



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**

March 15, 2018
12:00 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: January 18, 2018
February 22, 2018
4. Treasurer's Report:
 - a. January - February, 2018 (unaudited)
5. Streetscape Update:
 - a. Corner Property Development
 - b. Stadium Drive Sidewalks
6. Village Theme Development Plan
 - a. Joint Meeting
7. Announcements and Adjournment

Next Meeting **Thursday, May 17, 2018**

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

MINUTES OF THE MEETING HELD JANUARY 18, 2018

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, January 18, 2018. The meeting was called to order at approximately 12:05 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members present: Bruce Betzler, Themis Corakis, Libby Heiny-Cogswell, Julie Hite, Rich MacDonald, Jack Siegel, and Dick Skalski.

Members absent: Maria Dacoba, Mike Lutke, Ethan Sivewright and Grant Taylor

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

Approval of Agenda

In the absence of both Chairperson Taylor and Vice-Chairperson Dacoba, Mr. MacDonald nominated and moved Mr. Betzler as acting Chair for this meeting. Ms. Heiny-Cogswell supported the motion. The motion carried unanimously.

Acting Chair Betzler asked if there were any changes to the agenda. Hearing none, he asked for a motion.

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

Election of Officers for 2018

Ms. Johnston noted the current officers were:

Grant Taylor, Chairperson
Maria Dacoba, Vice-Chairperson
Themis Corakis, Treasurer
Secretary, vacant

Ms. Johnston determined the three 2017 officers were willing to continue in the same offices for 2018. Mr. Betzler agreed he would be willing to serve as Secretary.

It was determined there were no other nominations; Mr. MacDonald moved and Mr. Skalski supported the motion to elect the following slate of officers for 2018:

Grant Taylor, Chairperson
Maria Dacoba, Vice-Chairperson
Themis Corakis, Treasurer
Bruce Betzler, Secretary

The motion carried unanimously.

Approval of Minutes

Acting Chairperson Betzler asked if there were any additions or corrections to the minutes for the meeting of November 16, 2017.

Hearing none, he asked for a motion to approve the November 16, 2017 Minutes.

Mr. MacDonald moved to approve the Minutes of the Regular Meeting of November 16, 2017 as presented. Mr. Skalski supported the motion. The motion carried unanimously.

Treasurer's Reports for November - December, 2017 (unaudited)

Ms. Johnston reported 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. These expenditures totaled approximately \$19,000. Additional miscellaneous activities included accounting services, maintenance of the Community Center and a banner swap within the Village area. She noted 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.

She said in the previous Treasurer's report, 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, which is \$8,805.58 less than the \$119,768.68 received in 2016. According to the Township Assessor, this is likely due to increased personal property tax exemptions, which may mean revenues for 2018 could also be less than anticipated. The DDA may want to keep this in mind during the budgeting process for 2019.

Acting Chairperson Betzler asked for a motion to approve the Treasurer's Report for November – December 2017 as presented.

Mr. Skalski moved to approve the Treasurer's Report for November – December 2017 as presented. Mr. Corakis supported the motion. The motion passed unanimously.

Streetscape Update

a. Car Wash Property – Re-Bid

Ms. Johnston reported 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. A 60-day window to complete the demolition was provided.

In addition, Rick Suwarsky, Ordinance Enforcement Officer, 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, much lower than the original quotes from last fall which were between \$8-10,000.

Ms. Johnston indicated that originally this project was planned under the 2017 budget. Since the demolition did not occur in 2017, those funds are no longer available. The DDA will need to approve a budget amendment for the 2018 budget to cover the costs of the demolition. The requested budget amendment will also have to be approved by the Township Board.

Mr. Corakis moved to recommend to the Township Board that they amend the 2018 DDA budget to carry \$40,000 forward from the 2017 reserve funds to fund the car wash property demolition project. Mr. Skalski supported the motion. The motion was approved unanimously.

b. Stadium Drive Sidewalks

Ms. Johnston reported this project is moving forward. Township staff walked the street from 8th Street east to 11th Street with OCBA and Prein & Newhof. The walk through was to lay out the path, determine difficulties with rights-of-way and decide where easements will be needed. It is expected the schematic plan will be finalized in February which will allow a budget to be developed. She expects to bring the actual sidewalk layout to the DDA in March. A plan to obtain the needed easements will need to be determined; she is hopeful that will occur without a lot of cost. Although not that many easements will be needed, they should be in place prior to submitting a grant application to MDOT. She hopes the project will be engineered in winter of 2019, with construction to begin in 2020. Temporary grading easements will also be needed. Some affected property belongs to the Township and the DDA.

Maintenance and snow clearing of new sidewalks will be the responsibility of property owners, but Ms. Johnston is hopeful property owners can be brought together as a group to achieve economy of scale.

