



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

**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS – REGULAR MEETING**

**MEETING WILL BE HELD IN PERSON
AT THE OSHTEMO COMMUNITY CENTER
6407 PARKVIEW AVENUE**

**THURSDAY, SEPTEMBER 21, 2023
3:00 P.M.**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: July 20, 2023
4. Public Comment on Non-Agenda Items
5. Treasurer's Report: July – August 2023 (unaudited)
6. Atlantic Avenue Expansion Project Update and Coordination
 - A. Subcommittee
 - B. 2023 Budget Amendment
7. CIP Discussion
8. Other Items
 - A. Tree Lighting Ceremony Coordination for 2024
9. Announcements and Adjournment

Next Meeting: November 16, 2023

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

DRAFT MINUTES OF A MEETING HELD JULY 20 , 2023

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting at the Oshtemo Community Center, on Thursday, July 20, 2023. The meeting was called to order at approximately 3:07 p.m.

Members Present: Cheri Bell, Bill Cekola, Rich MacDonald, Dick Skalski, and Ryan Winfield. Themis Corakis and Stephen Dallas arrived late.

Members absent: None

Also present: Iris Lubbert, Planning Director and Martha Coash, Recording Secretary

Agenda

Mr. MacDonald noted he would need to leave the meeting early and suggested reordering the agenda. He asked that the order of agenda items be changed as follows: 1, 2, 3, 4, 6, 5, 8, 9, 7, 10. No other changes were needed.

Mr. Winfield made a motion to reorder the agenda as suggested by Chairperson MacDonald. Mr. Skalski seconded the motion. The motion carried unanimously.

Approval of Minutes: March 16, 2023

Chairperson MacDonald asked if there were additions or corrections to the Minutes of March 16, 2023. Hearing none, he asked for a motion.

Mr. Skalski made a motion to approve the Minutes of the Meeting of March 16, 2023 as presented. Mr. Cekola seconded the motion. The motion carried unanimously.

Public Comment on Non-Agenda Items

There were no public comments.

Atlantic Avenue Extension Project

Ms. Lubbert reported that requests for proposal were sent to six consultants for work on the Atlantic Avenue extension project. Two proposals, one from Prein & Newhof and a combined proposal from Progressive AE and Wightman were received. One firm responded that they did not have the necessary capacity to provide what is needed. Ms. Lubbert noted that the two submissions were still under review by the Public Works Director, but upon initial review the prices for the proposals appeared comparable. The DDA Board noted that with Progressive AE and Wightman working on

the Township's new master plan and new private road standards they felt they would be a great fit for the project from a continuity perspective. She noted that \$50,000 have been allocated for this project in 2023 and \$40,000 proposed for 2024. The Township will contribute \$30,000. She and the Public Works Director are meeting next week to go through the two submissions in detail and are hoping to take a recommendation for approval to the Township Board on August 1st. She asked how involved the DDA board wished to be with the consultant selection process. She noted she would be happy to invite members to her meeting with the Public Works Director when reviewing the submissions and come back to the DDA board if needed.

Chairperson MacDonald noted the DDA made a recommendation to the Planning Commission several years ago regarding changes to the Village Form Based code in order to implement the amended 2019 Village Theme Development Plan, which they have not acted upon. He felt that recommendation is likely no longer relevant given the Atlantic Avenue Extension will be a reality, and that since a Township Master Plan update is underway. Perhaps revisiting the Master Plan and rezoning for the DDA area, including the Atlantic Avenue project to update the vision will supersede the prior suggested changes. It does not seem prudent to update the ordinance for a Village Theme Plan that may never be implemented. Challenges with the current overlay may need to be revisited and the vision updated as part of a revised Master Plan.

It was the consensus of the group that the approach outlined is appropriate.

The group agreed a subcommittee of the DDA should be appointed to review the two qualifying proposals and to make a recommendation for approval to the Township Board on behalf of the DDA.

Mr. Corakis made a **motion** to appoint a committee of two, comprised of Chairperson MacDonald and Mr. Skalski, to review the two proposals with staff, advance one of the two to the Township Board with a recommendation of approval based on the group discussion at this meeting, and report back to the DDA regarding which firm was chosen. Mr. Winfield **seconded the motion**. **The motion carried unanimously.**

The DDA will provide a letter of support in this regard for the Township Boards August 1st meeting.

Members felt it would be best to not make changes now to the Village Form Based Code as the Master Plan is being updated and Ms. Bell assured the group the DDA would be included in the Master Plan update process.

Mr. MacDonald made a **motion** to not proceed with presenting the changes previously made to the Village Form Based Code to the Planning Commission for approval, but to consider Master Plan input and new information that might inform

updates at a future meeting. Mr. Skalski seconded the motion. The motion carried unanimously.

2024 Budget Discussion

Ms. Lubbart shared a draft of the 2024 DDA budget, walking through each line item. Several changes were made by the group: \$1,000 was added to the Community Events line item for a tree lighting special event at Flesher Field, \$1,000 was added for property maintenance for a total expenditures budget of \$189,796.98.

Mr. Winfield made a motion to recommend the DDA budget totaling \$189,796.98 to the Township Board for approval. Mr. MacDonald seconded the motion. The motion carried unanimously.

Treasurer's Report: May - June, 2023 (unaudited)

Ms. Lubbart presented the Treasurer's Report for March - June, 2023, unaudited.

She noted \$205,323.93 was collected in property tax revenue and \$2702.73 was collected during this cycle.

Expenditures from this cycle totaled \$6,607.65 and included the annual sponsorship of Music in the Park, mailing for the DDA's open house, and a payment of \$668.73 toward the 2022 Stadium sidewalk project. The \$668.73 was related to the United Methodist Church site work. Although it was completed in 2022 the invoice was not submitted until recently. As this was part of a previously approved 2022 project, no budget amendment is needed for 2023.

Mr. Winfield made a motion to accept the Treasurer's Report for March-June 2023, as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

DDA and SoDA 2023 Open House Coordination

Ms. Lubbart reported the open house scheduled for both the DDA and SoDA was held Monday, May 15th from 4 – 6 p.m. to provide residents with general information about the two Boards and to introduce the Atlantic Avenue expansion project. It was well attended and deemed a success.

Other Items/Updates

There were no other items or updates.

Announcements and Adjournment

As there were no announcements, the meeting was adjourned at approximately 4:00 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: July 21, 2023
Minutes Approved:

DRAFT



September 14, 2023

To: DDA Board

From: Iris Lubbert, AICP, Planning Director

Re: July – August 2023 Treasurer’s Report

Attached you will find the Treasurer’s Report for July – August 2023, unaudited.

\$205,323.93 in property tax revenue and \$3,823.14 in interest have been collected to date.

Expenditures from this cycle total \$5,684.66. Expenditures include general operating expenditures, landscaping, and banner rotation fees.

Attachments: July – August 2023 Treasurer’s Report
Invoices

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DOWNTOWN DEVELOPMENT AUTHORITY
Treasurer's Report July - August 2023
Unaudited

REVENUES	2023 Budget	Previous Activity	Activity this Period	Total Actual Revenue
Carryover (fund balance)	\$292,398.62	\$292,398.62	\$0.00	\$292,398.62
Property Tax Revenue	\$190,000.00	\$205,323.93	\$0.00	\$205,323.93
Interest Earned	\$1,000.00	\$2,702.73	\$1,120.41	\$3,823.14
TOTAL REVENUES	\$483,398.62	\$500,425.28	\$1,120.41	\$501,545.69

EXPENDITURES	2023 Budget	Previous Activity	Activity this Period	Total Expenditure	Available Balance	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	\$52.92	\$0.00	\$52.92	\$447.08	10.58%
Community Events	\$1,050.00	\$1,050.00	\$0.00	\$1,050.00	\$0.00	100.00%
Consultants	\$50,000.00	\$173.25	\$0.00	\$173.25	\$49,826.75	0.35%
<i>Assistance with new projects (traffic/road design)</i>	<i>\$50,000.00</i>	<i>\$173.25</i>	<i>\$0.00</i>	<i>\$173.25</i>	<i>\$49,826.75</i>	<i>0.35%</i>
Accounting & Auditing Fees	\$3,000.00	\$1,610.00	\$650.00	\$2,260.00	\$740.00	75.33%
Legal Fees	\$2,000.00	\$120.00	\$0.00	\$120.00	\$1,880.00	6.00%
Legal Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Water	\$1,200.00	\$146.88	\$73.44	\$220.32	\$979.68	18.36%
Electric	\$700.00	\$291.86	\$86.86	\$378.72	\$321.28	54.10%
Outdoor Decorations	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	0.00%
Repairs & Maintenance	\$17,800.00	\$3,426.24	\$4,874.36	\$8,300.60	\$9,499.40	46.63%
<i>Stadium Drive snow removal</i>	<i>\$2,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$2,000.00</i>	<i>0.00%</i>
<i>Banner rotation/storage/maintenance</i>	<i>\$2,000.00</i>	<i>\$410.00</i>	<i>\$410.00</i>	<i>\$820.00</i>	<i>\$1,180.00</i>	<i>41.00%</i>
<i>Lawn care and maintenance</i>	<i>\$12,800.00</i>	<i>\$3,016.24</i>	<i>\$4,464.36</i>	<i>\$7,480.60</i>	<i>\$5,319.40</i>	<i>58.44%</i>
<i>Millard's Way snow removal</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	\$10,000.00	\$668.73	\$0.00	\$668.73	\$9,331.27	6.69%
<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>
Capital Outlay/Land Acquisition	\$274,693.67	\$274,693.67	\$0.00	\$274,693.67	\$0.00	100.00%
TOTAL EXPENDITURES	\$369,443.67	\$282,233.55	\$5,684.66	\$287,918.21	\$81,525.46	77.93%

Remaining Funds	\$213,627.48
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S&T Lawn Service Inc.

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

Invoice

Date:	Invoice #:
5/31/2023	22164

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

Terms:	Regarding:
Net 15	Parkview Hall

Date:	Description:	Quantity:	Rate:	Amount:
5/31/2023	Monthly Lawn Maintenance	1	347.00	347.00

Total		\$347.00
Payments/Credits		\$0.00
Balance Due		\$347.00

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com

S&T Lawn Service Inc.

