to demonstrate you have been unable to obtain state/federal assistance. Importantly, Oshtemo's Hardship Financing program can be applied for annually, even after an installment payment plan is in place. (See attached comparison sheet for details of each program.)

Utility Service Billing Account Setup. Once the sewer connection is completed, sewer service will need to be added to your (new or existing) City of Kalamazoo public utility service account. A City of Kalamazoo "Utility Service Application" will be available at time of payment of Oshtemo sewer fees or entering into a financing agreement. Oshtemo will also separately notify the City of the added service.



TOWNSHIP OF OSHTEMO
SEWER APPLICATION FORM



Christopher Turner
Parcel Owner

1/2/2018
Date

3300 N 10th St
Owner's Address

Applicant Phone Number

3300 N 10th St
Property Address (if assigned)

Applicant Email Address

05-01-355-070
Parcel ID Number (if known)

Applicant Name

Type of User Connection:

- Commercial, Residential, Industrial, Multi-Family, Other

To be completed by Township Staff:

Sewer Line Identification

Subdivision/Site Condo Name/SAD

Connection Fee (fee for sewer main and lead):

Property/Parcel Fee, Front Foot Fee, N/A (SA District/private development), Number of Feet, Manholes Required, Subtotal [Acct 490-000-65000]: \$ 9,950.00

Benefit Fee (fee for connected use or activity):

Number of Facility Benefits: 1 @ \$ 2,000.00 = \$ 2,000.00
Subtotal [Acct 490-000-68000]: \$ 2,000.00

GRAND TOTAL: \$ 11,950.00

Cash, Check, Mortgage is attached in full payment of all applicable fees & charges.

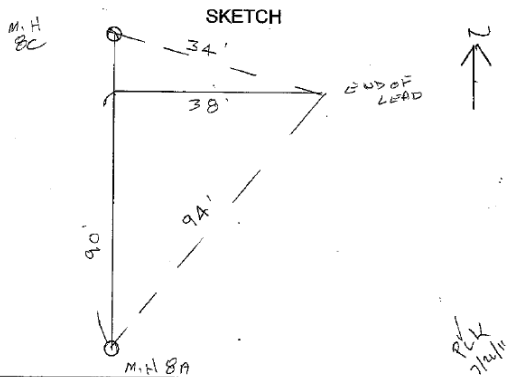
Application & Fees Received by Oshtemo

Sanitary Permit #

Date

Receipt #

PROJ. NAME: "H" AVE SW 2 SHEET #: 8
DATE: 9-08-10 INSP. INTIALS: TM
TWP: 08 N 10 E CONTRACTOR: BALKEMA
STREET NAME: 10TH ST
LOT # 355-070 HOUSE #: 3300
M.H. # 8A M.H. STA.: 132+18
DISTANCE FROM DOWNSTREAM M.H.: 90'
IDENT. AS TYPE 1, 2, OR 3:
DIST. FROM MAIN LINE TO END LAT: 38'
ELV. INV. LAT. @ MAIN: 938.43 DIA.
ELV. INV. @ TERM. OF LAT.: 949.91
TOP OF RISER ELEV.: 957.31
GROUND ELEV. @ RISER: 960.27
HSE. FINISHED FLOOR ELEV.:
MARKER POST 2x4 w/ 200 BOD
REMARKS:



Payment Assistance Programs					
Program	Objective	Qualifications	Uses	Terms/Conditions	Contact Info
Township Financing (Installment Payment Agreement)	To spread the connection fee over a 20-year period at a low interest rate to provide low annual payments	All Oshtemo Township residents who have available existing sewer adjacent to their property	Oshtemo Township's sewer connection fees	Up to 20 years at 3.75% Interest (adjusts annually) Assessed annually on resident's winter tax bill No down payment required Early payoff is permitted	Oshtemo Charter Township 7275 W Main St Kalamazoo, MI 49009 (269) 216-5228 publicworks@oshtemo.org
Township Financing Phase 1 & Phase 2 USDA Award Districts	<p align="center">-Projects on Hold-</p> <p align="center"><i>(Voters did not approve sale of municipal bond last November)</i></p>				

