

OSHTEMO CHARTER TOWNSHIP BOARD
7275 West Main Street Kalamazoo,
MI 49009

February 6, 2024

Refer to page 3 for Virtual Meeting Information

REGULAR MEETING
5:30 P.M.
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Remote Location Identification (for remote attendance when permitted by statute)
4. Township Mission/Vision/Core Values
Core Value: SUSTAINABILITY: Meet the needs of the present without compromising future generations. Consider the environment through practices that reduce impacts. Value conscious decision making. Committing to quality Fire and Police protection.
5. Public Comment on Non-Regular Session Items
6. Public Officials Updates
7. Consent Agenda
 - a. Minutes of Regular Meeting January 23, 2024 ([Minutes Regular Board Meeting Jan 23 2024](#))
 - b. Receipts and Disbursements ([Receipts and Disbursements January 2024.pdf](#))
 - c. 2024 Poverty Exemption Policy
8. Budget Amendments
 - a. 2024 Annual RCKC PAR Project Contract Approval
 - b. 9th St. Right-of-Way Acquisition Budget Amendment and Authorization
 - c. Fire Department Design Engineering: Traffic Light Preemption System
 - d. Building Department Budget Amendment Salary Reallocation
 - e. IT Department Budget Amendment Adobe Creative Software Reallocation
 - f. Parks Department Budget Amendment Drake Farmstead Kitchenette
9. Public Comment
10. Board Member Comments & Committee Updates
11. Adjournment

**Policy for Public Comment
Township Board Regular Meetings, Planning Commission & ZBA Meetings**

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

- a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email (oshtemo@oshtemo.org), walk-in visits, or by appointment.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name, but it is not required.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which does not follow these guidelines.

(adopted 5/9/2000)
(revised 5/14/2013)
(revised 1/8/2018)

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8 a.m.-1 p.m. and 2-5 p.m., and on Friday, 8 a.m.–1 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at www.oshtemo.org, email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to oshtemo@oshtemo.org and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees		
<u>Supervisor</u>		
Cheri Bell	216-5220	cbell@oshtemo.org
<u>Clerk</u>		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
<u>Treasurer</u>		
Clare Buszka	216-5260	cbuszka@oshtemo.org
<u>Trustees</u>		
Neil Sikora	760-6769	nsikora@oshtemo.org
Kristin Cole	375-4260	kcole@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org
Michael Chapman	375-4260	mchapman@oshtemo.org

Township Department Information			
<u>Assessor:</u>			
Kristine Biddle	216-5225	assessor@oshtemo.org	
<u>Fire Chief:</u>			
Greg McComb	375-0487	gmccomb@oshtemo.org	
<u>Ordinance Enforcement:</u>			
Rick Suwarsky	216-5227	rsuwarsky@oshtemo.org	
<u>Parks Director:</u>			
Vanessa Street	216-5233	vstreet@oshtemo.org	
Rental Info	216-5224	oshtemo@oshtemo.org	
<u>Planning Director:</u>			
Vacant	375-4260	planning@oshtemo.org	
<u>Public Works Director:</u>			
Anna Horner	216-5228	ahorner@oshtemo.org	

Zoom Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to join.zoom.us on any browser and entering this Meeting ID: **857 5200 8651**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet, or smartphone then you can join via conference call by following instructions below.

To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **857 5200 8651#**

Participant controls in the lower-left corner of the Zoom screen:



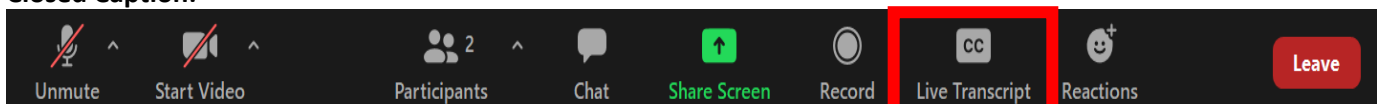
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press *9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

Closed Caption:



Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

1. Click on the “Live Transcription” button.
2. Then select “Show Subtitle”.

Mission:

To advance the quality of life of all residents through a commitment to responsible growth, and value-driven municipal services that promote the relationships among economic vitality, environmental stewardship, and social equity.

Vision:

A sustainable and innovative community built through a legacy of planned, responsible growth and rural preservation.

Core Values:

PUBLIC SERVICE

- Fair treatment to all people.
 - Each customer is welcomed and that their input is wanted.
 - Difficult questions are not marginalized.
- Allow residents to interact directly with the township staff and officials.
- Decisions are made based on the value to our Township and residents.

SUSTAINABILITY

- Meet the needs of the present without compromising future generations.
 - Consider the environment through practices that reduce impacts.
 - Value conscious decision making.
 - Committing to quality Fire and Police protection.

INNOVATION

- Providing the best value-conscious technology currently available.
- Leverage new technologies and ways of doing business to increase accessibility and improve services.

PROFESSIONALISM

- Hire staff with strong core competencies within their given profession.
 - Commitment to continuous improvement to government operations.
- Dedicated to open communication to improve productivity and effectiveness.

INTEGRITY

- Decisions are made logically through the collection of evidence, facts, and public input.
 - When promises are made, we follow through.
 - We do not obfuscate – we say what we mean and do what we say.
 - Transparent governmental practices are of the highest priority.

FISCAL STEWARDSHIP

- Ensure that taxpayer investments are spent wisely, effectively and efficiently.

OSHTEMO CHARTER TOWNSHIP
2024 POVERTY EXEMPTION POLICY

Adopted _____, 2024

General Purpose

Public Act 390 was enacted in 1994 to allow persons who are unable to contribute toward the public charges levied pursuant to the Michigan Property Tax Act to apply for an exemption.

Summary Statement of Policy

This policy establishes the basis upon which Oshtemo Charter Township will annually establish the criteria to qualify for poverty exemption from real property taxes, pursuant to Public Act 390 of 1994.

Actual Policy as Written

Public Act 390 of 1994 requires any applicant seeking exemption from property taxes to meet the Federal Poverty Guidelines published by the U.S Department of Public Housing and Human Services, pursuant to 42 USC 9902, or alternatively meet the guidelines adopted by the local governing body, provided the alternative does not provide eligibility guidelines less than provided for pursuant to the federal guidelines.

Oshtemo Charter Township has, in the past, increased income levels to qualify for the Poverty Exemption Guidelines by 25%.

In 2023, the Oshtemo Charter Township Board recognized that the Federal Poverty Exemption Guidelines are arbitrary and unrelated to the income earned by low-income wage earners.

The Oshtemo Charter Township Board created a policy, moving forward, establishing the Annual Poverty Exemption Guidelines based upon the states minimum wage, with an incremental increase for each additional household member, as part of the family unit. Therefore, the Annual Poverty Exemption Guidelines will be established according to the following policy:

The formula to for establishing the annual qualifying income level for the Oshtemo Charter Townships Poverty Exemption Guidelines should be based upon the Michigan minimum wage for one person working 2080 hours per year (52x40) adjusted upward 35% for each additional family member equal to the total size of the family unit.