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

Invoice

Date:	Invoice #:
7/31/2023	22826

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

Terms:	Regarding:
Net 15	Parkview Hall

Date:	Description:	Quantity:	Rate:	Amount:
7/1/2023	Fertilizing and/or Weed Control Application	1	0.00	0.00
7/30/2023	Monthly Lawn Maintenance	1	347.00	347.00
			Total	\$347.00
			Payments/Credits	\$0.00
			Balance Due	\$347.00

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com



5757 E. Cork St, Kalamazoo, MI 49048
 Phone: 800.422.3030 Fax: 269.381.0999

Remit to: SIGN ART INC. / DRAWER #2476
 PO BOX 5935, TROY, MI 48007-5935

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

INVOICE 010667
 Invoice Date 6/30/2023
 Sales Order 0009648
 Quotation # 0012652
 Customer PO BANNER SWAP
 Customer ID OT04
 Salesperson Steve VanderSloot

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

ATTENTION

CONTACT IRIS LUBBERT

Item	Qty	UM	Description of Work	Price	Extension
002	1.00	EA	BANNER SWAP - 2 (APRIL)	\$410.00	\$410.00
Using one (1) man and 30' bucket truck, remove from SignArt 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.					

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% per annum).

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.

PLEASE REMIT PAYMENT TO:

SIGN ART INC.
 DRAWER #2476
 PO BOX 5935
 TROY, MI 48007-5935

Total Amount: \$410.00

S&T Lawn Service Inc.

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

Invoice

Date:	Invoice #:
6/30/2023	22787

Bill To:
Parkview Hall 7275 West Main Street Kalamazoo, MI 49009

Terms:	Regarding:
Net 15	Millards Way

Date:	Description:	Quantity:	Rate:	Amount:
6/30/2023	Monthly Lawn Maintenance	1	487.12	487.12

Total	\$487.12
Payments/Credits	\$0.00
Balance Due	\$487.12

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com

S&T Lawn Service Inc.

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

Invoice

Date:	Invoice #:
5/31/2023	22383

Bill To:
Parkview Hall 7275 West Main Street Kalamazoo, MI 49009

Terms:	Regarding:
Net 15	Millards Way

Date:	Description:	Quantity:	Rate:	Amount:
5/5/2023	Weeding of stone and/or bark areas	1	0.00	0.00
5/12/2023	Weeding of stone and/or bark areas	1	0.00	0.00
5/31/2023	Monthly Lawn Maintenance	1	487.12	487.12

Total		\$487.12
Payments/Credits		\$0.00
Balance Due		\$487.12

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com

S&T Lawn Service Inc.

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

Invoice

Date:	Invoice #:
7/31/2023	22829

Bill To:
Parkview Hall 7275 West Main Street Kalamazoo, MI 49009

Terms:	Regarding:
Net 15	Millards Way

Date:	Description:	Quantity:	Rate:	Amount:
7/1/2023	Fertilizing and/or Weed Control Application	1	0.00	0.00
7/4/2023	Lawn Mowing & Trimming	1	0.00	0.00
7/30/2023	Monthly Lawn Maintenance	1	487.12	487.12

Total		\$487.12
Payments/Credits		\$0.00
Balance Due		\$487.12

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com

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: 112678
Client ID: 6870

Date: 06/30/2023
Payable upon receipt

Professional services during the month of June 2023, which included the following:

- J Gabrielse - 12.50 hours of accounting assistance, preparation of F-65,
Form 5572, annual DDA reports and audit assistance
@ \$210 per hour for year end assistance 2,625.00

Breakdown by fund:

101 - \$1,130✓
107 - 135✓
206 - 135
207 - 135✓
211 - 135
249 - 135✓
490 - 135✓
491 - 135✓
900 - 550✓

\$2,625
=====

New Charges: \$2,625.00

Plus Prior Balance: \$0.00

New Balance: \$2,625.00

<u>06/30/2023</u>	<u>05/31/2023</u>	<u>04/30/2023</u>	<u>03/31/2023</u>	<u>02/28/2023+</u>
2,625.00	0.00	0.00	0.00	0.00

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

S&T Lawn Service Inc.

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

Invoice

Date:	Invoice #:
6/30/2023	22789

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

Terms:	Regarding:
Net 15	Village Corner

Date:	Description:	Quantity:	Rate:	Amount:
6/30/2023	Monthly Lawn Maintenance	1	654.00	654.00

Total		\$654.00
Payments/Credits		\$0.00
Balance Due		\$654.00

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com

S&T Lawn Service Inc.

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

Invoice

Date:	Invoice #:
7/31/2023	22968

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

Terms:	Regarding:
Net 15	Village Corner

Date:	Description:	Quantity:	Rate:	Amount:
7/1/2023	Fertilizing and/or Weed Control Application	1	0.00	0.00
7/30/2023	Monthly Lawn Maintenance	1	654.00	654.00

Total	\$654.00
Payments/Credits	\$0.00
Balance Due	\$654.00

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com

S&T Lawn Service Inc.

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

Invoice

Date:	Invoice #:
5/31/2023	22163

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

Terms:	Regarding:
Net 15	Village Corner

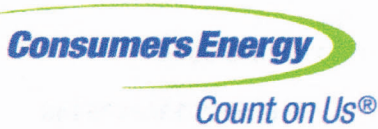
Date:	Description:	Quantity:	Rate:	Amount:
5/26/2023	Annual Flowers	1	0.00	0.00
5/31/2023	Monthly Lawn Maintenance	1	654.00	654.00

Total		\$654.00
Payments/Credits		\$0.00
Balance Due		\$654.00

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com

15387

Account: 1030 3845 5574



Questions:
Visit: ConsumersEnergy.com
Call us: 800-805-0490

Amount Due: \$43.34
Please pay by: August 04, 2023

GATEWAY ATTN DUSTY FARMER
OSHTEMO TOWNSHIP
7275 W MAIN ST
KALAMAZOO MI 49009-8210



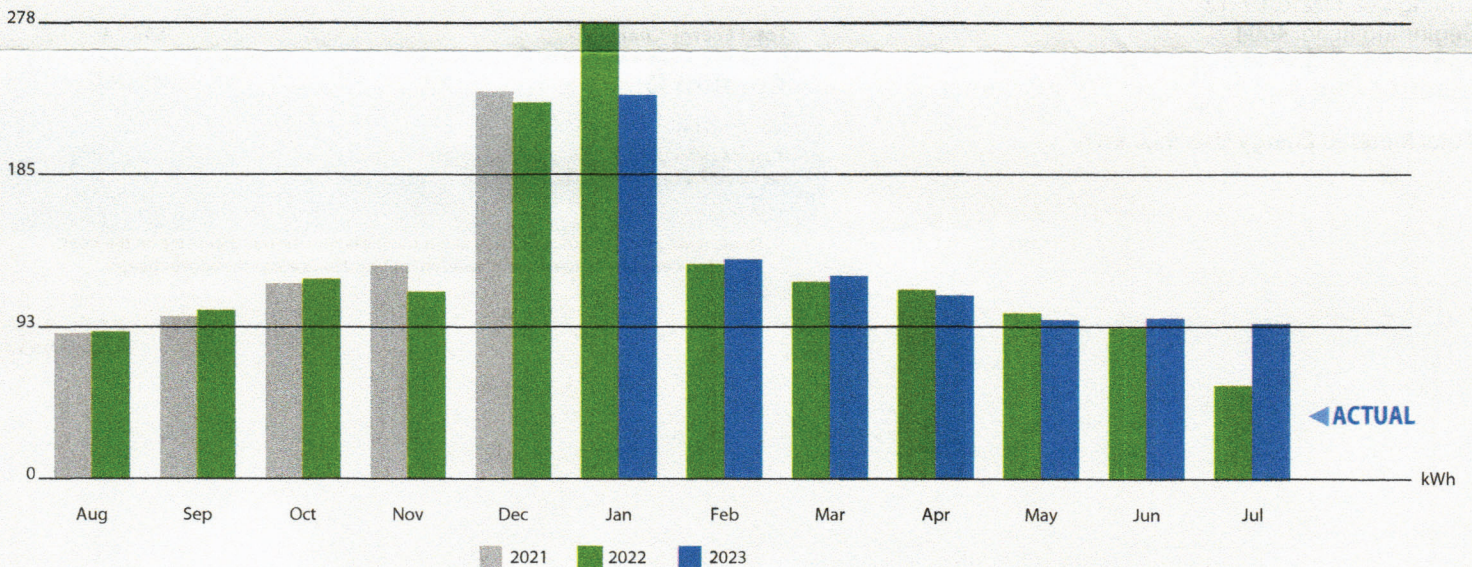
▶ **Thank You** - We received your last payment of \$43.73 on July 07, 2023

▶ **Service Address:**
6520 STADIUM DR
KALAMAZOO MI 49009-2018

July Energy Bill

Service dates: June 13, 2023 - July 12, 2023 (30 days)

Total Electric Use (kWh - kilowatt-hour)



July Electric Use

95 kWh
July 2022 use: 57 kWh



Cost per day:
\$1.44



kWh per day:
3



Prior 12 months electric use:
1,552 kWh

STAY SAFE: Call 9-1-1 and 800-477-5050. We'll respond day or night.



Downed power lines.
Stay 25 feet away. Call from a safe location.



If you smell natural gas.
If the "rotten egg" odor of gas is apparent, call from a safe location.

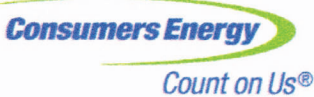
Sign up for outage alerts online or by text

Report outages, including streetlight outages, get update alerts and check your expected restoration times online at our Outage Center:

www.ConsumersEnergy.com/Outages

To sign up for text alerts, text REG to 232273 and provide your account number when prompted. You can text OUT to report an outage, or STAT to request an update on your restoration time.

Fold, detach and mail this portion with your check made payable to Consumers Energy. Please write your account number on your check.



You can pay your bill by mail, by phone or online
See reverse side for more information

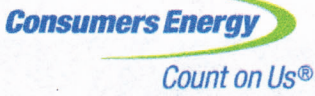
Account: 1030 3845 5574

Service Address:
OSHTEMO TOWNSHIP
6520 STADIUM DR
KALAMAZOO MI 49009-2018

PAYMENT CENTER
PO BOX 740309
CINCINNATI OH 45274-0309

Amount Due: \$43.34
Please pay by: August 04, 2023
Enclosed: 43.34

I 103038455574 000000043349 0000 2056 0 000000000000 H



Need to talk to us? Visit ConsumersEnergy.com
or call **800-805-0490**
Hearing/speech impaired: Call 7-1-1

Service Address:
6520 STADIUM DR; KALAMAZOO MI
49009-2018
Account: **1030 3845 5574**

Account Information

Bill Month: July
Service dates: 06/13/2023 - 07/12/2023
Days Billed: 30
Portion: 12 07/23

Rate Information

Elec Gen Sec Rate GS Com
Rate: 1100

Meter Information

Your next scheduled meter read
date is on or around 08/10/2023

Electric Service:

Smart Meter
Meter Number: 31641858
POD Number: 0000003870323
Beginning Read Date: 06-13
Ending Read Date: 07-12
Beginning Read: 4604
Ending Read: 4699 (Actual)
Usage: 95 kWh

Total Metered Energy Use: 95.0 kWh

July Energy Bill

Invoice: 201808935148

Account Summary

Last Month's Account Balance	\$43.73
Payment on July 07, 2023	<u>\$43.73-</u>
Balance Forward	\$0.00

Payments applied after Jul 13, 2023 are not included.

