



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**

May 17, 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 - April, 2018 (unaudited)
5. Car Wash Demolition
6. Streetscape Update:
 - a. Corner Property Development
 - b. Stadium Drive Sidewalks
7. Village Theme Development Plan
 - a. Next steps
8. S & T Proposal
9. Announcements and Adjournment

Next Meeting **Thursday, July 19, 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:



May 9, 2018

To: DDA Board

From: Themis Corakis, Treasurer

Re: Treasurer's Report

Attached you will find the Treasurer's Report for January - April, 2018, unaudited.

The main activity for this four-month period were the costs for the car wash demolition. In addition, invoices for the consultant work on the demolition of the car wash, Stadium Drive sidewalks, and corner property concept designs were included in this report.

Further miscellaneous activities included accounting services, maintenance of the Community Center, banner swap in the Village area, and staff costs. 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 project.

Attachment: Treasurer's Report January – April, 2018

DOWNTOWN DEVELOPMENT AUTHORITY
Treasurer's Report January - April, 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	\$500.00	\$500.00	\$1,500.00	25.00%
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	\$11,862.91	\$11,862.91	\$68,137.09	14.83%
Accounting & Auditing Fees	\$2,000.00	\$0.00	\$650.00	\$650.00	\$1,350.00	32.50%
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	\$640.00	\$640.00	\$5,360.00	10.67%
<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>\$260.00</i>	<i>\$260.00</i>	<i>\$2,740.00</i>	<i>8.67%</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	\$20,651.50	\$20,651.50	\$57,498.50	26.43%
<i>Car wash demolition</i>	<i>\$40,000.00</i>	<i>\$0.00</i>	<i>\$20,651.50</i>	<i>\$20,651.50</i>	<i>\$19,348.50</i>	<i>51.63%</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	\$34,304.41	\$34,304.41	\$138,095.59	19.90%

REVENUES EARNED 2018	\$0.00
EXPENDITURES 2017	\$34,304.41
NET BALANCE 2017	(\$34,304.41)

FUND BALANCE: \$711,480.00

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

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

Prein&Newhof

Engineers ■ Surveyors ■ Environmental ■ Laboratory

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

Invoice number 43562
Date 03/05/2018

Project 2170472 OSHTEMO CAR CARE
DEMOLITION

BILLING PERIOD: 1/28/18 TO 2/24/18

PROFESSIONAL SERVICES RELATED TO
RE-BIDDING AND CONTRACT COMMENCEMENT

Invoice Total 741.75

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

P.O. #
9819
Julie Johnston

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



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

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
Amount Due this Invoice		\$ 5,296.78

Thank You,
 Kenneth W. Peregón

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: 95131
Client ID: 6870

Date: 02/28/2018

Payable upon receipt

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

Ann's accounting assistance - 4 hours @ \$125	500.00
Joel - December cash assistance - 2.75 hours @ \$140	385.00

Breakdown by fund:

101 - \$485.00
107 - 50.00
206 - 50.00
207 - 50.00
211 - 50.00
249 - 50.00
490 - 50.00
491 - 50.00
900 - 50.00

\$885.00

=====

New Charges:	\$885.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$885.00</u>

<u>02/28/2018</u>	<u>01/31/2018</u>	<u>12/31/2017</u>	<u>11/30/2017</u>	<u>10/31/2017+</u>
885.00	0.00	0.00	0.00	0.00

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



28 February 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 - 4
Billing Period: through 2/28/2018

Lump Sum Fee (excluding reimbursables)	\$ 15,500.00	
Percent of Services Complete	75%	\$ 11,625.34
Total Earned to Date		\$ 11,625.34
Less Previous Invoices		<u>\$(10,265.34)</u>
Fee Billed this Invoice		\$ 1,360.00
Reimbursable Expenses Estimated not to exceed	\$ 150.00	
Total Spent To Date	\$ 36.89	
<u>Disbursements on behalf of the project</u>		
Plots		<u>\$ 5.45</u>
Amount Due this Invoice		<u>\$ 1,365.45</u>

Thank You,
Kenneth W. Peregón

PO # 10484



28 February 2018

Mr. Grant Taylor, Chairperson
Downtown Development of Oshtemo Township
c/o 7275 West Main Street
Kalamazoo, MI 49009

Sent via e-mail ONLY to: Grant Taylor at gtaylor@oshtemo.org
Copied to: Julie Johnston at JJohnston@oshtemo.org

RE: Oshtemo Village Core Plaza - Concept Design Study

Invoice #41801.00 - 1

Billing Period: through 2/28/2018

Lump Sum Fee (including reimbursable expenses)	\$ 3,000.00
Percent of Services Complete	29% \$ 860.00
Total Earned to Date	\$ 860.00
Less Previous Invoices	<u>\$ (0.00)</u>
Fee Billed this Invoice	\$ 860.00
Amount Due this Invoice	<u>\$ 860.00</u>

Thank you,
Kenneth W. Peregón

Req. # 10584
Julie Johnston



Southwest MI Building Authority

Southwest Michigan Building Authority

7275 West Main

Kalamazoo, MI 49009

(269) 585-4150

www.swmiba.org

(269) 375-7180

info@swmiba.org

Number: PB18-05-0054

Date Issued: 02/20/2018

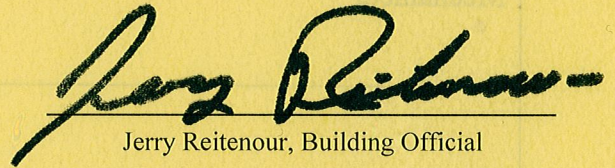
Date Expires: 08/19/2018

LOCATION	OWNER										
6532 STADIUM DR 05-35-130-097 Southwest Michigan Building Authori	OSHTEMO UNITED METHODIST CHURCH PO BOX 12 OSHTEMO MI 49077										
Stipulations:	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="846 682 1529 737">CONTRACTOR</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="846 737 1529 791">PITSCH WRECKING</td> </tr> <tr> <td colspan="2" data-bbox="846 791 1529 846">675 RICHMOND ST. SW.</td> </tr> <tr> <td data-bbox="846 846 1161 900">GRAND RAPIDS</td> <td data-bbox="1161 846 1529 900">MI 49504</td> </tr> <tr> <td colspan="2" data-bbox="846 900 1529 915">(616) 363 4895</td> </tr> </tbody> </table>	CONTRACTOR		PITSCH WRECKING		675 RICHMOND ST. SW.		GRAND RAPIDS	MI 49504	(616) 363 4895	
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**