Example 2024

Michigan minimum wage $\$10.33 \times 2080 = \$21,486.00$

Each additional family member add 35% or \$7,520.00

Size of Family Unit	2024 Qualifying Income
1	\$21,486.00
2	\$29,006.00

This formula shall be used to establish the Poverty Exemption Guidelines for Oshtemo Charter Township and shall be adjusted annually based upon any changes in the Michigan minimum wages.

Memorandum & Request



Date: February 06, 2024
To: Township Board
From: Zach Pearson - Public Works Project Manager
Subject: 2024 Local Road Preventative Maintenance “PAR” Projects

Objective

To authorize the Supervisor to sign the contract with the Road Commission of Kalamazoo County (RCKC) for the herein identified local road preventative maintenance PAR projects and approve the respective budget amendment of \$48,076.

From: GL 204-000-40000 Carryover – Local Road Fund
To: GL 204-441-97600 Capital Outlay - Roads

Proposed Motion: to approve the 2024 Local Road Contract with RCKC and respective budget amendment of \$48,076.

Background

For 2024 Oshtemo has been allocated \$296,754 in “PAR funds” based on total road mileage, population, and urban area through RCKC. These funds must be matched 1 to 1 for cost-sharing towards local roadway preventative maintenance projects. The Township overmatches the PAR funds based on a life cycle cost analysis of our entire local road network and targeted level of service. The goal is to complete approximately \$750,000 in routine maintenance annually.

Utilizing an Asset Management approach, the RCKC rates the condition of the roads and then recommends the appropriate treatment. This year, proposed projects are primarily chip seals, crack fill, and fog seals with one neighborhood receiving a hot mix asphalt (HMA) overlay.

A resident-initiated special assessment district (SAD) for paving South 2nd St. is also included in the 2024 budget. Given an updated estimate, a budget amendment of \$48,076 is required to fully fund the project. Funds will be moved from 204-000-40000 Carryover to 204-441-97600 Capital Outlay – Roads. Reimbursement will be provided through the SAD under the Township’s Road Assessment Policy and terms previously recommended by the Capital Improvements Committee and approved by the Board at the 7/28/2023 meeting.

In the estimates provided by RCKC staff, the work above the blue line is considered routine maintenance that is part of the Road Commission’s responsibilities and is not charged to the Township. The “Total Estimated Billable Project Cost” is the amount billed to the Township. Considering the targeted annual amount, total budgeted amount, and recommendations of RCKC, Township staff is recommending the following projects:

HMA Overlay

South 2nd St.

Billable Cost \$273,076

Baton Rouge St., Charles St., Cajun Dr., Belle Chase Boulevard, Bayou Vista St.

Billable Cost \$258,580

Chip Seal

Pine Acres Dr.

Billable Cost \$32,803

Wickford Dr.

Billable Cost \$31,961

Kullenbrooke Dr., Highland View Dr.

Billable Cost \$52,683

Brekke Lane

Billable Cost \$8,316

Doolittle Court, Buster Dr., Hawkins Court, Western Woods Dr.

Billable Cost \$38,388

J Ave

Billable Cost \$36,627

Mystic Heights Trail, Nia Dr.

Billable Cost \$30,831

Asher Trail, Banford Dr., Clemson Ln

Billable Cost \$18,056

Saint James Ave., La Jessica Circle, La Lisa Lane

Billable Cost \$39,814

Toscana St., Sienna St., Calabria Ave, Mirabella Ave, Palermo Ave

Billable Cost \$61,150

Sunnywood Dr., Oak Forest Dr., Summerset Dr., Autumn Woods Circle, Amber Circle, Springwood Dr., Naples Court, Golden Pond Court, Winterwood Lane, Laguna Circle

Billable Cost \$123,161

Sweet Briar Dr., Antiqua Circle, Brandy Dr., Caribia Ave, Sundowner Lane, Fountain Square Dr., Tropicana St.

Billable Cost \$54,440

<u>Total Estimated Billable Project Cost</u>	\$1,059,886
RCKC PAR Funds	\$296,754
Township Annual Capital Outlay	\$490,056
South 2nd St. TWP Contribution	\$154,538
South 2nd St. SAD	\$118,538

Information Provided

RCKC 2024 PAR Contract
RCKC Estimates per Project
Projects Map



LOCAL ROAD CONTRACT

THIS CONTRACT made and entered into this _____ day of _____, 2024, by and between the Board of County Road Commissioners of the County of Kalamazoo, hereinafter referred to as the "RCKC" and the **Township of Oshtemo**, Kalamazoo County, Michigan, hereinafter referred to as the "Township" for the purpose of fixing the rights and obligations of the parties and agreeing to the design/construction engineering and/or construction of certain improvements on county roads within the Township, hereinafter referred to as "Project".

WITNESSETH: WHEREAS, Section 20 of Act 51 of the Public Acts of 1951, as amended, authorizes Township Boards to appropriate general fund monies and to pay the same into the county road fund of the county for the maintenance and/or improvement of county roads within the Township, pursuant to an agreement between the Township and the RCKC; and

WHEREAS, it is mutually agreed between the RCKC and the Township that certain improvements are necessary on the county road system within the Township.

NOW, THEREFORE, IN CONSIDERATION of the promises and mutual undertakings of the parties in conformity with the applicable state laws, it is agreed:

- 1. The RCKC and Township agree that the scope of the work to be performed for the Project(s) identified is based on cost estimates and contingent upon how unexpected field issues are addressed. The RCKC, shall administer the Local Road Contract. The RCKC shall oversee design/construction engineering and/or construct or cause to be constructed the following road improvements:

Pine Acres Drive– 4th Street to 2,700' east of 4th Street; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$32,803 **Work Order #** _____
(to be assigned)

Wickford Drive– West Main Street to J Avenue; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$31,961 **Work Order #** _____
(to be assigned)

Kullenbrooke Drive– Highland View Drive to 450' east of Highland View Drive
Highland View Drive - 3rd Street to 4,700' east of Highland View Drive; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$52,683 **Work Order #** _____
(to be assigned)

Brekke Lane– 2nd Street to 415' east of 2nd Street; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$8,316 **Work Order #** _____
(to be assigned)

Dolittle Court– 500' south of Western Wood Drive to Western Woods Drive
Buster Drive - Western Woods Drive to 525' north of Western Woods Drive
Hawkins Court - 550' north of Western Woods Drive to Western Woods Drive
Western Woods Drive- 450' west of Hawkins Court to 5th Street; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$38,388 **Work Order #** _____
(to be assigned)

J Avenue– 5,500 west of 2nd Street to 2nd Street; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$45,310 **Work Order #** _____
(to be assigned)

Mystic Heights Trail– Van Kal Avenue to 2,543' east of Van Kal Avenue
Nia Drive - Mystic Heights Trail to 1,046' north of Mystic Heights Trail; *Chip Seal, Fog Seal*

Project Estimate: \$30,831 **Work Order #** _____

(to be assigned)