Mr. Corakis suggested the DDA take care of the sidewalks and bill the property owners. Ms. Johnston will check to see if the DDA has the authority to assess for this cost. Also suggested was that the DDA could pay to maintain them outright. Ms. Johnston said she would discuss that possibility with the Township. Ms. Hite felt if the DDA creates sidewalks it should be responsible for maintenance. Mr. MacDonald suggested possibly paying for maintenance for the first year after installation and recommended finding out what that cost would be.

Mr. McDonald also suggested the area could be considered for a Business Improvement District.

Ms. Johnston said she would find out the cost of seasonal snow removal for the new sidewalks and obtain information on Business Improvement District provisions regarding maintenance of the sidewalks.

c. Corner Property Development

Ms. Johnston said with the impending demolition of the car wash, staff was recommending 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 and she provided documents to Members.

Based on the feedback received from MDOT on the lack of possible grant funds for this corner, she recommended considering a pared down approach to the improvements OCBA outlined. She noted the 2018 budget dedicated funds for the development of plans and possible bid documents for the corner improvements and recommended 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.

Ms. Johnston said if the DDA authorized staff to contract with the consultant team within the existing 2018 budget of \$10,000, she could request that they try and have preliminary concept plans ready for review by the March DDA meeting.

There was discussion about what might or might not be included in the plan. The outcome was a desire for the consultants to provide a preliminary plan that would be for more of a gateway to the area rather than a gathering place. Suggestions were for an

asymmetrical space with less concrete and more earth work, natural landscaping, sidewalk connections and a focal point that could consist of an electronic sign board featuring events, time and temperature, possibly a clock with some financial assistance from Rotary. Ms. Johnston indicated the impervious cap must be maintained according to DEQ regulations and the method to do that must be included in any plan.

Acting Chairperson Betzler asked for a motion.

Mr. MacDonald moved to authorize Ms. Johnston to work with OCBA and to use up to \$3000 of the \$10,000 budgeted for development of a preliminary plan per the discussion, to be brought to the DDA in March. Mr. Corakis supported the motion. The motion carried unanimously.

Announcements and Adjournment

Ms. Johnston informed Members that Mr. Jay Brown, DDA member, passed away January 6, 2017. A funeral for him will be held at the Oshtemo Methodist Church on January 20 at 11:00 a.m.

There being no further business, Acting Chairperson Betzler adjourned the meeting at approximately 1:10 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: November 20, 2017
Minutes Approved:

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

MINUTES OF THE SPECIAL MEETING HELD FEBRUARY 22, 2018

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a special meeting on Thursday, February 22, 2018. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members present: Bruce Betzler, Themis Corakis, Libby Heiny-Cogswell, Julie Hite, Rich MacDonald, Jack Siegel, Maria Dacoba, Ethan Sivewright, Grant Taylor, and Dick Skalski.

Members absent: Mike Lutke

Also present: Julie Johnston, Oshtemo Township Planning Director

Approval of Agenda

Chairperson Taylor asked if there were any changes or deletions to the agenda. Hearing none, requested a motion. Mr. Skalski moved to approve the agenda as presented. Mr. Corakis supported the motion. The motion passed unanimously.

Car Wash Demolition

Ms. Johnston indicated that the Oshtemo Methodist Church has requested the value of the car wash property be resolved prior to executing the demolition contract with Pitsch Companies. The Letter of Understanding signed by the Church and the DDA stated the following:

Provide land from the Subject Property equal to the cost of the demolition and re-paving. The amount of land to be provided shall be determined by the percentage of the estimated cost of the project of \$28,400 against the true cash value of the Subject Property established by the Township Assessor, which is \$240,052. The percentage of land required is 12 percent of the total available square footage or 4,123 square feet of the 34,357.5 square foot lot.

Project costs have increased slightly since that time and final costs can only be anticipated as the demolition and paving are not complete. However, we anticipate the costs to be as follows:

Environmental Assessment	\$2,700
Removal of Liquid Chemicals	\$1,200
Demolition (Pitsch) Estimate	\$19,000
Repaving of Demolition Site (Estimate)	\$8,000
Total:	\$30,900

Based on these numbers and under the original agreement, the Church would be required to provide 4,398 square feet or 12.8 percent of the property total.

The Church has indicated they would like the property to be valued at \$300,000, which would reduce the amount of property to be exchanged to 10 percent or 3,435 square feet. The difference between the two scenarios is about 2 to 3 percent of their property.

The total cost to the DDA for the demolition will be closer to \$40,000 when including the fees to bid the project. The expenses to date include the environmental assessment, two bid processes and removal of the liquid chemicals for a current total of \$12,890.55.

In addition to the property value, the property line re-description needs to be agreed upon. Staff provided the Church the provided map based on their desired \$300,000 property value. They requested staff minimize the loss of frontage on Stadium Drive, which we have done. However, this also needs to be acceptable to the DDA.

Mr. MacDonald indicated the reason the DDA took on this project was to reduce the blight in the area, which is an eligible expense. The exchange of property for a project that both the DDA and property owners would like to see completed is a win for the DDA. He recommended not getting into a discussion on the actual value of the property and instead state that the Township has valued the property at \$240,052 but the DDA will agree to a stipulated value of \$300,000 for the purposes of this project. Making a clear determination of actual value requires an extra level of due diligence, which is not really needed to meet the overall goal of this project.