Electric Charges

Energy	95@ 0.106684	\$10.13
PSCR	95@ 0.000440	\$0.04
System Access		\$20.00
Deferral Surcharge	95@ 0.000228	\$0.02
Refund	95@ 0.000406-	\$0.04-
Distribution	95@ 0.044692	\$4.25
FCM Incentive	95@ 0.000098	\$0.01
Other Surcharges		\$7.91
Power Plant Securitization	95@ 0.001277	\$0.12
Low-Income Assist Fund		<u>\$0.90</u>
Total Electric		\$43.34

Total Energy Charges \$43.34

Amount Due: \$43.34
by August 04, 2023

If you pay after the due date, a 2% late payment charge will be added to your next bill.

Please make any inquiry or complaint about this bill before the due date listed on the front. Visit ConsumersEnergy.com/aboutmybill for details about the above charges.

NEWS AND INFORMATION

Energy Usage: If you have questions or would like information about your energy use or

weather-adjusted costs, call 800-477-5050 or visit www.ConsumersEnergy.com/AboutMyBill

Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

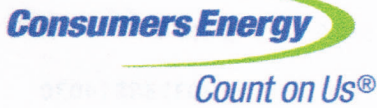
Ways to pay your energy bill:

 Auto-pay Checking or savings Auto-pay Discover® MasterCard® or Visa® (Eligibility varies)	 eLockbox via ACH Secure electronic payment with emailed remittance	 Same-day payment ConsumersEnergy.com Discover® MasterCard® Visa® or eCheck	 Same-day payment 866-329-9593 Discover® MasterCard® Visa® or eCheck	 By mail Check, money order Consumers Energy Payment Center P.O. Box 740309 Cincinnati, OH 45274-0309	 In person Cash, check, card or money order Varies by authorized payment location Fee may apply
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For more information, visit ConsumersEnergy.com/waystopay

15387

Account: 1030 3845 5574



Questions:
Visit: ConsumersEnergy.com
Call us: 800-805-0490

Amount Due: \$43.43
Please pay by: September 05, 2023

GATEWAY ATTN DUSTY FARMER
OSHTEMO TOWNSHIP
7275 W MAIN ST
KALAMAZOO MI 49009-8210



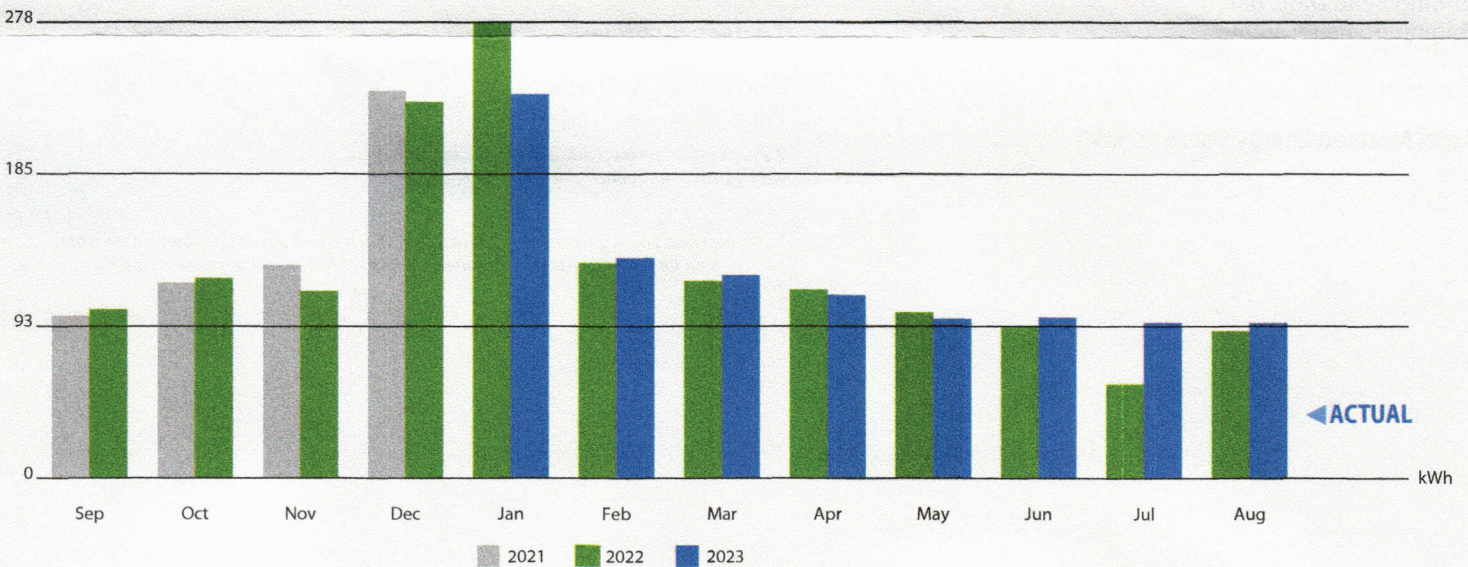
▶ **Thank You** - We received your last payment of \$43.34 on August 07, 2023

▶ **Service Address:**
6520 STADIUM DR
KALAMAZOO MI 49009-2018

August Energy Bill

Service dates: July 13, 2023 - August 10, 2023 (29 days)

Total Electric Use (kWh - kilowatt-hour)



August Electric Use

95 kWh
August 2022 use: 90 kWh

Cost per day: **\$1.50**

kWh per day: **3**

Prior 12 months electric use: **1,557 kWh**

STAY SAFE: Call 9-1-1 and 800-477-5050. We'll respond day or night.



Downed power lines.
Stay 25 feet away. Call from a safe location.



If you smell natural gas.
If the "rotten egg" odor of gas is apparent, call from a safe location.

Enrolling in our Demand Response Program is a way to demonstrate your organization's commitment to being sustainable, all while earning money toward your bottom line and helping make your community and state's energy more reliable. Visit www.ConsumersEnergy.com/Demand-Response

Fold, detach and mail this portion with your check made payable to Consumers Energy. Please write your account number on your check.



You can pay your bill by mail, by phone or online
See reverse side for more information

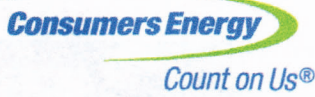
Account: 1030 3845 5574

Service Address:
OSHTEMO TOWNSHIP
6520 STADIUM DR
KALAMAZOO MI 49009-2018

PAYMENT CENTER
PO BOX 740309
CINCINNATI OH 45274-0309

Amount Due: \$43.43
Please pay by: September 05, 2023
Enclosed: 43.43

I 103038455574 000000043430 0000 2056 8 000000000000 H



Need to talk to us? Visit ConsumersEnergy.com
or call **800-805-0490**
Hearing/speech impaired: Call 7-1-1

Service Address:
6520 STADIUM DR; KALAMAZOO MI
49009-2018
Account: **1030 3845 5574**

Account Information

Bill Month: August
Service dates: 07/13/2023 - 08/10/2023
Days Billed: 29
Portion: 12 08/23

Rate Information

Elec Gen Sec Rate GS Com
Rate: 1100

Meter Information

Your next scheduled meter read
date is on or around 09/11/2023

Electric Service:

Smart Meter
Meter Number: 31641858
POD Number: 0000003870323
Beginning Read Date: 07-13
Ending Read Date: 08-10
Beginning Read: 4699
Ending Read: 4794 (Actual)
Usage: 95 kWh

Total Metered Energy Use: 95.0 kWh

August Energy Bill

Invoice: 203588814030

Account Summary

Last Month's Account Balance	\$43.34
Payment on August 07, 2023	\$43.34
Balance Forward	\$0.00

Payments applied after Aug 11, 2023 are not included.

Electric Charges

Energy	95@ 0.106684	\$10.13
PSCR	95@ 0.001380	\$0.13
System Access		\$20.00
Deferral Surcharge	95@ 0.000228	\$0.02
Refund	95@ 0.000406-	\$0.04-
Distribution	95@ 0.044692	\$4.25
FCM Incentive	95@ 0.000098	\$0.01
Other Surcharges		\$7.91
Power Plant Securitization	95@ 0.001227	\$0.12
Low-Income Assist Fund		<u>\$0.90</u>

Total Electric **\$43.43**

Total Energy Charges **\$43.43**

Amount Due: **\$43.43**
by September 05, 2023

If you pay after the due date, a 2% late payment charge
will be added to your next bill.

Please make any inquiry or complaint about this bill before the due date listed on the front.
Visit ConsumersEnergy.com/aboutmybill for details about the above charges.

NEWS AND INFORMATION

For the environmental characteristics of electricity
delivered to customers, see the insert or
www.ConsumersEnergy.com/YourEnergy

Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

Ways to Pay Your Energy Bill

 For more information, visit ConsumersEnergy.com/BizPay

<p>Auto-Pay </p> <p>Checking or savings bank account</p>	<p>eLockbox </p> <p>via ACH</p> <p>Secure electronic payment with emailed remittance</p>	<p>Same-Day Payment </p> <p>ConsumersEnergy.com, 866-329-9593 or App <i>Fee may apply</i></p> <p>Discover,® MasterCard,® Visa® or eCheck</p>	<p>Mail </p> <p>Consumers Energy Payment Center P.O. Box 740309 Cincinnati, OH 45274-0309</p> <p>Check or money order</p>	<p>In Person </p> <p>Authorized Payment Location <i>Fee may apply</i></p> <p>Cash, check, card or money order. Varies by location</p>
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3rd Qtr 15391

City of Kalamazoo Utility Bill



City of Kalamazoo
Treasurer's Office
241 W. South Street
Kalamazoo, MI 49007-4750
269-337-8000

Account Number:	SDK00652002	Bill Date:	08/07/2023
Unique ID:	163648	Due Date:	08/28/2023
Customer Name:	OSHEMO TOWNSHIP		
Service Address:	6520 STADIUM DR	Cycle:	3C

Special Message:
 COMMUNITY ACTION HAS ASSISTANCE TO HELP LOW-INCOME INDIVIDUALS AND FAMILIES WITH PAST-DUE WATER BILLS THROUGH THE LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP). PLEASE CALL 877-422-2726 FOR AN APPLICATION.