Asher Trail– 672’ west of Banford Drive to 9th Street
Banford Drive - 166’ south of Asher Trail to Asher Trail
Clemson Lane - Asher Trail to 106’ north of Asher Trail; *Chip Seal, Fog Seal*

Project Estimate: \$18,056

Work Order # _____
(to be assigned)

Saint James Avenue– 6th Street to La Lisa Lane
La Jessica Circle - La Lisa Lane to 1,150’ east of La Lisa Lane
La Lisa Lane - 250’ South of Saint James Avenue to La Lisa Lane; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$39,814

Work Order # _____
(to be assigned)

Tososcana Street– Mirabella Avenue to L Avenue
Sienna Street - 425’ south of Mirabella Avenue to L Avenue
Calabria Avenue - 275’ west of Tososcana Street to Tososcana Street
Mirabella Avenue- Tososcana Street to Sienna Street
Palermo Avenue- Sienna Street to 250’ east of Palermo Street; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$79,556

Work Order # _____
(to be assigned)

Sunnywood Drive– 2nd Street to 210’ north of Springwood Drive
Oak Forest Drive - Springwood Drive to 300’ north of Springwood Drive
Summerset Drive - Almena Drive to Springwood Drive
Autumn Woods Circle - Springwood Drive to 624’ east of Springwood Drive
Amber Circle - Springwood Drive to 502’ east of Springwood Drive
Springwood Drive - 2nd Street to West Main Street
Naples Court - 535’ south of Summerset Drive to Summerset Drive
Golden Pond Court - Summerset Drive to 205’ north of Summerset Drive
Winterwood Lane - 346’ south of Summerset Drive to Summerset Drive
Laguna Circle - Summerset Drive to 716’ north of Summerset Drive; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$123,161

Work Order # _____
(to be assigned)

Sweet Briar Drive– 11th Street to 350’ east of Fountain Square Drive
Antiqua Circle - 11th Street to 400’ east of Brandy Avenue
Brandy Drive - Tropicana Street to Fountain Square Drive
Caribia Avenue - Fountain Square Drive to 200’ east of Fountain Square Drive
Sundowner Lane - 11th Street to Sweet Briar Drive
Fountain Square Drive - 200’ south of Brandy Avenue to Sweet Briar Drive
Tropicana Street - Brandy Avenue to Antiqua Circle; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$54,440

Work Order # _____
(to be assigned)

Baton Rouge Street – Belle Chase Boulevard to 8th Street
Charles Street - 600’ west of Belle Chase Boulevard to 8th Street
Cajun Drive - 175’ west of Belle Chase Boulevard to Belle Chase Boulevard
Belle Chase Boulevard- 206’ south of Saint Charles Street to Baton Rouge Street
Bayou Vista Street- Saint Charles Street to Baton Rouge Street; *HMA Overlay*

Project Estimate: \$290,544

Work Order # _____
(to be assigned)

2nd Street– L Avenue to KL Avenue; *HMA Overlay*

Project Estimate: \$371,856

Work Order # _____
(to be assigned)

2. The detailed estimate(s) of the cost of the Project(s) is attached hereto and incorporated herein.
3. The terms and provisions of the RCKC policies, including those provided in the annual RCKC local road information packet, are deemed to be a part of and included in this Local Road Contract as though fully set forth herein.
4. The RCKC shall provide progress billing and shall make available the accounting to the Township in accordance with the following schedule of the LOCAL ROAD CONTRACT:

Total Estimated Project Cost(s)	\$1,217,719.00
<i>Total Estimated Billable Project Cost(s)</i>	<i>\$1,059,886.00</i>
Township Road Millage Funds	\$500,000.00
RCKC Participation Funds (to extent available)	\$296,754.00
<i>Total Township Share</i>	<i>\$263,132.00</i>

5. General Provisions:
 - A. This Local Road Contract contains all of the terms and conditions of the contractual relationship between the parties relating to the Project(s), and no amendments or additions to this Local Road Contract shall be binding unless they are in writing and signed by both parties. This Agreement, including all attachments, supersedes all prior oral and written and all contemporaneous oral negotiations, commitments, and understandings of the parties.
 - B. This Local Road Contract shall be binding on the parties, their legal representatives, successors, and assigns.
 - C. The headings of this Local Road Contract are for convenience only and in no way define, limit, or describe the scope or intent of this Local Road Contract or any of its sections, nor do they in any way affect this Local Road Contract.
 - D. Any notice required or permitted to be given under this Local Road Contract shall be sufficient if it is in writing and if it is sent by email, or registered mail or certified mail, and return receipt requested to the **Township of Oshtemo** mailing address.
 - E. This Local Road Contract shall be governed by, construed, and enforced in accordance with the laws of the State of Michigan.
 - F. The invalidity of all or any part of any sections, subsections, or paragraphs of this Local Road Contract shall not invalidate the remainder of this Local Road Contract or the remainder of any paragraph or section not invalidated unless the elimination of such subsections, sections, or paragraphs shall substantially defeat the intents and purposes of the parties.
6. This Local Road Contract shall become binding on the parties hereto and be of full force and effect upon the signing thereof by the duly authorized officials of the Township and of the RCKC.
7. The Township will be notified and agrees to authorize 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(s) with overhead, the cost exceeds the local road contract and therefore the township requests not to make the award to the bidder.
8. The maximum cost to the township for the Project(s) is the amount itemized as the estimated project(s) cost on the Local Road Contract.
9. The estimated Project(s) cost shall include all labor, materials, equipment, and contractor costs anticipated to be incurred in the project(s) by the Board. These items shall, in turn, include all indirect and administrative costs chargeable to the Project(s).

10. The parties hereto agree that, when and where applicable, they will comply with Executive Order 11246, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (all of the foregoing as amended) and the applicable portions of the Michigan Elliott-Larsen Civil Rights Act and Michigan Persons with Disabilities Civil Rights Act, as well as any implementing rules and regulations. Specifically, contractors and sub-contractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment because of such person's race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability, or protected veteran status. Breach of this provision may be regarded as a material breach of the contract or purchasing agreement and handled accordingly. Further, any violation of this provision may be separately addressed in accordance with the foregoing laws.
11. The Board shall upon reasonable notification make available in their office to representatives of the Township all records concerning the project(s) for review.

IN WITNESS WHEREOF, the parties hereto have caused this Local Road Contract to be executed on the day and year first above written.