Mr. MacDonald made a motion that the stipulated value of the property would be \$300,000 for this project and the property line re-description would be completed as outlined in the provided aerial map.

Ms. Heiny-Cogswell indicated she had some concerns about the property line re-description. Based on the current corner lot design plan, existing lot lines and alignment of Stadium Drive, she recommends a change to the property line re-description where the new property line is more perpendicular to Stadium Drive. The parking lot should be perpendicular to the street, meaning the western lot line should also be perpendicular to the street and more parallel to the existing property lines.

Ms. Johnston indicated the current map shows the new property line running true north.

Mr. Betzler supported this recommendation, indicating it would align better with the church.

Chairperson Taylor asked if everyone was comfortable with the requested value of \$300,000. Members agreed that this was acceptable.

Mr. Corakis had a question regarding the drive from 9th Street. That area tends to hold water and the drain works but is slow. Ms. Johnston indicated that if it is on the church's property, it would remain their responsibility.

Ms. Johnston did indicate that the development of parking lot and the cross-access agreements still need to be resolved this spring when the paving is completed. The DDA will likely still need a cross access agreement to allow for maintenance of the corner property.

Ms. Heiny-Cogswell stated she thought the church would accept the revised property line re-description because it seems like the north area of the lot is used for parking the church holds their events.

Ms. Johnston indicated that the church asked for more of the property to be taken from the northern area of the parcel, leaving just enough space for the access drive, and minimize the amount taken from the eastern portion of the lot and frontage on Stadium Drive. She said she would take the revised layout to the church but wasn't sure if they would sign off. But, stated she would try to help them understand that the revised configuration would work better for their parking lot layout.

Chairperson Taylor indicated that the task today was to approve the stipulated value at \$300,000 and to give staff the flexibility to work with the church to revise the property line re-description map, but ensuring the required square footage is exchanged. He continued by asking Mr. MacDonald if he was willing to amend his original motion.

Mr. MacDonald agreed to amend his original motion to include the revised language that the new west property line would be perpendicular to Stadium Drive but allowing flexibility for staff to work with the church on the final property line re-description. Mr. Betzler supported the motion. The motion carried unanimously.

Announcements and Adjournment

There being no further business, Chairperson Taylor adjourned the meeting at approximately 12:35 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: March 6, 2018
Minutes Approved:



March 6, 2018

To: DDA Board

From: Themis Corakis, Treasurer

Re: Treasurer's Report

Attached you will find the Treasurer's Report for January – February, 2018, unaudited.

The main activities for this two-month period were for the consultant work on the demolition of the car wash and the Stadium Drive sidewalks. In addition, the costs for Drug & Laboratories Disposal, Inc. to remove the unknown liquid chemicals from the car wash prior to demolition.

Further miscellaneous activities included \$100 for accounting services, \$50 for the demolition permit, and \$380 for the 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 Stadium Drive sidewalk work.

Attachment: Treasurer's Report January – February, 2018

DOWNTOWN DEVELOPMENT AUTHORITY
Treasurer's Report January - February, 2018
unaudited

REVENUES	2018 Budget	Previous Activity	Activity this Period	Available Balance
Carryover	\$40,000.00	\$0.00	\$0.00	\$0.00
Current Real Property Tax	\$132,000.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earned	\$400.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$172,400.00	\$0.00	\$0.00	\$0.00

EXPENDITURES	2018 Budget	Previous Activity	Activity this Period	Total Activity	Available Balance per Original Budget	Percent Used
Staff	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Supplies	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Postage	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Community Events	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
Consultants	\$80,000.00	\$0.00	\$5,814.95	\$5,814.95	\$74,185.05	7.27%
Accounting & Auditing Fees	\$2,000.00	\$0.00	\$100.00	\$100.00	\$1,900.00	5.00%
Legal Fees	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Legal Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Repairs & Maintenance	\$6,000.00	\$0.00	\$380.00	\$380.00	\$5,620.00	6.33%
<i>Banner rotation/storage/maintenance</i>	<i>\$2,000.00</i>	<i>\$0.00</i>	<i>\$380.00</i>	<i>\$380.00</i>	<i>\$1,620.00</i>	<i>19.00%</i>
<i>Lawn care and maintenance</i>	<i>\$3,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$3,000.00</i>	<i>0.00%</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	\$78,150.00	\$0.00	\$1,251.50	\$1,251.50	\$76,898.50	1.60%
<i>Car wash demolition</i>	<i>\$40,000.00</i>	<i>\$0.00</i>	<i>\$1,251.50</i>	<i>\$1,251.50</i>	<i>\$38,748.50</i>	<i>3.13%</i>
<i>Corner site improvement</i>	<i>\$28,150.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$28,150.00</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	\$172,400.00	\$0.00	\$7,546.45	\$7,546.45	\$164,853.55	4.38%