*****AUTO**5-DIGIT 49009
 OSHEMO TOWNSHIP
 7275 W MAIN ST
 KALAMAZOO, MI 49009-9334



Prior Balance \$73.44
 Paid Since Last Bill \$(73.44)
 Adjustments \$0.00
 Penalties \$0.00
PAST DUE BALANCE \$0.00

Office Open:

Monday - Friday
8:00 am - 4:30 pm

Email Address:
utilities@kalamazoozcity.org

Visit our website:
www.kalamazoozcity.org

Meter #	Prev Date	Curr Date	Previous Reading	Current Reading	Usage
1566502634	05/02/23	08/02/23	355	355	0
-	-	-	-	-	-

Service	Usage	Charges
OSH-SURCHARGE-WATER		\$1.79
WATER OMR QT OS 1"		\$71.65

Please see reverse side for additional information.

TOTAL CURRENT CHARGES	\$73.44
BALANCE FORWARD	\$0.00
TOTAL AMOUNT DUE	\$73.44

Total due if after due date: \$77.02

Any payments applied after 08/07/2023 are not included

IF PAST DUE IS NOT PAID WITHIN 15 DAYS, SERVICE WILL BE DISCONNECTED. NO FURTHER NOTICE WILL BE MAILED.

DUE DATE APPLIES TO NEW CHARGES ONLY. A LATE CHARGE OF 5% WILL APPLY IF PAYMENT IS NOT RECEIVED BY DUE DATE.

Return Lower Portion With Your Payment, Retain Upper Portion For Your Records.

OSHEMO TOWNSHIP
 ##
 7275 W MAIN ST
 KALAMAZOO, MI 49009-9334

PAY YOUR BILL ONLINE AT WWW.KALAMAZOOCITY.ORG

Cycle: 3C

ACCOUNT NUMBER	BILL DATE	DUE DATE
SDK00652002	08/07/2023	08/28/2023
TOTAL CURRENT CHARGES	PAST DUE BALANCE	TOTAL AMOUNT DUE
\$73.44	\$0.00	\$73.44

Please Check This Box If Completing Back of Coupon.



REMIT TO ---->

CITY OF KALAMAZOO
 KALAMAZOO CITY TREASURER
 241 W. SOUTH STREET
 KALAMAZOO, MI 49007-4750



0000000000000000S>DK00652002U00000007

For City Information Visit: www.kalamazoo.org

To authorize Direct Debit, complete the information below, attach your voided check and return it to us. Allow 4-6 weeks for your application to be processed. Continue to pay your bill by check until you see a message on your bill stating your bank account will be debited for payment. If completing the application below, please check the box on the front of the payment coupon.

City of Kalamazoo Utility Debit Billing Authorization

I hereby authorize the City of Kalamazoo to initiate utility bill payment deductions from my checking account on the **attached VOIDED check**. I understand the payment will be initiated approximately on the bill due date (21 days after the bill date). If the due date does not fall on a business day, the charge will be initiated on the first business day following the due date. This authorization is to remain in full force and effect until the City of Kalamazoo and my financial institution has received written notification of its termination in such time and in such manner as to afford both the City and my financial institution a reasonable opportunity (estimated to be 30 days) to act upon such termination. I understand it is my responsibility to ensure there are sufficient funds in the account at all times to make the required payments.

Print Name _____

Utility Account Number _____

(See front of statement for your account number.)

Service Address _____

Phone Number _____

Email Address _____

Mobile Number _____

Signature _____

Date _____

Signature _____

Date _____

Note: If joint account, both parties must sign.

METHODS OF PAYMENT

Direct Debit: See information above to enroll

Pay Online by Credit Card or e-Check: Access options with your utility account number located on the front of your bill at www.kalamazoo.org

Pay by Phone By calling Point & Pay at 866-273-5523

A convenience fee will be collected by Point & Pay for the use of debit card, credit card, or e-Check.

Payments by Mail: Kalamazoo City Treasurer 241 W. South Street, Kalamazoo, MI 49007-4750

Drop Box: Available at the front of City Hall on the west side of the door.

In Person: City Hall, 241 W. South Street, Monday through Friday 8:00 AM - 4:30 PM

Online Payment with Your Bank: Allow 5-7 business days for us to receive the payment.

Customer Inquiries: Water, Sewer and Solid Waste Customer Service - (269) 337-8000

PLEASE CONSERVE WATER - Every drop counts at Kalamazoo!

For more information about water use and water conservation, please visit the City's website at www.kalamazoo.org

CITY OF KALAMAZOO TREASURER
241 W. SOUTH ST
KALAMAZOO, MI 49007-4750

CITY OF KALAMAZOO TREASURER
241 W. SOUTH ST
KALAMAZOO, MI 49007-4750

FD 15376
15540

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: 112893
Client ID: 6870

Date: **07/31/2023**
Payable upon receipt

Professional services during the month of July 2023, which included the following:
J Gabrielse - 10 hours of accounting assistance 2,100.00

Breakdown by fund:

- 101 - \$1,200 ✓
- 107 - 100 ✓
- 204 - 100 ✓
- 206 - 100 ✓
- 207 - 100 ✓
- 211 - 100 ✓
- 248 - 100 ✓
- 249 - 100 ✓
- 490 - 100 ✓
- 491 - 100 ✓

\$2,100
=====

New Charges:	\$2,100.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$2,100.00</u>

<u>07/31/2023</u>	<u>06/30/2023</u>	<u>05/31/2023</u>	<u>04/30/2023</u>	<u>03/31/2023+</u>
2,100.00	0.00	0.00	0.00	0.00

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

S&T Lawn Service Inc.

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

Invoice

Date:	Invoice #:
6/30/2023	22788

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

Terms:	Regarding:
Net 15	Parkview Hall

Date:	Description:	Quantity:	Rate:	Amount:
6/30/2023	Monthly Lawn Maintenance	1	347.00	347.00

Total	\$347.00
Payments/Credits	\$0.00
Balance Due	\$347.00

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com



September 15, 2023

To: DDA Board

From: Iris Lubbert, AICP, Planning Director

Re: Atlantic Avenue Extension Project Update and Coordination

At their last regular meeting, the DDA Board created a subcommittee to review the two qualifying proposals that were received for the Atlantic Avenue Extension Project and authorized the subcommittee to make a recommendation for approval to the Township Board on behalf of the DDA. After review and discussion, both township staff and the DDA subcommittee recommended that the Township Board proceed with the proposal from Wightman. The Township Board approved proceeding with the recommended proposal at their regular August 1st meeting. A copy of the approved proposal is attached. The total cost of the project is \$92,500 and will be split between the Township and the DDA: \$42,500 and \$50,000 respectively.

Work on the Atlantic Avenue Extension project has started. A kick off meeting with Township Staff was held on Wednesday, August 23rd. At that meeting a general timeline was discussed and the need for a Steering Committee to assist with the project. The Steering Committee should be comprised of 2-3 DDA members, 2-3 Township Board members, and a member of the Road Commission. The DDA will be asked who their Steering Committee members should be at their regular September 21st meeting. Additional updates on the project will be provided at the meeting.

In addition, a budget amendment is needed for 2023. The Township Treasurer has informed staff that although township owned property is exempt from taxes, a single year of taxes is due for 6227 Stadium Drive prior to the exempt status kicking in. A budget amendment to pay the \$1,802.19 in taxes on the property is needed.

Attachments: Wightman proposal

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**OSHTEMO CHARTER TOWNSHIP
DEPARTMENT OF PUBLIC WORKS**

REQUEST FOR PROPOSAL COVER PAGE
PROFESSIONAL ENGINEERING SERVICES
ATLANTIC AVENUE EXTENSION PROJECT

Submit this Completed Form as the *Cover Page* of Your Proposal.

Firm Name: Wightman
Address: 433 E. Ransom St., Kalamazoo, MI 49007
Telephone: (269) 327-3532
Website: gowightman.com

Representative Authorized to Sign Offer and Contract:

Name: Philip A. Doorlag, P.E.
Title: Regional Director - Kalamazoo
Email: pdoorlag@gowightman.com
Telephone: (269) 264-4089
Address: 433 E. Ransom St., Kalamazoo, MI 49007

Authorized Point of Contact/Project Manager:

Name: Philip A. Doorlag, P.E.
Title: Regional Director - Kalamazoo
Email: pdoorlag@gowightman.com
Telephone: (269) 264-4089
Address: 433 E. Ransom St., Kalamazoo, MI 49007

I certify that I am authorized to execute and submit this proposal on behalf of the Firm listed above; that all of the RFP instructions and rules, exhibits, addenda, explanations, evaluation criteria, submittal requirements, terms and conditions and any other information provided by the Township has been reviewed, understood and complied with; and that all information in this submission is true, correct, and in compliance with the terms of the RFP.

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the Oshtemo Charter Township. I further state that I have not communicated with nor otherwise colluded with any other person or Firm, nor have I made any agreement with nor offered or accepted anything of value from an Official or employee of the Oshtemo Charter Township that would tend to destroy or hinder free competition.

Philip A. Doorlag

Authorized Representative Signature

7/13/2023

Date

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July 13, 2023

Oshtemo Charter Township
7275 W. Main Street
Kalamazoo, MI 49009

Attention: Anna Horner, P.E., Public Works Director

RE: OSHTEMO CHARTER TOWNSHIP – ATLANTIC AVENUE EXTENSION PROJECT

Dear Anna:

Wightman and our partners at Progressive AE are pleased to submit our qualifications for Professional Engineering Services for Oshtemo Charter Township's Atlantic Avenue Extension Project. We understand how important it is to invest in our transportation network to provide equitable, safe, and reliable travel options for all users to access the Township's many destinations and amenities.

As Oshtemo continues to grow and evolve, providing safe, reliable, and easily accessible transportation routes for all users becomes vitally important. There is an ever increasing need to balance the needs of rural vs. urban, residential vs. commercial, and major, minor, and local roads. A successful transportation network meets the needs of all its potential users and the surrounding community, including residents, businesses, and public institutions.