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF KALAMAZOO

TOWNSHIP OF OSHTEMO

By _____
Chair

By _____
Township Official

Date _____

Date _____



Estimate Date: 11/14/23 Estimator: J. Kape Estimate Type: Preliminary
 Municipality: Oshtemo Township
 Location: Pine Acres Drive - 4th Street to 2,700' east of 4th Street
 Project Description: Crack Fill, Chip Seal, Fog Seal
 Project Length: 0.51 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
9,273	2,700	28			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					1

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Heavy	1,789.77	Lbs	\$1.29	\$2,309	
Vacuum Sweeping	2X	8.00	Hour	\$185.00	\$1,480	
RCKC Equipment		6.72	Hour	\$893.95	\$6,005	
RCKC Labor/Fringe		7.82	Hour	\$555.91	\$4,348	
Contractor Equipment/Labor		2,782.00	Gal	\$0.26	\$723	
Fine Aggregate, CST	16 Lbs / Syd	74.00	Ton	\$48.70	\$3,604	
Emulsion, CRS-2M	0.30 Gal / Syd	2,782.00	Gal	\$2.40	\$6,677	
Fog Seal CST	0.08 Gal / Syd	9,273.00	Syd	\$0.47	\$4,358	
Estimated Billable Cost					\$29,504	
Cost Recovery - Billable (11.18%)					\$3,299	
Total Estimated Billable Cost					\$32,803	
Total Estimated Project Cost					\$32,803	



Estimate Date: 11/14/23 Estimator: J. Kape Estimate Type: Preliminary
 Municipality: Oshtemo Township
 Location: Wickford Drive - West Main Street to J Avenue
 Project Description: Crack Fill, Chip Seal, Fog Seal
 Project Length: 0.51 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
9,000	2,700	30			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Heavy	1,789.77	Lbs	\$1.29	\$2,309	
Vacuum Sweeping	2X	8.00	Hour	\$185.00	\$1,480	
RCKC Equipment		6.51	Hour	\$893.95	\$5,823	
RCKC Labor/Fringe		7.59	Hour	\$555.91	\$4,217	
Contractor Equipment/Labor		2,700.00	Gal	\$0.26	\$702	
Fine Aggregate, CST	16 Lbs / Syd	72.00	Ton	\$48.70	\$3,506	
Emulsion, CRS-2M	0.30 Gal / Syd	2,700.00	Gal	\$2.40	\$6,480	
Fog Seal CST	0.08 Gal / Syd	9,000.00	Syd	\$0.47	\$4,230	
Estimated Billable Cost					\$28,747	
Cost Recovery - Billable (11.18%)					\$3,214	
Total Estimated Billable Cost					\$31,961	
Total Estimated Project Cost					\$31,961	



Estimate Date: 11/14/23 Estimator: J. Kape Estimate Type: Preliminary

Municipality: Oshtemo Township

Kullenbrooke Drive - Highland View Drive to 450' east of Highland View Drive,

Location: **Highland View Drive** - 3rd Street to 4,700' east of Highland View Drive

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.98 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
18,039	5,150	30			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					1

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Heavy	3,413.83	Lbs	\$1.29	\$4,404	
Vacuum Sweeping	2X	8.00	Hour	\$185.00	\$1,480	
RCKC Equipment		7.54	Hour	\$893.95	\$6,736	
RCKC Labor/Fringe		8.77	Hour	\$555.91	\$4,878	
Contractor Equipment/Labor		5,412.00	Gal	\$0.26	\$1,407	
Fine Aggregate, CST	16 Lbs / Syd	144.00	Ton	\$48.70	\$7,013	
Emulsion, CRS-2M	0.30 Gal / Syd	5,412.00	Gal	\$2.40	\$12,989	
Fog Seal CST	0.08 Gal / Syd	18,039.00	Syd	\$0.47	\$8,478	
Estimated Billable Cost					\$47,385	
Cost Recovery - Billable (11.18%)					\$5,298	
Total Estimated Billable Cost					\$52,683	
Total Estimated Project Cost					\$52,683	



Estimate Date: 11/14/23 Estimator: J. Kape Estimate Type: Preliminary
 Municipality: Oshtemo Township
 Location: Brekke Lane - 2nd Street to 415' east of 2nd Street
 Project Description: Crack Fill, Chip Seal, Fog Seal
 Project Length: 0.08 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
2,164	415	28			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					1

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Heavy	275.09	Lbs	\$1.29	\$355	
Vacuum Sweeping	2X	3.00	Hour	\$185.00	\$555	
RCKC Equipment		1.95	Hour	\$893.95	\$1,739	
RCKC Labor/Fringe		2.27	Hour	\$555.91	\$1,259	
Contractor Equipment/Labor		649.00	Gal	\$0.26	\$169	
Fine Aggregate, CST	16 Lbs / Syd	17.00	Ton	\$48.70	\$828	
Emulsion, CRS-2M	0.30 Gal / Syd	649.00	Gal	\$2.40	\$1,558	
Fog Seal CST	0.08 Gal / Syd	2,164.00	Syd	\$0.47	\$1,017	
Estimated Billable Cost					\$7,480	
Cost Recovery - Billable (11.18%)					\$836	
Total Estimated Billable Cost					\$8,316	
Total Estimated Project Cost					\$8,316	



Estimate Date: 11/14/23 Estimator: J. Kape Estimate Type: Preliminary

Municipality: Oshtemo Township

Dolittle Court - 500' south of Western Wood Drive to Western Woods Drive,
Buster Drive - Western Woods Drive to 525' north of Western Woods Drive,
Hawkins Court - 550' north of Western Woods Drive to Western Woods Drive,

Location: Western Woods Drive- 450' west of Hawkins Court to 5th Street

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.57 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
13,491	3,000	30			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					4

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Heavy	1,988.64	Lbs	\$1.29	\$2,565	
Vacuum Sweeping	2X	5.00	Hour	\$185.00	\$925	
RCKC Equipment		5.63	Hour	\$893.95	\$5,030	
RCKC Labor/Fringe		6.55	Hour	\$555.91	\$3,642	
Contractor Equipment/Labor		4,047.00	Gal	\$0.26	\$1,052	
Fine Aggregate, CST	16 Lbs / Syd	108.00	Ton	\$48.70	\$5,260	
Emulsion, CRS-2M	0.30 Gal / Syd	4,047.00	Gal	\$2.40	\$9,713	
Fog Seal CST	0.08 Gal / Syd	13,491.00	Syd	\$0.47	\$6,341	
Estimated Billable Cost					\$34,528	
Cost Recovery - Billable (11.18%)					\$3,860	
Total Estimated Billable Cost					\$38,388	
Total Estimated Project Cost					\$38,388	



Estimate Date: 11/14/23 Estimator: J. Kape Estimate Type: Preliminary
 Municipality: Oshtemo Township
 Location: J Avenue - 5,500 west of 2nd Street to 2nd Street
 Project Description: Crack Fill, Chip Seal, Fog Seal
 Project Length: 1.04 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
13,444	5,500	22			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		110.00	Station	\$65.00	\$7,150	
Pavement Marking		5,500.00	Ft	\$0.12	\$660	
Estimated Nonbillable Cost					\$7,810	
Cost Recovery - Nonbillable (11.18%)					\$873	
Total Estimated Nonbillable Cost					\$8,683	
Billable Items						
Crack Fill	Medium	1,562.50	Lbs	\$1.29	\$2,016	
RCKC Equipment		5.59	Hour	\$893.95	\$5,001	
RCKC Labor/Fringe		6.51	Hour	\$555.91	\$3,621	
Contractor Equipment/Labor		4,033.00	Gal	\$0.26	\$1,049	
Fine Aggregate, CST	16 Lbs / Syd	108.00	Ton	\$48.70	\$5,260	
Emulsion, CRS-2M	0.30 Gal / Syd	4,033.00	Gal	\$2.40	\$9,679	
Fog Seal CST	0.08 Gal / Syd	13,444.00	Syd	\$0.47	\$6,319	
Estimated Billable Cost					\$32,944	
Cost Recovery - Billable (11.18%)					\$3,683	
Total Estimated Billable Cost					\$36,627	
Total Estimated Project Cost					\$45,310	