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: 95889
Client ID: 6870

Date: 03/31/2018

Payable upon receipt

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

Ann's assistance with tax fund and reconciliation	62.50
Joel's assistance with January bank reconciliations	910.00
Teresa's assistance with property tax credit	112.50
Steve's assistance with audit preparation and financial statements	6,800.00
Joel's assistance with audit preparation and financial statements	4,655.00
Josh's assistance with audit preparation and financial statements	7,350.00
Ann's assistance with audit files	500.00
Felix's assistance with audit preparation and financial statements	4,340.00
Less: discount	(1,730.00)

Breakdown by Fund:

101 - \$15,500 - Gen
107 - 1,000 - Parks
206 - 2,000 - FD
207 - 1,000 - Supervisor
211 - 500 - FD
249 - 500 - Ord Exp.
490 - 1,000 - PW
491 - 1,000 - PW
900 - 500 - DDA

\$23,000
=====

New Charges:	\$23,000.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$23,000.00</u>



31 March 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 - 5
Billing Period: through 3/31/2018

Lump Sum Fee (excluding reimbursables)	\$ 15,500.00	
Percent of Services Complete	86%	\$ 13,255.34
Total Earned to Date		\$ 13,255.34
Less Previous Invoices		<u>\$(11,625.34)</u>
Fee Billed this Invoice		\$ 1,630.00
Reimbursable Expenses Estimated not to exceed	\$ 150.00	
Total Spent To Date	\$ 64.68	
<u>Disbursements on behalf of the project</u>		
Mileage (31 mi. @ \$0.545, 3/6 & 3/13/18)	\$ 16.90	
Plots	<u>10.89</u>	<u>\$ 27.79</u>
Amount Due this Invoice		<u>\$ 1,657.79</u>

Thank You,
Kenneth W. Peregón

PO# 10484



31 March 2018

Mr. Grant Taylor, Chairperson
Downtown Development of Oshtemo Township
c/o 7275 West Main Street
Kalamazoo, MI 49009

Sent via e-mail ONLY to: Grant Taylor at gtaylor@oshtemo.org
Copied to: Julie Johnston at JJohnston@oshtemo.org

RE: Oshtemo Village Core Plaza - Concept Design Study

Invoice #41801.00 - 2

Billing Period: through 3/31/2018

Lump Sum Fee (including reimbursable expenses)	\$ 3,000.00
Percent of Services Complete	85% \$ 2,544.00
Total Earned to Date	\$ 2,544.00
Less Previous Invoices	<u>\$ (860.00)</u>
Fee Billed this Invoice	\$ 1,684.00
Amount Due this Invoice	<u>\$ 1,684.00</u>

Thank you,
Kenneth W. Peregón

Req # 10584
Julie Johnston

PO # 10485

S&T Lawn Service Inc.

(269) 375-0334
3393 South 6th Street

Invoice

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

Date:	3/31/2018
Invoice #:	14999
Terms:	Net 15

Regarding:	Parkview Hall
-------------------	---------------

Date:	Description:	Quantity:	Rate:	Amount:
3/31/2018	03/31/2018 -- Lawn Service - Monthly Installment	1	260.00	260.00

Total	\$260.00
--------------	----------

Rec# 10506
Julie Johnston

Thank you for your business.

PO # 10524

Prein&Newhof

Engineers ■ Surveyors ■ Environmental ■ Laboratory

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

Invoice number 44072
Date 04/11/2018

Project 2170472 OSHTEMO CAR CARE
DEMOLITION

BILLING PERIOD: 2/25/18 TO 3/31/18

PROFESSIONAL SERVICES RELATED TO
CONSTRUCTION OBSERVATION AND
PAYMENT APPLICATIONS

Invoice Total 645.95

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

*Rec'd 10612
Julie Johnston*

PO #10525

Prein&Newhof
Engineers ■ Surveyors ■ Environmental ■ Laboratory

April 2, 2018
2170472

Mr. Grant Taylor, Chairman
Charter Township of Oshtemo
Downtown Development Authority
7275 W. Main St.
Kalamazoo, MI 49009

RE: Oshtemo Car Care Demolition

Dear Mr. Taylor:

Enclosed please find Payment Request #1 & Final on the contract for the Oshtemo Car Care Demolition project with Pitsch Companies. All work has been completed in general conformance with the plans and specifications. Also attached are the Certificate of Substantial Completion and the Affidavit and Consent of Surety.

We therefore recommend payment in the amount of \$19,400.00. This figure represents payment in full.

Sincerely,

Prein&Newhof



Thomas C. Wheat, P.E.

TCW:dj

Enclosure

cc: Eugene Gutting, Pitsch Companies (via email)

Req# 10613
Julie Johnston

Contractor's Application For Payment No. 1 & Final

To (Owner):	Oshtemo Township DDA	Application Period:	2/28/18 - 3/31/18	Application Date:	April 2, 2018
Project:	Oshtemo Car Care Demolition	From (Contractor):	Pitsch Companies	Via (Engineer):	Prein&Newhof
Owner's Contract No.:	P.O.# 10434	Contractor's Project No.:	W18022	Engineer's Project No.:	2170472

Application for Payment

Change Order Summary

Approved Change Orders			
Number	Additions	Deductions	
TOTALS \$		-	\$ -
NET CHANGE BY CHANGE ORDER		\$	-

1. ORIGINAL CONTRACT PRICE	\$	16,500.00
2. Net change by Change Orders	\$	-
3. CURRENT CONTRACT PRICE (Line 1 ± 2)	\$	16,500.00
4. TOTAL COMPLETED AND STORED TO DATE ("Total Paid to Date" on Progress Estimate)	\$	19,400.00
5. RETAINAGE: 0.00 % x \$ 19,400.00	\$	-
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5)	\$	19,400.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$	19,400.00
8. AMOUNT DUE THIS APPLICATION	\$	19,400.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Current Contract Price - Amount Eligible to Date)	\$	-

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature
By: Date: 4-2-18

Payment of: \$19,400.00
(Line 8 or other - attach explanation of other amount)

is recommended by: 4-2-18
(Engineer) (Date)

