



Capital Improvements Committee

January 15, 2013

Meeting Summary

A meeting of the Capital Improvements Committee of Oshtemo Township was held on Tuesday, January 15, 2012 at 1:00PM in the north meeting room of Oshtemo Township, 7275 W. Main St., Kalamazoo, MI. Persons in attendance included Dave Bushouse, Nancy Culp, Cathy Harrell, Libby Heiny-Cogswell, James Porter, Jeff Smith, Tom Wheat and Marc Elliott.

1. **Minutes from December 15, 2012.** The minutes were corrected to indicate that Jeff Smith was not in attendance in December. Members approved the minutes as corrected.
2. **Welcome and Introduction of New Members.** A list of members and liaisons was made available to members. It was noted that Mr. Bushouse return to the Board and Board action for the 2013 appointments did not result in membership changes. It was also noted that Greg and Karen would be special liaisons on an ad hoc basis.
3. **Review of purpose (CIC Committee description).** Members were provided a copy of the Board's summary of the purpose of the CIC committee.
4. **Board Approval of SWTE Contract Continuation (information item).** Members were informed that the Board had extended the contract for water service connections with Scott W. Taylor Excavating through 2013. This extension included the revised unit cost rates that had been recommended to the Board by the CIC committee.
5. **Administration of sewer/water connections (information item).** Marc Elliott reviewed for the members his efforts to get a full understanding of the various steps used in calculating the fees due from parcel owners when they request service. Several different sources of information need to be queried and may include handling of aged and brittle paper files. Marc explained that it was not a trivial process and that he was continuing to move towards development of electronic records to facilitate access of the necessary information. Marc also explained that he is developing relations with new city staff as many experienced utility system managers have left the city under its restructuring efforts and promotion of early retirement.
6. **Capital Improvements Planning (Water/Wastewater).** Engineering and planning staff have initiated preliminary in-house discussions to identify how best to integrate CIP planning into the newly updated master land use plan. The CIC committee has been regularly updating a water/sewer projects list but has not formalized the process through adopted plan documents reviewed by the full Board. Members expressed a need for the CIC to revisit the issue of mandatory connections with the public and members of the Oshtemo Township Board. Tom Wheat informed members that the State of Michigan (through the Department of Environmental Quality) is developing new rules related to wastewater systems capital planning. The State Legislature has included grant funding for asset management. It is anticipated that the grant program and application requirements will be announced in late 2013. Through the continued assistance of engineers Prein&Newhof, Oshtemo will move forward to anticipate the grant requirements and be prepared to seek these grant funds.

7. **Utility Coordination Meeting – MDOT work at Stadium & Drake.** Libby let committee members know that exciting discussions have been initiated with MDOT and a large property owner along Drake road to coordinate roadway improvements with related site enhancements. In particular, the property owner is willing to grant additional public right-of-way, relocate the existing public road (Century Ave.) and allow significant expansion of the MDOT grading limits outside the public right of way. This grading will accommodate both lane additions in Drake Road as well as a public non-motorized facility to be located outside the public right-of-way. This is advantageous to MDOT and others as it prevents having to construct a costly and constrictive retaining wall at the edge-of-curb.

8. **Projects Update.**

- *Public Sanitary Sewer Extension at Kalamazoo Christian Schools.* It was reported that the public sanitary sewer permit for this project has been endorsed by the City of Kalamazoo for acceptance of flows. The permit is now with the State of Michigan for approval. The existing sewer tap will be used by the new development. However, it was noted that the private owner was relocating a portion of the public sewer that is intended to service the rest of the parcel through to 11th Street. This public sewer relocation would actually shorten that portion of the existing sewer that is public. By mutual consent, a portion of the existing public sewer will be abandoned for public use and used as a private sewer. This is primarily because the owner did not wish to maintain the site standards required for public equipment access at one manhole.
- *Public Water Extension at Pine Acres Phase 2.* It was reported that public water utilities extended during this development have been inspected and accepted into the public system by the City of Kalamazoo. Final plat approval is going forward to the Oshtemo Board.
- *10th St. Sanitary Sewer and Pump Station.* Libby reported on her progress in obtaining an easement along 10th Street for a planned sanitary sewer pump station to service portions of 10th Street located south of H Ave. It was reported that an agreement seemed near with the owner of Peoples Church. A tabulation of the engineer's projected construction cost (\$1,246,000) for the overall sewer project was made available to committee members.
- *KL Ave. Hydrant Installation Project.* Tom reported he has located existing 12x6 inch tees that are along the KL Ave. water main for blow-off purposes. He has adjusted the location of two or three hydrants to attach at these points and will therefore save money in avoiding live taps. He also reported that the City of Kalamazoo has committed to completing the live taps expeditiously and provide full-time construction observation/inspection. That is, once a City crew is assigned and started, they will concentrate solely on the work to get the live taps completed for the contractor to construct the hydrants. This will help assure the contractor can keep his crews on-site and complete the project in a timely fashion. Libby reported that the board is briefed on this project and that bidding can proceed. The award will of course need to go back to the Board for acceptance. Letting of the Bid will be timed for early spring work.

9. **Related Information (Intergovernmental Infrastructure Planning).**

- *Kalamazoo Area Transportation Study.* With the elections and new fiscal year, the KATs policy and technical committees have had changed membership. Libby and Greg will represent Oshtemo on the respective committees. The KATs urban boundary has also expanded into Van Buren County. The Townships of Waverly, Alma, Paw Paw and Antwerp are now included in the Planning Area boundary of KATs. Illustrations of the new boundaries were provided.

- *Southcentral Michigan Planning Commission (region 3)*. Marc presented a map of Michigan's regional planning agencies. For the last decade or more the SMPC has existed in name only with staffing largely provided through regional transportation planning services paid for by MDOT. Marc is unaware that any County or Municipal agency was a member of SMPC during this recent history. Currently there is renewed interest in reconstituting a completely new SMPC that appears to be led by Kalamazoo County. New membership and bylaws are being adopted. Marc pointed out that several regions provide professional staffing for the programs that both KATs and BCATs undertake. The planning boundaries overlap, with both agencies within the SMPC boundaries.
- *Two Rivers Coalition Annual Meeting*. Marc reported attending the annual meeting of this group which included the Paw Paw River, a watershed that extends into Oshtemo. Wetland protection and water quality improvements are the focus. (www.TwoRiversCoalition.org).
- *Local Roads Task Force – Kalamazoo County Subgroup*. A local rural task force is relied upon by MDOT to collaboratively prioritize federal-fund eligible roadway projects outside the KATs/BCATs metropolitan boundary. MDOT is required to use region 3 (SMPC) for this planning review. This was a major emphasis in re-organizing the SMPC. [The SMPC is also being positioned by its board makeup and bylaws to receive regional economic development grant monies.]
- *Crystal Lane Sanitary Sewer Overflow*. Members were informed of a sanitary sewer overflow that occurred in Crystal Lane. Both the City of Kalamazoo and County Environmental Health participated in the investigation and evaluation of the release. A blockage was removed by the City and the City completed the public notifications which the release required.