



7275 W. MAIN STREET, KALAMAZOO, MI 49009
269-216-5220 Fax 375-7180 TDD 375-7198
www.oshtemo.org

**DOWNTOWN DEVELOPMENT AUTHORITY
Board of Directors - Regular Meeting**

**Oshtemo Community Center
6407 Parkview Avenue**

January 18, 2018
12:00 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Election of Officers - 2018 Office of Chair, Vice-Chair, Secretary and Treasurer
4. Approval of Minutes: November 16, 2017
5. Treasurer's Report:
 - a. November - December, 2017 (unaudited)
 - b. 2017 Revenues
6. Streetscape Update:
 - a. Car Wash Property – Re-bid
 - b. Stadium Drive Sidewalks
 - c. Corner Property Development
7. Announcements and Adjournment
 - a. Member Brown

Next Meeting **Thursday, March 15, 2018**

**OSHTEMO CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS**

MINUTES OF THE MEETING HELD NOVEMBER 16, 2017

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, November 16, 2017. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members present: Grant Taylor, Chair, Bruce Betzler, Jay Brown Themis Corakis, Mike Lutke, Rich MacDonald, Jack Siegel, Ethan Sivewright and Dick Skalski.

Members absent: Maria Dacoba, Libby Heiny- Cogswell and Julie Hite

Also present: Julie Johnston, Oshtemo Township Planning Director and Martha Coash, Meeting Transcriptionist.

Approval of Agenda

Chairperson Taylor asked if there were any changes to the agenda. Hearing none, he asked for a motion.

Mr. Skalski moved to approve the agenda as presented. Mr. Corakis supported the motion. The motion passed unanimously.

Approval of Minutes

Chairperson Taylor asked if there were any additions or corrections to the minutes for the meeting of September 21, 2017.

Hearing none, The Chairperson asked for a motion to approve the September 21, 2017 Minutes.

Mr. Skalski moved to approve the Minutes of the Regular Meeting of September 21, 2017 as presented. Mr. Corakis supported the motion. The motion carried unanimously.

Treasurer's Reports for September - October, 2017 (unaudited)

Chairperson Taylor noted revenue for September - October was down about \$10,000 due to a drop in collections. He indicated no major purchases were made during this period and that the fund balance is now at a healthy \$700,000.

Mr. Brown said he felt expenditures were being made by the DDA for maintenance of the Community Center that should be the responsibility of the Township.

Mr. Corakis said originally the outside lawn work was to have been done by volunteers but that did not happen; instead 100% of the related costs went to the DDA.

Chairperson Grant acknowledged the Township does use the building a lot and that shared costs on lawn care etc. makes sense. He will look into that. He asked for a motion to approve the Treasurer's Report for September – October 2017 as presented.

Mr. Skalski moved to approve the Treasurer's Report as presented. Mr. Betzler supported the motion. The motion passed unanimously.

2018 Budget Update

Ms. Johnston said as the Township Board was preparing their 2018 budget, Staff realized some discrepancies between the DDA's budget and the Township's related to participation in non-motorized facility development. She provided an updated budget with the recommended change to the non-motorized budget for 2018 under the Consultant item as follows:

- Safe routes to school grant application and design - \$35,000
- Stadium Drive sidewalks grant application and design - \$35,000
- Design plan for corner lot - \$10,000

After working with the Township Engineer to delineate costs and phasing for both the Stadium Drive and 9th Street sidewalk projects, they determined the following three step process:

Stadium Drive – 8th Street west to 11th Street

Phase	Year	Total Costs	DDA Costs
Phase 1: Schematic design and easement acquisition	2018	\$80,000	\$56,000
Phase 2: Construction drawings	2019	\$80,000	\$56,000
Phase 3: Construction	2020	\$860,000	\$222,600
Total:		\$1,020,000	\$334,600

Ms. Johnston indicated the Township Board approved this budget changes and that they now needed DDA approval. She explained that the three-step process for budgeting of non-motorized development coordinates better with the flow of the MDOT process.

Chairperson Taylor said he is pleased to see the budget going forward to actual construction phases.

Mr. MacDonald asked whether we are confident MDOT will provide the funds to proceed.

Ms. Johnston said MDOT believes this is a worthy project but their funding is not guaranteed. Schematic design and procuring easements need to be done prior to the MDOT application because MDOT allows a narrow window between approval and construction. If procurement of easements were to extend past this window, we could lose the funding. That is why the three-step process was developed.

Mr. MacDonald moved to approve the change to the 2018 non-motorized facility development budget for Phase 1 Schematic design and easement acquisition in the amount of \$80,000 as requested. Mr. Skalski supported the motion. The motion passed unanimously.