Payment of: \$19,400.00
(Line 8 or other - attach explanation of other amount)

is approved by: 4/23/2018
(Owner) (Date)

Approved by: N/A
Funding Agency (if applicable) (Date)



May 9, 2018

Mtg Date: May 17, 2018
To: Downtown Development Authority
From: Julie Johnston, AICP
Re: Car Wash Demolition

Congratulations to the DDA and Oshtemo United Methodist Church for the successful demolition of the car wash at 6532 Stadium Drive. The final costs for the demolition are as follows:

Final Costs / Property Exchange

Firm	Work	Costs
Prein and Newhof	Development of bid, two bid processes, and oversight	\$13,076.75
Drug and Laboratories	Removal of liquid waste	\$1,201.50
Southwest Building Authority	Demolition permit	\$50.00
Pitsch Companies	Demolition contractor	\$19,400.00
TOTAL COSTS:		\$33,728.25

Based on our agreement with the Church, the following costs should be included in the property exchange:

Environmental Assessment (performed by P&N)	\$2,700.00
Removal of Liquid Chemicals	\$1,201.50
Demolition Permit	\$50.00
Demolition	\$19,400.00
Repaving of demolition site (estimate)	\$8,000.00
TOTAL COSTS:	\$31,351.50

This total is slightly higher than what was discussed at the February 22, 2018 Special Meeting. A cost estimate of \$30,900 was provided to the Church. With a stipulated property value for this project of \$300,000, a total property exchange of 3,435 square feet was agreed to prior to the demolition. The additional costs of \$451.50 would only increase the square footage requirement by 0.1 percent (from 10.3 to 10.4 percent of the total property square footage). Staff would recommend retaining the 3,435 square foot agreement at this time.

Next Steps

There are still a few items to finalize with this project, as follows:

1. Complete the property line re-description.
2. Complete the paving of the demolition portion of the site. Or, repave the entire site as part of the corner lot improvements being considered this summer.
3. Determine if a cross access agreement is still needed with the Church for the corner lot.

The property line re-description could commence while the DDA is considering the other points. Staff could work with Prein & Newhof to develop new legal descriptions that could be provided to the Church for review.

Attachments:

Final payment documents from Prein & Newhof and Pitsch
Complete set of invoices

Prein & Newhof

Engineers • Surveyors • Environmental • Laboratory

3355 Evergreen Drive NE Grand Rapids, MI 49525
 t. 616-364-8491 f. 616-364-6955 preinnewhof.com

Invoice

OSHTEMO CHARTER TOWNSHIP
 7275 W MAIN ST
 KALAMAZOO, MI 49009-8210

Invoice number 40552
 Date 08/07/2017

Project 2150126 GENERAL ENGINEERING 2015-2019 (OSHTEMO)

BILLING PERIOD: 7/01/17 TO 7/31/17

PROFESSIONAL SERVICES RELATED TO
 CAR WASH DEMOLITION DISCUSSION (\$72.50),
 STADIUM DRIVE SIDEWALK DISCUSSION (\$29.75),
 AND "H" AVE. WATERMAIN CONSTRUCTION
 FOIA (\$330.50)

	Hours	Rate	Billed Amount
TECHNICIAN III	2.00	76.00	152.00
SENIOR PROJECT MANAGER II	0.50	145.00	72.50
PROJECT MANAGER	1.75	119.00	208.25
subtotal	4.25		432.75
Invoice total			432.75