REVENUES EARNED 2018	\$0.00
EXPENDITURES 2017	\$7,546.45
NET BALANCE 2017	(\$7,546.45)

FUND BALANCE: \$711,480.00

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: 94627
Client ID: 6870

Date: 01/31/2018
Payable upon receipt

Professional services during the month of January 2018, which included the following:

J. Frederickson - November cash, questions on Fire Fund, part of December cash
- 10.50 hours 1,470.00

Breakdown by fund:

101 - \$ 420
107 - 100
206 - 350
207 - 100
211 - 100
249 - 100
490 - 100
491 - 100
900 - 100

\$1,470
=====

New Charges: \$1,470.00
Plus Prior Balance: \$0.00
New Balance: \$1,470.00

<u>01/31/2018</u>	<u>12/31/2017</u>	<u>11/30/2017</u>	<u>10/31/2017</u>	<u>09/30/2017+</u>
1,470.00	0.00	0.00	0.00	0.00

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

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

Invoice number 43230
Date 02/06/2018
Project 2170472 OSHTEMO CAR CARE
DEMOLITION

BILLING PERIOD: 1/01/18 TO 1/27/18

PROFESSIONAL SERVICES RELATED TO
REBID AND AWARD RECOMMENDATION

Invoice Total 1,501.20

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

#9819
Julie Johnston

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

Invoice number 42783
Date 01/08/2018

Project 2170472 OSHTEMO CAR CARE
DEMOLITION

BILLING PERIOD: 11/26/17 TO 12/30/17

PROFESSIONAL SERVICES RELATED TO
REBIDDING OF DEMOLITION

Invoice Total 606.00

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

P.O. ~~9805~~
9819
J Johnston



Southwest MI Building Authority

Southwest Michigan Building Authority

7275 West Main
Kalamazoo, MI 49009
(269) 585-4150 (269) 375-7180
www.swmiba.org info@swmiba.org

Number: PB18-05-0054

Date Issued: 02/20/2018

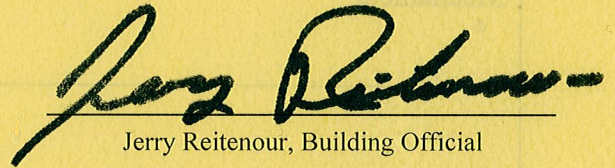
Date Expires: 08/19/2018

LOCATION	OWNER
6532 STADIUM DR 05-35-130-097 Southwest Michigan Building Authori	OSHTEMO UNITED METHODIST CHURCH PO BOX 12 OSHTEMO MI 49077
Stipulations:	CONTRACTOR
	PITSCH WRECKING 675 RICHMOND ST. SW. GRAND RAPIDS MI 49504 (616) 363 4895

Work Description: Demolition of existing Building, 2800 sf. Car Wash.

Issued for the construction of :

Demolition



Jerry Reitenour, Building Official

THIS MUST BE DISPLAYED ON THE PREMISES WHEN WORK STARTS

Invoice



Drug & Laboratory Disposal, Inc.

Environmentally Correct Disposal Of
All Chemical Waste Since 1977

Account

Oshtemo Charter Township
7275 West Main Street
Kalamazoo, MI 49009

Service Location

Oshtemo Charter Township
6532 Stadium Drive
Kalamazoo, MI 49009

Attn: Accounts Payable

Oshtemo Charter Township Downtown Development Authority
7275 West Main Street
Kalamazoo, MI 49009

Invoice Date	Invoice #	Account #	Reference	Purchase Order	Terms	Job #
1/19/2018	1801-00081	33831			Net 30	49619

Document(Line)	Item	Service Date	Description	Qty	Unit	Price	Line Total
	101009	1/10/2018	Personnel Time (On-Site)	1.50	Hour	\$70.00	\$105.00
	101071	1/10/2018	Transportation Fee	1.00	Fee	\$125.00	\$125.00
	101128	1/10/2018	Shipping Paperwork Fee	2.00	Fee	\$10.00	\$20.00
017625728JJK (1)	100729	1/10/2018	Paints / Paint Related Materials [Loose Pack]	4.00	1-Gallon Charge	\$10.00	\$40.00
017625728JJK (1)	100729	1/10/2018	Paints / Paint Related Materials [Loose Pack]	2.00	1-Liter Charge	\$5.00	\$10.00
017625728JJK (2)	100460	1/10/2018	Flammable Liquids (Water-Based) [Bulk]	3.00	55-Gallon Drum	\$150.00	\$450.00
017625728JJK (3)	100460	1/10/2018	Flammable Liquids (Water-Based) [Bulk]	1.00	5-Gallon Drum	\$25.00	\$25.00
NHW49619-01 (1)	101121	1/10/2018	Residue Containers (Plastic)	145.00	Pound	\$1.00	\$145.00
NHW49619-01 (2)	100579	1/10/2018	Non-Regulated Liquids (Latex Paints) [Loose Pack]	2.00	1-Gallon Charge	\$10.00	\$20.00
NHW49619-01 (3)	100639	1/10/2018	Non-Regulated Liquids (Other Wastes) [Bulk]	5.00	5-Gallon Drum	\$25.00	\$125.00
NHW49619-01 (4)	100641	1/10/2018	Non-Regulated Liquids (Other Wastes) [Lab Pack]	2.00	5-Gallon Charge	\$25.00	\$50.00
Job:49619		1/19/2018	Energy and Insurance Fee	1.00	Fee	\$86.50	\$86.50