Streetscape Update

a. Car Wash Property – Refusal of Bids

Ms. Johnston reported Prein & Newhof provided the bid packets for the car wash demolition for approximately three weeks before the bid opening, which occurred on Friday, October 20th. Six firms requested the bid documents and four provided bids on the project. Unfortunately, the bid prices were all well above the budget assigned by the DDA, as follows:

Number	Contractor Name	Lump Sum Bid Amount	Unit Price Bid for Oil/Water/Grit Separator (each)
1	Bierlein Companies, Inc.	\$48,800	\$2,000
2	James E Fulton & Sons, Inc.	\$63,750	\$3,500
3	Lounsbury Excavating, Inc.	\$81,925	\$5,200
4	Peters Construction Co.	\$85,800	\$2,500

Ms. Johnston said the bid prices received were a surprise. All bids were rejected as they were well outside of the \$30,000 proposed for the demolition. In addition, the timeframe to meet with the DDA to discuss the bid prices was outside of the

requirement to respond to the bids and choose a contractor. Staff felt the best approach was to reject the bids and reassess how to move forward with the project.

She said Prein & Newhof spoke with a couple of the bidders to understand why the prices were so much higher than anticipated. The reasons included a timeframe that was too tight due to asphalt plants closing and current job responsibilities, and the possible costs to properly dispose of unknown liquid materials in drums.

Ms. Johnston described two possible options for moving forward. The first would be to rebid the project in the spring and hope that bids will come in lower as the construction season is just beginning. The second would be to contract with a specific hazardous materials removal company to deal with the unknown liquids (which are likely solvents and detergents) separately from the bid process. Then the demolition could be rebid immediately without the requirement to pave the site. The bid documents would include a requirement to fill the hole left by the car wash with a material that would not erode through the winter.

She noted the DDA has funds in the 2018 budget to complete a plan and some improvements to the corner property. The paving of the site could be included in this work, removing it from the car wash demolition entirely.

Ms. Johnston said, based on the desire to get the car wash demolished, Staff would recommend option 2. Removing the two items that were indicated as cost factors in the bids may help reduce the overall costs of the demolition. Option 2 may also allow us to still work towards demolition in this calendar year.

There was some discussion of whether there are barrels with unknown contents or just five-gallon buckets labeled as containing soap on the property. Prein and Newhof and the Township's Enforcement Officer say there are unlabeled containers present.

Mr. Brown cautioned that the agreement with the Church has not yet been formally approved by the Conference, though it likely it will be.

Ms. Johnston noted many local contractors did not bid on this project due to weather/time constraints, it is likely we will receive lower bids in the spring with a new bid process.

Mr. MacDonald moved to authorize Staff to contract with a specific hazardous materials removal company to deal with the unknown liquids separately from the bid process and to rebid the demolition immediately without the requirement to pave the site. The bid documents will include a requirement to fill the hole left by the car wash with a material that would not erode through the winter. Mr. Skalski supported the motion. The motion passed unanimously.

b. Stadium Drive Sidewalks

Ms. Johnston reported this project is moving forward. She walked the sidewalks last week to determine the right of way and easements that would be needed to construct them. Once the plans are ready, we can begin contacting property owners for the necessary easements.

Village Theme Development Plan Review:

a. Update from Subcommittee

The sub-committee, including Ms. Johnston, two members of the DDA, three Planning Commissioners, and representatives from WadeTrim met to review the Village Theme Development Plan. WadeTrim provided a document but were requested to re-evaluate and come back with more pointed direction on how to move forward.

The general suggestions were to consider shrinking the Village area down to the core area to better define it, and to turn the Form Based Codes into an overlay zone to get rid of the very strict requirements to allow more flexibility in order to spur development.

It is the hope that the revised Plan can be adopted this winter so work may begin on the Zoning Ordinance.

Mr. MacDonald said the group was pretty unanimous in support of that direction. He noted the original plan assumed the possibility of traffic calming, but after years of experience it is clear there is no flexibility for that and we have no control over MDOT to make a change. He said it probably makes more sense to think of the core area as a commercial improvement area rather than as a Village.

Ms. Johnston agreed with Mr. MacDonald's comments and said non-motorized connections can still be developed and that we need to help those connections happen.

Mr. Brown said when originally set up the DDA was warned a development of a Village would not happen. Four corners, each focused on something different, for example antiques or food, were discussed.

It was agreed developers have been deterred by the strict regulations in the Form Based Code and that, if changed, it will provide the opportunity to promote flexibility to gain positive attention.

Private Drive Signs

Ms. Johnston reported the "Millard's Way" sign, including "no outlet" to discourage through traffic, has been completed and should be installed within the next

week. Following installation, we can talk about directional signage that would include a business name and arrow.

Ms. Johnston noted those included on a sign would need to be part of the cross-access agreements for the drive.

Mr. Lutke wondered what jurisdiction that property falls under since speeders are a problem.

Ms. Johnston said she will talk with police about jurisdiction, the speeding problem, and will look into the possibility of installing speed bumps.

Façade Grant Guidelines

Ms. Johnston distributed a second revision of the Façade Grant Program Guidelines, pointing out the three main changes: 1) regarding roofs on vacant buildings; 2) consideration of seasonal limitations to construction; and, 3) conditions for eligible roof work. She noted if acceptable in its revised form, the Guidelines needed to be approved.