Estimate Date: 11/14/23 Estimator: J. Kape Estimate Type: Preliminary

Municipality: Oshtemo Township

Mystic Heights Trail - Van Kal Avenue to 2,543' east of Van Kal Avenue,

Location: **Nia Drive** - Mystic Heights Trail to 1,046' north of Mystic Heights Trail

Project Description: Chip Seal, Fog Seal

Project Length: 0.68 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
9,600	3,600	24			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Vacuum Sweeping	2X	6.00	Hour	\$185.00	\$1,110	
RCKC Equipment		6.94	Hour	\$893.95	\$6,205	
RCKC Labor/Fringe		8.08	Hour	\$555.91	\$4,493	
Contractor Equipment/Labor		2,880.00	Gal	\$0.26	\$749	
Fine Aggregate, CST	16 Lbs / Syd	77.00	Ton	\$48.70	\$3,750	
Emulsion, CRS-2M	0.30 Gal / Syd	2,880.00	Gal	\$2.40	\$6,912	
Fog Seal CST	0.08 Gal / Syd	9,600.00	Syd	\$0.47	\$4,512	
Estimated Billable Cost					\$27,731	
Cost Recovery - Billable (11.18%)					\$3,100	
Total Estimated Billable Cost					\$30,831	
Total Estimated Project Cost					\$30,831	



Estimate Date: 11/14/23 Estimator: J. Kape Estimate Type: Preliminary

Municipality: Oshtemo Township

Asher Trail - 672' west of Banford Drive to 9th Street,
Banford Drive - 166' south of Asher Trail to Asher Trail,

Location: **Clemson Lane** - Asher Trail to 106' north of Asher Trail

Project Description: Chip Seal, Fog Seal

Project Length: 0.27 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
5,656	1,435	30			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					1

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Vacuum Sweeping	2X	3.00	Hour	\$185.00	\$555	
RCKC Equipment		4.10	Hour	\$893.95	\$3,666	
RCKC Labor/Fringe		4.78	Hour	\$555.91	\$2,655	
Contractor Equipment/Labor		1,697.00	Gal	\$0.26	\$441	
Fine Aggregate, CST	16 Lbs / Syd	45.00	Ton	\$48.70	\$2,192	
Emulsion, CRS-2M	0.30 Gal / Syd	1,697.00	Gal	\$2.40	\$4,073	
Fog Seal CST	0.08 Gal / Syd	5,656.00	Syd	\$0.47	\$2,658	
Estimated Billable Cost					\$16,240	
Cost Recovery - Billable (11.18%)					\$1,816	
Total Estimated Billable Cost					\$18,056	
Total Estimated Project Cost					\$18,056	



Estimate Date: 11/14/23 Estimator: J. Kape Estimate Type: Preliminary

Municipality: Oshtemo Township

Saint James Avenue - 6th Street to La Lisa Lane,
La Jessica Circle - La Lisa Lane to 1,150' east of La Lisa Lane,

Location: **La Lisa Lane** - 250' South of Saint James Avenue to La Lisa Lane

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.68 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
13,745	3,600	30			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					2

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Heavy	2,386.36	Lbs	\$1.29	\$3,078	
Vacuum Sweeping	2X	6.00	Hour	\$185.00	\$1,110	
RCKC Equipment		5.73	Hour	\$893.95	\$5,124	
RCKC Labor/Fringe		6.67	Hour	\$555.91	\$3,711	
Contractor Equipment/Labor		4,124.00	Gal	\$0.26	\$1,072	
Fine Aggregate, CST	16 Lbs / Syd	110.00	Ton	\$48.70	\$5,357	
Emulsion, CRS-2M	0.30 Gal / Syd	4,124.00	Gal	\$2.40	\$9,898	
Fog Seal CST	0.08 Gal / Syd	13,745.00	Syd	\$0.47	\$6,460	
Estimated Billable Cost					\$35,810	
Cost Recovery - Billable (11.18%)					\$4,004	
Total Estimated Billable Cost					\$39,814	
Total Estimated Project Cost					\$39,814	



Estimate Date: 11/14/23 Estimator: J. Kape Estimate Type: Preliminary

Municipality: Oshtemo Township

Tososcana Street - Mirabella Avenue to L Avenue
Sienna Street - 425' south of Mirabella Avenue to L Avenue
Calabria Avenue - 275' west of Tososcana Street to Tososcana Street
Mirabella Avenue - Tososcana Street to Sienna Street

Location: **Palermo Avenue**- Sienna Street to 250' east of Palermo Street

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 1.14 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
20,873	6,000	30			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					1

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Drainage Structure, Clean		43.00	Ea	\$385.00	\$16,555	No charge
Estimated Nonbillable Cost					\$16,555	
Cost Recovery - Nonbillable (11.18%)					\$1,851	
Total Estimated Nonbillable Cost					\$18,406	
Crack Fill	Heavy	3,977.27	Lbs	\$1.29	\$5,131	
Vacuum Sweeping	2X	10.00	Hour	\$185.00	\$1,850	
RCKC Equipment		8.71	Hour	\$893.95	\$7,784	
RCKC Labor/Fringe		10.14	Hour	\$555.91	\$5,637	
Contractor Equipment/Labor		6,262.00	Gal	\$0.26	\$1,628	
Fine Aggregate, CST	16 Lbs / Syd	167.00	Ton	\$48.70	\$8,133	
Emulsion, CRS-2M	0.30 Gal / Syd	6,262.00	Gal	\$2.40	\$15,029	
Fog Seal CST	0.08 Gal / Syd	20,873.00	Syd	\$0.47	\$9,810	
Estimated Billable Cost					\$55,001	
Cost Recovery - Billable (11.18%)					\$6,149	
Total Estimated Billable Cost					\$61,150	
Total Estimated Project Cost					\$79,556	



Estimate Date: 11/14/23 Estimator: J. Kape Estimate Type: Preliminary

Municipality: Oshtemo Township

Sunnywood Drive - 2nd Street to 210' north of Springwood Drive,
Oak Forest Drive - Springwood Drive to 300' north of Springwood Drive,
Summerset Drive - Almaena Drive to Springwood Drive,
Autumn Woods Circle - Springwood Drive to 624' east of Springwood Drive,
Amber Circle - Springwood Drive to 502' east of Springwood Drive,
Springwood Drive - 2nd Street to West Main Street,
Naples Court - 535' south of Summerset Drive to Summerset Drive,
Golden Pond Court - Summerset Drive to 205' north of Summerset Drive,
Winterwood Lane - 346' south of Summerset Drive to Summerset Drive,

Location: Laguna Circle - Summerset Drive to 716' north of Summerset Drive

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 2.08 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
42,775	11,000	30			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					7