Total Amount Due:

\$1,201.50

P.O. 10125
Julie Johnston

PLEASE NOTE

NEW REMITTANCE ADDRESS

Drug & Laboratory Disposal, Inc.
411 Hercules Avenue
Parchment, MI 49004

If you would like invoices sent electronically
please e-mail acrouch@dld-inc.com or
call 269-685-9824 Ext. 244



31 January 2018

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 - 3
Billing Period: through 1/31/2018

Lump Sum Fee (excluding reimbursables)	\$ 15,500.00	
Percent of Services Complete	66%	\$ 10,265.34
Total Earned to Date		\$ 10,265.34
Less Previous Invoices		\$ (4,989.30)
Fee Billed this Invoice		\$ 5,276.04
Reimbursable Expenses Estimated not to exceed	\$ 150.00	
Total Spent To Date	\$ 31.44	
<u>Disbursements on behalf of the project</u>		
Mileage (22 mi. @ \$0.535, 11/7/17)	\$ 11.77	
Lunch after 11/7/17 meeting	8.97	\$ 20.74
		<u>\$ 5,296.78</u>
Amount Due this Invoice		\$ 5,296.78

Thank You,
 Kenneth W. Peregón



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

INVOICE 003876
 Invoice Date 1/31/2018
 Sales Order 0003856
 Quotation # 0005530
 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.	\$380.00	\$380.00

#9574
 Julie Johnston

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



March 8, 2018

Mtg Date: March 15, 2018
To: Downtown Development Authority
From: Julie Johnston, AICP
Re: Corner Lot Redevelopment and Stadium Drive Sidewalks

Corner Lot

Per the DDA's direction, OCBA created two possible redevelopment scenarios for the corner lot and adjacent church parking lot. After discussion with staff at Prein and Newhof, it was determined that the corner lot must remain capped with an impervious surface. This places some limitations on returning the site completely to a natural landscape. With that in mind, OCBA provided some concept plans that still include concrete, but with landscape amenities that can be controlled within some type of containment structure.

When discussing the property line re-description with the Church, they were unwilling to alter the proposed boundaries from what was originally presented to the DDA. We sent three different scenarios showing the new property line more parallel with existing conditions and perpendicular to the street to try and reach consensus. In the end, the Church was most comfortable with the first plan, which was presented to the DDA at the special meeting on February 22nd. Since the property line re-description has not yet occurred, we would like to share these concept plans with the Church for further property line discussions, if the DDA is amendable.

Concept Plan 1 is shown with two different configurations. One shows the design based on the revised property lines, which has an altered parking lot configuration to accommodate the new property lines. The second Concept Plan 1 is based more on the configuration of the streetscape plan originally presented to the DDA in 2016. This plan does not follow either existing or proposed property lines and is designed to accommodate a "square" parking lot. Concept Plan 2 is also designed in this same configuration.

Preliminary construction costs will be provided at the March 15th meeting.

Stadium Drive

In addition to the corner lot, staff met with OCBA and Prein and Newhof to review the schematic designs for the sidewalks on Stadium Drive from 11th Street west to 8th Street. To remind the DDA, this is actually two projects. From 11th Street to Quail Run Drive, the Township has already received a Transportation Alternative grant through the Kalamazoo Area Transportation Study, which will be available in 2020. To coordinate with this grant, staff plans to submit the sidewalk project from Quail Run Drive to 8th Street to

the Michigan Department of Transportation (MDOT) for additional Transportation Alternative grant dollars, with the hope that this portion can also be constructed in 2020.

After the review meeting, some additional changes needed to occur to the designs. The project team intends to have the plans and preliminary construction costs ready to present at the March 15th DDA meeting.

At the staff review meeting, preliminary costs were anticipated to be approximately \$1.5 million for the entire project. Hopefully, grant funding will cover approximately 50 to 60 percent of this cost or around \$825,000. The remaining balance of approximately \$675,000 will be split between the DDA and the Township based on percentages within district boundaries. The total project distance is approximately 9,300 linear feet. The DDA's portion is roughly 6,000 linear feet or 64.5 percent. This equates to around \$435,375.

Considerations

Based on the probable costs of the corner lot and Stadium Drive sidewalks, the DDA may want to consider the following questions:

1. Should the redevelopment of the corner include the car wash property?

Including the car wash property within the redevelopment of the corner allows for a more holistic approach to the area, adds an aesthetic benefit to the DDA district, supports a local church with their needs, and completes a long-standing project. However, the DDA will likely no longer need the use of the parking facilities depending on the new direction of the corner lot redevelopment. Access from the car wash property to the site for maintenance may be all that is needed.