Mr. MacDonald moved to approve the revised Façade Grant Program Guidelines as presented. Mr. Siegel supported the motion. The motion passed unanimously.

Leadership Positions – 2018 Office of Chair, Vice-Chair, Secretary and Treasurer

Ms. Johnston reminded Members that new officers would need to be elected in January and asked that those interested in serving should contact Chairperson Taylor.

2018 Meeting Dates

Ms. Johnston presented a tentative schedule for 2018 meeting dates for beginning at noon on the third Thursday of every other month:

January 18
March 15
May 17
July 19
September 20
November 15

Chairperson Taylor asked for a motion to approve the meeting date schedule for 2018 as presented.

Mr. MacDonald moved to approve the 2018 Meeting Schedule as presented. Mr. Skalski supported the motion. The motion passed unanimously.

Announcements and Adjournment

There being no further business, Chairperson Taylor adjourned the meeting at approximately 12:45 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: November 17, 2017
Minutes Approved:



January 9, 2018

To: DDA Board

From: Julie Johnston

Re: Treasurer's Report

Attached you will find the Treasurer's Report for November - December, 2017, unaudited.

The main activities for this two-month period were for the consultant work on the demolition of the car wash, the Village Theme Development Plan and the Stadium Drive Sidewalks. Additional miscellaneous activities included \$100 for accounting services, \$520 for maintenance of the Community Center and a banner swap within the Village area. The invoices are attached. You will note that the consultant invoices equal more than what was billed to the DDA. This is due to the shared costs with the Township for the Village Theme Development Plan work.

In the previous Treasurer's report, staff conveyed that collected tax revenue was down by a little over \$10,000 from 2016. Since that time, personal property tax collection was provided by the State of Michigan in the amount of \$44,288.27, for total revenues equaling \$110,963.10. This is \$8,805.58 less than the \$119,768.68 received in 2016.

Attachment: Treasurer's Report November – December, 2017

DOWNTOWN DEVELOPMENT AUTHORITY
Treasurer's Report November - December, 2017
unaudited

REVENUES	2017 Budget	Previous Activity	Activity this Period	Available Balance
Carryover	\$51,950.00	\$0.00	\$0.00	\$51,950.00
Current Real Property Tax	\$126,900.00	\$66,674.83	\$44,288.27	\$110,963.10
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earned	\$400.00	\$0.00	\$0.00	\$400.00
TOTAL REVENUES	\$179,250.00	\$66,674.83	\$44,288.27	\$163,313.10

EXPENDITURES	2017 Budget	Previous Activity	Activity this Period	Total Activity	Available Balance per Original Budget	Percent Used
Staff	\$2,000.00	\$1,500.00	\$500.00	\$2,000.00	\$0.00	100.00%
Supplies	\$500.00	\$0.00	\$220.70	\$220.70	\$279.30	44.14%
Postage	\$500.00	\$175.00	\$0.00	\$175.00	\$325.00	35.00%
Community Events	\$750.00	\$750.00	\$0.00	\$750.00	\$0.00	100.00%
Consultants	\$125,000.00	\$13,209.03	\$17,527.57	\$30,736.60	\$94,263.40	24.59%
Accounting & Auditing Fees	\$2,000.00	\$1,050.00	\$100.00	\$1,150.00	\$850.00	57.50%
Legal Fees	\$2,000.00	\$97.50	\$0.00	\$97.50	\$1,902.50	4.88%
Legal Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Repairs & Maintenance	\$6,000.00	\$1,940.00	\$900.00	\$2,840.00	\$3,160.00	47.33%
<i>Banner rotation/storage/maintenance</i>	<i>\$2,000.00</i>	<i>\$380.00</i>	<i>\$380.00</i>	<i>\$760.00</i>	<i>\$1,240.00</i>	<i>38.00%</i>
<i>Lawn care and maintenance</i>	<i>\$3,000.00</i>	<i>\$1,560.00</i>	<i>\$520.00</i>	<i>\$2,080.00</i>	<i>\$920.00</i>	<i>69.33%</i>
<i>Commercial Access Drive</i>	<i>\$1,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,000.00</i>	<i>0.00%</i>
Capital Outlay/Obligated Projects	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00%
<i>Car wash demolition</i>	<i>\$30,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$30,000.00</i>	<i>0.00%</i>
<i>Façade Grant Program</i>	<i>\$10,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$10,000.00</i>	<i>0.00%</i>
TOTAL EXPENDITURES	\$179,250.00	\$18,721.53	\$19,248.27	\$37,969.80	\$141,280.20	21.18%

REVENUES EARNED 2017	\$110,963.10
EXPENDITURES 2017	\$37,969.80
NET BALANCE 2017	\$72,993.30

FUND BALANCE (10/31/2017): **\$718,485.02**

Wade Trim

Wade Trim
2851 Charlevoix Drive SE • Suite 108 • Grand Rapids, MI 49546
616.956.3304 • FAX: 616.956.3475 • www.wadetrим.com
Federal ID 38-1539898