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Heavy	7,291.67	Lbs	\$1.29	\$9,406	
Vacuum Sweeping	2X	16.00	Hour	\$185.00	\$2,960	
RCKC Equipment		17.85	Hour	\$893.95	\$15,958	
RCKC Labor/Fringe		20.79	Hour	\$555.91	\$11,556	
Contractor Equipment/Labor		12,833.00	Gal	\$0.26	\$3,337	
Fine Aggregate, CST	16 Lbs / Syd	342.00	Ton	\$48.70	\$16,655	
Emulsion, CRS-2M	0.30 Gal / Syd	12,833.00	Gal	\$2.40	\$30,799	
Fog Seal CST	0.08 Gal / Syd	42,775.00	Syd	\$0.47	\$20,104	
Estimated Billable Cost					\$110,776	
Cost Recovery - Billable (11.18%)					\$12,385	
Total Estimated Billable Cost					\$123,161	
Total Estimated Project Cost					\$123,161	



Estimate Date: 11/14/23 Estimator: J. Kape Estimate Type: Preliminary

Municipality: Oshtemo Township

Sweet Briar Drive - 11th Street to 350' east of Fountain Square Drive,
Antiqua Circle - 11th Street to 400' east of Brandy Avenue,
Brandy Drive - Tropicana Street to Fountain Square Drive,
Caribia Avenue - Fountain Square Drive to 200' east of Fountain Square Drive,
Sundowner Lane - 11th Street to Sweet Briar Drive,
Fountain Square Drive - 200' south of Brandy Avenue to Sweet Briar Drive,

Location: Tropicana Street - Brandy Avenue to Antiqua Circle

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.97 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
18,745	5,100	30			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					2

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Heavy	3,380.68	Lbs	\$1.29	\$4,361	
Vacuum Sweeping	2X	8.00	Hour	\$185.00	\$1,480	
RCKC Equipment		7.82	Hour	\$893.95	\$6,989	
RCKC Labor/Fringe		9.10	Hour	\$555.91	\$5,061	
Contractor Equipment/Labor		5,624.00	Gal	\$0.26	\$1,462	
Fine Aggregate, CST	16 Lbs / Syd	150.00	Ton	\$48.70	\$7,305	
Emulsion, CRS-2M	0.30 Gal / Syd	5,624.00	Gal	\$2.40	\$13,498	
Fog Seal CST	0.08 Gal / Syd	18,745.00	Syd	\$0.47	\$8,810	
Estimated Billable Cost					\$48,966	
Cost Recovery - Billable (11.18%)					\$5,474	
Total Estimated Billable Cost					\$54,440	
Total Estimated Project Cost					\$54,440	



Estimate Date: 01/26/24 Estimator: J. Kape Estimate Type: Revised

Municipality: Oshtemo Township

Baton Rouge Street - Belle Chase Boulevard to 8th Street,
Charles Street - 600' west of Belle Chase Boulevard to 8th Street,
Cajun Drive - 175' west of Belle Chase Boulevard to Belle Chase Boulevard
Belle Chase Boulevard- 206' south of Saint Charles Street to Baton Rouge Street

Location: **Bayou Vista Street**- Saint Charles Street to Baton Rouge Street

Project Description: HMA Overlay

Project Length: 0.92 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
17,039	4,850	30			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					1

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Manhole Adjust, Sanitary		23.00	Ea	\$1,250.00	\$28,750	
Estimated Nonbillable Cost					\$28,750	
Cost Recovery - Nonbillable (11.18%)					\$3,214	
Total Estimated Nonbillable Cost					\$31,964	
Material Testing		4.00	Ea	\$750.00	\$3,000	
Temporary Traffic Control		1.00	Lump	\$2,000.00	\$2,000	
Cold Milling, HMA Surface, 2" to 4" (>5k Syd)	2" Depth	17,039.00	Syd	\$1.00	\$17,039	
Roadside Restoration		97.00	Station	\$225.00	\$21,825	top soil-grass seed
Manhole Adjust, Storm		2.00	Ea	\$1,250.00	\$2,500	
HMA, 36A Mod, Surface	220 Lbs / Syd	2,030.00	Ton	\$90.00	\$182,700	Valley Gutter-entire plat
Fog Seal, Construction Joint		4,850.00	Ft	\$0.11	\$534	
Drainage Structure, Repair		1.00	Ea	\$2,980.00	\$2,980	catch basin- address 7131 (reset)
Estimated Billable Cost					\$232,578	
Cost Recovery - Billable (11.18%)					\$26,002	
Total Estimated Billable Cost					\$258,580	
Total Estimated Project Cost					\$290,544	