The Letter of Understanding signed by both the DDA and Church for the demolition of the car wash indicated that the Church would allow the DDA to construct a new parking lot that is generally similar to the intent of the Streetscape Plan at a future date. In return for the development of the parking lot, the Church would grant a 10-year parking and cross-access agreement to allow the DDA to utilize the parking lot.

2. What other projects are pending or should be considered?

Sidewalks on 9th Street were a part of the streetscape project originally proposed. Jamie Baker, Public Works Technical Specialist has made contact with the new principal of Prairie Ridge Elementary School, who is in favor of the Safe Routes to School Grant. He plans to meet with the Parent-Teacher Organization to garner further support. Based on their willingness to work with the grant, this is still a viable project.

The streetscape plan also included other amenities along Stadium Drive, such as street trees, lighting, flowering plants, benches, etc. In addition, sidewalks were planned along Parkview, Atlantic and Chime Streets. These streets are not likely to receive MDOT grant funding as they are local roads. Completing sidewalks on these streets may require full funding from the DDA.

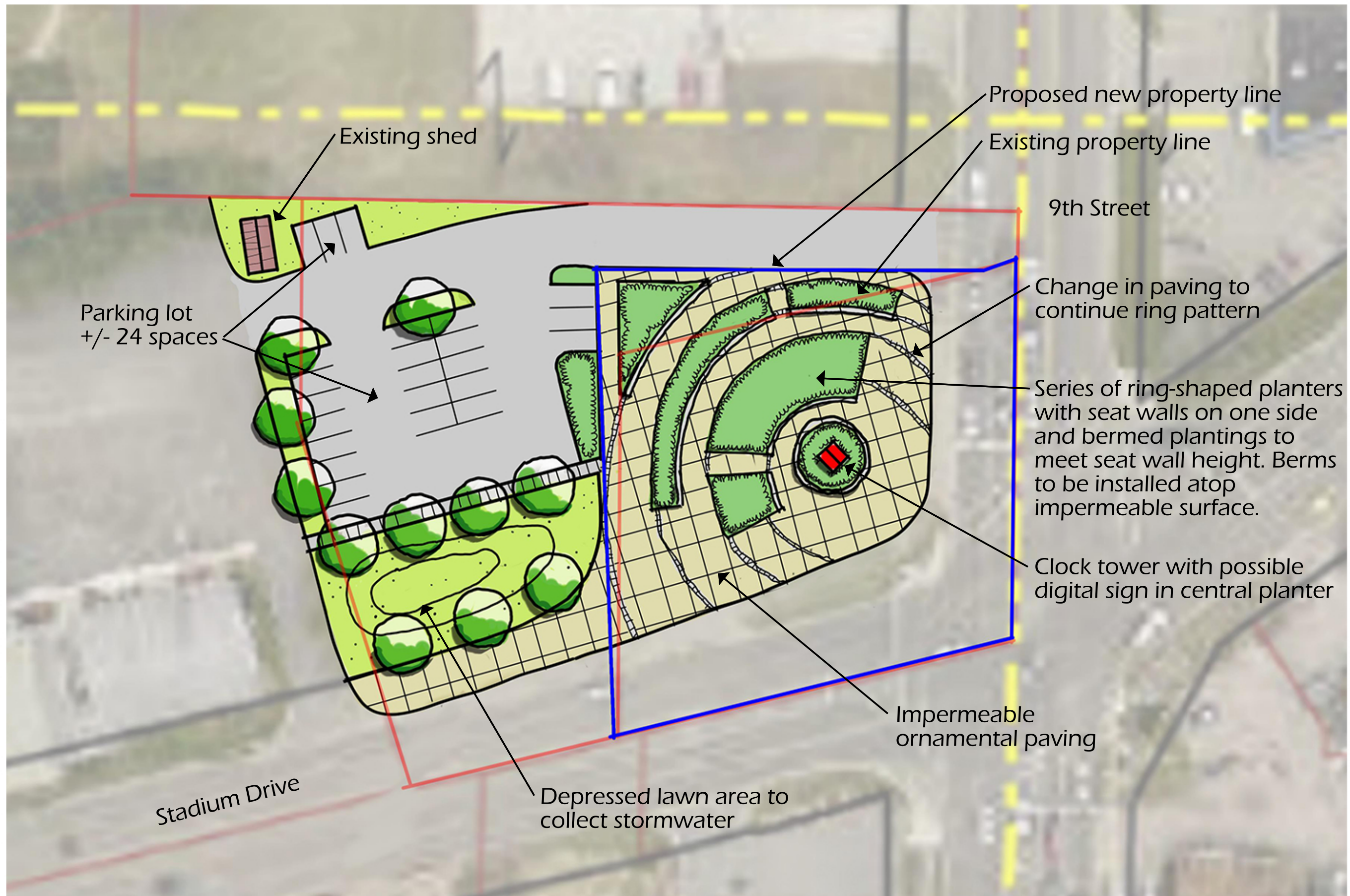
Some additional projects for the DDA to deliberate could be reconsideration of burying electrical lines at the corner of 9th and Stadium, realignment of Atlantic per the streetscape plans, entryway signage into the DDA area, acquisition of property for a public/private development partnership, etc.