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

OBA
Ref: 9905 + 9902
Judie Johnston

Prein & Newhof

Engineers ■ Surveyors ■ Environmental ■ Laboratory

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

Invoice number 41048
Date 09/06/2017

Project 2170472 OSHTEMO CAR CARE
DEMOLITION

BILLING PERIOD: 7/30/17 TO 8/26/17

PROFESSIONAL SERVICES RELATED TO
COMMENCEMENT OF HMA WORK

Invoice Total 272.75

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

*P.D. 9/8/19
okay to pay*

Prein&Newhof

Engineers ■ Surveyors ■ Environmental ■ Laboratory

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

Invoice number 41364
Date 10/09/2017

Project 2170472 OSHTEMO CAR CARE
DEMOLITION

BILLING PERIOD: 8/27/17 TO 9/30/17

PROFESSIONAL SERVICES RELATED TO
CONSTRUCTION OBSERVATION AND
PROJECT ADMINISTRATION

Invoice Total 3,461.58

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

P.O. # 9819
Julie Johnston
10/13/2017

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 41499
Date 10/10/2017

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

BILLING PERIOD: 8/27/17 TO 9/30/17

PROFESSIONAL SERVICES RELATED TO
COMPLETING PHASE I ESA

Invoice Total 2,400.00

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

P.O. 9819
Julie Johnston
10/13/2017

PO #9819

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

Invoice number 41960
Date 11/07/2017

Project 2170472 OSHTMO 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

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

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

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

Prein&Newhof

Engineers ■ Surveyors ■ Environmental ■ Laboratory

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

Invoice number 43562
Date 03/05/2018

Project 2170472 OSHTEMO CAR CARE
DEMOLITION

BILLING PERIOD: 1/28/18 TO 2/24/18

PROFESSIONAL SERVICES RELATED TO
RE-BIDDING AND CONTRACT COMMENCEMENT

Invoice Total 741.75

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

P.O. #
9819
Julie Johnston

PO # 10524

Prein&Newhof

Engineers ■ Surveyors ■ Environmental ■ Laboratory

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

Invoice number 44072
Date 04/11/2018

Project 2170472 OSHTEMO CAR CARE
DEMOLITION

BILLING PERIOD: 2/25/18 TO 3/31/18

PROFESSIONAL SERVICES RELATED TO
CONSTRUCTION OBSERVATION AND
PAYMENT APPLICATIONS

Invoice Total 645.95

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

*Rec'd 10612
Julie Johnston*

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



Southwest MI Building Authority

Southwest Michigan Building Authority

7275 West Main

Kalamazoo, MI 49009

(269) 585-4150

www.swmiba.org

(269) 375-7180

info@swmiba.org

Number: PB18-05-0054

Date Issued: 02/20/2018

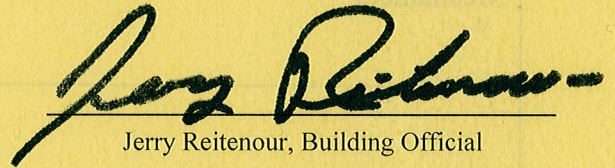
Date Expires: 08/19/2018

LOCATION	OWNER										
6532 STADIUM DR 05-35-130-097 Southwest Michigan Building Authori	OSHTEMO UNITED METHODIST CHURCH PO BOX 12 OSHTEMO MI 49077										
Stipulations:	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="846 682 1529 737">CONTRACTOR</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="846 737 1529 791">PITSCH WRECKING</td> </tr> <tr> <td colspan="2" data-bbox="846 791 1529 846">675 RICHMOND ST. SW.</td> </tr> <tr> <td data-bbox="846 846 1161 900">GRAND RAPIDS</td> <td data-bbox="1161 846 1529 900">MI 49504</td> </tr> <tr> <td colspan="2" data-bbox="846 900 1529 915">(616) 363 4895</td> </tr> </tbody> </table>	CONTRACTOR		PITSCH WRECKING		675 RICHMOND ST. SW.		GRAND RAPIDS	MI 49504	(616) 363 4895	
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**

PO #10525

Prein&Newhof
Engineers ■ Surveyors ■ Environmental ■ Laboratory

April 2, 2018
2170472

Mr. Grant Taylor, Chairman
Charter Township of Oshtemo
Downtown Development Authority
7275 W. Main St.
Kalamazoo, MI 49009

RE: Oshtemo Car Care Demolition

Dear Mr. Taylor:

Enclosed please find Payment Request #1 & Final on the contract for the Oshtemo Car Care Demolition project with Pitsch Companies. All work has been completed in general conformance with the plans and specifications. Also attached are the Certificate of Substantial Completion and the Affidavit and Consent of Surety.

We therefore recommend payment in the amount of \$19,400.00. This figure represents payment in full.

Sincerely,

Prein&Newhof



Thomas C. Wheat, P.E.

TCW:dj

Enclosure

cc: Eugene Gutting, Pitsch Companies (via email)

Req # 10613
Julie Johnston

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: Charter Township of Oshtemo,
Downtown Development Authority
Contractor: Pitsch Companies
Engineer: Prein&Newhof
Project: Oshtemo Car Care Demolition

Owner's Contract No.: P.O. #10434
Contractor's Project No.: W18022
Engineer's Project No.: 2170472
Contract Name:

This final Certificate of Substantial Completion applies to:

- All Work The following specified portions of the Work:

March 31, 2018

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

~~A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.~~

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows:

Amendments to Owner's responsibilities: None
 As follows

Amendments to Contractor's responsibilities: None
 As follows:

The following documents are attached to and made a part of this Certificate:

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

<p>EXECUTED BY ENGINEER:</p> <p>By: <u>[Signature]</u> (Authorized signature)</p> <p>Title: <u>TEAM LEADER</u></p> <p>Date: <u>4-2-18</u></p>	<p>RECEIVED:</p> <p>By: <u>[Signature]</u> Owner (Authorized Signature)</p> <p>Title: <u>ODA Chair</u></p> <p>Date: <u>4/23/2018</u></p>	<p>RECEIVED:</p> <p>By: <u>[Signature]</u> Contractor (Authorized Signature)</p> <p>Title: <u>Project Manager 2</u></p> <p>Date: <u>4/2/18</u></p>
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Contractor's Application For Payment No. 1 & Final

To (Owner):	Oshtemo Township DDA	Application Period:	2/28/18 - 3/31/18	Application Date:	April 2, 2018
Project:	Oshtemo Car Care Demolition	From (Contractor):	Pitsch Companies	Via (Engineer):	Prein&Newhof
Owner's Contract No.:	P.O.# 10434	Contractor's Project No.:	W18022	Engineer's Project No.:	2170472

Application for Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS \$	-	\$ -
NET CHANGE BY CHANGE ORDER		\$ -

1. ORIGINAL CONTRACT PRICE	\$	16,500.00
2. Net change by Change Orders	\$	-
3. CURRENT CONTRACT PRICE (Line 1 ± 2)	\$	16,500.00
4. TOTAL COMPLETED AND STORED TO DATE ("Total Paid to Date" on Progress Estimate)	\$	19,400.00
5. RETAINAGE:		
0.00 % x \$ 19,400.00	\$	-
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5)	\$	19,400.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)		
8. AMOUNT DUE THIS APPLICATION	\$	19,400.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Current Contract Price - Amount Eligible to Date)	\$	-

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature
 By: Date: 4-2-18

Payment of: \$19,400.00
(Line 8 or other - attach explanation of other amount)

is recommended by: 4-2-18
(Engineer) (Date)

Payment of: \$19,400.00
(Line 8 or other - attach explanation of other amount)

is approved by: 4/23/2018
(Owner) (Date)

Approved by: N/A
Funding Agency (if applicable) (Date)

Progress Estimate

Contractor's Application

For (Project): Oshtemo Car Care Demolition					Application Number: 1 & Final						
Application Period: 2/28/18 - 3/31/18					Application Date: April 2, 2018						
ITEM		BID			INSTALLED						
Item No.	Description	Quantity	Unit	Unit Price	Total Amount	Quantity From Previous Application	\$ From Previous Application	Quantity This Period	\$ From This Application	Total Quantity	Total Paid to Date
1	Demolition	1	LS	\$14,000.00	\$14,000.00			1.00	\$14,000.00	1.00	\$14,000.00
2	Oil/Water/Grit Separator Removal and Disposal	1	EA	\$2,500.00	\$2,500.00			2.00	\$5,000.00	2.00	\$5,000.00
3	Additional Work: Removal & Disposal of Additional Contents	1	LS	\$400.00	\$400.00			1.00	\$400.00	1.00	\$400.00
Contract Totals					\$16,900.00				\$19,400.00		\$19,400.00

Affidavit and Consent of Surety

Project: 2170472

STATE OF MICHIGAN)
) SS
COUNTY OF Kalamazoo)

The undersigned contractor ("Contractor"), being duly sworn, deposes and says that he entered into a contract ("Contract") with the Charter Township of Oshtemo, Downtown Development Authority ("Owner"), dated as of the 27th day of February, 2018 for the performance of certain work generally described as follows:

Charter Township of Oshtemo, Downtown Development Authority
Kalamazoo County, Michigan
Oshtemo Car Care Demolition

Contractor further says that the work under the terms of the Contract has been completed and all sums due to contractors, subcontractors, suppliers, and laborers with whom Contractor has contracted for performance under the Contract have been paid in full.