Our team has the expertise and knowledge to provide Professional Planning and Engineering services for the unique and diverse needs of this project. Using our extensive previous experiences with other communities as a baseline, and building upon current parallel projects and endeavors with the Township, we believe we are the best team suited to become your trusted advisor on this project. We applaud the Township's forward-thinking approach to purchasing property with the knowledge it would be leveraged to create a safer, and more robust node for travelers, commerce, residents, and visitors. Seeking to become partners with you and achieve what the Township views as a success is what we strive for.

We appreciate your consideration of our proposal and the opportunity to be a part of this process as you listen to the Community and continue to provide them with safe avenues of travel for all modes of transportation.

If you have any questions, please feel free to contact me.

Very truly yours,



Philip A. Doorlag, P.E., Regional Director - Kalamazoo
pdoorlag@gowightman.com
(269) 779-6923

Exhibit A – Cost

Project Deliverables (minimum)	\$ <u>92,500</u>
Alternate Deliverables	\$ <u>0*</u>
Total \$	<u>92,500</u>

List any additional expense rate anticipated by the Firm that are not included in the above costs.

This project will be awarded as Time & Materials contract.

* It is our intent to provide you with deliverables that meet the Township's needs. However, we are not able to provide you a cost for the alternate deliverables at this time until we can better understand the Township's goals and how best to achieve the results you want, at a cost-effective price that makes sense. We will gladly work with you to determine what alternate deliverables are best suited for the Township once the minimum project deliverables are substantially achieved and will subsequently quote those deliverables.

Legal descriptions, land divisions, parcel divisions, and exhibits can be quoted on an As-Needed basis once the results of Goal #3 are achieved.

Pursuit of grants or funding opportunities outside of HSIP can be done as an additional service.

KEY PROJECT PERSONNEL

Wightman is pleased to present our qualifications and project team for the Oshtemo Charter Township Atlantic Avenue extension project. The proposed team has over 80 years of experience with municipal engineering and survey road design projects. Full-page resumes follow.



PHILIP A. DOORLAG, P.E. | CLIENT REPRESENTATIVE/PROJECT MANAGER: Mr. Doorlag will be responsible to coordinate all staff assigned to the Atlantic Avenue extension project. Mr. Doorlag brings over 17 years' experience to the team and is a Kalamazoo native. He has built and maintains strong relationships with Oshtemo Charter Township staff and has led several engineering projects with the Client.



MICKEY BITTNER, P.E. | FUNDING/GRANT ADMINISTRATOR: Mr. Bittner will lead the funding and grant aspects of this project. As a licensed professional engineer and expert on municipal funding options and opportunities, he is well versed in programs, application requirements, and timelines. Mr. Bittner was featured in the Michigan Township's Association regional roundtables as an expert in funding and grant opportunities.



AARON NEITLING, P.E. | TRANSPORTATION ENGINEER: Mr. Neitling is well versed in roadway design and construction projects, with over 24 years of experience with municipal clients. His ample experience in design, quality assurance, and roadway alignment will ensure the Township receives the best design possible. He will ensure designs are accurate and built to design specifications, without compromise.



MELANIE STANGE, P.E. | TRANSPORTATION ENGINEER: Ms. Stange has over 10 years' experience in road design project for numerous municipal entities including road rehabilitation and reconstruction, as well as geometric design. She will be responsible for the roadway design, utilizing his background and experience in roadway design, site design, project management, and inspection.

We are pleased to include two individuals from Progressive AE with whom we will work on this project. They will provide needed expertise regarding community engagement, traffic studies, and future land development in the Township.



SUZANNE SCHULZ, AICP | URBAN PLANNING PRACTICE LEADER: Ms. Schultz offers extensive experience in transportation planning and policy development. With over 27 years of experience leading community engagement workshops, comprehensive planning projects, and project management for communities of all sizes, her involvement is key to getting stakeholders involved and excited about the roadway extension.



CHRISTOPHER ZULL, P.E. | TRANSPORTATION ENGINEER: Mr. Zull has over 17 years of experience in the transportation sector, including 15 years with the City of Grand Rapids as the Traffic Safety Manager. He will ensure accurate deliverables including traffic data collection, developing an accurate Future Trip Distribution model, and analysis of traffic periods throughout the day.

KEY PROJECT PERSONNEL

PHILIP A. DOORLAG, P.E.

CLIENT REPRESENTATIVE/PROJECT MANAGER

Mr. Doorlag has over 14 years of experience in surveying, construction staking, material testing, drafting/design, and construction engineering on a variety of construction projects. Mr. Doorlag also has over 10 years of MDOT local agency and private design experience on many types of projects. He is the Regional Director of Wightman's Kalamazoo office.



Expertise

- Transportation Design
- Asset Management Planning
- Water Main, Sanitary Sewer, and Storm Sewer Design
- Road Reconstruction and Rehabilitation
- Grants

Professional Registrations

- Professional Engineer, Michigan #6201067363
- Prevailing Wage Training

Professional Affiliations

- Professional Engineer, Michigan #6201067363
- Complete Streets Advisory Committee Member - City of Kalamazoo
- Council of 100 Member - Southwest Michigan First
- Public Policy Committee Member - Southwest Michigan First

Professional Positions

- Wightman
2012 - Present
- Wightman Jones, Inc.
2006 - 2012

Education

- B.S. Civil Engineering, Western Michigan University, 2015

Project Experience

Kalamazoo Avenue, Kalamazoo, MI

Project Manager for the transformation of Kalamazoo's downtown streets to create connectedness. This phase converts Kalamazoo Avenue from a one-way state trunkline to a two-way city major street and Douglas Avenue between Kalamazoo Avenue and West Main Street from a one-way street to a two-way connection.

Stadium Drive, Kalamazoo, MI

Project Manager for the improvements on Stadium Drive between Howard Street and Lovell Street. The project features the construction of a shared use path, improving walkability for WMU students near campus, milling and resurfacing of the existing pavement, installation of a landscaped median, and pedestrian signal improvements.

Cork Street Improvements, MDOT Job #131003, Kalamazoo, MI

Project Engineer for both design and construction on 1.91 miles of road reconstruction on Cork Street from Lovers Lane to Sprinkle Road. Project included one mile of full-depth pavement reconstruction and two-course HMA milling and resurfacing on the remaining portion. A road diet was implemented, reducing the traffic corridor from four lanes to three. Additional improvements included: upsizing the existing water main, upsizing or replacing all side street connections and fire hydrants, installation of additional new hydrants, upsizing of stormwater collection system, installation of new concrete box culvert to replace metal pipe arch culvert at Davis Creek, design and permitting to install water main and fiber optic crossings under two separate railways, and signal improvements and upgrades.

Oakland Drive Improvements, MDOT Job #131001, Kalamazoo, MI

Project Engineer for design and construction including roadway reconstruction and rehabilitation of Oakland Drive from Parkview Avenue to Howard Street, a route of 1.24 miles. Project also included replacement of existing water main and portions of the existing storm sewer, pedestrian signal upgrades, installation of marked crosswalks, creation of a pedestrian refuge island, widening of bike lanes, and installation of permanent signage and pavements markings.

Portage Street Improvements, MDOT Job #130823, Kalamazoo, MI

Project Engineer for both design and construction on 1.25 miles of Portage Street from Stockbridge Avenue to E. Michigan Avenue and included roadway reconstruction and rehabilitation as well as the replacement of the existing water main and portions of the existing storm sewer; traffic signal equipment upgrades and pedestrian signal upgrades at all signalized intersections; re-design of the Washington Square block between Washington Street and Stockbridge Avenue to include increased sidewalk space for roadside businesses including streetlight replacements; extended four- to three-lane conversion on Portage Street from Walnut Street to E. Michigan Avenue; and replacement of all permanent signage and pavement markings.

MICKEY E. BITTNER, P.E.

FUNDING/GRANT ADMINISTRATOR

Mr. Bittner serves as a QC/QA Engineer with responsibility for analysis, design, and construction management for both municipal and private engineering projects. His experience includes municipal roadway, multi-purpose trails, water main and sewer designs, water and wastewater, as well as assisting communities in obtaining grants and loans and preparing feasibility studies. He also assists communities with public engagement, consensus building, and scope determination. Mickey serves as the Regional Director of Wightman's Allegan office.



Expertise

- Grant Funding & Administration
- Roads (MDOT LAP)
- Traffic Signs and Signals
- Water & Wastewater Systems
- Storm Sewers
- Culverts
- Hydraulic Analysis
- Construction Administration

Professional Registrations

- Professional Engineer Michigan #6201047386
- Construction Site Certified Stormwater Operator Michigan #C-03676
- Risk Assessment Methodology for Water Utilities Certified

Professional Affiliations

- Michigan Water Environment Association
- American Society of Civil Engineers
- National Society of Professional Engineers
- Michigan Society of Professional Engineers
- Technical Committee of Kalamazoo Area Transportation Study

Professional Positions

- Wightman
2012 – Present
- Wightman Jones, Inc.
2004 – 2012
- Wightman & Associates, Inc.
1996 – 2004

Education

- B.S. Civil Engineering, Michigan Technological University, 1996

Project Experience

Irwin Avenue, City of Albion, MI

Project Manager for a 1.2-mile complete roadway reconstruction of Irwin Ave. to S. Superior St. in the City of Albion. Work included machine grading, new HMA surface, aggregate base, drainage structure replacements, a new 12" water main, curb and gutter replacement, sidewalk and ADA ramp replacements, slope restoration, permanent signing and pavement markings. The project was funded utilizing a CDBG grant and local funds.

Rivers Edge Roundabout, Kalamazoo, MI: The City of Kalamazoo hired Wightman to redesign the roundabout to be in compliance with AASHTO requirements while meeting the City's desires. The project includes replacement of 575' of 42" sewer interceptor to increase capacity, complete replacement of over 3000' of aged watermain to improve reliability, and complete road reconstruction including landscaping and lighting.

Breton Avenue (44th Street to 32nd Street) – City of Kentwood/City of Grand Rapids, MI

Principal in Charge – 1.59 miles of roadway rehabilitation consisting of HMA crushing and shaping, HMA surfacing, concrete intersections, ADA ramp replacements, storm drainage improvements, signals, landscape medians, permanent pavement markings and signage. Work included the permitting and replacement of a storm sewer outfall to Plaster Creek. Project was constructed utilizing part-width construction techniques while maintaining approximately 18,400 veh/day. Intersection work at 32nd Street required a minimum of four phases to construct the underground utilities and concrete road surface.

