



## Capital Improvements Committee

October 16, 2018

### MEETING SUMMARY

A meeting of the Capital Improvement Committee of Oshtemo Township was held on Tuesday, October 16, 2018 at 1:00 pm in the north conference room of Oshtemo Township, 7275 West Main Street, Kalamazoo, Michigan. Persons in attendance included Libby Heiny-Cogswell, Nancy Culp, Marc Elliott, Jamie Baker, Tom Wheat, Jim Hoekstra, Dave Bushouse, Bernie Mein, Dick Hertzell, Jim Porter, and Tim Mallett.

1. Welcome/Introductions/Call to Order: Dave Bushouse called the meeting to order and welcomed members and guests.
2. Meeting Summaries: The meeting summary for the July 24, 2018 meeting was reviewed. The meeting minutes were approved by members upon motion by Elliott and support by Mein.
3. Award of Drake Road Sidewalk Contract: Elliott briefed members that the Drake Road Non-motorized facility from West Main to Green Meadow has been awarded to Kamminga & Roodvoets (K&R). The contract came in \$50K, or 7% less than estimated. Due to the contract being awarded in late September 2018, actual work will commence in April 2019 once the frost laws are lifted.
4. and 5. SWT Excavating Bid Received for Water Service Connections and 2019 Fee Adjustment for Water Service Connections: The Township solicited bids to contract the water service connections within the Township. Only one bid was received from SWT Excavating. The cost averaged price for water service connections would be \$2,600.77 which is an increase of approximately \$900 over the current water service connection fee. Prein&Newhof (P&N) recommended a water service connection fee of \$2,800 to cover administrative costs and job specific additions that are occasionally required. Elliott was concerned with increasing the fee to \$2,800 and recommended \$2,700 instead. The members, upon motion by Mein and support from Baker, recommend awarding the contract to SWT Excavating and increasing the water service connection fee to \$2,700.

There was additional discussion about the City of Kalamazoo resuming the water service connections. The City has informed the Township informally that they intend to resume the water service connections in the surrounding municipalities in January 2019; however, the specific details are not yet available. A clause was inserted into the SWT Excavating contract to permit canceling the contract if the City resumes water service connections. The cost to cancel the contract would be the \$2,000 reimbursement for insurance that SWT Excavating is required to obtain.

6. 2019 Fee Adjustment for Public Water and Public Sewer: Wheat presented the P&N analysis of water and sewer construction costs from projects they have completed around the Kalamazoo area. Their analysis found the following changes in costs per foot for construction:

	<u>2018</u>	<u>2019</u>
Water, Cross Country	\$80	\$90
Water, Roadway	\$100	\$110
Sewer, Cross Country	\$85	\$90
Sewer, Roadway	\$175	\$200

To recover the construction costs for public water extension projects, P&N recommends changing the 2019 water connection fees to be:

	<u>2018</u>	<u>2019</u>
Water Front Foot Fee (Cross Country)	\$65/ft	\$70/ft
Water Front Foot Fee (Roadway)	\$40/ft	\$50/ft
Water Benefit Fee	\$625	\$750

The 2019 public water fee structure above would enable revenue to equal construction costs for a 150 foot lot.

To recover the construction costs for public sewer extension projects, P&N recommends changing the 2019 sewer connection fees to be:

	<u>2018</u>	<u>2019</u>
Sewer Front Foot Fee (Cross Country)	\$71.50/ft	\$80/ft
Sewer Front Foot Fee (Roadway)	\$25/ft	\$30/ft
Sewer Connection Charge (Roadway)	\$7,000	\$8,000
Sewer Benefit Fee	\$2,000	\$2,000

The 2019 public sewer fee structure above would enable revenue to equal construction costs for a 143 foot lot.

Baker expressed concern about sending mandatory sewer connection notices in 2018 and increasing the connection fees in 2019. Seventy notices were mailed in September 2018 and those residents would have very little time to connect before the ground freezes. To increase the rates for these residents seems unfair. Heiny-Cogswell noted that we would have construction bids for the USDA sewer extension project by February 2019. She recommended we wait until then to determine the sewer connection fee schedule. Upon motion by Mein and support by Hertzell, members recommend the proposed 2019 water connection fees as modified during discussion, and to delay a change to the sewer connection fees until the after the USDA sewer extension project bids are received. Treasure Culp dissented, stating she was uncomfortable with the new rates.

7. Water Well Exemption Request: Elliott briefed members on a request for a well exemption for a property on South 4<sup>th</sup> Street. Based on the proposed site plan, the house will reside approximately

100 feet from the road with farm structures behind the house. Therefore, the members agreed that the property should connect the house to the public water system and the exemption should not be allowed. The members would support an agricultural use well for the farm animals.