Furthermore, in consideration of final payment under the Contract, Contractor hereby waives and releases any and all claims or rights which Contractor may have in connection with the Contract against Owner or the premises upon which the Contract work was performed, and agrees to indemnify Owner against any and all such claims or rights which may be asserted by contractors, subcontractors, suppliers, or laborers with whom Contractor has contracted for performance under the contract.

Signed in the Presence of:
[Signature]

CONTRACTOR:
Pitsch Companies
By: [Signature]
Title: P.M.
Date: 4-2-18

Subscribed and sworn to before me this 2nd day of April, 2018.
[Signature]
Notary Public
Kent County, MI
My Commission Expires: 3-27-2019

CONSENT OF SURETY

The undersigned, as Surety on the Contract, hereby consents to the making of final payment to the Contractor under the Contract.

Date: Consent of Surety is attached.
Surety By:
(Affirmation)
(Attorney-In-Fact)

(Attach copy of Power of Attorney certified to date of consent.)

CONSENT OF
SURETY COMPANY
TO FINAL PAYMENT

OWNER []
ARCHITECT []
CONTRACTOR []
SURETY []
OTHER []

Bond No. 6021170271

PROJECT: Oshtemo Car Care Demolition
(name, address)

TO (Owner): |---|
| Charter Township of Oshtemo
| Downtown Development Auth
| 7275 W. Main St.
Kalamazoo, MI 49009

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR: Demolition Contractors, Inc.
dba Pitsch Wrecking Co.
675 Richmond, NW
Grand Rapids, MI 49504

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(here insert name and address of Surety Company)

United States Fire
Insurance Company
305 Madison Avenue
Morristown, NJ 07962

, SURETY COMPANY,

on bond of (here insert name and address of Contractor)

Demolition Contractors, Inc.
dba Pitsch Wrecking Co.
675 Richmond, NW
Grand Rapids, MI 49504

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve
the Surety Company of any of its obligations to (here insert name and address of Owner)

Charter Township of Oshtemo
Downtown Development Auth
7275 W. Main St.
Kalamazoo, MI 49009

, OWNER,

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF,
the Surety Company has hereunto set its hand this 05 day of April 2018

United States Fire
Insurance Company

Surety Company

Signature of Authorized Representative

Dan Cusenza

Title
Attorney-In-Fact

Attest:
(Seal):

Richard Livingston

**POWER OF ATTORNEY
UNITED STATES FIRE INSURANCE COMPANY
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY**

01129408918

KNOW ALL MEN BY THESE PRESENTS: That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint:

John Foster, Dan Cusenza, James Slear, Lori King-Clyde, Heather Buonodono

each, its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties not exceeding: **Seven Million, Five Hundred Thousand Dollars (\$7,500,000).**

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney revokes all previous Powers of Attorney issued on behalf of the Attorneys-In-Fact named above and expires on January 31, 2019.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

- (a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;
- (b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 10th day of March, 2016.

UNITED STATES FIRE INSURANCE COMPANY



A.R.R.

Anthony R. Slimowicz, Senior Vice President

State of New Jersey }
County of Morris }

On this 10th day of March 2016, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.

**SONIA SCALA
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES 3/25/2019**

Sonia Scala

Sonia Scala

(Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 05 day of April 20 18 .

UNITED STATES FIRE INSURANCE COMPANY



A. Wright

Al Wright, Senior Vice President

May 9, 2018



Mtg Date: May 17, 2018
To: Downtown Development Authority
From: Julie Johnston, AICP
Re: Corner Lot Redevelopment

Per the DDA's direction, OCBA created two possible redevelopment scenarios for the corner lot and adjacent church parking lot. At the time these concept plans were developed, we were told by the Department of Environmental Quality (DEQ) that an impervious cap would need to be retained on the property. This would have limited our ability to do significant landscaping, except at increased costs as all landscaping would have to be developed in a way to not disturb this cap.

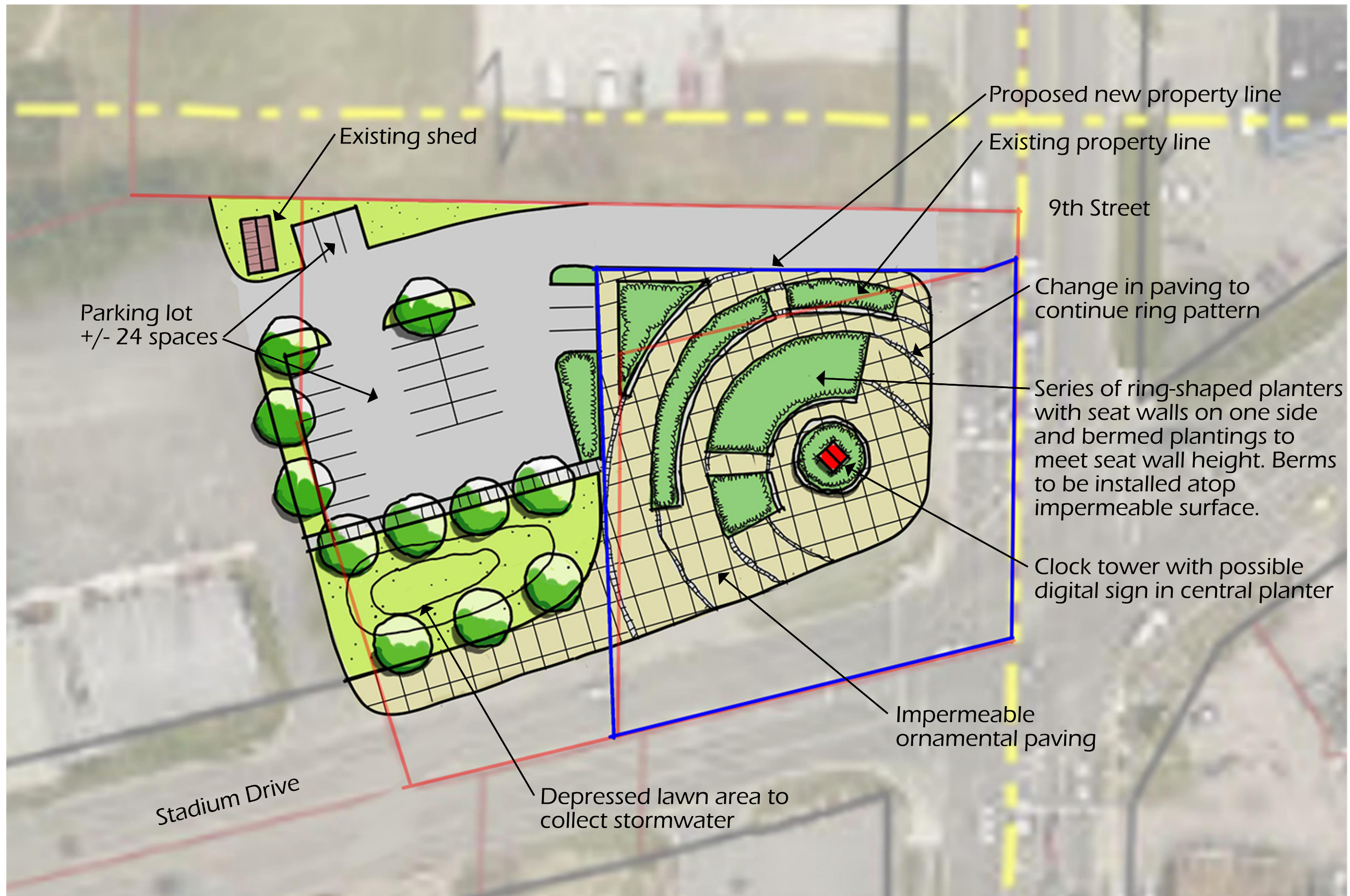
Since that time, Prein and Newhof conducted some additional research into the corner lot and the environmental clean-up that was conducted. They believe that the deed restriction placed on the property requiring the cap could be removed. The required years for ensuring an impervious surface may have come to fruition, allowing these property restrictions to be lifted. They are currently working with the DEQ to see if the deed restriction can be removed.