Oakland Drive, Kalamazoo, MI

Principal in Charge for roadway reconstruction and rehabilitation of Oakland Drive from Parkview Avenue to Howard Street, a route of 1.24-miles. Project also included replacement of existing water main and portions of the existing storm sewer, pedestrian signal upgrades, installation of marked crosswalks, creation of a pedestrian refuge island, widening of bike lanes, and installation of permanent signage and pavements markings.

Hall Street – City of Grand Rapids, MI

Principal in Charge for 0.77 miles of roadway reconstruction including HMA pavement, aggregate base, subbase, machine grading, curb and gutter, drainage structures, storm sewer, water main and services, pavement markings, permanent signs, restoration, landscaping, permeable pavers, and trees. Project required public comments, parking studies, and significant utility relocation coordination. Project was funded through Federal STP funds. Project was a package of three separate jobs, covering 2 fiscal years.

Professional Presentations

- Co-Presenter and Author of "Grant Funding 101" at Michigan Township Association's 2022 Regional Summits (five locations throughout Michigan)

KEY PROJECT PERSONNEL

AARON J. NEITLING, P.E. TRANSPORTATION ENGINEER

Mr. Neitling serves as a Project Manager involved with the design of a wide range of civil engineering consisting of design, contract administration, and construction engineering for both municipal and private engineering projects. His strengths include design and preparation of roadway plans, pavement design, storm sewer design, sanitary sewer design, water main design, preparation of project specifications, and performing contract administration. He also has knowledge in field surveying, construction inspection and materials testing.



Expertise

- Road Design
- Non-motorized Facilities
- Storm Sewers
- Culverts
- Construction Administration
- Water Systems
- Wastewater Systems
- Site Design
- MDOT LAP
- Traffic Signal Design
- EGLE Permitting

Professional Affiliations

- American Society of Civil Engineers
- Institute of Transportation Engineers

Professional Registrations

- Professional Engineer Michigan #50508
- Construction Site Certified Stormwater Operator Michigan #C09536

Professional Positions

- Wightman
2013- Present
- Driesenga & Associates, Inc.
1999 - 2013

Education

- B.S. Civil Engineering
Michigan Technological University,
Houghton, 1998

Project Experience

Hall Street – City of Grand Rapids, MI

Lead Design Engineer/Project Manager for 0.77 miles of roadway reconstruction including HMA pavement, aggregate base, subbase, machine grading, curb and gutter, drainage structures, storm sewer, water main and services, pavement markings, permanent signs, restoration, landscaping, permeable pavers, and trees. Project required public comments, parking studies, and significant utility relocation coordination. Project is funded through Federal STP funds. Project was a package of three separate jobs, covering two fiscal years.

Idaho Avenue - City of Portage, MI

Project Manager/Lead Design Engineer for design and construction engineering services provided to the City for the reconstruction of Idaho Avenue from Oregon Avenue to S. Westnedge Avenue that followed the City's Complete Streets standards. Storm water management needs were addressed by the use of an infiltration storm water system and new curb and gutter. Additionally, the design included on-street parking with bulb-outs and road resurfacing to obtain the desired traffic calming effect. Special consideration was paid to the installation of new sidewalks and turn lane to accommodate both vehicular and pedestrian traffic at Portage Northern High School.

Milham Avenue – City of Portage

Lead Design Engineer/Project Manager - 1.26 miles of HMA cold milling, HMA surfacing, concrete sidewalk and sidewalk ramp upgrades, traffic signal upgrades, construction of a new right turn lane to Portage Northern Schools, permanent pavement markings and signage. Project required staged construction for milling and resurfacing. Coordination with utilities was required due to the project impacts for the new turn lane. Project is funded through Federal STP funds.

Andrew Street – City of Kentwood , MI – Reconstruction and utility improvements to 0.8 miles of residential streets including Andrew Street, Ash Avenue and Rondo Street. This work included machine grading, sand subbase, aggregate base, HMA surfacing, concrete curb and gutter, concrete sidewalk and ADA ramps, water main replacement, storm sewer upgrades, and slope restoration.

R Avenue – Road Commission of Kalamazoo County

QC/QA Reviewer – 6.00 mi of hot mix asphalt cold milling and resurfacing, concrete curb and gutter, replace culverts, guardrail and pavement markings on R Avenue from 36th Street to the east county line of Kalamazoo County, Kalamazoo County. This was a Local Agency project.

Portage Road and Stryker Way Intersection – City of Portage

Project Manager/Construction Engineer – Construction of a new signalized intersection at the new Stryker Way and Portage Road intersection consisting of mast arms, video detection, new right turn lane, HMA surfacing, aggregate base, sidewalk ramps, and permanent pavement markings. Project required permitting with the FAA due to the proximity to the Kalamazoo/Battle Creek Airport. Project was funded through a Michigan Department of Economic Development Grant.

MELANIE K. STANAGE, P.E.

TRANSPORTATION ENGINEER

Mrs. Stanage is an energetic and passionate civil engineer with experience in transportation including roadway design and modeling, hydraulic design and analysis, and roundabout design. Interests include collaborative team environments working on projects that help improve the surrounding local and regional communities.



Expertise

- Road Projects
- Municipal Engineering
- Roadway Design
- Roundabout Design
- Stormwater Management

Professional Registrations

- Michigan PE License
6201065450
- Indiana PE License
PE11600702

Professional Position

- Wightman
2016 - Present
- CHA Consulting
2012-2016
- Michigan Department
of Transportation
Summer 2011

Education

- Civil & Environmental
Engineering, 2012,
University of Michigan,
Ann Arbor, MI

Project Experience

12th Street Improvements, Kalamazoo County, MI (MDOT Project 211895)

Project manager for improvements on 12th Street from Ravine Road to D Avenue. This project includes 2.5 miles of crush and shaping, trench widening, drainage and intersection improvements, permanent signage, pavement markings, and restoration. Wightman has provided topographic survey, R.O.W services, geotechnical investigation, design engineering, and permitting assistance on the project.

24th Street Improvements, Kalamazoo County, MI (MDOT Project 211824)

Project manager for improvements on 24th Street and AB Avenue from D Avenue to M-89. This project includes approximately 3.33 miles of cold milling, crush and shaping, trench widening, drainage and intersection improvements, permanent signage, pavement markings, and restoration. Wightman has provided topographic survey, R.O.W services, geotechnical investigation, design engineering, and permitting assistance on the project.

Red Arrow Highway Streetscape Improvements, Berrien County Road Department, New Buffalo, MI-

Project Manager for recent award for design engineering for a section of Red Arrow Highway in Chikaming and New Buffalo Townships. The project includes pedestrian crossing signals, multi-use pathway, road and storm sewer improvements, and streetscape elements including lighting, planting, outdoor seating, and patios. The project includes challenges with large existing driveway openings and limited parking. The design incorporates closures and pedestrian safety enhancements to make the corridor more walkable. This project is following the MDOT LAP process, and has multiple funding sources include federal aid, Pokagon Grant, Township funds, and County Local match.

Jefferson Street Improvements, Dowagiac, MI

Project Manager for a 1.3 miles of roadway improvements with the City of Dowagiac and Cass County Road Commission through MDOT's LAP program. The project included 1 mile of mill and fill of the existing roadway, about 0.3 miles of HMA Crushing and Shaping between existing curb, and resurfacing an asphalt bridge deck over the railroad tracks. The project also included upgrades to ADA ramps and a stretch of new sidewalk. Responsibilities for the project included design oversight and construction administration.

Red Arrow Highway, Harbert, MI

Project Manager for project that converts Red Arrow Highway from four lanes to three, incorporates a 10'-wide non-motorized path along the lake side of the roadway, improves drainage through the corridor, reconstructs roadway for new storm sewer and curb and gutter in the business district, and redefines access points for residents' driveways in Harbert.

KEY PROJECT PERSONNEL



Suzanne Schulz, AICP

Urban Planning Practice Leader

schulzs@progressiveae.com

Phone: 616.988.4809

Suzanne brings more than 27 years of experience and an extensive background specializing in urban planning, transportation planning and policy development. In her most recent role with the City of Grand Rapids, Suzanne served as the Managing Director of Design and Development and the City's Director of Planning. In her nearly 20 years with the City, she was extensively involved in project management for community-led processes, including Plan Grand Rapids (comprehensive master plan), Zone Grand Rapids (zoning ordinance rewrite), Transformation Advisors, Green Grand Rapids, Sustainable Streets Task Force and Vital Streets Plan, and Michigan Street Corridor Plan; and implementation phases of each.

Education

Michigan State University

Bachelor of Science, Urban Planning

Registrations

American Institute of Certified Planners, #016099, July 1, 2000

Plant Danville!

Leading the community engagement and implementation efforts for the City of Danville, VA comprehensive plan. Danville is a city of 40,000 people and was the last capital of the Confederacy. The plan's focus is on health, equity, education, environment, empowerment, housing, and transportation.

Michigan Association of Planning Zoning Reform Guidebook for Housing

A ground-breaking document to encourage Michigan communities to think differently about how zoning affects housing supply. The guidebook focuses on talking points for public officials and various zoning hacks to meeting a community's housing needs.

Plainfield Township Re-Imagine Plainfield Corridor Plan and Zoning Ordinance

Design of a public engagement process to evaluate existing conditions and redevelopment potential of land along Plainfield Avenue in Plainfield Charter Township. Author of the Reimagine Plainfield Plan and zoning amendments.

Village of Lawton Road Map

Project Manager for community engagement and master planning effort to create a road map for the Village of Lawton, MI. Master planning activities incorporated sidewalk, parkway, planters, trees, street lighting, communications conduits, on-street parking, crosswalks, street furniture, and other desired placemaking elements. Citizens of Lawton were able to participate and give feedback throughout the process.

Green Grand Rapids, Grand Rapids, Michigan

Urban flooding, school closures and an invasive species were among concerns that more than 2,000 residents and stakeholders discussed during the planning process to address quality of life in the city. Clear outcomes were defined for parks and greenspaces, urban tree canopy, stormwater, local food, the Grand River, and bike facilities. This work resulted in zoning amendments to protect steep slopes and wetlands, increase tree canopy, and manage stormwater.

Zone Grand Rapids, Grand Rapids, Michigan

Implementation of the City's Master Plan began with tossing the 1969 zoning ordinance that had been amended more than 300 times. A community pattern workbook was created to facilitate neighborhood and business district discussions about the character of their communities. A cutting-edge form-based code was drafted that reflected community voice, allowed for administrative approvals, and has advanced more than \$4 billion in development over the past decade - strengthening the economy of Michigan's second-largest city.