3. Depending on the costs of the current projects (corner lot and sidewalks), should the DDA consider bonding future improvements?

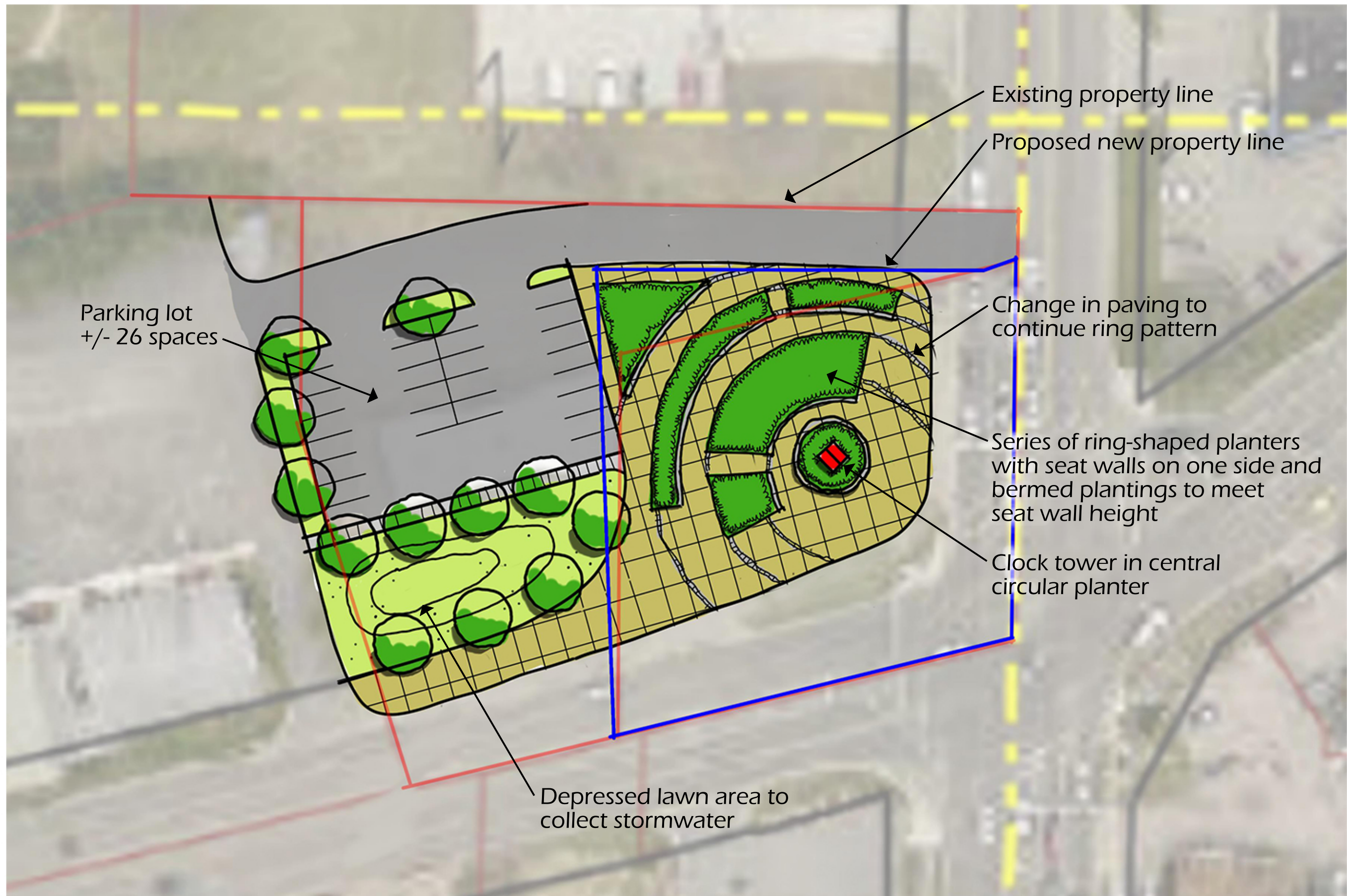
The DDA has committed to funding the development of sidewalks along Stadium Drive and is looking into the development of the corner property. In all likelihood, these projects will require the full amount saved within the fund balance.

