



Capital Improvements Committee

January 15, 2019

MEETING SUMMARY

A meeting of the Capital Improvement Committee of Oshtemo Township was held on Tuesday, January 15, 2019 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, Zak Ford, Bernie Mein, Dick Hertzell, Jim Porter, and Matt Johnson.

1. Welcome/Introductions/Call to Order: Libby Heiny-Cogswell called the meeting to order and welcomed members and guests.
2. Loss of Chair and New Committee Chair. The Committee lost its chairman and long-serving member, Mr. David Bushouse to cancer last month. Libby Heiny-Cogswell will be the acting chair of the Capital Improvement Committee.
3. Meeting Summary: The meeting summary for the October 16, 2018 meeting was reviewed. The meeting minutes were approved by members upon motion by Elliott and support by Mein.
4. City of Kalamazoo to Complete Water Service Connections. The City of Kalamazoo is now installing water service connections. The process is explained in the City of Kalamazoo letter in the agenda packet. SWT Excavating will complete all water service connections that were requested in 2018 at the 2018 contract rate. Elliott noted that Township Ordinance Section 231.005.2 requires all new subdivision and site condominium developments are required to install water curb stops as part of the infrastructure construction with water, sewer, roads, etc. This section may need to be revised to be consistent with the new City of Kalamazoo water service connection policy. The CIC recommended sending the issue to the Township Board for discussion with no recommendation.
5. Sewer Connection Exemption Request. A resident on West H Ave requested exemption from the sewer connection notice that was sent in January 2018. The resident provided a memo explaining the variance request, and Public Works provided a supplementary memo discussing the points raised by the resident. The CIC voted unanimously to deny the request from the resident. Public Works was tasked with informing the resident of the decision and inform the Township Board at a future meeting.
6. RCKC 2019 PAR Funds. The Board has informed RCKC it will commit to match offered PAR funds. Additionally, RCKC has provided a preliminary project list of potential local roadway

maintenance project (see map in agenda packet). Information was also provided on the RCKC's Local Road Participation Policy. The CIC discussed benefits of fog seals and whether fog seals could be removed from the proposed local roadway project list to enable more roads to be completed. Additionally, Oshtemo asked the RCKC for PAR funds credit when the sewer projects are completed. The RCKC provided a draft policy providing some credit when roads are reconstructed for utility work. The RCKC will discuss the policy at the January 22 RCKC Board meeting.

7. RCKC 2019 Planned Primary Road Maintenance. The RCKC announced their planned 2019 primary road maintenance. The list of projects was provided in the January 2019 Oshtemo Township Newsletter and a map of the projects was provided at the CIC meeting. Public Works intends to combine all planned 2019 roadwork onto a single map including RCKC primary roads, RCKC local roads, MDOT, and sewer extension projects.

8. Updated Sewer CIP data. An erroneous assumption was made during CIP data tabulation that considered the SAW project as an ongoing revenue and expense rather than a one-time revenue and cost. A corrected spreadsheet for the Sewer Fund was provided in the agenda packet. Members endorsed the corrections to the spreadsheet and forwarded the spreadsheet to the Board at February 12th meeting as an amendment to the overall Township CIP document

9. Oshtemo Fire Department Hydrant Project. Last season the Oshtemo Fire Department was able to initiate a collaborative program with the City of Kalamazoo for hydrant inspection and installation of new marking flags. Elliott provided an update on the status of the initiative. Additionally, the members considered a request to amend the Water Fund budget to cover 2019 expenses for the project instead of the Fire Department Fund. These costs were not anticipated at the time of budget adoption. The CIC endorsed amending the Water Fund to cover the expenses of the project.

10. Advia Credit Union Headquarters Site Plan. This proposed private project is continuing to move forward. Elliott and Baker discussed the project aspects that may affect water and sewer CIP planning and timing. As the private project progresses through the site development approval process, Public Works will keep members apprised of the impact to water and sewer systems.

11. Governmental Efficiency Committee. A new working committee of the Board has been initiated to review governmental efficiency, structure, and actualization. The CIC considered challenges related to shared authority over non-motorized facilities, roadways, drainage, and water/sewer utility operations.

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

- Phase 1 Sanitary Sewer Extensions (progress update) – Finishing up design and applying for permits from appropriate agencies. Delayed by federal government shutdown because USDA and HUD employees are furloughed.
- Phase 2 Sanitary Sewer Extensions (progress update) – topographic survey commenced.
- Impact of Federal Government Shutdown – USDA and HUD employees are furloughed. The Phase 1 engineering design drawings must be approved by USDA before going to bid. The lift station easement at Canterbury Apartments must be approved by HUD before going to bid.

- Traffic Calming in Skyridge Neighborhood (status of Phase 1-additional scope) – RCKC provided letter stating that additional information is needed for RCKC to assess whether traffic calming is appropriate in the Skyridge neighborhood. Oshtemo and F&V are working to determine how to get the information for RCKC.
- Mandatory Sewer Connection Notifications – All 300+ initial notifications completed. Public Works will start sending out reminder notifications as spring approaches. Only 25 properties connected in 2018. Baker estimates that 150-200 properties will connect in 2019 with the remainder in 2020.
- BTR 2.0 (progress update) – construction will start in 2019 including water and sewer extensions.
- KLA Group Water Project – tree plantings bid and contracted to Naylor Landscape. Naylor had difficulty sourcing one species of trees and held up the entire tree planting project until they could get those trees. Naylor estimates it will take one day to plant all of the trees once they are all available.
- Allegan County / Otsego Dioxin Contamination – Allegan County and MDEQ report that resampling of all of the wells with initial positive dioxin results were all found to be false positives due to contaminated lab equipment.
- Storm water Asset Management and Wastewater (SAW) – data gathering continues with CCTV survey underway.
- Stadium Drive sidewalk (progress update) – engineering design continues and required easements have been identified. The engineering design will be presented to the Oshtemo DDA on January 17 which will initiate easement discussions with business owners.
- KL Ave Shared Use Path – The KL Ave shared use path from Drake Road to Concord Place Drive was selected for the 2022 KATS Grant which is approximately \$260K. This project will extend the path to the MDOT right-of-way for the US-131 bridge over KL Ave. The US-131 bridge is planned to be replaced in 2023 which includes work on the north bridge abutment with a retaining wall for a future path. After the bridge replacement, the KL Ave path can be extended further west.
- Autumn Grove – New 2019 subdivision off of 9th Street with private extensions of public infrastructure (water, sewer, roads).