Estimate Date: 01/26/24 Estimator: J. Kape Estimate Type: Preliminary

Municipality: Oshtemo Township

Location: 2nd Street- L Avenue to KL Avenue

Project Description: HMA Overlay

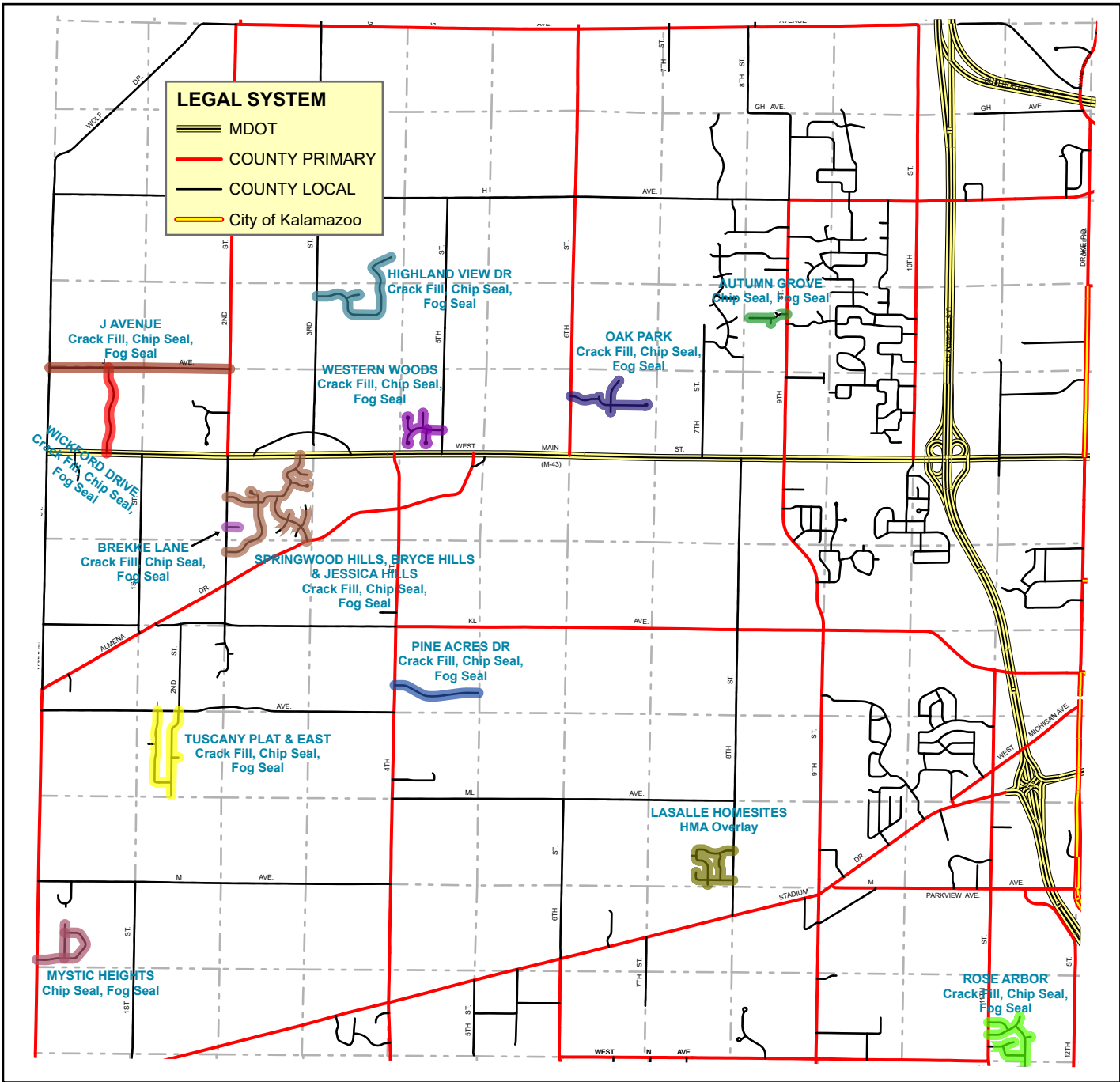
Project Length: 0.50 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
6,453	2,640	22			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		53.00	Station	\$65.00	\$3,445	
Pavement Marking		2,640.00	Ft	\$0.12	\$317	
Tree Pruning & Removal		150.00	Ea	\$450.00	\$67,500	
Ditch Cleanout, 6" or less		15.00	Station	\$275.00	\$4,125	
Ditch Cleanout, greater than 6"		10.00	Station	\$450.00	\$4,500	
Culvert, CMP, 12"		140.00	Ft	\$49.00	\$6,860	
Culvert End Section, CMP, 12"		10.00	Ea	\$210.00	\$2,100	
Estimated Nonbillable Cost					\$88,847	
Cost Recovery - Nonbillable (11.18%)					\$9,933	
Total Estimated Nonbillable Cost					\$98,780	

Material Testing		2.00	Ea	\$750.00	\$1,500	
Temporary Traffic Control		1.00	Lump	\$2,000.00	\$2,000	
Aggregate, Gravel, 22A		1,300.00	Ton	\$21.80	\$28,340	4 in Resurface
Driveway Adjust, Concrete		4.00	Ea	\$575.00	\$2,300	
Driveway Adjust, HMA		4.00	Ea	\$250.00	\$1,000	
Mailbox, Adjust		15.00	Ea	\$125.00	\$1,875	
Fine Grading (>5k Syd)		6,453.00	Syd	\$0.95	\$6,130	
Dust Control, Applied	2000 Gal / Mile	2,000.00	Gal	\$0.90	\$1,800	
Shoulder, Gravel, 23A		400.00	Ton	\$14.00	\$5,600	Includes Driveways
Shoulder, Gravel, Placement		53.00	Station	\$35.00	\$1,855	
Cold Milling, HMA Surface, 2" to 4" (<1K Syd)		200.00	Syd	\$5.00	\$1,000	Butt Joints L and KL
Roadside Restoration		53.00	Station	\$225.00	\$11,925	topsoil restoration/ seeding
HMA, 13A Mod, Base		800.00	Ton	\$90.00	\$72,000	Includes driveways/ VG
HMA, 36A Mod, Surface		800.00	Ton	\$90.00	\$72,000	Includes driveways
Fog Seal, Construction Joint		2,640.00	Ft	\$0.11	\$290	
Aggregate, Gravel, 22A		1,000.00	Ton	\$36.00	\$36,000	L Ave Grade Correction
Estimated Billable Cost					\$245,616	
Cost Recovery - Billable (11.18%)					\$27,460	
Total Estimated Billable Cost					\$273,076	

Total Estimated Project Cost	\$371,856
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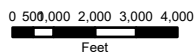


2024 "PAR" Projects Partnered with RCKC

Oshtemo Local Road Millage = \$500,000 (64%)
 RCRC (MI Act 51) "PAR" = \$296,754 (36%)

2024 Road Maintenance = \$796,754 (total)

OSHTEMO LOCAL ROAD MAINTENANCE	
Pine Acres Dr (\$32,803)	Mystic Heights (\$30,831)
Wickford Dr (\$31,961)	Autumn Grove (\$18,056)
Highland View Dr (\$27,286)	Oak Park (\$31,034)
Brekke Lane (\$8,316)	Tuscany Plat & East (\$61,150)
Western Woods (\$38,388)	Springwood Hills, Bryce Hills & Jessica Hills (\$123,161)
J Ave (\$36,627)	Lasalle Homesites (\$256,690)
Rose Arbor (\$54,440)	



This map is for reference purposes only. While it is intended to be an accurate graphic representation, its accuracy cannot be guaranteed. Any conclusions or information derived from this map are at the users sole risk.

Date: 1/5/2024

Memorandum & Request



Date: February 6th, 2024
To: Township Board
From: Anna Horner, P.E., Public Works Director
Subject: 9th St. Sidewalk Easement Acquisition 2024 Budget Amendment

Objective

Approval of a budget amendment to carryover unspent 2023 funds for easement acquisition related to the 9th St. sidewalk project.

From GL: 101-000-40000 General Fund Carryover
To GL: 101-441-97600.NMS9TH PW Non-motorized Stadium to Quail Run West

Proposed Motion: I approve the budget amendment for easement acquisition and negotiations for the 9th Street sidewalk project in the amount of \$85,000.

Background

In 2021 the Township was awarded a Transportation Alternative Program (TAP) grant for the completion of sidewalk on the west side of 9th Street sidewalk from Stadium Drive to Quail Run Drive. The award came from the Kalamazoo Area Transportation Study (KATS) for fiscal year 2024 in the amount of \$543,000. Following MDOT's Project Planning Guide, staff solicited requests for proposals from engineering consulting firms in 2023 and began the design and bidding process.

The proposed schedule anticipated finalizing the design and obtaining all easements in 2023 for construction in 2024. During the permitting process with RCKC, the consultant was able to advocate for design deviations from the RCKC construction guidelines and still ensure drainage capacity, maintain safe clearances from the roadway, and achieve proper grades, resulting in a reduction in the easement areas. Although this was additional work and added to the schedule, both agencies were able to have their needs met and ultimately, the residents along this segment of sidewalk were better served.

The MDOT certified right-of-way agent has met with all the property owners on the impacts and is targeting mid to late February to have all easements signed. The 2023 Amended Budget included \$130,000 for easement acquisition, however with the optimized design, it is anticipated that approximately \$66,000 is needed for final offers. This budget amendment carryovers the unspent 2023 funds from 101-000-40000 Carryover to the 2024 budget for 101-441-97600.NMS9TH based on actual schedule and timing of when costs will be spent.