INVOICE

Terms: Net 30 Days
1.5% Per Month After 30 Days
18% Annual Rate

Oshtemo Charter Township
7275 W. Main Street
Kalamazoo, MI 49009
Attention: Julie Johnston, AICP
Planning Director

Invoice Date : October 18, 2017
Invoice # : 2009895
Project # : OSH600201N

Remit payment to : Wade Trim
P.O. Box 10
Taylor, MI 48180

Re: DDA Village Theme Plan Rvw & Update

For Professional Services rendered from 8/28/2017 through 10/1/2017

DDA Village Theme Plan Review & Update

Total Project Fee Authorized	\$32,250.00
Percent Complete as of 10/1/2017	53.86%
Subtotal	\$17,369.85
Less Previously Invoiced	\$14,248.05
Amount Due This Invoice	\$3,121.80

P.O. 9591
Julie Johnston

Wade Trim

Wade Trim
2851 Charlevoix Drive SE • Suite 108 • Grand Rapids, MI 49546
616.956.3304 • FAX: 616.956.3475 • www.wadetrim.com
Federal ID 38-1539898

INVOICE

Terms: Net 30 Days
1.5% Per Month After 30 Days
18% Annual Rate

Oshtemo Charter Township
7275 W. Main Street
Kalamazoo, MI 49009
Attention: Julie Johnston, AICP
Planning Director

Invoice Date : November 20, 2017
Invoice # : 2010220
Project # : OSH600201N

Remit payment to : Wade Trim
P.O. Box 10
Taylor, MI 48180

Re: DDA Village Theme Plan Rvw & Update

For Professional Services rendered from 10/1/2017 through 10/29/2017

DDA Village Theme Plan Review & Update

Total Project Fee Authorized	\$32,250.00
Percent Complete as of 10/29/2017	67.53%
Subtotal	\$21,778.43
Less Previously Invoiced	\$17,369.85
Amount Due This Invoice	\$4,408.58

P.O. 9591



Wade Trim
 2851 Charlevoix Drive SE • Suite 108 • Grand Rapids, MI 49546
 616.956.3304 • FAX: 616.956.3475 • www.wadetrim.com
 Federal ID 38-1539898

INVOICE

Terms: Net 30 Days
 1.5% Per Month After 30 Days
 18% Annual Rate

Oshtemo Charter Township
 7275 W. Main Street
 Kalamazoo, MI 49009
 Attention: Julie Johnston, AICP
 Planning Director

Invoice Date : December 14, 2017
 Invoice # : 2010421
 Project # : OSH600201N

Remit payment to : Wade Trim
 P.O. Box 10
 Taylor, MI 48180

Re: DDA Village Theme Plan Rvw & Update

For Professional Services rendered from 10/30/2017 through 11/26/2017

DDA Village Theme Plan Review & Update

Total Project Fee Authorized	\$32,250.00
Percent Complete as of 11/26/2017	89.46%
Subtotal	\$28,850.00
Less Previously Invoiced	\$21,778.43
Amount Due This Invoice	\$7,071.57

*P.O. # 9391
 Julie Johnston*

PO #9827



31 October 2017

Ms. Julie Johnston
Charter Township of Oshtemo
7275 W. Main St.
Kalamazoo, MI 49009

Sent via e-mail ONLY to Dusty Farmer, Township Clerk at dfarmer@oshtemo.org

RE: Stadium Drive Sidewalks

Invoice #41707.00 - 1

Billing Period: through 10/31/2017

Lump Sum Fee (excluding reimbursables)	\$ 15,500.00	
Percent of Services Complete	7%	\$ 1,033.00
Total Earned to Date		\$ 1,033.00
Less Previous Invoices		<u>\$ (0.00)</u>
Fee Billed this Invoice		\$ 1,033.00
Reimbursable Expenses Estimated not to exceed	\$ 150.00	
Total Spent To Date	\$ 10.70	
<u>Disbursements on behalf of the project</u>		
Mileage (20 mi. @ \$0.535, 8/17/17)		<u>\$ 10.70</u>
Amount Due this Invoice		<u>\$ 1,043.70</u>

Thank You,
Kenneth W. Peregón

PO 9827



30 November 2017

Ms. Julie Johnston
Charter Township of Oshtemo
7275 W. Main St.
Kalamazoo, MI 49009

Sent via e-mail ONLY to Dusty Farmer, Township Clerk at dfarmer@oshtemo.org

RE: Stadium Drive Sidewalks

Invoice #41707.00 - 2

Billing Period: through 11/30/2017

Lump Sum Fee (excluding reimbursables)	\$ 15,500.00	
Percent of Services Complete	32%	\$ 4,989.30
Total Earned to Date		\$ 4,989.30
Less Previous Invoices		<u>\$ (1,033.00)</u>
Fee Billed this Invoice		\$ 3,956.30
Reimbursable Expenses Estimated not to exceed	\$ 150.00	
Total Spent To Date	\$ 10.70	
Amount Due this Invoice		<u>\$ 3,956.30</u>

A handwritten signature in black ink, appearing to read "KWP", written over a horizontal line.