13. Member Comments & Information Items:

- Ford asked about the transfer of M-43 right-of-way from MDOT to the City of Kalamazoo. Baker explained the impact to Oshtemo is minimal. The portion of West Main Street between US-131 and Drake Road will continue to be MDOT right-of-way, but will not be signed as M-43.
- Members discussed small-cel towers for 5G. Porter explained laws passed by the lame-duck state legislature that override local jurisdictions ordinances on small-cel towers but he is still reviewing the new statutes to determine the full impact on Oshtemo.
- Almena Drive barrier where KL Ave was abandoned – Improvements are needed to the barrier along Almena Drive where KL Ave was abandoned to prevent motorists from driving through the old KL Ave right-of-way.
- The street light over the Almena and 1st Street intersection is not in the correct location for the new intersection alignment. Consumers Energy will be contacted to relocate the street light.
- H Ave speed limit increased – Hoekstra explained that H Ave had been signed with the wrong speed limit. During the planned roadwork last summer, the signs were fixed to show the approved speed limit. Hoekstra also acknowledged that the approved speed limits were too high so the RCKC is initiating the process to lower the speed limits through the Michigan State Police.

14. Next Meeting: The next regularly scheduled meeting of the CIC for Oshtemo is April 16, 2019 at 1:00 pm.



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

Capital Improvements Committee

*Tuesday, January 15, 2019
1:00 P.M.*

Meeting Agenda

1. Welcome/Introductions/Call to Order. Staff shall open the meeting, welcome members, and introduce newly appointed member, Zak Ford.
2. Loss of Chair and New Committee Chair. The Committee lost its chairman and long-serving member, Mr. David Bushouse to cancer last month. As the gavel is passed, we will also reflect upon Davids many contributions to the Township.
3. Meeting Summary. Members shall review a summary of the CIC meeting held October 16, 2018 (attached).
4. City of Kalamazoo to Complete Water Service Connections. The City of Kalamazoo is now installing water service connections. The process is explained in the City of Kalamazoo letter (attached). [Anticipating this change, SWT offered to complete calendar year 2018 under the existing contract.]
5. Sewer Connection Exemption Request. A resident has requested exemption from the mandatory sewer connection notice (attached).
6. RCKC 2019 PAR Funds. The Board has informed RCKC it will commit to match offered PAR funds. Additionally, RCKC has provided a preliminary project list of potential local roadway maintenance project. Attached is information on RCKC's Local Road Participation Policy, plus Oshtemo's illustration of the proposed projects (attachments).
7. RCKC 2019 Planned Primary Road Maintenance. The RCKC announced their planned 2019 primary road maintenance. (Additional information will be forthcoming or provided at the meeting.)
8. Updated Sewer CIP data. An erroneous assumption was made during CIP data tabulation that considered the SAW project as an ongoing expense rather than a one-time cost. A corrected spreadsheet for the Sewer Fund is attached. Members will be asked to endorse presentation of the corrections to the Board on February 12th as an amendment to the overall Township CIP document (attached).
9. Oshtemo Fire Department Hydrant Project. Last season the Oshtemo Fire Department was able to initiate a collaborative program with the City of Kalamazoo for hydrant inspection and installation of new marking flags. The CIC shall review this initiative, plus consider a request to amend the Water Fund budget to cover 2019 expenses. These costs were not anticipated at the time of budget adoption. (Additional information will be forthcoming or provided at the meeting.)
10. Advia Credit Union Headquarters Site Plan. This proposed private project is continuing to move forward. Some project aspects may affect water and sewer CIP planning and timing.
11. Governmental Efficiency Committee. A new working committee of the Board has been initiated to review governmental efficiency, structure and actualization. Topics which the CIC may wish to consider are the challenges related to shared authority over non-motorized facilities, roadways, drainage and water/sewer utility operations.

12. Miscellaneous Updates & General Information. An overview of current activities and project status will be presented, to include:

- Phase 1 Sanitary Sewer Extensions (progress update)
- Phase 2 Sanitary Sewer Extensions (progress update)
- Impact of Federal Government Shutdown
- Traffic Calming in Skyridge Neighborhood (status of Phase 1-additional scope)
- Mandatory Sewer Connection Notifications
- BTR 2.0 (progress update)
- KLA Group Water Project – tree plantings bid and contracted
- Allegan County / Otsego Dioxin Contamination – update
- Stormwater Asset Management and Wastewater (SAW) – cctv survey underway
- Stadium Drive sidewalk (progress update)
- KL Ave Shared Use Path – Selected for 2022 KATS Grant
- Autumn Grove – New 2019 subdivision off of 9th Street with private extensions of public infrastructure (water, sewer, roads)

13. Member Comments & Information Items. Attendees will be asked to share items of interest to CIC members.

14. Next Meeting. The next regularly scheduled meeting of the Oshtemo Township Capital Improvements Committee (CIC) will be held April 16, 2019 at 1:00 PM.



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 4th 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 9th and 10th 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.



DEPARTMENT OF PUBLIC SERVICES

Director's Office
415 Stockbridge Avenue
Kalamazoo, MI 49001
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December 19, 2018

Oshtemo Township
Jamie Baker
7275 West Main
Kalamazoo MI 49009

RE: New Water Service Process Change

Dear Jamie Baker:

Beginning January 1st, 2019, the City of Kalamazoo is issuing a new policy toward the installation of residential water services system wide. In an effort to streamline the connection of new customers, the City of Kalamazoo will be managing the installations of the services. All residential water services will either be installed by City of Kalamazoo water distribution crews, or by a private contractor. The City of Kalamazoo recently opened bids for the supplemental water service installation work, and will be ready to begin the installations after the first of the year.

Attached to this document is a handout for all future customers, which details to application process for getting a new water service. Please ensure this information is given so that they know the step by step process of what needs to be done and where to go. Here is a breakdown of that process:

1. If residence is located in City of Kalamazoo, City of Portage, or City of Parchment, skip to step 3. Otherwise, go to township of residence.
2. Apply for a new water service, paying any township assessments.
3. Proceed to City of Kalamazoo Treasury Department located at City Hall to request a new service installation, presenting township permit if necessary. Pay \$100 deposit for service installation.
4. In addition, a \$60 security deposit for billing is required by the City of Kalamazoo for a new customer
5. The new water service will be scheduled for installation within 2 weeks of the City of Kalamazoo receiving the request, or when the site is ready when applying in advance.
6. The new water service will be installed either by a City of Kalamazoo water distribution crew, or by a contractor retained by the City of Kalamazoo
7. After the work has been completed, the customer will receive the final bill for the installation. The final cost of the service installation will vary on whether a complete service was constructed, meaning the entire copper water service from the water main to the meter setting location, or if only the yard side portion of the service was constructed, meaning the portion of the service from the curb shutoff to the meter setting location.

December 19, 2018

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If a complete service was installed, the total bill will be \$4,600.00. If only a yard service was installed, the total bill will be \$1,700.00.

The reason for the two costs is the city will continue to allow the installation of the street services with plat water main constructions. The amounts listed for complete services and yard services were based off of the typical installation system wide. It is the intent to examine these numbers at the end of the year to determine if an adjustment will be made.

If you have any questions or comments regarding the change in the new water service process, please feel free to contact Steve Skalski, PE, at 269-337-8454, or by email at skalskis@kalamazoo-city.org.