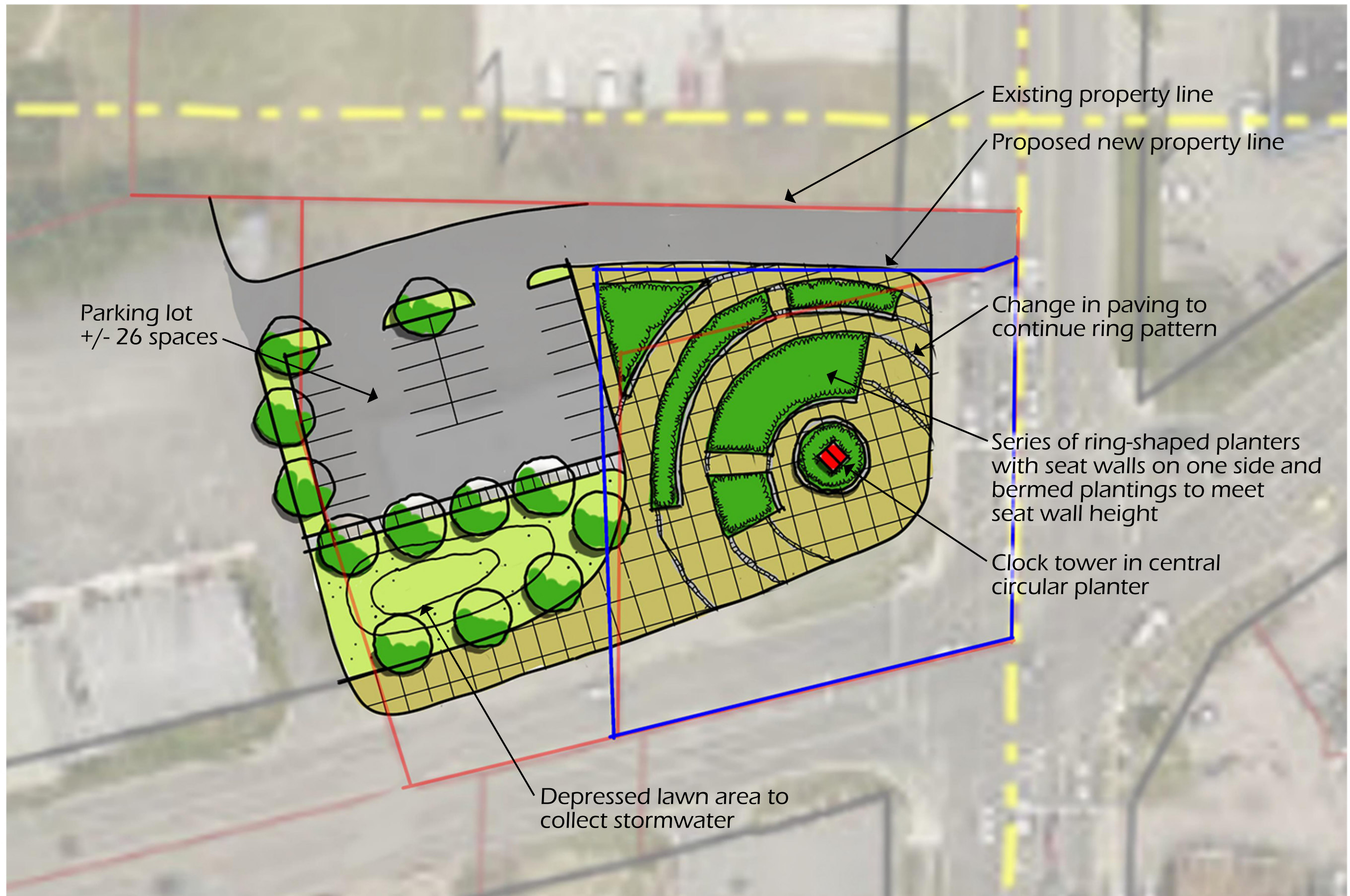
With this new and possible exciting news, staff recommended OCBA hold off on making any additional concept plans. Until a resolution of the impervious cap can be determined, staff would also recommend the DDA wait to make any decisions about how that corner could be redeveloped. In addition, this may influence how the redevelopment of the adjacent parking lot on the car wash property is handled.