Thank You,
Kenneth W. Peregon

PO #9819

OSHTEMO DDA
JULIE JOHNSTON
7275 W. MAIN ST.
KALAMAZOO, MI 49009

Invoice number 41960
Date 11/07/2017

Project 2170472 OSHTEMO CAR CARE
DEMOLITION

BILLING PERIOD: 10/1/17 TO 10/28/17

PROFESSIONAL SERVICES RELATED TO
SOIL AND MATERIALS ENGINEERS, HMA
AND BIDDING

Invoice Total 3,077.61

TERMS: NET 30: 1-1/2% PER MONTH SERVICE CHARGE ON PAST DUE ACCOUNTS

Prein&Newhof

Engineers • Surveyors • Environmental • Laboratory

3355 Evergreen Drive NE Grand Rapids, MI 49525
t. 616-364-8491 f. 616-364-695 preinnewhof.com

Invoice

OSHTEMO DDA
JULIE JOHNSTON
7275 W. MAIN ST.
KALAMAZOO, MI 49009

Invoice number 42581
Date 12/07/2017

Project 2170489 PHASE I ESA - 6532 STADIUM
DR, OSHTEMO, MI

BILLING PERIOD: 10/29/17 TO 11/25/17

PROFESSIONAL SERVICES RELATED TO
ADDITIONAL PAPER COPY OF PHASE I ESA
REPORT SENT TO CLIENT

Invoice Total 297.41

TERMS: NET 30: 1-1/2% PER MONTH SERVICE CHARGE ON PAST DUE ACCOUNTS



SignArt, Inc.
 5757 East Cork Street
 KALAMAZOO, MICHIGAN 49048
 Phone: 800.422.3030 Fax: 269.381.0999

INVOICE 003659
 Invoice Date 12/14/2017
 Sales Order 0003651
 Quotation # 0005280
 Customer PO -
 Customer ID OT04
 Salesperson Steven J. VanderSloot

PURCHASER OSHTEMO CHARTER TOWNSHIP
 7275 W. MAIN ST.
 KALAMAZOO, MI 49009

LOCATION OSHTEMO CHARTER TOWNSHIP
 7275 W. MAIN ST.
 KALAMAZOO, MI 49009

ATTENTION

CONTACT

Item	Qty	UM	Description of Work	Price	Extension
001	1.00	EA	BANNER SWAP/REPAIR Remove from inventory and reinstall customer provided 2' 6" x 5' 0" banners. Swap out existing banners located on various utility poles in the village district. Return existing banners to SignArt inventory. Remove broken banner on Southwest corner of 9th and Stadium Dr. and replace with functional unit. (Banner bracket provided at no charge)	\$380.00	\$380.00

P.O. 9574
Julie Johnson

SignArt, Inc. Is An Equal Opportunity Employer

* indicates a taxed item

AMOUNT DUE UPON RECEIPT.
 ALL ACCOUNTS PAST DUE MORE THAN 10 DAYS WILL BE SUBJECT TO
 A SERVICE CHARGE OF 1 1/2% PER MONTH ON THE UNPAID BALANCE
 (18% ANNUAL PERCENTAGE RATE PER YEAR).
 IN THE EVENT THIS INVOICE IS PLACED FOR COLLECTION
 OR IF COLLECTED BY SUIT, REASONABLE ATTORNEY'S FEES AND/OR
 COLLECTION COSTS SHALL BE ADDED.

Total Amount: \$380.00

S&T Lawn Service Inc.

3393 South 6th Street
Kalamazoo, MI 49009
(269) 375-0334

PO # 9563

Invoice

Bill To:
Oshtemo Charter Township 7275 West Main Street Kalamazoo, MI 49009

Date:	11/30/2017
Invoice #:	14638
Terms:	Net 15

Regarding:	Parkview Hall
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<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
11/1/2017	11/01/2017 -- Clean Up:Fall	1	0.00	0.00
11/30/2017	11/30/2017 -- Lawn Service - Monthly Installment	1	260.00	260.00

Total	\$260.00
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Thank you for your business.

PO #9563

S&T Lawn Service Inc.

3393 South 6th Street
Kalamazoo, MI 49009
(269) 375-0334

Invoice

Bill To:
Oshtemo Charter Township 7275 West Main Street Kalamazoo, MI 49009

Date:	10/31/2017
Invoice #:	14452
Terms:	Net 15

Regarding:	Parkview Hall
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<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
10/3/2017	10/03/2017 -- Weeding	1	0.00	0.00
10/10/2017	10/10/2017 -- Weeding	1	0.00	0.00
10/17/2017	10/17/2017 -- Weeding	1	0.00	0.00
10/24/2017	10/24/2017 -- Weeding	1	0.00	0.00
10/31/2017	10/31/2017 -- Lawn Service - Monthly Installment	1	260.00	260.00

Total	\$260.00
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Thank you for your business.

