



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

Capital Improvements Committee

VIRTUAL ZOOM MEETING
Tuesday, October 15, 2021
1:00 P.M.

MEETING SUMMARY

A special meeting of Capital Improvement Committee of Oshtemo Township was held on Tuesday, October 15, 2021 at 1:00 PM. Due to Executive Order of the Governor to implement social distancing during the COVID-19 public health crisis, the meeting was conducted as a virtual meeting via Zoom. Persons in virtual attendance included Clare Buszka, Libby Heiny-Cogswell, Marc Elliott, Bernie Mein, Dick Skalski, Anna Horner, Ryan Russel, Zak Ford, Jim Porter, Matt Johnson and Mark Worden.

1. Call to Order. The meeting was called to order at approximately 1:06 PM by Supervisor Heiny-Cogswell.
2. Meeting Summary. Members reviewed a summary of the special CIC meeting held Tuesday, May 18, 2021. Upon motion of Ford and second by Mein, the CIC meeting summary was approved.
3. Mandatory Connection to Public Sanitary Sewer. Deputy Director Horner briefly reviewed the status of compliance with Notice of Availability to connect to existing sanitary sewer required by August 31, 2021. Totals were as follows: 123 remaining to connect of which 77 had not complied and 46 considered in compliance as they had paid fees or entered into installment agreement, however had not completed connection. Attorney Porter explained proposed Board consideration to “freeze” 2018 rates for all pre-existing structures in perpetuity.
4. USDA Financed Public Sewer Extensions. Attorney Porter described the errors found with petitions returned, most notably the incorrect notarization for 117 sheets and his legal opinion presented to the Board. Staff described next steps for the projects moving forward with bidding and bond issuance process for Phase I. Fleis & Vandenbrink are working to resubmit expired permits to various agencies. It was noted that a 4-week bid period is expected.
5. The 2022 Budget. Staff indicated that the draft [2022 Township Budget](#) was out for public comment and that a public hearing was set for November 9th. Staff explained anticipated work to update accordingly with sewer extension projects which will affect multiple funds.
6. The 2022 Capital Improvement Plan. Members briefly reviewed the approved plan by the Board on October 12 with notion that similar changes were going to need to be made for sewer related CIP projects revisions.
7. Kalamazoo Regional Water & Wastewater Commission. Director Elliott described the KRWWC group’s purpose for conception and that it was still engaged and active. Supervisor Heiny-Cogswell mentioned recent milestone that has been focus for past 5-10 years was of completing a new agreement for public water service with the City of Kalamazoo. Part of the new agreement implemented a Utility Policy Committee for oversight with representative agencies. The KRWWC is now focused on a new agreement for public sewer service.

8. Projects & PW Updates. Due to time constraints, Deputy Director Horner gave a highlight of active projects including sharing pictures from first year of SAW Grant projects, status of construction for sidewalk projects on Green Meadow Road, Croyden Avenue and Maple Hill Drive and coordination work on KL Avenue pathway.
9. There were no additional member comments.
10. Next Meeting. CIC will continue to anticipate monthly meetings as needed given work on USDA sewer expansion projects. Staff will determine on case-by-case basis as progress is made and input is requested for board recommendations.



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VIRTUAL ZOOM MEETING
Tuesday, October 19, 2021
1:00 P.M.

Meeting Agenda - VIRTUAL

1. Welcome/Introductions/Call to Order. The Chair shall welcome members and call the Regular October meeting of the Capital Improvements Committee to order.
2. Meeting Summary. Members shall review a summary of the CIC Special Meeting held Tuesday, May 18, 2021.
3. Mandatory Connection to Public Sanitary Sewer. Compliance with Notice of Availability to connect to existing sanitary sewer was required by August 31, 2021. A brief update will be provided.
4. USDA Financed Public Sewer Extensions. The 45-day comment period following Public Notice of Oshtemo's Intent to Issue Municipal Bonds for the sewer expansions, both Phase 1 & 2, has been passed. The next steps will be outlined. (Note: A citizen's petition to require a voter referendum to sell bonds was circulated, but the petition failed to obtain the minimum number of required valid signatures.)
5. The 2022 Budget. On October 12 the Board acted to Schedule a November 9th Public Hearing on the proposed 2022 Township Budget. (Note: The sewer extension projects are not initially included because the referendum period was still effective. At this time, revisions to add 2022 sewer construction projects are being developed.)
6. The 2022 Capital Improvement Plan was also approved by the Board on October 12. Similar to above, sewer related CIP project revisions are being drafted now that bond funding can be secured.
7. Kalamazoo Regional Water & Wastewater Commission. A brief update and activities of the KRWWC will be provided, to include the newly established Utility Policy Committee of the City/Township partners of the mutual (multi-jurisdictional) public water system. The inaugural UPC chair is Supervisor Heiny-Cogswell.
8. Public Works & Capital Project Updates. Members shall be briefed on the status of several key projects.
 - a. 2021 Sanitary "SAW" Projects.
 - b. 2021 Sidewalk Construction. Stadium Drive, Green Meadow Road, Croyden Avenue, and Maple Hill Drive.
 - c. Non-Motorized Facilities (planning/design). Fruitbelt Trailway, KL Avenue, Drake Road
 - d. Street Light LED Conversion & Street Light Installations (new).
 - e. RCKC Announced Safety Grant Awards for Intersection Safety Projects. Almena & 2nd St, Parkview & 12th St, and Parkview & 11th St.
 - f. US131 Business Interchange (Northern Penetrator).
 - g. American Rescue Plan. Oshtemo estimated \$2.2 million in funding.

9. Member Comments & Information Items. Members will be polled for additional comments and information they wish to share.
10. Next Meeting. Having previously determined the prospective need to meet monthly, the next CIC is a special meeting tentatively scheduled for Tuesday, November 16, 2021 at 1:00 PM.