



Capital Improvements Committee

October 18, 2016

MEETING SUMMARY

A meeting of the Capital Improvements Committee of Oshtemo Township was held on October 18, 2016 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, Marc Elliott, Libby Heiny-Cogswell, James Porter, Mark Warden and Tom Wheat. Mr. Mallet had earlier sent his regrets as he would be out of town.

1. Welcome/Introductions/Call to Order.
2. Meeting Summary, July 26, 2016. Marc expressed regret that the meeting summary for July 26th was not available for review.
3. Board Referral of Question to CIC -- Fees Due (05-34-455-041). Ms. Sharon Kuntzman of 7500 W N Ave requested fee adjustment of the Board on 10/11/26. She is closing on the sale of her residence and is in the process of moving. The party purchasing the property is requiring that the existing poorly-rated septic system be abandoned and the residence be connected to public sanitary sewer. The owner contends that she attempted to pay connections fees at the time sewer was made available (1994), but the Township would not consent to pre-payment. Kuntzman believes her good faith request to pre-pay was abused in light of current fees having increased by \$6,640.

Nancy Culp had reviewed her files and does recall that the prior Treasurer did not wish to accept payment without payment being made in conjunction with installation of a new service connection. Current practice has been to accept all but the BU fee should a property wish to pay in advance of actual acceptance of service. Members reviewed a staff prepared comparison (best-guess) of fees that would have been due at the approximate timeframe of the Culp/Kuntzman recollection. Committee materials included an inflation calculator evaluation of present-cost of the fees due at that time.

Upon further discussion, Libby motioned and Nancy seconded to establish of a fee amount of \$10,875, in lieu of the \$12,850.00 that would be applied using today's formula. The CIC approved this compromise with one no-vote by Dave Bushouse, who endorsed collection of the full fees that would be due according to today's fee schedule.

4. Street Light Request. Oshtemo received a resident's request to add a street light at the south entrance to the curve that joins Horizon Heights Drive to Windingwood Dr. The location is in an existing neighborhood, but the parcels throughout the curve are actually splits, not subdivided lots. All affected parcels are currently being assessed for lighting from poles located at the fringe of the area for which the resident is seeking further illumination. It was noted that there is an undeveloped lot with mature vegetative growth which contributes to the perception of need.

Motion was made by Nancy and seconded by Libby to offer that Oshtemo would pay ½ the cost for a new lamp post that would be added to the public lighting system. The CIC unanimously concurred with making this offer to the citizen, with the further recommendation that the homeowner seek to collect the remaining funds from the affected neighbors.

5. 2017 CIP – Draft. A preliminary draft of the text of the 6 year Capital Improvement Plan was made available for members to review and comment. The CIP is scheduled to go before the Board on November 15th. CIC members endorsed the current progress being made regarding this important planning document.
6. Oshtemo Master Sanitary CIP Map. Members received for review and comment a staff-developed concept map of known sanitary sewer projects and tentative schedule. This map is to be included as a supplement to Item 5. More specifically, this information is being used by Fleis & VandenBrink in developing an application for USDA Rural Development Funds to assist in financing Oshtemo’s public sanitary sewer system needs. It was noted that FVB consultants have advised the Oshtemo project team that RD funds were project-based and that as a general rule, projects were expected to be bid in-total, with completion to generally span no more than two construction seasons. As a consequence, the tentative project years envisioned in the CIP planning process is likely to be accelerated (see next item).
7. USDA Rural Development Grant Application Progress. Members next reviewed a preliminary mapping of sanitary sewer projects developed by FVB to be packaged into a USDA grant application. Marc noted that perhaps three-fourths of the neighborhood projects and an initial run at three collector sewer mains were included in the FVB tabulation.

FVB’s understanding of the grant maker’s criteria for project-approval places a premium on serving existing single-family septic system users. Expansion of sewers in anticipation of future growth (so as to preclude on-site septic) was not encouraged by USDA. These considerations drove the mix of projects identified by FVB. Furthermore, RD funds a project (i.e. single package of sewer extensions) rather than a series of separate projects over a number of years. FVB’s advice is to identify a collection of projects the township can afford, and a project-scope which can be reasonably completed within two-seasons. Because the cost of borrowing is both the major consideration and the major advantage of the RD program, FVB’s recommended project is the sewers highlighted in the FVB graphic—a \$25 million project.

In using USDA, the RD bonds could be repaid over 40 years from a combination of connection fees, property owner installment-payment agreements, and a debt service surcharge. Commercial bonds would be limited to thirty years, or probably less in order to reduce the costs of commercial bonds. Marc commented that he was initially concerned that the volume of construction needed to complete the project is going to significantly challenge both residents and contractors. However FVB believes the coordination needs and traffic management concerns are surmountable. Additionally, there are distinct advantages in minimizing the total time required for project completion. The main advantage continues to be the overall reduced borrowing costs.

8. Pavement Maintenance and Management. Marc and Mark shared with members work progress on the 2016 chip-seal projects. It was also reported that the 2016 Pavement Surface Evaluation and Rating (PASER) survey has been completed by the Grand Valley Metro Council. The data is expected to be available soon.
9. RCKC Updates and Coordination Items. (note: Mr. Warden had to leave so the following topics received only superficial discussion)

- Intergovernmental Collaborative Sign Policy - members were provided a draft for review and comment.
- Construction Guidelines – RCKC is updating their standards and specifications for public roads. Copies can be obtained from the RCKC web site.
- Transit Stops along Stadium
- 8th St Reclassification from Primary to Local – As a component of roadway classifications for funding eligibility under federal guidelines (and in collaboration with KATS/MDOT) 8th S. South of M-43 is being reclassified as local. RCKC has assured the Township that they will address the road's poor PASER rating so that the road is in decent shape before turning the pavement maintenance obligation over to Oshtemo.
- North Drake Trail restoration follow-up
- Stadium Drive Signal Improvements (safety grant), 4th St to 6th St.

10. Misc. Capital Projects Updates & Information. Staff briefed members and welcomed further discussions on other capital infrastructure projects underway in Oshtemo:

- a. *Fire Hydrant Addition, East End of Steeplechase Court. (Replacing blow-off to accommodate development of adjacent split parcel.)*
- b. *North 10th St Sanitary Sewer, Sewer Pump Station and Roadway Improvements*
- c. *Atlantic Avenue Public Water, Public Sanitary and Roadway Improvements.*
- d. *Commercial Access Drive (DDA Rear Access for 9th St Properties).*
- e. *Roadway Intersection Improvements – 9th St and Stadium. (RCKC project)*
- f. *Drake Road Non-Motorized Shared-Use Path (Safety Grant – Green Meadows to W. Michigan) & Remaining Segments (TA Funding – W Main to Stadium)*
- g. *Colony Farms – BTR 2.0. (WMU Project)*
- h. *SWMBA Update*
- i. *Development Related Utility Extensions:*
 - Autozone (water and sewer - completed)
 - Kellogg Federal Community Credit Union (sewer relocation - completed)
 - KLA Group Public Water Extensions (proposed)
- j. *Development Related Utility Extensions Approved for Construction.*
 - Sky King Meadows 3 (water and sewer)
- k. *Drake House Open House, October 23, 2016 2-4 PM.*
- l. *Kalamazoo College Arboretum Dedication, October 25, 2016, 4:00 PM,*

11. Member Comments. No further comments were presented.

12. Next Meeting. The next regularly scheduled meeting of the CIC for Oshtemo is January 17, 2017 at 1:00 PM.