SiegfriedCrandallPC

Certified Public Accountants & Advisors

246 E. Kilgore Road
Portage, MI 49002-5599
www.siegfriedcrandall.com

Telephone 269-381-4970
800-876-0979
Fax 269-349-1344

CHARTER TOWNSHIP OF OSHTEMO
7275 WEST MAIN STREET
KALAMAZOO, MI 49009

Invoice Number: 94194
Client ID: 6870

Date: 11/30/2017
Payable upon receipt

Professional services during the month of November 2017, which included the following:

Steve - assistance with CVTRS reporting - 7.50 hours @ \$200	1,500.00
Steve - assistance with questions .50 hours @ \$200	100.00
Ann - assistance with tax reconciliation - 2.00 hours @ \$125	250.00
Joel - September & October cash assistance - 9.00 hours @ \$140	1,260.00
Less: discount	(210.00)

Breakdown by fund:

101 - \$2,500
107 - 50
206 - 50
207 - 50
211 - 50
249 - 50
490 - 50
491 - 50
900 - 50

\$2,900
=====

300 -
401 -
400 -
500 -
500 -

New Charges:	\$2,900.00
Plus Prior Balance:	\$0.00
New Balance:	\$2,900.00

SiegfriedCrandallPC

Certified Public Accountants & Advisors

246 E. Kilgore Road
Portage, MI 49002-5599
www.siegfriedcrandall.com

Telephone 269-381-4970
800-876-0979
Fax 269-349-1344

CHARTER TOWNSHIP OF OSHTEMO
7275 WEST MAIN STREET
KALAMAZOO, MI 49009

Invoice Number: 94060
Client ID: 6870

Date: 10/31/2017
Payable upon receipt

Professional services during the month of October 2017, which included the following:

Joel's assistance with July and August reconciliations	1,155.00
Ann's assistance with tax and trust bank reconciliations	845.00
Steve's assistance with 2018 Budget & Cap plan	3,000.00

Breakdown by fund:

101 - \$4,600
107 - 50
206 - 50
207 - 50
211 - 50
249 - 50
490 - 50
491 - 50
900 - 50

\$5,000
=====

New Charges:	\$5,000.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$5,000.00</u>

<u>10/31/2017</u>	<u>09/30/2017</u>	<u>08/31/2017</u>	<u>07/31/2017</u>	<u>06/30/2017+</u>
5,000.00	0.00	0.00	0.00	0.00

Unpaid balances after 60 days subject to interest at 1% per month, minimum of \$1.00

January 9, 2018



Mtg Date: January 18, 2018
To: Downtown Development Authority
From: Julie Johnston, AICP
RE: Car Wash Re-Bid

Prein & Newhof developed the re-bid packet for the car wash demolition, which was made available to any interested contractors on Wednesday, January 3rd. The revised bid eliminated the need to manage the unmarked liquids found on site, as well as completing the asphalt paving. A new requirement was added to the bid that the demolition site should be filled with gravel for safety after the demolition is complete. We also provided a 60-day window to complete the demo.

A pre-bid walk through has been scheduled for Wednesday, January 17th at 3:00 pm and the bid opening will occur on Wednesday, January 24th at 1:30 pm. The bid opening will be held at the Township Hall for any interested DDA members.

In addition, Rick Suwarsky, Ordinance Enforcement Officer, has secured a contract with Drug and Laboratory Disposal, Inc. for the removal of the liquids found on site. The quote for removal was \$1,260 with a 10 percent energy and insurance fee for an approximate total fee of \$1,386. Currently, the scheduled removal date is January 10th. I will provide an update at the DDA meeting on how things went with the removal.

Attachments: Drug and Lab Quote

Quote



Environmentally Correct Disposal Of
All Chemical Waste Since 1977

Date: **December 20, 2017**
Quote #: **Q-05595-1VVXP7**
Expiration Date: **February 18, 2018**
Account #: **33831**

Oshtemo Charter Township
7275 West Main Street
Kalamazoo, MI 49009
(269) 375-4260

Rick Suwarsky
Phone: (269) 375-4260
Fax:
Email: RSuwarsky@oshtemo.org

Removal and Disposal of Chemical Waste from a Former Car Wash at 6532 Stadium Drive, Kalamazoo, Michigan

Sales Representative	Email	Scheduling Terms	Terms
Jeff Green	jgreen@dld-inc.com	To Be Scheduled	Net 30