Respectfully,



James J. Baker, PE
Public Services Director & City Engineer

C: Jim Ritsema, City Manager
Jeff Chamberlain, Deputy City Manager
Clyde Robinson, City Attorney
Teresa Johnson, Public Services Deputy Director
John Paquin, Water Resources Division Manager
Brianna Clawson, Support Services Division Manager
Steve Skalski, PE, Assistant City Engineer
Anna Crandall, E.I.T., Senior Civil Engineer
Bob McClenney, Field Services Manager
Joseph Bonhomme, Water Superintendent
Melissa Fuller, Deputy Director Management Services/Purchasing
Jennifer Clark, Accounting and Budget Division Manager



DEPARTMENT OF PUBLIC SERVICES

Director's Office
415 Stockbridge Avenue
Kalamazoo, MI 49001
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www.kalamazoo-city.org

New Water Service Customer Application Process

- 1. If your site is located in the City of Kalamazoo, City of Portage, or City of Parchment, proceed to Step 3. Otherwise, go to the corresponding township hall, addresses are listed below:
Kalamazoo Township – 1720 Riverview Drive, 269-381-8080
Oshtemo Township – 7275 West Main Street, 269-375-4260
Texas Township – 7110 West Q Avenue, 269-375-1591
Pavilion Township – 7510 East Q Avenue, 269-372-0462
Comstock Township – 6138 King Highway, 269-381-2360
Richland Township – Gull Lake Sewer & Water Authority – 7722 North 37th Street, 269-731-3663
Cooper Township – 1590 West D Avenue, 269-382-0223*
- 2. Request a permit for a new water service, paying any local assessments required.*
- 3. Proceed to the City of Kalamazoo Treasurers office at City Hall located at 241 W. South St downtown Kalamazoo to request a new service installation, presenting a permit from the corresponding township as needed. You will pay \$100 for the service installation.*
- 4. In addition a \$60 security deposit for billing is required by the City of Kalamazoo for new customer*
- 5. The new water service will be scheduled within 2 weeks of the City of Kalamazoo receiving the new service request if the site is ready for installation, or when the site is ready when applying in advance.*
- 6. The new water service installation will be performed either by City of Kalamazoo work crews, or by a contractor retained by the City of Kalamazoo.*
- 7. After the work has been completed, you will receive the final bill for the installation. The final cost of the service installation varies on whether a complete service was constructed, meaning new copper water service from the water main to the meter setting location, or if only the yard side portion of the service was completed, meaning the portion from the curb shutoff to the meter setting location. If a complete service was installed, the total bill will be \$4,600.00. If only a yard side portion of a service was installed, the total bill will be \$1700.00.*

*Questions to City of Kalamazoo may be addressed to:
Public Services – 269-337-8601*



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

Memorandum

Date: January 14, 2019

To: Members, Capital Improvements Committee

From: Marc E. Elliott

Subject: Removal of Developer-Required Water Service Installation (Ordinance Revision)

Attached is Oshtemo Ordinance Part 231.005, Private water service connection fees and installation requirements. I have struck-out paragraph 2, "Under road connection," as a proposed ordinance revision to be considered by the CIC Committee for recommendation to the Township Board as an ordinance change. This change is being considered because effective January 1, 2019 the City is again cost-averaging this item of work throughout the utility's retail water service area, both in-city and outside.

Please recall that this paragraph was added as an ordinance requirement following the City of Kalamazoo's 2009 decision to terminate the Water Department's installation of public water service outside of the City limits. In response to this change, Oshtemo elected to require that new subdivisions perform this construction as a component of overall project approval. The installation of water services would be undertaken as a normal component of the private extension of public utilities. In this manner, both the water main extension and the water service connections would be installed and accepted into the public system as a whole.

One motivation for the adoption of this requirement was that developer installed services would lessened the burden of Oshtemo to install water services as an on-going utility "service." It was important to the Township that similar utility services should a like-cost to home owners. With the Township completing this work (in lieu of the City), the Township would be able to cost-average the expense of this service to owners, regardless of which side of the road the water main may be located. Specifically, cost-averaging assured that water services be extended under the roadways were no more expensive to the homeowner than if the main was located in their front yard. Furthermore, because this is work conducted within the public right-of-way, Township installation could better assure this work was conducted with appropriate public safety and to a high standard.

Please know that elimination of the requirement to pre-install water service does not preclude this practice. The City continues to allow water services to be installed as a component of a private extension of the public water system. We expect that some developers will continue the practice of service lead installation. This is because the direct private-cost is expected to be less than the cost of having the City install individual services at the time of home construction. However, we expect that a developer's preference will depend upon his project financing, and whether or not he anticipates he will also be the home builder.

encl. Ordinance Part 231.005 w/draft edits



COMPILATION OF GENERAL ORDINANCES

PUBLIC WORKS & UTILITIES

PART 231

231.000 - PUBLIC WATER SERVICE*

Ord. No. 508 Adopted: November 24, 2009

Footnotes:

***Cross references**—Subdivision regulations, 290.000; utility control, 230.000; wastewater service, 232.000; water conservation, 210.000.

231.005 - Private water service connection fees and installation requirements.

Sec. 5.

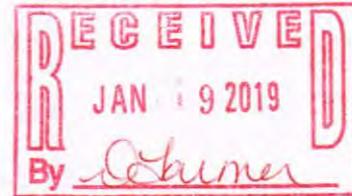
Water service connection shall be installed under the direction and control of the Township Director of Public Works at the request of the property owner or his or her duly authorized representative. The Township reserves the right to install any private water service connection or to sub-contract the same to any approved private licensed contractor selected by resolution of the Township Board provided that in such latter event, an inspection service fee shall be paid by the applicant to the Township. No private water connection shall be allowed until the private water service connection fee has been paid to the Township. The Township shall establish unit charges for the various classes for such private water service connection from time to time. These charges shall be predicated upon the Township's cost experience for the various classes of construction and projected changes in the cost of labor and materials and shall be a weighted cost average for each class of private water connections.

1. Size and installation. All private water service connections from the public transmission main to the required water meter shall be not less than 1¼ inches in size and shall be installed by the Township or the City of Kalamazoo where public highways exist and/or are disrupted by the construction and shall be installed at the expense of the property owner, computed to the center of the abutting highway. All such water service connections required by any customer to be in excess of 1¼ inches in size shall be installed and furnished by said City or Township at the full expense of the customer requiring the same.

- ~~2. Under road connections. In all subdivision or site condominium developments hereafter commenced or extended where, in the determination of the Township Board, public water service is reasonably available and therefore required, one private water service connection not less than 1½ inches in size shall be installed under the abutting right of way to the center of each lot or building site fronting on the nearside and opposite side of such right of way and terminating in the right of way, not more than seven feet from the property line.~~
3. General. Where, in the determination of the Township Board, public water service is reasonably available to a particular building in which water service is required, no new private wells shall be drilled to provide such water supply, and such buildings shall be connected to the public water system, either at the time of construction, when the existing private well, if any, requires re-drilling, or at any time, in the determination of the Township Board or the Kalamazoo County Health and Community Services Department, a health hazard exists or is fairly imminent from the existing water supply.

