



## Capital Improvements Committee

January 20, 2015

### MEETING SUMMARY

A meeting of the Capital Improvements Committee of Oshtemo Township was held on Tuesday, January 20, 2015 at 1:00 P.M. in the north meeting room of Oshtemo Township, 7275 West Main St., Kalamazoo, Michigan. Persons in attendance included Dave Bushouse, Nancy Culp, Libby Heiny-Cogswell, Lee Larson, Tim Mallett, James Porter, Tom Wheat, Mark Worden and Marc Elliott. It was noted that Mr. Worden arrived during discussion of the road assessment policy, while Ms. Culp needed to leave shortly after that topic.

1. Welcome/Membership Listing. Marc distributed a list of committee memberships established by the Township Board. It was noted that Mr. Bushouse was asked to continue membership on the CIC Committee as a citizen representative and liaison with the Home Builders Association. It was also noted that the regularly scheduled meetings of the CIC committee are now quarterly.
2. Meeting Summary. Chairman Bushouse asked for review and comment of the summaries of the two prior meetings. Upon motion of Nancy and second by Lee, the August 19<sup>th</sup> and October 10<sup>th</sup> meeting summaries were approved.
3. 400 S 8TH ST. [Note: Because Mr. Scheffers had not arrived, the committee advanced their discussions to this topic.] Marc E. informed members that the commercial property at 400 S. 8<sup>th</sup> St recently inquired about fees to replace their existing well with public water. Because it is a large parcel, the water fee will exceed \$30,000. Marc asked members to consider whether current policy/ordinance should be modified to provide flexibility in unique situations such as this (such as a temporary frontage limitation, similar to residential parcels) when future development would assure eventual capture of commercial/industrial development frontage fees. One member noted that the owner is investigating a possible land split to remove the developed portion. Therefore, in this case the desired flexibility may be moot. Upon full discussion, there was consensus that such flexibility is warranted and that staff should review existing language for the purpose of recommending to the Board a means to provide this flexibility.
4. West Port Village Condominiums. [Mr. Jeff Scheffers was still unavailable, but in consideration of Ms. Culp's need to attend another meeting, the CIC proceeded with this topic.] Marc E. proceeded to describe Mr. Scheffers' desire, as the developer's representative of the West Port Village Condominiums, to privately install the public water connections in lieu of Oshtemo's installation work. The Township currently cost-averages the water service connection for all single-family, residential-sized service taps. Marc explained the principal reasons for the Township's decision to do this work. He noted that site-condos (such as West Port Village) may have unique authorities granted to the association as a whole over the common and/or designated public-water utility easement and other Common Areas. Members noted that SWTE's contract was bid with quoted pricing based upon the contractor's assumptions of the quantity of work to be completed throughout the Township. A policy change may impinge upon this contract. Tom noted that the City of Kalamazoo has since retreated from their decision to allow water taps to be installed at the time of plat/condo development.

During discussions, members noted that the condo documents would need to be individually reviewed for the Township to assess whether individual unit owners were adequately protected. Members were also concerned that a completely different dynamic could develop once the developer loses majority control. Members expressed confidence with the existing policy, a policy which treats residential site condos as similar to single lots. The Township will continue to install the public water service leads.

5. Application Forms for Water & Sewer Service Connection. Draft revisions to the Township's water and sewer service application forms were reviewed. Marc highlighted the improved changes to the forms; it was noted that Attorney Porter had some minor revisions in the text description which staff would continue to work on. Appreciation was expressed by CIC members for the overall improvements under development. Mr. Porter noted that in conjunction with the ordinance revisions that will be prepared following the committee's guidance (agenda item 3) that he will remove the ordinance reference that requires Township Board approval of application forms.
6. Road Assessment Policy. Members reviewed staff-generated proposed revisions to the assessing policy. Staff reviewed some of the issues raised over the past year and how the proposed changes would bring better clarity. Marc E. informed members that Mr. Worden of KCRC had emailed to confirm he believed the estimated roadway pavement preservation costs were still valid. (Mr. Worden had not yet arrived.). Tom Wheat was also asked this question and he too did not see a need to adjust the current roadway assessment rates. At about this place in the discussions, Mr. Worden arrived and confirmed his support for the assessment rates. However, he explicitly noted that sidewalk costs can vary considerably, especially in difficult terrain or when the right-of-way and adjacent lands have existing structures in-place. Tom and Marc E. also noted the high cost variability.

Members went on to discuss the addition of Private Roads within the Assessing Policy. The added language is essentially existing policy. Its inclusion in the written policy was welcomed as a clarifying point that would provide better public awareness of this option.