Line	Item	Description	Qty	Unit	Price	Line Total
1	101071	Transportation Fee	1	Fee	\$125.00	\$125.00
2	101009	Personnel Time (On-Site) [NOTE: The Personnel Time On-Site Fee includes the services to package, label, manifest, and load the waste for transport to Drug & Laboratory Disposal, Inc.]	3	Hour	\$70.00	\$210.00
3	101128	Shipping Paperwork Fee [NOTE: The Shipping Paperwork Fee applies to each Manifest and Continuation Page.]	4	Fee	\$10.00	\$40.00
4	100460	Flammable Liquids (Water-based) [Bulk]	3	55-Gallon Drum	\$150.00	\$450.00
5	100579	Latex Paints [Loose Pack]	3	1-Gallon Charge	\$10.00	\$30.00
6	100639	Non-Regulated Liquids [Bulk]	8	5-Gallon Charge	\$25.00	\$200.00
7	100639	Non-Regulated Liquids [Bulk]	1	30-Gallon Drum	\$125.00	\$125.00
8	100729	Paints / Paint Related Materials [Loose Pack]	2	1-Liter Charge	\$5.00	\$10.00
9	100729	Paints / Paint Related Materials [Loose Pack]	3	1-Gallon Charge	\$10.00	\$30.00
10	101120	Residue Containers (Metal) [Bulk]	40	Pound	\$1.00	\$40.00
Total						\$1,260.00

Notes:
Energy and Insurance Fee of 10% will be applied to all waste for disposal.

Drug & Laboratory Disposal, Inc. has the appropriate permits for, and can accept, the wastes listed above for treatment and disposal



January 9, 2018

Mtg Date: January 18, 2018
To: Downtown Development Authority
From: Julie Johnston, AICP
RE: Corner Lot Development

With the impending demolition of the car wash, staff would recommend the DDA begin consideration of improvements to the northwest corner of Stadium Drive and 9th Street. During the development of the streetscape project in 2014/2015, OCBA provided some concept plans and preliminary budgets for the corner improvements. These documents are attached.

Based on the feedback received from MDOT on the lack of possible grant funds for this corner, staff would recommend considering a paired down approach to the improvements. The 2018 budget dedicated funds for the development of plans and possible bid documents for the corner improvements. Staff would recommend continuing with the current consultant team of OCBA and Prein & Newhof to complete this work through the winter. They would be able to coordinate the corner improvements with the plans to construct sidewalks through this area in 2020.

If the DDA authorized staff to contract with the consultant team at the January meeting within the existing 2018 budget of \$10,000, we could request that they try and have preliminary plans ready for review by the March DDA meeting.

Attachments: Village Core Streetscape Plan
Village Core Preliminary Budget from Streetscape Project



OSHTEMO DDA STREETScape
OSHTEMO TOWNSHIP, MI

VILLAGE CORE PLAN

9.24.2015
 SCALE: 1"=40'

Item	Quantity	Unit	Unit Price	Total
ATLANTIC AVENUE				
Atlantic Ave. Demolition (at Parkview)	1	LS	\$10,500.00	\$10,500.00
Atlantic Ave. Re-Alignment (at Parkview)	1	LS	\$18,000.00	\$18,000.00
Site Clearing and Demolition	1	LS	\$23,000.00	\$23,000.00
Concrete Walk (8' wide)	32,000	SF	\$5.00	\$160,000.00
Deciduous Street Trees	76	EA	\$500.00	\$38,000.00
Lighting and Electrical Supply	38	EA	\$5,000.00	\$190,000.00
Respread Topsoil and Fine Grading	1	LS	\$6,000.00	\$6,000.00
Turf Seeding	24,000	SF	\$0.15	\$3,600.00
Traffic Control	1	LS	\$7,500.00	\$7,500.00
Soil Erosion and Sedimentation Control	1	LS	\$3,000.00	\$3,000.00
Atlantic Avenue Construction Subtotal				\$459,600.00
Contingency (10%)				\$45,960.00
ATLANTIC AVENUE TOTAL				\$505,560.00
PARKVIEW AVENUE				
Site Clearing and Demolition	1	LS	\$11,500.00	\$11,500.00
Concrete Walk (5' wide)	12,200	SF	\$5.00	\$61,000.00
Decorative Paving	700	SF	\$9.00	\$6,300.00
Deciduous Street Trees	45	EA	\$500.00	\$22,500.00
Lighting and Electrical Supply	23	EA	\$5,000.00	\$115,000.00
Respread Topsoil and Fine Grading	1	LS	\$2,000.00	\$2,000.00
Turf Seeding	20,000	SF	\$0.15	\$3,000.00
Soil Erosion and Sedimentation Control	1	LS	\$3,000.00	\$3,000.00
Parkview Avenue Construction Subtotal				\$224,300.00
Contingency (10%)				\$22,430.00
PARKVIEW AVENUE TOTAL				\$246,730.00
VILLAGE CORE PLAZA AND INTERSECTION				
Building Demolition	1	LS	\$20,000.00	\$20,000.00
Site Clearing and Demolition	1	LS	\$15,000.00	\$15,000.00
Concrete Walk (5' wide)	630	SF	\$5.00	\$3,150.00
Decorative Paving	29,000	SF	\$9.00	\$261,000.00
Lighting and Electrical Supply	20	EA	\$5,000.00	\$100,000.00
Decorative Masonry Walls	500	LF	\$150.00	\$75,000.00
Shade Structure	1	LS	\$125,000.00	\$125,000.00
Planter Walls (Segmental unit)	2,800	SF	\$30.00	\$84,000.00
Planter Wall (Poured Concrete)	760	SF	\$60.00	\$45,600.00
Concrete Tree Well	5	EA	\$2,000.00	\$10,000.00
Tree Well Drainage System	1	LS	\$6,500.00	\$6,500.00
Clock Tower	1	LS	\$200,000.00	\$200,000.00
Signage	1	LS	\$10,000.00	\$10,000.00
Benches	6	EA	\$2,000.00	\$12,000.00
Deciduous Street Trees	38	EA	\$500.00	\$19,000.00
Shrubs, Grasses and Groundcovers	1	LS	\$25,000.00	\$25,000.00
Topsoil and Planting Soil	1	LS	\$5,000.00	\$5,000.00
Turf Seeding	2,000	SF	\$0.15	\$300.00
Soil Erosion and Sedimentation Control	1	LS	\$1,500.00	\$1,500.00
Village Core and Intersection Construction Subtotal				\$1,018,050.00
Contingency (10%)				\$101,805.00
VILLAGE CORE AND INTERSECTION TOTAL				\$1,119,855.00