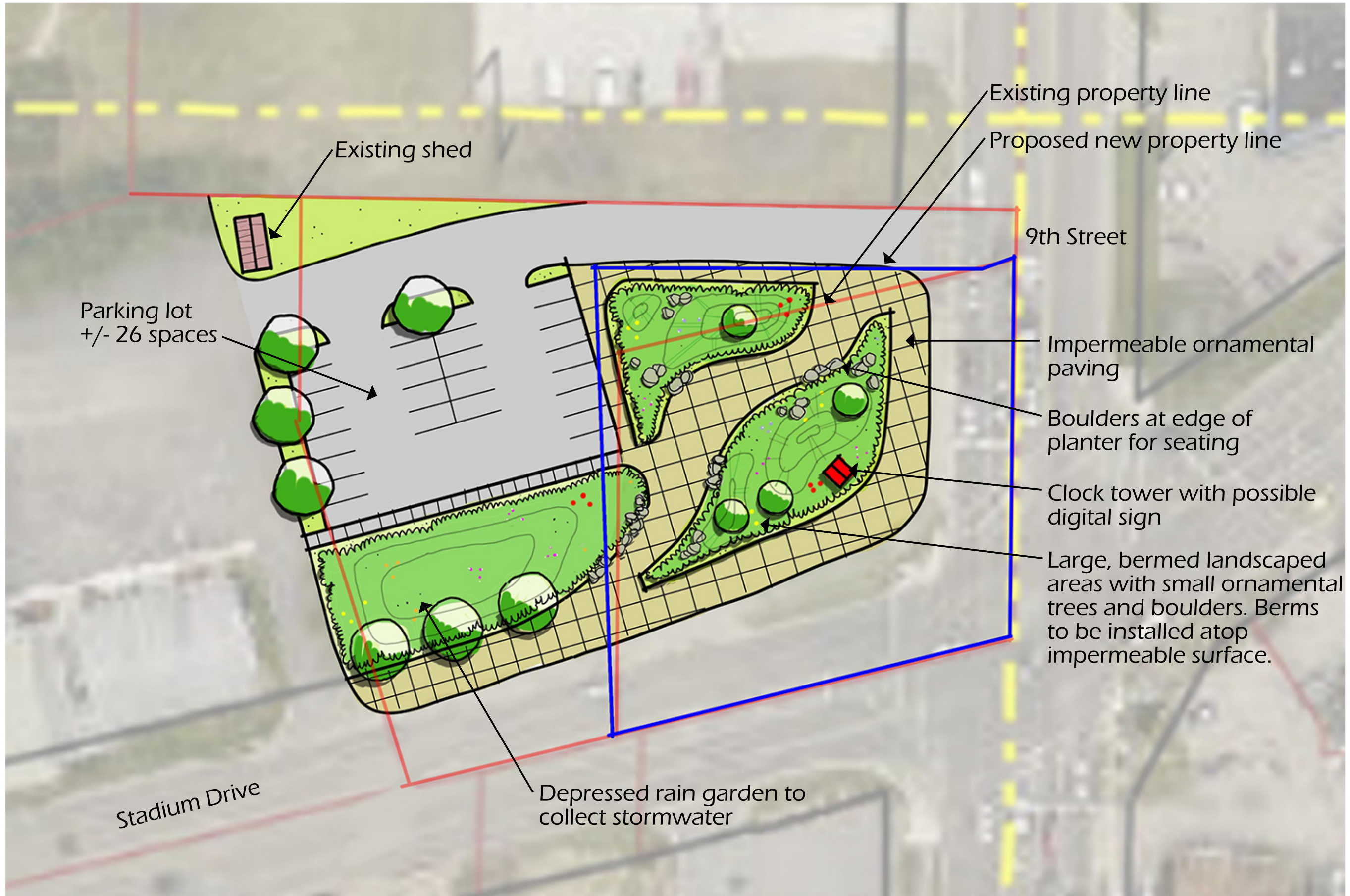
When discussing the property line re-description of the car wash property with the Church, they were unwilling to alter the proposed boundaries from what was originally presented to the DDA. We sent three different scenarios showing the new property line more parallel with existing conditions and perpendicular 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.

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. Since the property line re-description has not yet occurred, we would like to share the differing concept plans with the Church for further property line discussions, if the DDA is amendable.

Attachments: Corner Property Concepts







Oshtemo Village Core Plaza
Concept 2



May 9, 2018

Mtg Date: May 17, 2018
To: Downtown Development Authority
From: Julie Johnston, AICP
Re: Stadium Drive Sidewalks

Staff and representatives from OCBA and Prein and Newhof have walked the sidewalk route and met twice to review the schematic designs for the sidewalks on Stadium Drive from 11th Street west to 8th Street. The schematic designs will be available for review at the DDA meeting.

To remind the DDA, this is actually two projects. From 11th Street to the DDA boundary (utility corridor west of 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 the DDA boundary 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.

Preliminary costs are anticipated to be approximately \$1.6 million for the entire project. However, this does not include easement acquisition, which will be needed in a handful of locations. Hopefully, grant funding will cover approximately 50 to 60 percent of this cost or a minimum of \$811,000. The remaining balance of approximately \$811,000 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 a maximum (hoped for) expense of around \$523,095.

Based on past experience, the Township Public Works Director is recommending we move forward with survey and engineering design prior to easement acquisition and grant submittal. The DDA will need to discuss whether we continue working with the Prein & Newhoff/OCBA team to complete the survey and engineering design or bid the project. Staff is recommended continuing with the current consulting team as they are most familiar with the project.

In addition, funding for the survey and engineering design will need to be approved by the DDA and Township Board. The 2018 budget has \$56,000 allocated for the Stadium Drive sidewalks. We anticipate to expend approximately \$10,850 of these funds on the schematic designs, which are complete. Survey and engineering design is expected to cost around \$68,000 for the DDA's portion of the project. So, an additional \$22,850 is needed in 2018 to complete this phase of the project.