<p>Federal 504 Home Repair Program - Single Family Housing Repair Loans and Grants</p>	<p>Program helps low-income applicants remove health and safety hazards, make essential repairs, or make accessible for residents with disabilities.</p>	<p>Families and Individuals that currently own their homes</p> <p>Rural areas and communities of 25,000 or less population</p> <p>Eligibility for these loans and grants is based on income and varies according to the average median income for each area.</p>	<p>Loan and grant purposes include: winterizing, purchase, or repair of heating system, structural repair, water/sewer connection fees, and similar uses.</p>	<p>Terms to 20 years at 1%. Assistance to individuals may not exceed \$20,000. Grants available to applicants 62 years or older with limited income. Maximum grant is \$7,500.</p>	<p>Paw Paw Rural Development Offices 1035 East Michigan Avenue, Suite A Paw Paw, MI 49079 269-657-7055 Ext. 4</p> <p>https://www.rd.usda.gov/programs-services/single-family-housing-repair-loans-grants</p> <p>To determine eligibility: https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do</p>
<p>Michigan Veteran's Trust Fund</p>	<p>Provide emergency grants to Michigan veterans and dependent family members to help weather short-term financial crisis.</p>	<p>Michigan resident</p> <p>Honorably discharged</p> <p>Dependents can apply if veteran is eligible under certain circumstances</p>	<p>Short-term financial problems</p>	<p>None</p>	<p>Michigan Veterans Trust Fund P.O. Box 30104 Lansing, MI 48909 800-MICH-VET</p> <p>https://www.michiganveterans.com/p/Emergency-Assistance#3</p>

	Option 1: Original Proposal (USDA 40-yr payment plan) \$30,000,000 at 2% interest		Option 2: USDA 40-yr Loan w/proposed road millage* \$30,000,000 at 2% interest		Option 3: Beech Street, Whitegate, Fairgrove, Meridian and Sunset, and Country Club as individual 20-yr Special Assessments \$1,200,000 at 3.3% per year per Project (Avg)		Option 4: 7th Street/West Main, Westport, Frie and Gibbs, and Sky Ridge individually as 20-yr Special Assessments \$6,250,000 @ 3.3% per project (Avg)		Option 5: Entire Project as 14-yr Contractor-Financed \$30,000,000 @ 4%		Option 6: Twp USDA 40 -yr bond/payment; Property Owner Special Assessment Districts 30-yr payment	
	Township Payment per year	Average Resident cost per month	Township Payment per year	Average Resident cost per month	Portion of General Fund and Road Millage per project	Average Resident cost per month	Portion of General Fund and Road Millage per project	Average Resident cost per month	Township Payment per year	Average Resident cost per month	Township Payment per year	Average Resident cost per month
Funding Sources (monthly dollar figures represent an average homeowner)												
All Oshtemo Tax Payers - General Fund (No increase in taxes)	250,000	\$3.75	150,000	\$1.75	5,000	\$1.75	31,250	\$1.75	150,000	\$2.68	150,000	\$1.75
All Oshtemo Tax Payers - Road Millage* (Increase in tax bill)			350,000	\$2.50	15,000	\$2.50	80,000	\$2.50	350,000	\$8.75	350,000	\$2.50
Surcharge to all uses	400,000	\$6.00	400,000	\$6.00		\$6.00		\$6.00	400,000	\$6.00	400,000	\$6.00
Connection fee for Project Customers	400,000	\$41.00	150,000	\$16.00	63,000	\$99.00	\$320,750.00	\$167.00	1,307,000	\$120.00	150,000	\$48.50
<i>(Connection fee amount financed and terms)</i>			<i>\$11,500 at 3% for 40 years</i>	<i>\$4,300 at 3% for 40 years</i>	<i>\$15,700 at 4.3% for 20 years</i>		<i>\$26,600 at 4.3% for 20 years</i>		<i>\$17,900 at 5% for 14 years</i>		<i>\$11,500 at 3% for 30 years</i>	
Average residential sewer utility charge (monthly to City of Kalamazoo)		\$28.00		\$28.00		\$28.00		\$28.00		\$28.00		\$28.00
Sum Total Funds Generated (Twp yearly bond pmt/homeowner monthly pmt)	\$ 1,050,000	\$ 78.75	\$ 1,050,000	\$ 54.25	\$ 83,000	\$137.25	\$ 432,000	\$205.25	\$ 2,207,000	\$ 165.43	\$ 1,050,000	\$ 86.75
									\$ 2,207,000			
Avg. Private-Side Construction (one-time cost to install pipe to public sewer)		\$ 4,500.00	\$ -	\$ 4,500.00		\$ 4,500.00		\$ 4,500.00		\$ 4,500.00		\$ 4,500.00