8. Potential West Main Street Private Extension of Public Sewer: Elliott briefed members on a potential project by a private contractor to extend the public sewer system across West Main Street to the south side between 9<sup>th</sup> and 10<sup>th</sup> Streets. Elliott explained the three different scenarios: (1) Developer #1 builds it, (2) Developer #2 builds it, and (3) Township builds it. Discussions between the developers are continuing and Elliott committed to reporting the resolution in a future meeting.

9. Oshtemo Fire Department Hydrant Project: Elliott briefed members on a Fire Department project to install new fire hydrant markers on all hydrants. The City of Kalamazoo also authorized the Fire Department to perform operation and maintenance inspections on the hydrants at the same time.

10. Emergency Repair of Sewer Main: Elliott briefed members on a full break and obstruction within the sewer main serving Sky King Meadows III. The break was successfully repaired in late September 2018. Construction was not affected by the issue; however, Certificates of Occupancy for the new houses were on hold pending the repair. All holds have been released.

11. Resolution of Intent to Bond: Elliott briefed members on financing plan for the USDA sewer extension project. The Township intends to issue \$30M in bonds which will be purchased by the USDA. Public notification of the intent to issue bonds will be published on October 15, 2018.

12. Township CIP Plan (draft): Elliott briefed members on the initial draft Capital Improvement Plan (CIP) for 2019-2024. The Board is currently working to prioritize the CIP and stay within the Township's Budget. Additional Board work sessions are planned to finalize the CIP. The Board's plan is to complete the work within the next week to allow for public comment and establish 11/13/2018 for the official vote on the CIP.

13. Complete Streets Policy: Baker briefed members on the newly adopted Complete Streets Policy which was very similar to what was presented to the CIC in July 2018. The Complete Streets Policy was an extension of the *Go! Green* Oshtemo initiative, in conjunction with the Board's review of sidewalk improvements to be included with the planned sewer extensions. Baker also presented a draft map of proposed non-motorized facilities that will be incorporated into the *Go! Green* Oshtemo recommendations.

14. 2019 Oshtemo Budget Hearing (11/13/2018): Elliott informed members that the draft 2019 Oshtemo Township budget is available in the October 9, 2018 meeting agenda packet.

15. Miscellaneous Updates & General Information: An overview of current activities and project status was presented on the following issues:

- West Main Corridor Improvement District will be explored. The Improvement District will capture a portion of the property taxes along the corridor and enable the funds to be reinvested into the corridor.

- Phase 1 Sanitary Sewer Extensions: A progress update was provided to members. USDA has approved Oshtemo for an \$8.346M loan for Phase 1. Oshtemo is completing required paperwork to support closing on the loan in Spring 2019. Engineering design is nearing completion to support mid-December request for construction bids.
- Sidewalks with Sewers: Due to funding constraints, the Township will not be able to build all of the planned sidewalks with sewers. The cycle track on West Main and the short sidewalk on Fairgrove Street will be built. The sidewalk on Whitegate Lane will be bid as an option so that if bids are low enough, there may be sufficient funds to build it. Croyden Ave, Maple Hill Drive, and Green Meadow Drive will be delayed until 2021 or 2022.
- Traffic Calming in Skyridge Neighborhood: Still awaiting feedback from RCKC
- Mandatory Sewer Connection Notifications: All 300+ properties have received an initial notification. Follow-up notifications will occur in 2019.
- KLA Group Water Project – Naylor Landscaping selected as contractor for tree planting. Naylor is trying to find all of the trees in the appropriate sizes. Once the trees are delivered, Naylor expects it will take one day to plant all of the trees.
- Allegan County/Otsego Dioxin Contamination – one contaminated well identified in Oshtemo Township. MDEQ and Allegan County continue to test wells to bound the problem before deciding on an action plan.
- Consumers Energy, Colony Farms Energy Storage – A one megawatt storage battery installed in Oshtemo adjacent to BTR 2.0 (sufficient to power 1,000 homes for one hour). Ribbon cutting ceremony was held.
- Amtrak/MDOT – dispute stalls US-131 bridge replacement over KL Ave and Drake Road non-motorized facility. MDOT to repave US-131 for five-year fix and install false decking underneath to catch spalling concrete. RCKC took Amtrak official to visit site to explain the issues.
- LED street lights – upgrade was deferred due to budget constraints.
- Stormwater Asset Management and Wastewater (SAW) grant – televising of sewer pipes underway and assessing pipe conditions from the video.
- RCKC/KATS CIP Data Exchange – coordination initiative with local municipalities and utilities to display all planned roadwork on GIS map. Map is up and operating.
- RCKC Culvert Project – prototype initiative for culvert asset management. Project completed and report submitted.

16. Member Comments & Information Items: None.

17. Next Meeting: The next regularly scheduled meeting of the CIC for Oshtemo is January 15, 2019 at 1:00 pm.