(Amended: Ord. No. 558, § IV, 2-24-2015; Ord. No. 568, § I, 11-10-2015)

January 8, 2019



To: Oshtemo Township Board of Supervisors

From: Arlen Gullickson

REQUEST FOR VARIANCE FROM SEWER HOOKUP REQUIREMENT

I am requesting an exemption from the Oshtemo Township requirement that I hook up to the sewer line on H Avenue. My wife, Janet, and I live at 6642 West H Avenue. Our property is approximately 13 acres and our house was built in the mid-1800s. In a letter from Oshtemo Township dated January 4, 2018, we received notification that within two years we are required to hook up to the sewer system on H Avenue, because our house is within 200 feet of H Avenue.

I believe at least five factors bear on this situation.

1. Our septic system is substantial, poses no environmental risks to the community, reduces demands on the community sewer facility, and serves water conservation. We have over 3,000 gallons of septic tank capacity and two large dry wells. (We can provide supporting documentation of our system's capacity.)
2. Oshtemo has identified and must deal with a clear environmental waste hazard problem resulting from its approval of building sites in platted areas that have insufficient acreage capacity to deal appropriately with sewage in the plats' homes.
3. Construction of sewer lines to serve these platted areas seems necessary but comes at a very high cost due in part to destruction and reconstruction of streets and other infrastructure to install a sewer system. My understanding is that the cost is estimated at \$25 million.
4. The 200-foot rule for exemption from the sewer hookup seems arbitrary. Our neighbors on either side of us received exemptions simply because their houses sit further back from H Avenue. Hookup to the H Avenue sewer line was optional at the time the line was installed. We chose to not hook up. It appears the rules have changed at this time, not because our septic system poses a danger to anyone but because more money is needed to cover costs for installing sewer lines to the platted areas.
5. The sewer installation costs, we argue, should be paid in part by those who get the service but also equally shared by all Oshtemo residents because the Oshtemo Board erred in approving the building permits for the platted areas. Forcing hookups, by those whose decisions to not hook up were previously approved, places undue burden on those living nearby. The cost to us personally, is quite high. We estimate the cost will exceed \$20,000 to pay required fees, install a sewer line to our house, and crush and fill in septic tanks with over 3,000 gallons capacity.

We look forward to your consideration and approval of our request.

Arlen R. Gullickson

cc: Board
Janie Balcer

* Expectation is that they will be contacted with follow-up information by January 22, 2019 - 2 weeks from date received
AT



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

Memorandum

Date: January 14, 2019

To: CIC Members

From: Jamie Baker, Public Works

Subject: H Ave Sewer Connection Exemption Request

OBJECTIVE:

To provide staff input on the sewer connection exemption request for 6642 West H Ave.

BACKGROUND:

Oshtemo issued approximately 300 mandatory sewer connection notices in 2018 to property owners whose properties already had sewer available in the street. As the USDA sewer extension projects are completed, an additional 900 notices will be sent to affected residents.

DISCUSSION:

The owner of 6642 West H Ave provided a memo which stated five factors that are relevant to this situation. Specifically,

1. Septic system is substantial with no environmental risk to the community.

Staff Perspective: In 1979, the Michigan State Legislature revised Section 368.333.12752 of the Public Health Code to state:

“Public sanitary sewer systems are essential to the health, safety, and welfare of the people of the state. Septic tank disposal systems are subject to failure due to soil conditions or other reasons. Failure or potential failure of septic tank disposal systems poses a threat to the public health, safety, and welfare; presents a potential for ill health, transmission of disease, mortality, and economic blight; and constitutes a threat to the quality of surface and subsurface waters of this state. The connection to available public sanitary sewer systems at the earliest, reasonable date is a matter for the protection of the public health, safety, and welfare and necessary in the public interest which is declared as a matter of legislative determination.”

Additionally, the Michigan State Supreme Court addressed this issue in the 1979 court case *Renne v. Township of Waterford*. In the decision, the Supreme Court decided that actual performance of the septic system “is not a material fact.”

Therefore, connecting the property to sanitary sewer at the earliest, reasonable date is in the public interest. The sanitary sewer under this section of H Ave was built in 2010. Oshtemo

adopted the mandatory sewer connection requirement in January 2016. Two years following notice of mandatory connection requirement is a reasonable date of connection.

2. Sewer must be extended to subdivisions with small lots that have insufficient space for replacement septic systems.

Staff Perspective: Yes, the Township is working with the USDA to extend sewer to 1950s and 1960s era subdivisions that were established before any sanitary sewer system was constructed in Oshtemo.

3. Cost of USDA sewer extensions is high because of road reconstruction.

Staff Perspective: The condition of each of the roads in the USDA sewer extension project areas is poor and the roads require reconstruction regardless of the sewer extension project. Oshtemo (therefore, its residents) would have paid for the road reconstruction anyways. Constructing sewer with the road reconstruction is an effective use of Township funds. Additionally, the Township is contributing \$250,000 per year from Township General Revenue funds towards the USDA loan, or \$10M over the 40 years, to pay for the road reconstruction.

4. The 200 foot rule is arbitrary.

Staff Perspective: The 200 foot rule is in the Public Health Code (Section 368.333.12751) as passed by the Michigan State Legislature.

Additionally, in *Renne v. Township of Waterford*, the State Supreme Court decided that the 200 foot rule is "a reasonable upper limit on the reach of the statute."

5. The \$20,000+ to connect to sewer is burdensome.

Staff Perspective: The \$20,000 estimate is accurate. The sewer connection fee is \$14,000, and \$6,000-\$7,000 for the private plumbing contractor is consistent with recent cost estimates.

The resident refers to a previous approval by the Township for him to not connect to sewer. Staff conjectures that the resident may have misconstrued a statement at the time of the 2010 sewer extension project that there was no requirement to hook up at that time. It would be erroneous to interpret this statement as a perpetual "grandfathered" approval of the septic system.

Staff is not in a position to determine if the resident is unable to pay the sewer connection costs. The Township offers a 20-year payment plan to help offset the financial impact. Additionally, there are other options, such as the USDA 504 Loan Program, a 20-year loan at 1% interest, for residents with incomes less than \$33,000 per year.



417.43'

416.29'

350'

H



Road Commission
of Kalamazoo County

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

December 17, 2018

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. The Road Commission of Kalamazoo County (RCKC) would like to provide the following updated information for 2019.