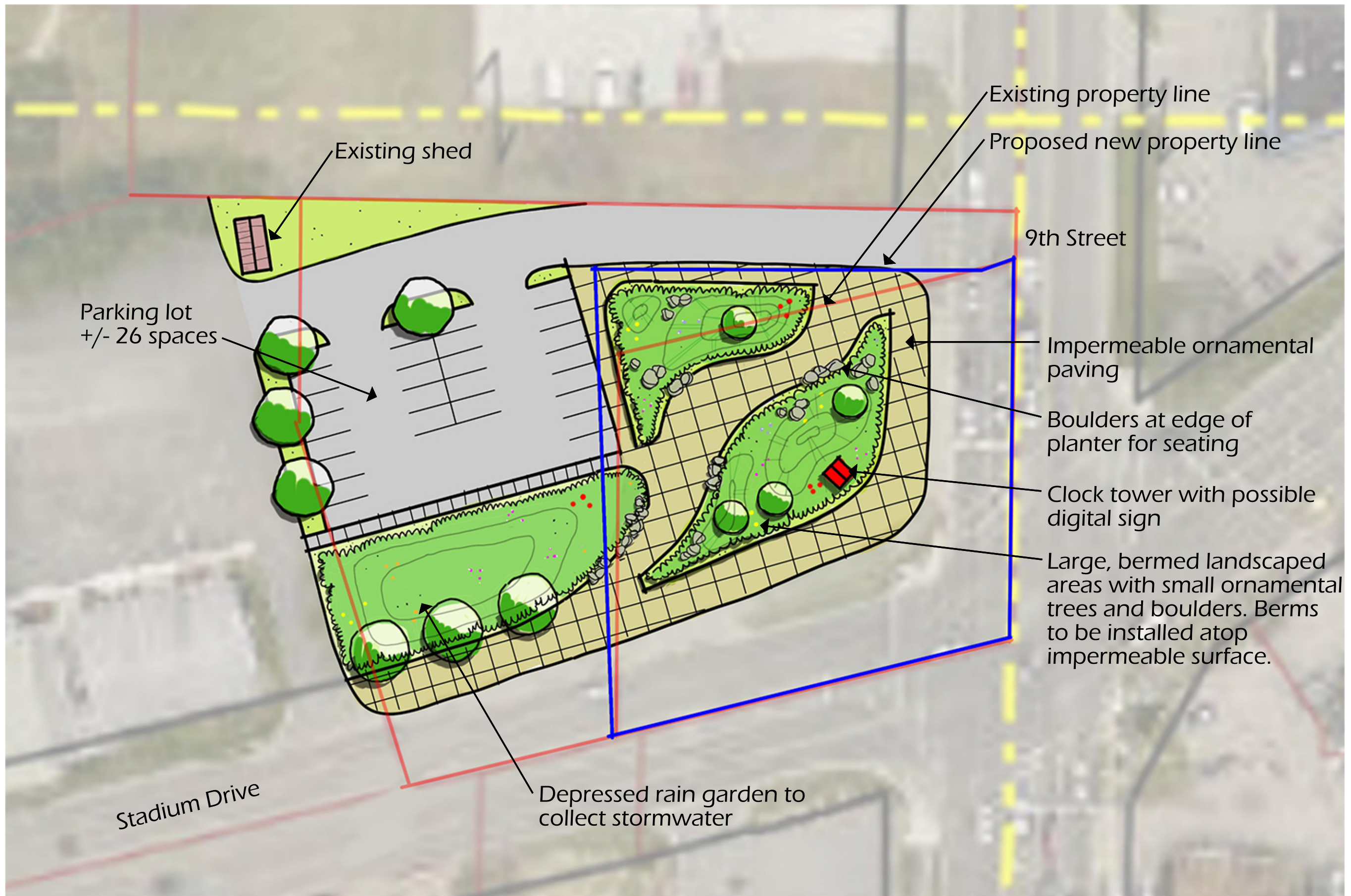
Bonding would allow the DDA to retain dollars within the fund balance for upcoming activities. Future projects would either have to be bonded, or dollars saved over time until project costs can be covered. However, there is a cost to bonding, both to issue bonds and the interest that must be paid overtime. The DDA will need to carefully consider current project costs, future project desires, annual revenue generation, and bond costs when making financing decisions.

Attachments: Corner Property Concepts



Oshtemo Village Core Plaza
Concept 1







March 8, 2018

Mtg Date: March 15, 2018
To: Downtown Development Authority
From: Julie Johnston, AICP
Re: Village Theme Development Plan

The Village Theme Development Plan subcommittee has been working diligently to complete the update to the Plan. A draft plan has been developed and is being refined for a joint meeting between the DDA, Planning Commission, and Township Board. This meeting is scheduled for 7:00 pm on Tuesday, March 27th at the Township Hall.

At the last subcommittee meeting, which took place on February 7th, it was decided that the draft plan should be presented to the full DDA, Planning Commission and Township Board for review and input. The subcommittee wanted an opportunity to review the draft plan, have conversation with the approving boards, and get their input to gauge if the Plan is moving in the right direction.

Staff will bring copies of the draft Plan to the March 15th meeting. We hope you will be able to attend and provide input on March 27th.