Current anticipated project costs are found on the following table:

Project Phase	Planned Budget	Anticipated Budget	Difference
<u>2018</u>			
Conceptual Design	\$80,000	\$15,500	\$64,500
<i>Twp share</i>	<i>\$24,000</i>	<i>\$4,650</i>	<i>\$19,350</i>
<i>DDA share</i>	<i>\$56,000</i>	<i>\$10,850</i>	<i>\$45,150</i>
<u>2019</u>			
Survey/Engineering Design	\$80,000	\$111,000	-\$31,000
<i>Twp share</i>	<i>\$24,000</i>	<i>\$43,000</i>	<i>-\$19,000</i>
<i>DDA share</i>	<i>\$56,000</i>	<i>\$68,000</i>	<i>-\$12,000</i>
<u>2020</u>			
Construction	\$860,000	\$1,323,000	-\$463,000
<i>KATS grant (secured)</i>	<i>\$253,000</i>	<i>\$253,000</i>	<i>\$0</i>
<i>Twp share</i>	<i>\$121,000</i>	<i>\$251,000</i>	<i>-\$130,000</i>
<i>MDOT grant (unsecured)</i>	<i>\$334,000</i>	<i>491,000</i>	<i>-\$157,000</i>
<i>DDA share</i>	<i>\$223,000</i>	<i>328,000</i>	<i>-\$105,000</i>

- Conceptual design is complete but final invoices are still outstanding.
- Survey/Engineering design is based off of a cost proposal provided by Prein & Newhoff
- Construction costs are an estimate from Prein & Newhoff
- These costs do not cover acquisition of easements, which will be required.

Attachments: Estimate of Probable Costs

Estimate of Probable Cost

Owner:

Charter Township of Oshtemo

Project Title:

Stadium Drive Non-Motorized

Date:

March 16, 2018

Project #:

2170708

Item

No.	Description	Quantity	Unit	Unit Price	Total Amount
<u>RCKC TAP: 11th Street to DDA Boundary</u>					
1	Remove Existing HMA path	900	SY	\$7.50	\$6,750.00
2	4" Sidewalk (New)	34,000	SF	\$8.00	\$272,000.00
3	Detectable Warning Plate (Ductile Iron)	120	SF	\$50.00	\$6,000.00
4	Driveway repair	1	EA	\$500.00	\$500.00
5	Curb Remove and Replace	420	LF	\$20.00	\$8,400.00
6	Bus Stop Pads	150	SF	\$15.00	\$2,250.00
7	Tree and Bush Removal	1	LS	\$6,500.00	\$6,500.00
8	Fill	350	CY	\$18.00	\$6,300.00
9	Retaining Wall	2,500	SF	\$40.00	\$100,000.00
10	Topsoil & Turf Restoration	4,650	LF	\$6.00	\$27,900.00
11	Traffic Control	1	LS	\$8,000.00	\$8,000.00
12	Soil Erosion Control	1	LS	\$3,500.00	\$3,500.00
13	Ped Crossing	1	LS	\$10,000.00	\$10,000.00
RCKC TAP Construction Subtotal					\$458,100.00
Engineering (20%)					\$91,620.00
Administration & Legal (5%)					\$22,905.00
Contingencies (10%)					\$45,810.00
RCKC TAP Project Total					\$618,435.00
<u>DDA TAP: Easterly DDA Boundary to 8th Street</u>					
1	Remove Existing HMA path	550	SY	\$7.50	\$4,125.00
2	4" Sidewalk (New)	53,000	SF	\$8.00	\$424,000.00
3	6" Sidewalk (New)	4,000	SF	\$10.00	\$40,000.00
4	Detectable Warning Plate (Ductile Iron)	108	SF	\$50.00	\$5,400.00
5	Driveway repair	33	EA	\$500.00	\$16,500.00
6	Curb Remove and Replace	950	LF	\$20.00	\$19,000.00
7	Bus Stop Pads	150	SF	\$15.00	\$2,250.00
8	Tree and Bush Removal	1	LS	\$6,500.00	\$6,500.00
9	Fill	1,200	CY	\$18.00	\$21,600.00
10	Retaining Wall	2,000	SF	\$40.00	\$80,000.00
11	Topsoil & Turf Restoration	10,000	LF	\$6.00	\$60,000.00
12	Traffic Control	1	LS	\$17,000.00	\$17,000.00
13	Soil Erosion Control	1	LS	\$6,500.00	\$6,500.00
14	Speedway Apron Removal	1	LS	\$35,000.00	\$35,000.00
15	Bank Apron Removal	600	SF	\$10.00	\$6,000.00
DDA TAP Construction Subtotal					\$743,875.00
Engineering (20%)					\$148,775.00
Administration & Legal (5%)					\$37,193.75
Contingencies (10%)					\$74,387.50
DDA TAP Project Total					\$1,004,231.25



Office: (269) 375-0334 Fax: (269) 375-2664
3393 SOUTH 6TH STREET • KALAMAZOO, MI 49009
www.stlawnservice.com

February 19, 2018

Re: *Lawn Maintenance Proposal*

Enclosed is the lawn maintenance proposal for the upcoming 2018 season. Upon approval, please sign, date and return the original proposal to us by March 14th, 2018. Please retain a copy for your files.

If you should have any questions, please feel free to contact me at 375-0334.

Sincerely,

Jeff Triemstra

Enclosure



Professional Service Since 1980





3393 South 6th Street
 Kalamazoo, MI 49009
 Phone: (269) 375-0334 Fax: (269) 375-2664

LAWN MAINTENANCE PROPOSAL

Property Name Oshtemo Charter Township	Property Address Parkview Hall	Date February 1, 2018
Contact Person Karen High	Fax:	Effective Dates April 1, 2018 - November 30, 2018

Lawn Maintenance

Additional Services

	Price	Per
Mowing & Trimming	\$ 268.00	Month
Blowing of Walks/Lots & Debris Removal	n/a	
Weeding of Stone/Bark Areas	Included	

EXTRAS	Price	Per
Mulching of all beds & tree rings	Included	Spring
Planting and Maintenance of Annual Beds	Included	Spring & Fall

Fertilizing/Weed Control	Included	Per Application - 5 Total: Fertilizer (4), broadleaf weed control & crabgrass preventer (1)
Tree and Shrub Fertilizing	n/a	

Edging	n/a	Monthly
Pruning	n/a	2 Times/year

Spring Clean Up	Included	Once in spring
Fall Clean Up	Included	Twice in fall

Brush Hog Service	n/a	Hour
Sprinkling System Start Up & Shut Down	n/a	

Acceptance of Proposal:

The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to complete the work as specified.

 Authorized Signature

 Date