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 \$1,860,000 toward this partnership which is a record breaking commitment 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 20th 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 HMA Early Bid Letting: by February 15
- **PAR Fund Final Obligation: by March 15**

Local Road Projects Average Costs:

A 2018 (average) local road project cost sheet by treatment type has been included for reference. **Please note these costs are based on 2018 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 2019 to include projects completed and ratings collected in 2018. In 2019, pavement evaluation and rating (PASER) local road data collection will be in Charleston, Comstock, Oshtemo, Schoolcraft and Richland townships.

We appreciate your commitment to asset management planning with the "right fix at the right time." We are also building 5-year local road plans which will add to our interactive map sharing and RCKC website, so that projects can continue coordination with utilities planning for sewer and water. So when you are reviewing 2019 estimates, we will also be building 5-year local road plans for 2019 - 2023 with you, much like our 2019 - 2023 Primary Road Capital Improvement Plan (CIP). We understand these plans are for planning purposes and certainly there may be project adjustments needed annually and as revised for the following 5-year period as with any CIP.

RCKC Communication:

We have included an update of our RCKC staff contact list (attached). **We encourage you and our citizens to call our office main switchboard and/or use our website "Contact Us" with any service requests/general questions or areas needing attention vs. direct staff contact for tracking purposes.**

We would appreciate opportunities to share our information in your newsletters or any communication mediums. Also, please check that your Township Websites are linking to our site and/or there is up to date RCKC information.

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. Just look for this logo on our website to sign up:



RCKC CONNECT
WE'RE A DIFFERENTIATOR

We have also outlined informational sessions for the first quarter of 2019: Please consider attending and sharing the opportunity within your Township.

- Transportation Asset Management for Local Officials – Wednesday, January 23rd; 8:00am – 11:00am**
- Setting Realistic Speed Limits & More - Tuesday, January 29th; 9:00am – 11:00am**
- Understanding Frost Laws – Wednesday, February 13th; 9:00am – 11:00am**

RCKC/Township Joint Meetings:

We reviewed various options to enhance our communication and joint meetings throughout 2018. For 2019, we will have joint meetings as requested by the Township and ask for topics and agendas well in advance of meetings, at a mutually agreed upon time, to foster continued partnerships on mutually relevant topics. We will also be scheduling road tours and have an opportunity to tour RCKC.

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

Sincerely,

**Joanna I.
Johnson**

Joanna I. Johnson,
Managing Director

Digitally signed by Joanna I. Johnson
DN: cn=Joanna I. Johnson, o=Road Commission
of Kalamazoo County, ou=Managing Director,
email=jjohnson@kalamazooountyroads.com,
c=US
Date: 2018.12.17 15:43:40 -05'00'

Attachments

- RCKC Contact Information
- 2019 Local Road Participation Fund Allocation
- Local Road Projects 2018 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



Road Commission
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ROAD COMMISSION OF KALAMAZOO COUNTY 2019 Local Road Participation (PAR) Fund Allocation

Updated: 12/17/18

Township	2010 Census	% of Population	Local 35% Mileage **	% of Mileage	Local 65% Mileage	% of Urban Mileage	Urban Distribution	2019 Total	2018 Carryover Par Funds	Total Par Funds Available		
Alamo	3,762	3.16%	17,255	37.88	4.61%	46,750	0.33	0.09%	270	64,275	64,275.00	
Brady	3,613	3.03%	16,546	46.63	5.67%	57,500	9.62	2.60%	7,796	81,842	81,842.00	
Charleston	1,942	1.63%	8,901	23.95	2.91%	29,511	2.44	0.66%	1,979	40,391	40,391.00	
Climax	1,696	1.42%	7,754	47.40	5.77%	58,514				66,268	66,268.00	
Comstock	14,854	12.47%	68,094	74.50	9.06%	91,878	67.19	18.19%	54,539	214,511	214,511.00	
Cooper	10,111	8.49%	46,360	62.83	7.65%	77,579	32.49	8.80%	26,385	150,324	166,379.79	
Kalamazoo	21,918	18.40%	100,474	74.89	9.11%	92,385	74.89	20.28%	60,806	253,665	253,665.00	
Oshtemo	21,705	18.22%	99,492	76.56	9.32%	94,515	48.71	13.19%	39,548	233,555	301,567.93	
Pavilion	6,222	5.22%	28,504	48.35	5.88%	59,630	19.97	5.41%	16,221	104,355	104,355.00	
Prairie Ronde	2,250	1.89%	10,321	52.11	6.34%	64,295			74,616	6,543.24	81,159.24	
Richland	6,829	5.73%	31,289	49.24	5.99%	60,745	22.22	6.02%	18,050	110,084	128,055.36	
Ross	3,812	3.20%	17,474	53.44	6.50%	65,917	2.11	0.57%	1,709	85,100	85,100.00	
Schoolcraft	4,418	3.71%	20,259	34.23	4.17%	42,288	20.39	5.52%	16,551	79,098	105,239.67	
Texas	14,697	12.34%	67,384	92.35	11.24%	113,986	68.94	18.67%	55,978	237,348	49,877.55	287,225.55
Wakeshma	1,301	1.09%	5,952	47.52	5.78%	58,616				64,568	64,568.00	
	119,130	100.00%	546,059	821.88	100.00%	1,014,109	369.30	100.00%	299,832	1,860,000	184,602.54	2,044,602.54

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.

Road Commission of Kalamazoo County

Local Road Projects

2018 PROJECTS AVERAGE COSTS*

Treatment Type	Treatment Definition	Anticipated Service Life***	Average Cost per Sq/Yd	Average Cost per ton	Range of bids	Average Cost per mile (20' width)	PASER**
Crack Fill	Material Applied to Prevent Water Infiltration Through Cracks	1 - 3 Years	N/A	N/A	\$1,030 - \$5,975/Mile	\$3,042.74	8,7,6,5,4
22A Gravel	Processed Aggregate Used to Improve Surface Condition	Varies	\$2.06	\$12.46	\$10.25 - \$14.50/Ton	\$24,127.40	ALL
23A Gravel	Processed Aggregate used to Improve Surface Condition	Varies	\$2.08	\$12.60	\$10.35 - \$14.50/Ton	\$24,393.60	ALL
Chip Seal	Emulsion Applied to Pavement Covered with Aggregate	5 - 7 Years	\$1.64	N/A	\$1.23 - \$2.74/SYD	\$19,242.67	7,6,5,4
RCKC Special Chip Seal (Plist)	Emulsion Applied to Pavement Covered with Aggregate	5 - 7 Years	\$1.52	N/A	\$1.28 - \$2.34/SYD	\$17,834.67	7,6,5,4
Fog Seal	Diluted Emulsion Application to Reduce Dust and Lock Aggregate	1 - 3 Years	\$0.32	N/A	\$0.21 - \$0.53/SYD	\$3,754.67 (2011 Average Cost)	7,6,5,4
Micro Seal	Emulsion, Aggregate and Portland Cement Thin Surface Treatment	6 - 8 Years	no projects in 2018 (2016 Average Cost)	N/A	N/A	\$27,104.00 (2016 Average Cost)	7,6,5,4
Double Chip Seal	2 Chip Seal Applications Over an Improved or Recycled Gravel Surface	8 - 10 Years	\$7.06	N/A	N/A	\$82,862.00 (2014 Average Cost)	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	\$42,123.00 (2014 Average Cost)	7,6,5
HMA Wedging	Full Lane, Intermittant HMA Repairs	Varies	\$1.06	\$68.25	\$54.00 - \$162.50/Ton	various	5,4,3
36A MOD.	HMA Rehabilitation of Existing Pavement	15 - 20 Years	\$7.85	\$56.95	\$51.00 - \$69.75/Ton	\$92,104.05	5,4
13A MOD. HMA Overlay	HMA Rehabilitation of Existing Pavement	15 - 20 Years	\$8.48	\$54.06	\$52.00 - \$62.88/Ton	\$99,495.84	5,4,3
HMA Overlay 2 inches	HMA Paving Over a Recycled Gravel Surface	20 - 30 Years	\$20.79	\$97.29	\$89.83-\$105.49/Ton	\$243,936.00 (Estimated Cost)	3,2,1
Gravel/Pulverize/HMA Paving	Constructing an Improved Gravel Surface with Recycled HMA and Gravel	Varies	\$3.55	N/A	N/A	\$41,653.33	3,2,1