Christopher Zull, PE

Transportation Practice Leader

zullc@progressiveae.com

Phone: 616.365.2664

Chris has over 17 years of experience as a transportation engineer, spending the last 15 years working for the City of Grand Rapids, most recently as the Traffic Safety Manager. In this role, Chris managed the Lighting, Signals and Signs Department which provides off-hours and emergency services.

Chris has been responsible for the oversight of staff and consultants for the conversion of over 40 miles of road diet from 4-lanes to 3-lanes in Grand Rapids. Key project components included review and update of roadway geometrics, pavement marking layout, parking management with local business owners and invested stakeholders, bicycle lane design and connectivity, appropriate signing and signal head alignment updates, in depth public engagement and educations, crash analysis, traffic volume data collection and analysis for both before and after conditions.

Education

Michigan State University
Master of Science in Civil Engineering

Michigan State University
Bachelor of Science in Civil Engineering

City of Grand Rapids, Burton Street from Division to Breton, 2012-18

A cross-town connector in a more suburban area of Grand Rapids, 3.7 miles. The network does not allow for many alternative options for traffic, with an ADT around 18,000 vehicles. It went through several neighborhoods, as well as near schools, shopping, and parks. The road diet happened over several phases as it aligned with construction projects and as public concerns were addressed through the engagement process of public meetings. The project included the installation of a new signal, pavement marking improvements, adding bike lanes, and signing upgrades. The 85th percentile speed was reduced by approximately 9 mph. Speeding citations were reduced by 81%. Severe injury crashes were reduced by 66%.

City of Grand Rapids, Alpine Avenue from Leonard to Pannell, 2015

Alpine Avenue is a major commuting corridor that was also a truck route and there was a great deal of public concern about reducing capacity. The addition of bike lanes was met with resistance by residents, motorists, and businesses. The road diet was for 1 mile and implemented in a temporary status, then it was monitored and analyzed for vehicle performance such as Level of Service, crash analysis, and travel times. It was made a permanent decision, citing reduced speeds, improved mobility options, while maintaining reasonable levels of service.

City of Grand Rapids, Plainfield Avenue from Leonard to Fuller, 2006

This was the first road diet in Grand Rapids for approximately 6 miles. Major commuter street and commercial corridor, that goes through neighborhoods and near schools. Public engagement was key to educate motorists on a new change to the City. As a pilot project, travel times, crash analysis, modeling, and speeds were studied, as well as gaining feedback from emergency services, schools, neighborhood associations, and residents.

City of Grand Rapids, Michigan Street Corridor Plan

A regional corridor of significance that has experienced over \$1 billion of development over the last 10 years. The road needed a transportation plan to accommodate its growing future. Recommendations related to traffic included a 20 year plan with a target to shift 40% of traffic to transit or other non-motorized modes, bike routing through neighborhoods rather than on Michigan Street, on-street parking management where appropriate, planning for future transit only lanes, improving the pedestrian and bike environment. The overall study included placemaking, accommodating a wide variety of land uses, quality of life, community health, public art, climate resiliency, and promote organized economic investment and job growth.

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GOAL 1 – ESTABLISH PRIORITIES OF DDA AND TOWNSHIP BOARD FOR PROJECT

Approach: There are numerous plans, initiatives, and goals throughout the Township’s departments, boards, and committees that impact the project area. Through the two (2) proposed meetings with the Steering Committee for this project, priorities for both the DDA and Township Board will be established. Existing and potential goals and initiatives will be compiled and prioritized as part of the planning exercises with the Steering Committee. Best practices will be used to establish priorities that fit within the Township’s existing plans and future adaptations.

Examples of potential priorities between the two Township entities:

DDA:

1. Convenient and safe pedestrian routes between activity centers
2. Uniform streetscape improvements and sidewalks
3. Implementation of the Shared Use Path on Atlantic Avenue as part of the GO! Green Oshtemo
4. Implementation of the Atlantic and Parkview Avenue DDA Streetscape Plan
5. Development of parcels that is consistent with the Village Fringe planning area
6. Refine the future circulation plan developed in 2019 to fit the needs of today and tomorrow

Township Board:

1. Follow through and support initiatives established in the GO! Green Oshtemo plan, DDA Village Theme Development Plan, and Master Land Use Plan
2. Continue to support and invest in a development ready community
3. Create a transportation network in the Village that supports all modes of travel and provides equal opportunity for access
4. Commitment to investing in a transportation network that prioritizes safety for all of its users
5. Maximize the return on the Township’s investment to purchase property to make this a reality

Scope of Services:

1. Review existing plans and extract goals and initiatives that can be molded into priorities for this project
2. Develop a list of potential priorities to stack rank with the DDA and Township Board for commitment to as part of this project
3. Develop content for and meet two (2) times with the Steering Committee with the development of priorities for this project as one of the desired outcomes

Deliverables:

1. List of priorities for DDA and Township Board

Associated Estimated Fees:

Review and compile existing goals and initiatives applicable to this project = \$3,000

Develop list of potential priorities = \$1,500

Meetings = \$4,000

Coordination and consulting with RCKC = \$2,000

Project Coordination & PM Work = \$1,500

Total cost = \$12,000



PROJECT GOAL #2

GOAL 2 - INVOLVE STAKEHOLDERS TO ENSURE A SUPPORTED/POSITIVE PROJECT

Approach: The success of the proposed Atlantic Avenue extension will be directly connected to the involvement and engagement of the project stakeholders. Adjacent property owners, the Road Commission of Kalamazoo County (RCKC), local businesses, and residents will need to clearly understand why the project is being pursued and what benefits and impacts will be realized. This work is supported by Oshtemo Township property acquisitions and mobility network planning with the intent of improving safety, congestion, and network connectivity.

Utilizing two public meetings the project team will engage the DDA and stakeholders in one and the general public in the other. The results of the traffic impact study, conceptual geometric alignment, and township goals will serve as the basis for the meetings. Feedback will be gathered to enhance the conceptual design and build community support.



Scope of Services:

1. Review existing property acquisition, township objectives, and traffic study parameters to establish the baseline assumptions for the project.
2. Develop a list of potential stakeholders, interested parties, and a capture area for business and residential to be invited to the public meetings.
3. Create presentation materials for two public meetings.
4. Host two public meetings, gather feedback, summarize input and look for opportunities to enhance the concept.

Deliverables:

1. Engaged and heard community

Associated Estimated Fees:

Review baseline assumptions for the project = \$2,000

Develop list of potential meeting attendees = \$500

Create presentation materials = \$2,500

Meetings = \$2,500

Project Coordination & PM Work = \$1,500

Total cost = \$9,000

GOAL 3 – DETERMINE OPTIMAL PARCEL DIVISION LAYOUT OR LAYOUTS FOR RESALE, RESERVE AREAS, OR OTHER PLACEMAKING CONCEPTS TO MAXIMIZE SAID DDA AND TOWNSHIP BOARD PRIORITIES

Approach: Once the desired layout for the proposed transportation network upgrades has been established, the remaining properties will be evaluated for potential use to maximize the Township's return on their investment. Potential layouts will be designed to fit with the Village Fringe planning area and current ordinance(s) for land use. Through meetings with the Steering Committee and Township Staff, an optimal layout will be selected to promote the desired land use.

Using the Village Theme Development plan as a baseline, current trends in both commercial and mixed use development will be evaluated and brought to the team for consideration. As the Township is concurrently working on both a comprehensive Master Plan update which includes both a new mixed use ordinance and private road standards, effective communication between those teams will be critical for a successful transportation network in the Village that is consistent with the overall vision of the Township.

Scope of Services:

1. *Three (3) preliminary layouts for the remaining parcels
2. One (1) final layout for the remaining parcels
3. Develop content for and meet two (2) times with the Steering Committee with the approval of a final layout for the remaining parcels as one of the desired outcomes
4. If parcel or land divisions are necessary to achieve the desired layout, this can be completed as an additional service

Deliverables:

1. Conceptual plan and renderings of proposed layouts for use at public meetings

Associated Estimated Fees:

Review, understand, and communicate limitations based on current and under development ordinances and codes = \$3,000

3 proposed layouts = \$3,000 Ea for a total of \$9,000

1 Final layout = \$2,000

Meetings = \$3,500

Project Coordination & PM Work = \$1,500

Total = \$19,000



* If necessary, if fewer layouts are needed the associated fees would be adjusted via Time & Materials.

PROJECT GOAL #4

GOAL 4. CONSIDER GROWTH AND FUTURE LAND DEVELOPMENT TO UPDATE FUTURE CIRCULATION PLAN I THIS AREA (DDA BOUNDARY PLUS APPROXIMATELY 1500' BUFFER)

- a. Provide any appropriate phasing considerations for short- and long-term growth

Approach: The proposed realignment and connection of Atlantic Avenue creates an opportunity to influence and expand prime commercial real estate for development and growth. New traffic patterns and attractive commercial development opportunities will be created. The expansion of the DDA boundary, plus an additional 1500 feet, creates a generous addition to the commercial property inventory. The conceptual alignment will include an evaluation of potential access points and the massing of properties to allow for ideal development pads. Through a massing exercise combined with property access evaluations, a visual representation of the future developed corridor will be created. Zoning recommendations, consistent with existing zoning ordinances, will be presented for the adjacent properties along the new section of Atlantic Avenue.



Scope of Services:

1. Identify potential development parcels along the new Atlantic Avenue extension and other impacted properties.
2. Recommend zoning changes for the new parcels in a manner consistent with the existing Zoning Ordinance.
3. Present these findings in a map format.

Associated Estimated Fees:

Develop a report detailing development parcels, massing, and zoning recommendations = \$2,500

Project Coordination & PM Work = \$1,000

Total cost = \$3,500

GOAL 5. EVALUATE THE FOLLOWING EXISTING INTERSECTIONS; ATLANTIC AVE/PARKVIEW AVE, ATLANTIC AVE/9TH ST, STADIUM DRIVE/9TH ST, STADIUM DRIVE/PARKVIEW AVE, PARKVIEW AVE/11TH STREET AND ONE (1) NEW INTERSECTION; STADIUM DRIVE/6227 STADIUM DR INCLUDING THE FOLLOWING:

- a. Intersection types for optimization (stop, yield, signalized, roundabout, etc.)
- b. Spacing considerations and removal recommendations
- c. Alternative control strategies

Approach: With the traffic pattern changes that are a direct result of the new Atlantic Avenue connections and potential Parkview Avenue closure, it will be critical to establish the optimal traffic control for each of the study area intersections. As part of the traffic study and intersection analysis, we are recommending including Stadium Drive/11th Street intersection. Due to limited network connectivity and US-131 acting as a barrier, 11th Street is the primary alternative to Stadium Drive. Ensuring that this intersection has the correct geometry, signal timing and phasing is important to the network operation. The network analysis will also review intersection spacing and the potential impacts of restricting or removing roadway connections. Non-motorized and transit facilities will also be factored into the geometric and operational recommendations. Furthermore, alternative control strategies and smart signal technologies will be considered where appropriate. This work will be completed utilizing aerial photography, field observations, and existing traffic signal timing permits. The operational impacts will be detailed in the traffic study portion of this project.