The remaining discussion concerned the clarification of when residential properties would be exempt. In particular, the 10<sup>th</sup> street corridor was discussed as needing resolution of this issue, should the Board elect to include a non-motorized facility with the 2015 sanitary project. Members determined that 10<sup>th</sup> street is a one-off situation given its role as a connector to the Kal-Haven Trail. This segment will be specifically called-out in the proposed revisions. Marc E. wished to clarify the difference between zoning (as used in existing policy) versus actual land use. Members agreed that the draft language did capture their overall intent, but that additional editing was appropriate and needed to be coordinated with Counsel. Members further discussed whether existing plats and site-condos were intended to have the measured front-foot assessment spread uniformly over all plat lots/condo units, in lieu of the impacted lot/unit. Libby did not recall that as being the intent. She would like to refer to the Portage policy that was used for the Township's assessment language before solidifying this issue.

7. Roadway Maintenance Projects. Marc E. and Mark W. reviewed the materials presented which described the roadway maintenance projects proposed for 2015. The proposed projects were presented to the Township Board at their last meeting. Members briefly reviewed some segments of the West Port neighborhood that would be able to receive sanitary next year, once the 10<sup>th</sup> Street sanitary project is completed. Mark W. commented that these streets are on the tipping point, and that the pavement would likely degrade beyond a chip-seal treatment if delayed. Marc E. pointed out that there were certainly enough other sanitary projects, that a sanitary project for these streets could easily be extended beyond the 5 to 7 year service-life of the proposed 2015 maintenance. CIC members endorsed the projects; Mark announced he brought copies of the contracts for Oshtemo's signature.

8. Private Roadway Maintenance. Staff reported that Old Savannah Road within the Savannah site-condo is selected as a 2015 maintenance project. This led to the observation that several short roads within the condo are private, and could possibly benefit from similar maintenance at this time. Building upon the private road assessing policy changes noted, it was shared that when Oshtemo solicits residents regarding their interest in upgrading the maintenance to a cape seal/ultra-thin treatment, that Oshtemo would also offer to coordinate establishment of an SAD for concurrent maintenance of the Condo's private roads; to be 100% privately financed.

Marc E. then shared a map highlighting the private roads within Oshtemo, with special attention to site-condo roads. It is assumed that no one is monitoring the pavement status, nor attempting to maximize efficient use of maintenance dollars through timely pavement preservation measures. An outreach and coordination initiative to these private roadway owners was discussed. Upon inquiry, Mr. Worden said it would be possible for KCRC to invite/welcome a small number of condo representatives to attend KCRC's regularly scheduled pavement management workshop (for elected officials).

9. Sidewalk Standard Specifications. Staff presented proposed revisions to the Township's sidewalk specification. The need for revisions was identified when it was noted, after the hand-off to KABA, that Oshtemo did not have an adequate, free-standing system/procedure in place for tracking this site work. Site work requirements are not reviewed by KABA. A draft educational and awareness guide for developers and builders was presented for membership review. When finalized by staff, these items of work, as appropriate, will proceed to the Board for approval.
10. Capital Projects Planning. Staff announced that capital project planning and financing is scheduled to be the focus of the 6:00 P.M., February 17th Joint Meeting of the Township Board with ZBA and Planning. It is administration's intent to have the CIC's Sanitary Sewer Strategic plan revisited by the Board to kick-off a discussion on major capital projects and ordinance changes (such as the mandatory utility connection requirements recommend by the CIC). Staff has been working on meeting materials. A map of plat sanitary projects was distributed to CIC members in advance of the meeting. Marc E. explained the nineteen illustrated plat sewer projects can all be pursued once the 10<sup>th</sup> St sewer is available later this year. Members were reminded that the Strategic Plan determined (1) that not having sanitary sewer service was costing property owners money, and (2) that existing sanitary fees are designed to finance these projects. The one caveat regarding this self-funding goal, is that effective financing depends upon implementation of mandatory connections as the trigger for fee collection.

The member's meeting materials also included separate summaries of the major sewer interceptor extensions and water trunk-line extensions currently identified as major capital projects targeted for completion through to 2040. Staff will consolidate these separate project listings, plus other known capital project needs, to assist the Community's review of capital needs/goals at the February joint meeting.

It was mentioned that Kalamazoo Township will ask their residents to approve a \$10 million dollar millage to finance roadway improvements. Texas and Alamo Township have recently implemented tax increases to fund roadway improvements. Marc E. noted that he had intended to contact Kalamazoo Township's planning director to review how they determined their roadway projects need. At that point, Mark W. spoke up to say that he spent about a month developing that information for K-Township. Mark W. indicated that he would be willing to complete a similar assessment for Oshtemo. Members agreed that this information was very desirable and that we hope to work with KCRC to develop this knowledge-base.

Marc E. commented that the foregoing overview of capital projects planning had been put on the CIC agenda for information sharing. Administration is proceeding with the belief that discussions are now ripe for the Board to evaluate overall capital project needs and financing strategies (such as mandatory connections and/or dry sewer requirements).

11. Other Business/Member Comments. CIC members were again invited to attend the Joint Meeting of the Township Board with Planning and ZBA members, scheduled for February 17, 2015 at 6:00 P.M. There were no additional member comments.
12. Next Meeting. The next regularly scheduled meeting was announced as being April 21, 2015 at 1:00 PM.