*Figures provided above are average cost for local road projects in 2018. Project estimates for the 2019 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.



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



POLICY

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.

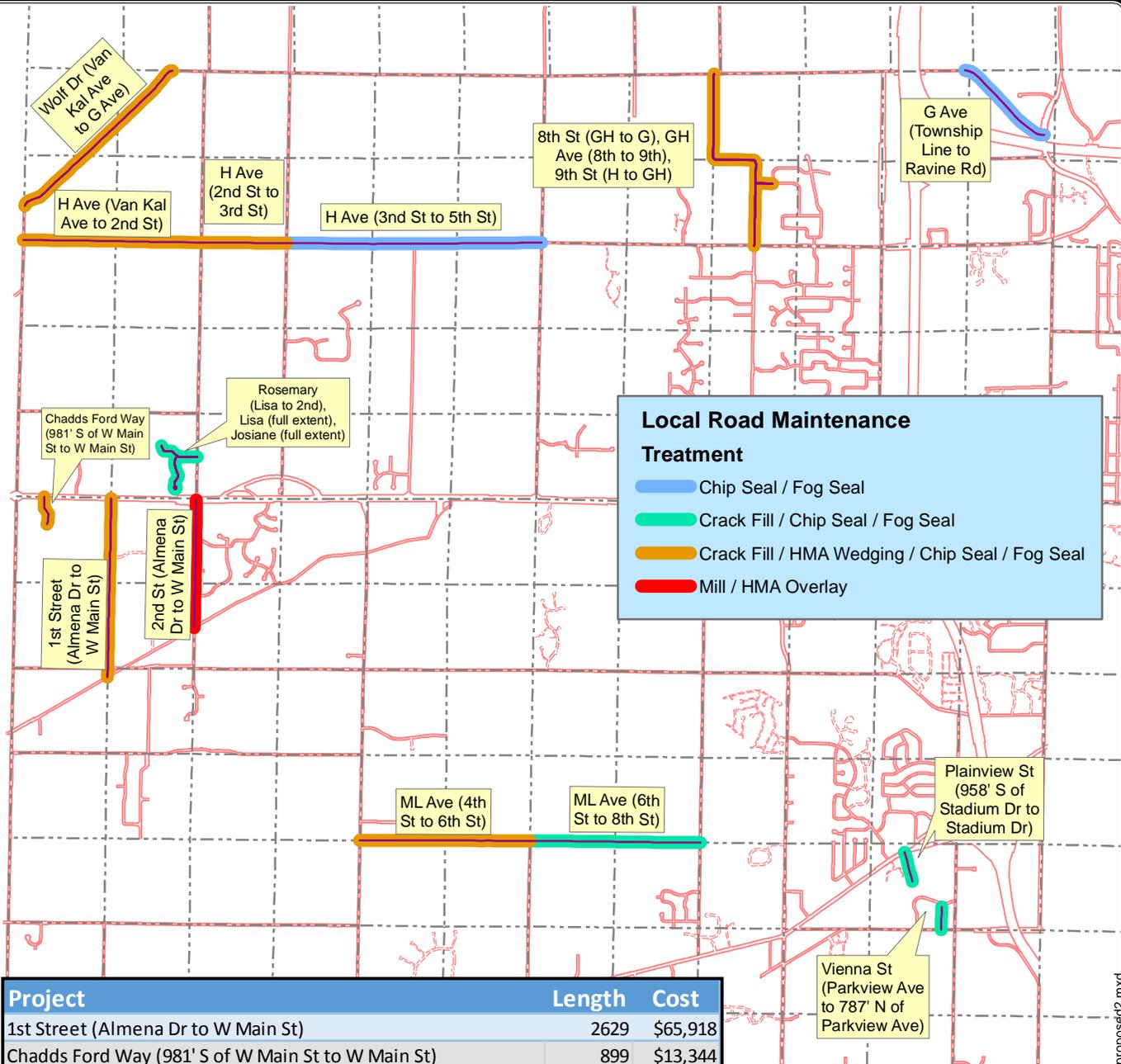
The Road Commission of Kalamazoo County (RCKC) is responsible for the safety of the traveling public and must provide "reasonably safe" road conditions. It is critical to maintain our infrastructure assets as efficiently and cost effectively as possible. A transportation asset management plan on the 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



Project	Length	Cost
1st Street (Almena Dr to W Main St)	2629	\$65,918
Chadds Ford Way (981' S of W Main St to W Main St)	899	\$13,344
H Ave (Van Kal Ave to 2nd St)	5492	\$63,052
H Ave (2nd St to 3rd St)	2632	\$31,805
H Ave (3rd St to 5th St)	7879	\$46,190
8th St (GH to G), GH Ave (8th to 9th), 9th St (H to GH)	528	\$64,060
Wolf Dr (Van Kal Ave to G Ave)	6226	\$63,161
Rosemary (Lisa to 2nd), Lisa (full extent), Josiane (full extent)	1234	\$25,281
ML Ave (4th St to 6th St)	5257	\$56,317
ML Ave (6th St to 8th St)	5250	\$32,505
G Ave (Township Line to Ravine Rd)	3223	\$17,749
Vienna St (Parkview Ave to 787' N of Parkview Ave)	708	\$4,586
Plainview St (958' S of Stadium Dr to Stadium Dr)	937	\$10,417
2nd St (Almena Dr to W Main St)	1458	\$102,030
SUM:	44,352	\$596,415
One Half (PAR):		\$298,208