The total budget amendment of \$85,000 also includes approximately \$19,000 for additional negotiations that may be required to execute easements such as tree or landscaping replacement items. The Township has final agreement on these items.

Once the right-of-way and easements are secured, Public Works staff and the consultant team will reevaluate the construction schedule to coordinate with the RCKC road project and bidding climate. The postponement of construction does not jeopardize the grant award. At that time another update will be provided to the Board and any budgetary impacts presented for additional consideration.

Memorandum & Request



Date: 2/2/2024
To: Township Board
From: Fire Chief Greg McComb
Subject: Budget Amendment Request – Design Engineering for Traffic Light Preemption System

Objective

Approval of budget amendment to use carryover 211 Fire funds to cover design engineering for the traffic light preemption system.

From GL: 211-000-40000 Fire Equipment Carryover
 To GL: 211-344-98000 Capital Outlay/Equipment

Proposed Motion

Motion to approve funds from 211 Fund Carryover to 211 Fund Capital Outlay Equipment in the amount of \$35,190.23 to cover the design engineering fee for the traffic light preemption system.

Background

During 2024 budget discussions, we had talked about a traffic light preemption system grant that the Road Commission of Kalamazoo County (RCKC) was going to pursue for the Townships of Oshtemo, Kalamazoo, Texas, and Richland. The consensus at that time was no funding would be needed until 2025.

I received an email from RCKC stating that if our grant was awarded, we would be required to pay the Design Engineering fees in 2024, with the balance due in 2025. Design engineering fees are \$35,190.23 and the final estimated cost in 2025 would be \$151,735.60.

These funds will only be expended if we are awarded the grant.

Information Provided

Oshtemo Township	UNIT	QUANTITY	UNIT PRICE	TOTAL
Mobilization, Max. ____	LSUM	1	\$37,700.00	\$37,700.00
Emergency Vehicle Preemption System	Ea	21	\$13,000.00	\$273,000.00
Emergency Vehicle Unit	Ea	13	\$5,000.00	\$65,000.00
Minor Traffic Devices	LSUM	0.43	\$87,800.00	\$38,144.47
Design Engineering	LSUM	0.43	\$81,000.00	\$35,190.23
Construction Engineering	LSUM	0.43	\$28,000.00	\$12,164.52
Federal Funds (Anticipated)	LSUM	0.43	\$750,000.00	-\$325,835.48
Cost Recovery - RCKC (11.18%)	LSUM	1	\$51,562.07	\$51,562.07
Total Cost for Oshtemo Township:				\$186,925.83

Core Values

(Public Service, Sustainability, Innovation, Professionalism, Integrity, Fiscal Stewardship)

Memorandum & Request



Date: February 1, 2024
To: Township Board
From: Kyle Gibson, Media & Communications
Manager
Subject: Building Fund Budget Amendment Request

Objective

Approval of a budget amendment to reallocate previously budgeted funds within the building department.

From GL: 249-371-70200 Building Department Salary
To GL: 249-371-81000 Building Department, Building Inspector
To GL: 249-371-96300 Building Department, Building Contract Services

Proposed Motion: Motion to approve a budget amendment to reallocate \$50,000 Building Department, Salaries (Building Department, Building Inspector) in the amount of \$40,000, and to (Building Department, Contracted Services) in the amount of \$10,000.

Background

The Building Department budget for 2024 included a salaried position for the building official. This staff position is currently vacant. To fill the vacancy, we entered into a contract with SAFEBuilt to provide building official services and have had one of our existing contracted inspectors perform building inspections. Neither of these expenditures were expected at the time the budget was approved.

The requested amendment will reallocate existing funds from the salaries line into the building inspector and contracted services lines as appropriate. No additional funds are requested.

Memorandum



Date: February 1, 2024
To: Township Board
From: Jon Gibson, I.T. Coordinator
Subject: Adobe Creative Cloud Subscription

Objective

Approve Budget Amendment to reallocate money for Adobe Creative Cloud Subscription

From GL: 101-228-80500 IT Computer Support
To GL: 101-228-80500 IT Computer Support

Proposed Motion

I would like to make a motion to approve the purchase of a subscription of Adobe Creative Cloud software in the amount of \$1,080.00.

Background

The Media/Communications Manager has requested the purchase of a subscription of Adobe Creative Cloud software. There are sufficient funds within the IT Computer Support line to cover the subscription. No new money is required.

Supervisor administratively authorized. This expenditure was not budgeted within the 2024 budget but is less than or equal to \$2,000 cap that is defined in the Township Purchasing policy.

Core Values

Professionalism, Innovation, Fiscal Stewardship.

Memorandum & Request



Date: February 6, 2024
To: Township Board
From: Vanessa Street, Parks Director
Subject: Budget Amendment Request – Kitchenette project completion for the Carriage Barn at Drake Farmstead Park

Objective

Approval of a budget amendment to use carryover Parks funds to complete the Kitchenette project for the Carriage Barn at Drake Farmstead Park.

From GL: 107-000-400000 Parks Carryover
To GL: 107-756-97400 Parks Capital Outlay/Improvements

Proposed Motion

I would like to make a motion to approve the budget amendment in the amount of \$6,500 to complete the Kitchenette project for the Carriage Barn at Drake Farmstead Park.

Background

The Carriage Barn at Drake Farmstead Park is used as a rental facility for events. It was determined that a kitchenette would be a beneficial addition to renters of this space, so in 2023 the kitchenette project was included in the budget. Kirshman Kitchen Design Studio graciously offered to provide the cabinets and countertop at cost (saving the Township \$6,425) and Penning & Sons kindly agreed to complete the installation free of charge. These in-kind donations of time and labor have greatly helped reduce the cost to the Township.

See the total project budget below.

Item	Supplier	Cost
Cabinets	Kirshman	\$7,360.35
Countertop	Kirshman	\$2,476.06
Sink	Wayfair	\$772.68
Sink Faucet	Amazon	\$169.00
Mini - Frig	Lowe's	\$399.00
Microwave	Best Buy	\$49.99
Electrical work for installation	H&M Electrical	\$850.00
Plumbing work for installation	Preferred Plumbing	\$500.00
Total:		\$12,577.08

Parks Department was on track for the kitchenette project to be completed in 2023, however supply chain issues delayed the cabinet delivery to January 2024. The sink, mini-frig, microwave, and half-down on the cabinets & countertop were paid for in 2023. The \$6,500 is requested to be taken from carryover to complete this project.

Please see the remaining expenditures for 2024, below.

Item	Supplier	Cost
Cabinets (50% balance remaining)	Kirshman	\$3,680.18
Countertop (50% balance remaining)	Kirshman	\$1,238.03
Sink Faucet	Amazon	\$169.00
Electrical work for installation	H&M Electrical	\$850.00
Plumbing work for installation	Preferred Plumbing	\$500.00
	Total:	\$6,437.21