A-Alternatives to Reduce Project Area Connection Costs:

1. Additional General Fund Contribution [i.e. more than initial plan of \$250,000/year]
2. Apply newly available **Road Millage** to the extent allowable
3. Broaden Cost of all Utility Users (higher surcharge; include revenue-needs for expansion)

B-How to Raise Capital & Increase Owner Acceptance:

1. "Do nothing" – No sewer expansion [2021 Connection Fee Avg. = \$17,500]
2. Large Financing w/efficiencies of scale: Bond/USDA loan/County Board of Public Works
 - a. [Option 1] As Proposed (A: 1 & 3): surcharge for all users, connection fees for new users, \$250k from general fund annually
 - b. [Option 2] Reduce connection fees through added road millage [Additionally reduces GF contribution by \$100,000]
 - c. Reduce apparent cost by lowering connection fees and substitution of a project-based capitol charge on the utility bills for new users)
3. Multiple Smaller Scale Financing of Special Assessment Districts: Smaller Municipal Bonds/County Board of Public Works
 - a. [Option 3] Generally as originally proposed but with high financing costs and lost efficiencies of scale.
 - b. [Option 4] Same a Option 3 but with added road millage
4. Individual Sewer Projects in CIP
 - a. Oshtemo self-financed via long-term growth (current practice)
 - b. [Option 5] Contractor-financed (w/road millage): Contractor & Township enter into an installment payment plan (to be repaid out of mandatory connection fees)



Footnote on Road Millage

(*) For all 5 options, there is no proposed increase in General Fund taxes. A recent tax ruling enables adoption of a Township **Road Millage** for road expenditures. The three options with a road millage anticipates a **new Township Roadway millage of @0.3 mill** to be assessed for roadway costs. Initially, these roadway proceeds will be assigned to the road reconstruction costs of the proposed USDA sewer projects. This allocation of roadway millage reduces the residential connection cost (a capital expense). As presented herein, the road millage also provides an annual cost savings of \$100,000 relative to the initially proposed General Fund dollars to be contributed to the sewer project (i.e. a contribution from all Oshtemo Tax Payers). It is proposed that this General Fund savings be reallocated to annual roadway improvements elsewhere in the Township. In effect, the three Options (no's 2, 4, 5) with a road millage describe a "swap" of funding sources. This allows the originally planned General Fund contributions to sewers from all tax payers to be reduced by \$1.07/mo for an average residential property owner. The resulting General Fund savings is proposed to be redirected towards road improvements elsewhere in the township.

Beech	26	
Fair Grove	59	
Meridian	11	\$ 4,672,500.00
whitegate	66	\$ 17,500.00
County Club	105	
TOTAL	267	
Average	53.4	53

County	
7th hWest Main	56
FG	28
Sky Ridge	94
West Port	464
TOTAL	642
Average	160.5