2019 Oshtemo Local Roadway Projects (draft)



Date: 1/11/2019

T:\Oshtemo_GIS\3\Projects\Marc\2019_Roadway_Maintenance\2019 - rc_proposed2.mxd

CORRECTIONS - DRAFT
1/11/2019

SEWER FUND

REVENUES:	2019	2020	2021	2022	2023	2024
Additional Connection Fees	\$ -	\$ -	\$ 153,904	\$ 483,986	\$ 484,077	\$ 484,178
Debt Service Fees	\$ -	\$ 159,756	\$ 537,809	\$ 434,412	\$ 434,109	\$ 434,546
Interest	\$ 12,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Other (Surcharge & Assessments)	\$ 725,400	\$ 520,000	\$ 457,320	\$ 471,040	\$ 485,171	\$ 499,726
Total Revenues:	\$ 737,400	\$ 687,256	\$ 1,156,533	\$ 1,396,938	\$ 1,410,857	\$ 1,425,950
EXPENDITURES:						
Operating expenditures	\$ 161,467	\$ 166,311	\$ 171,300	\$ 176,439	\$ 181,733	\$ 187,185
Debt Service	\$ 130,058	\$ 529,698	\$ 941,713	\$ 1,168,398	\$ 1,168,186	\$ 1,168,724
Capital Project Direct Costs:						
Asset Data Collection, Analysis, and Model Development (SAW)	\$ 340,000	\$ 20,000				
Capital expenditures:						
BTR 2.0	\$ 144,000	\$ -	\$ -	\$ -	\$ -	\$ -
USDA Loan Phase 1A						
Skyridge Plat Sewer & Pump Station	\$ 2,195,550	\$ -	\$ -	\$ -	\$ -	\$ -
W Main Sewer and 7th St Pump Station (8th St to 7th St)	\$ 1,657,950	\$ -	\$ -	\$ -	\$ -	\$ -
USDA Loan Phase 1B						
Beech Street	\$ 495,600	\$ -	\$ -	\$ -	\$ -	\$ -
Fairlane Plat	\$ 1,169,700	\$ -	\$ -	\$ -	\$ -	\$ -
Meridian & Sunset	\$ 317,100	\$ -	\$ -	\$ -	\$ -	\$ -
Whitegate Farms Plat	\$ 1,147,000	\$ -	\$ -	\$ -	\$ -	\$ -
Country Club Plat	\$ 118,200	\$ 2,358,000	\$ -	\$ -	\$ -	\$ -
Westport and Meadowbrook Plat	\$ 576,150	\$ 11,494,000	\$ -	\$ -	\$ -	\$ -
11th Street Sanitary (Parkview to N Ave)	\$ 71,850	\$ 1,433,400	\$ -	\$ -	\$ -	\$ -
Frie and Gibbs Plat Sewer & Pump Station	\$ 81,000	\$ 1,616,000	\$ -	\$ -	\$ -	\$ -
KL Avenue (Autums Way to 8th Street)	\$ 82,200	\$ 1,639,900	\$ -	\$ -	\$ -	\$ -
8th Street (West Main to KL Avenue)	\$ 35,850	\$ 715,200	\$ -	\$ -	\$ -	\$ -
Chime Street	\$ -	\$ -	\$ 14,500	\$ 275,500	\$ -	\$ -
Plainview Street	\$ -	\$ -	\$ 11,950	\$ 227,050	\$ -	\$ -
Parkview Avenue (Stadium to 12th St)	\$ -	\$ -	\$ -	\$ 75,000	\$ 1,150,000	\$ -
Vienna Street	\$ -	\$ -	\$ -	\$ 13,000	\$ 188,000	\$ -
Promenade Street	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,100
Country Trail Homesites Plat and Penny Lane	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,000
Misc. Infrastructure Repairs & Improvements	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Total Expenditures:	\$ 8,743,675	\$ 19,992,509	\$ 1,159,463	\$ 1,955,387	\$ 2,707,919	\$ 1,437,009
OTHER FINANCING SOURCES:						
Debt Proceeds	\$ 8,308,000	\$ 17,000,000	\$ 1,888,000	\$ -	\$ -	\$ -
Transfer From General Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Total Other Financing Sources:	\$ 8,558,000	\$ 17,250,000	\$ 2,138,000	\$ 250,000	\$ 250,000	\$ 250,000
FUND BALANCE:						
Net change in fund balance	\$ 551,725	\$ (2,055,253)	\$ 2,135,070	\$ (308,450)	\$ (1,047,062)	\$ 238,941
Beginning fund balance (Estimated)	\$ 375,373	\$ 927,098	\$ (1,128,155)	\$ 1,006,915	\$ 698,465	\$ (348,597)
Ending Fund Balance:	\$ 927,098	\$ (1,128,155)	\$ 1,006,915	\$ 698,465	\$ (348,597)	\$ (109,655)

Green = changed values

Yellow = Tabulation (results that are chaged)