Item	Quantity	Unit	Unit Price	Total
CHURCH PROPERTY RE-DEVELOPMENT				
Building Demolition	1	LS	\$20,000.00	\$20,000.00
Site Clearing and Demolition	1	LS	\$17,000.00	\$17,000.00
Excavation and Grading	1	LS	\$5,000.00	\$5,000.00
Concrete Walk (5' wide)	720	SF	\$5.00	\$3,600.00
Asphalt Paving	1,700	SY	\$17.00	\$28,900.00
Benches	2	EA	\$2,000.00	\$4,000.00
Deciduous Street Trees	14	EA	\$500.00	\$7,000.00
Poured Concrete Walls and Cap	500	SF	\$60.00	\$30,000.00
Topsoil and Fine Grading	1	LS	\$2,000.00	\$2,000.00
Turf Seeding	8,000	SF	\$0.15	\$1,200.00
Soil Erosion and Sedimentation Control	1	LS	\$500.00	\$500.00
Church Property Re-Development Construction Subtotal				\$119,200.00
Contingency (10%)				\$11,920.00
CHURCH PROPERTY RE-DEVELOPMENT TOTAL				\$131,120.00
CHIME AND ERIE STREET				
Streetscape Site Clearing	1	LS	\$6,000.00	\$6,000.00
Concrete Walk (5' wide)	12,500	SF	\$5.00	\$62,500.00
Deciduous Street Trees	50	EA	\$500.00	\$25,000.00
Lighting and Electrical Supply	23	EA	\$5,000.00	\$115,000.00
Respread Topsoil and Fine Grading	1	LS	\$1,500.00	\$1,500.00
Turf Seeding	20,000	SF	\$0.15	\$3,000.00
Soil Erosion and Sedimentation Control	1	LS	\$1,000.00	\$1,000.00
Chime and Erie Street Construction Subtotal				\$214,000.00
Contingency (10%)				\$21,400.00
CHIME AND ERIE STREET TOTAL				\$235,400.00
PROFESSIONAL FEES AND SERVICES				
Basic Services				
Design and Engineering	1	LS		\$336,600.00
Construction Administration	1	LS		\$62,700.00
Basic Services Subtotal				\$399,300.00
Additional Services				
Topographic Survey	1	LS		\$34,500.00
Construction Staking	1	LS		\$63,000.00
Additional Services Subtotal				\$97,500.00
MDOT Required Services				
MDOT Required Testing	1	LS		\$28,750.00
Full-time Inspection	1	LS		\$107,000.00
MDOT Programming	1	LS		\$11,000.00
MDOT Required Services Subtotal				\$146,750.00
PROFESSIONAL FEES AND SERVICES TOTAL				\$643,550.00
Fee as percent of Project				10.7%
9th STREET WALK FROM MERIDIAN AVENUE TO PRAIRIE RIDGE ELEMENTARY				
Site Clearing and Demolition	1	LS	\$7,000.00	\$7,000.00
Concrete Walk (5' wide)	10,800	SF	\$5.00	\$54,000.00
Respread Topsoil and Fine Grading	1	LS	\$1,000.00	\$1,000.00
Turf Seeding	8,500	SF	\$0.15	\$1,275.00
9th Street Walk Construction Subtotal				\$63,275.00
Contingency (10%)				\$6,327.50
9th STREET WALK TO PRAIRIE RIDGE ELEMENTARY TOTAL				\$69,602.50

****NOT INCLUDED IN BUDGET****