Approved CIP

SEWER FUND

REVENUES:	2019	2020	2021	2022	2023	2024
Additional Connection Fees	\$ -	\$ -	\$ 153,904	\$ 483,986	\$ 484,077	\$ 484,178
Debt Service Fees	\$ -	\$ 159,756	\$ 537,809	\$ 434,412	\$ 434,109	\$ 434,546
Interest	\$ 12,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Other (Surcharge & Assessments)	\$ 725,400	\$ 925,000	\$ 943,000	\$ 961,000	\$ 980,000	\$ 999,000
Total Revenues:	\$ 737,400	\$ 1,092,256	\$ 1,642,213	\$ 1,886,898	\$ 1,905,686	\$ 1,925,224
EXPENDITURES:						
Operating expenditures	\$ 501,467	\$ 560,900	\$ 577,700	\$ 595,000	\$ 612,900	\$ 625,000
Debt Service	\$ 130,058	\$ 529,698	\$ 941,713	\$ 1,168,398	\$ 1,168,186	\$ 1,168,724
Capital expenditures:						
BTR 2.0	\$ 144,000	\$ -	\$ -	\$ -	\$ -	\$ -
USDA Loan Phase 1A						
Skyridge Plat Sewer & Pump Station	\$ 2,195,550	\$ -	\$ -	\$ -	\$ -	\$ -
W Main Sewer and 7th St Pump Station (8th St to 7th St)	\$ 1,657,950	\$ -	\$ -	\$ -	\$ -	\$ -
USDA Loan Phase 1B						
Beech Street	\$ 495,600	\$ -	\$ -	\$ -	\$ -	\$ -
Fairlane Plat	\$ 1,169,700	\$ -	\$ -	\$ -	\$ -	\$ -
Meridian & Sunset	\$ 317,100	\$ -	\$ -	\$ -	\$ -	\$ -
Whitegate Farms Plat	\$ 1,147,000	\$ -	\$ -	\$ -	\$ -	\$ -
Country Club Plat	\$ 118,200	\$ 2,358,000	\$ -	\$ -	\$ -	\$ -
Westport and Meadowbrook Plat	\$ 576,150	\$ 11,494,000	\$ -	\$ -	\$ -	\$ -
11th Street Sanitary (Parkview to N Ave)	\$ 71,850	\$ 1,433,400	\$ -	\$ -	\$ -	\$ -
Frie and Gibbs Plat Sewer & Pump Station	\$ 81,000	\$ 1,616,000	\$ -	\$ -	\$ -	\$ -
KL Avenue (Autums Way to 8th Street)	\$ 82,200	\$ 1,639,900	\$ -	\$ -	\$ -	\$ -
8th Street (West Main to KL Avenue)	\$ 35,850	\$ 715,200	\$ -	\$ -	\$ -	\$ -
Chime Street	\$ -	\$ -	\$ 14,500	\$ 275,500	\$ -	\$ -
Plainview Street	\$ -	\$ -	\$ 11,950	\$ 227,050	\$ -	\$ -
Parkview Avenue (Stadium to 12th St)	\$ -	\$ -	\$ -	\$ 75,000	\$ 1,150,000	\$ -
Vienna Street	\$ -	\$ -	\$ -	\$ 13,000	\$ 188,000	\$ -
Promenade Street	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,100
Country Trail Homesites Plat and Penny Lane	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,000
Misc. Infrastructure Repairs & Improvements	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Total Expenditures:	\$ 8,743,675	\$ 20,367,098	\$ 1,565,863	\$ 2,373,948	\$ 3,139,086	\$ 1,874,824
OTHER FINANCING SOURCES:						
Debt Proceeds	\$ 8,308,000	\$ 17,000,000	\$ 1,888,000	\$ -	\$ -	\$ -
Transfer From General Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Total Other Financing Sources:	\$ 8,558,000	\$ 17,250,000	\$ 2,138,000	\$ 250,000	\$ 250,000	\$ 250,000
FUND BALANCE:						
Net change in fund balance	\$ 551,725	\$ (2,024,842)	\$ 2,214,350	\$ (237,050)	\$ (983,400)	\$ 300,400
Beginning fund balance (Estimated)	\$ 375,373	\$ 927,098	\$ (1,097,744)	\$ 1,116,606	\$ 879,556	\$ (103,844)
Ending Fund Balance:	\$ 927,098	\$ (1,097,744)	\$ 1,116,606	\$ 879,556	\$ (103,844)	\$ 196,556



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

Memorandum

Date: January 14, 2019

To: Members, Capital Improvements Committee

From: Marc E. Elliott

Subject: Public Works Budget Amendment, Fire Hydrant Inspection and Maintenance

Fire Chief Barns has requested reimbursement and budgeting of costs for the task of fire hydrant inspections and maintenance which he volunteered in 2018 to have his crew's carryout.

Members will recall that at the last meeting it was reported that Oshtemo had successfully reached an understanding with the City of Kalamazoo regarding permission to visually inspect and operate fire hydrants within Oshtemo. These discussions took the better part of last year to reach a consensus understanding. Fire hydrant identification, operation and the assured flows for firefighting is a need of the Fire Department. In this regard, Chief Barns pursued initiation of a collaborative program wherein fire crews would visit each hydrant, operate each (i.e. cycle to full open), perform a visual inspection, install new hydrant marking flags, and report any deficiency to the water department for repairs. A small number of hydrants were visited in 2018 before this task needed to be suspended due to freezing weather conditions.

The attached memorandum captures interdepartmental discussions that occurred both after this initial trial, as well as after board adoption of the 2019 Township Budget. It was conceded by all that these expenses are more appropriately assigned the Public Works Water Fund (Fund 490) than to the Fire Fund (Fund 206).

The CIC Committee will consider recommending to the Township Board that a budget amendment for this be adopted in order to assign costs and purchased assets to the appropriate fund.

*encls. mem 2018-11-26, Chief Barns
Budget Amendment Request*



Memo



To: Marc Elliott, Public Works Director & Jim Porter, Twp. Legal Counsel.
From: M. Barnes, Fire Chief
Date: November 26, 2018
Re: Fire Hydrant Inspection and Flow Testing.

This memo is in response to your email of 11/26/2018. It reports the progress of this project and further defines memos dated 10/31/2017 and 10/2/2018.

Personnel: New estimate of \$10,000 and hopefully even less.

Our initial assumption of personnel costs was based on a projected average of 32-minutes per hydrant. The good news is that on 11/7/18 we had an opportunity to perform a round of these tests which resulted in the crew being to inspect, test and install the marker on 5 hydrants in less than 1-hour. I am comfortable in noting that our original personnel cost estimation will see a significant reduction. Although I am very reluctant in providing a new estimate based on this one small sampling, I can't think that it will exceed \$10,000.

Street Address	Size	Public	Top Nut	Grease Caps?	Instal Flag	3' Clear	Oil Stem	PSI	Arrow Correct?	Photo Taken	Time
934 N. 7th Street	8	Public	yes	yes	yes	Sign	yes	60	yes	yes	5:15
1070 N .7th Street	8	Public	yes	yes	yes	Sign	yes	60	yes	yes	5:55
1188 N 7th Street	8	Public	yes	yes	yes	Sign	yes	55	yes	yes	6:00
1426 N 7th Street	8	Public	yes	yes	yes	yes	yes	50	yes	yes	6:45
1620 N 7th Street	8	Public	yes	yes	yes	Sign	yes	50	yes	yes	n/a

Equipment: YTD \$1,244.⁸⁹

- Diffuser - Estimated \$699.64.
This device has arrived. Per P.O.#11124. Its final cost is \$699.64.
- Tools - \$545.25.
Portable water pump with garden hose, portable impact wrench, dead blow hammer and other small hand tools were purchased from Menards via P.O. #11224. That purchase totaled \$545.25 on 10/27/2018.
- PSI Gauge – \$0.
We have surrendered an attempt to design a method of determining this evaluation element.
- Transportation – Remains Unknown.
Our first set of hydrants were located on 7th Street so that does not provide a window to what our mileage might be.

Mr. Clark has provided maps which identify the location and tag number for all hydrants. We will confirm that data while in the field. Should the fire department be charged for his efforts, those costs will be forwarded to you as part of this project.

Hydt. Wrenches: We are having to produce new fire hydrant wrenches however, OFD will bear those costs.

Page 2 of 2
M. Elliott
11/26/2018

Preventative Maintenance: We have received the appropriate food grade grease and are applying it as intended.

Public Information: We did inform City Water of our activities.

Time to Completion: Unfortunately, winter has arrived so we will curtail this project until April 15, 2019.

BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: _____

Department Head Name: _____

Fund Name: _____

DRAFT

Amount

Additional Funds Request for: _____
(description and GL number) _____

Funds requested from: _____
(description and GL number) _____

Explanation of request:

Supervisor Review: _____
(pending or date reviewed)

Board Authorization: _____
(pending or date authorized)