Scope of Services:

1. Review existing intersection geometry, lane widths, turn lanes, curb radii, horizontal and vertical curves, and sight distance for each study area intersection.
2. Develop a list of potential traffic control improvements to meet the future needs of the network.
3. Detail intersection spacing and two options for improving network operations through restricting or closing street connections.
4. Coordinate findings of the intersection evaluation with the result of the traffic analysis.

Associated Estimated Fees:

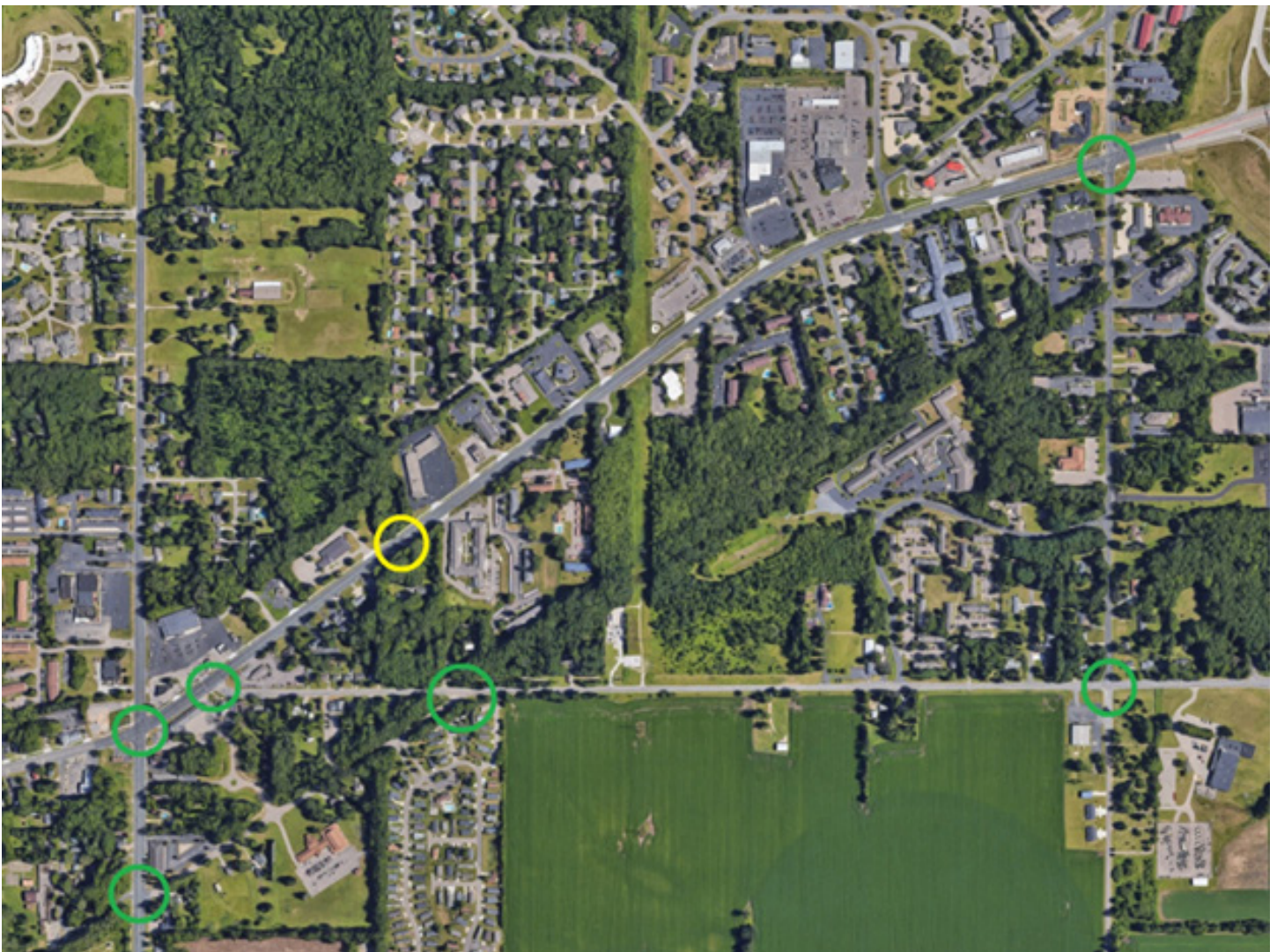
Review existing conditions = \$2,000
 Develop list of potential traffic control improvements = \$1,000
 Detail intersection spacing and two connection options = \$1,500
 Coordination and consulting with RCKC = \$2,000
 Project Coordination & PM Work = \$1,000
Total cost = \$7,500

PROJECT GOAL #6

GOAL 6. TRAFFIC STUDY

- Establish points for traffic data collection (volume, speed, classification, turning movements). 24-Hour count data for all roads in study area shall be included.
- Analyze existing and future LOS for both the morning and evening peak traffic periods
- Generate Future Trip Distribution Model(s) with new road network

Approach: Data collection is a key component for performing traffic studies. It is important to get the right amount of data collected as labor, equipment, and data processing can drive up project costs. As recommended in the intersection analysis section (Goal 5), we are recommending including the Stadium Drive/11th Street intersection as part of the traffic study. This results in a total of 7 study area intersections and 5 unique roadways. We will utilize our roadside video detection equipment to capture intersection turning movements, non-motorized intersection crossings, and video footage of the intersections. We propose to narrow the turning movement data processing to the morning and evening peak hours of operation for the level of service analysis included in the traffic study. Additionally we will utilize road tube counters to collect 24 hour average daily traffic counts, volume, speed, and vehicle classification. These units will be placed on each unique roadway (5) to capture segment data per direction of travel.



Once data has been collected it will be utilized to develop the existing conditions base Synchro models for operational analysis. These models will include the morning and evening peak hour scenarios and determine the existing operational level of service (LOS) by movement for each signalized intersection. Two future geometric alternatives will then be developed based on the new network configuration resulting from the connection of Atlantic Avenue. Both scenarios will include the proposed future development access point north of Stadium Drive. For each alternative, the analysis will include morning and evening peak hours. In order to model the two future geometric alternatives, a new trip distribution pattern will be detailed and presented utilizing typical traffic study graphics. One for each geometric alternative will be created which will include both the morning and evening peak hour volumes. Additionally, a high-level crash analysis of the corridor will be conducted to understand existing crash patterns and opportunities to improve safety.

Scope of Services:

1. Perform a traffic impact study for 7 intersections including the existing conditions and two future geometric alternatives for both the morning and evening peak hours.
2. Present the level of service analysis findings in a standalone report format that will be utilized to inform network changes and improvements.
3. Create two trip distribution graphics for the future geometric alternatives.
4. Summarize the high-level crash analysis for the network study area.

Associated Estimated Fees:

Perform traffic impact study, level of service analysis, trip distribution, and crash analysis in a standalone report = \$15,500

Coordination and consulting with RCKC = \$2,000

Project Coordination & PM Work = \$1,500

Total cost = \$19,000

PROJECT GOAL #7

GOAL 7 – CONCEPTUAL GEOMETRIC ROAD DESIGN FOR ALL USER TYPES AND MODES

Approach: Effective conceptual designs of proposed improvements to the transportation network will be key to gaining an understanding of the vision for the Township in the Village Theme area for both the public, Township staff, and our project team. The conceptual designs must capture the perspectives of all current, potential, and future users of the network in a way that piques interest and fosters curiosity and conversation surrounding the “why” behind critical design decisions.

The designs will follow all applicable standards for geometric design including AASHTO, MDOT, RCKC, and potential upcoming private road standards, but will be visually inviting and not intimidating to the public. Best practices in access management will be followed to minimize access points on major routes and incorporate the use of access roads when appropriate.

Development of the conceptual designs will be an iterative process as we receive feedback initially from Staff and the Steering Committee, road authorities, then the public. We expect a minimum of three (3) renditions of conceptual geometric design will be necessary to effectively communicate design intent both internally and externally with various stakeholders.

Scope of Services:

1. Develop initial design layout
2. Review with Steering Committee
3. Develop content for and attend Public Meeting
4. Develop Revised design layout
5. Develop preliminary cost estimate
6. Review with Steering Committee
7. Develop content for and attend Public Meeting
8. Develop Final design layout and conceptual rendering
9. Develop preliminary cost estimate

- Traffic signal design is not included in the scope of services for this project

- Conceptual design does not include grading, exact dimensions, construction plans or specifications

Deliverables:

1. Conceptual plan and renderings of proposed layouts for use at public meetings
2. Preliminary cost estimate(s) for option(s) presented
3. Hold meetings with Steering Committee
4. Attend Public Meetings/Open Houses

Associated Estimated Fees:

Design layouts (3 Ea) = \$8,000
Conceptual Renderings (1 Ea) = \$2,000
Preliminary Cost Estimates (2 Ea) = \$1,000
Coordination and Consulting with RCKC = \$3,000
Project Coordination & PM Work = \$1,500
Total Cost = \$15,500



GOAL 8 – COMPLETE APPLICATIONS, SEARCH FOR OTHER FUNDING OPPORTUNITIES AND SUBMIT FOR GRANT FUNDING

Approach: Funding will be a critical element for the Township to implement the desired outcomes of this project. As a Governing Body that is not a Road Authority, this provides unique challenges to identifying, applying, and being awarded funds. The Township has already identified Highway Safety Improvement Funding (HSIP) as a potential source and our team is well versed in both applying for and having projects awarded funding through this program. Our team has extensive experience in both identifying, applying, and administering funding for a wide range of projects and is confident that we can work with partners locally, regionally, and across the state to aid the Township in achieving its goals for this project. Opportunities and challenges to consider as we work to fund this project:

1. USDA Rural Business Development Grant (RBDG)
 - a. Would need a partner that is committed to investing in a commercial business in the area to apply
 - b. Grant application and administration are tedious, even for projects under \$100k. Projects between \$100k and \$500k increase the administrative effort significantly.
2. Transportation Alternatives Program if portions of the project include the addition of non-motorized connections
3. If there are any utility upgrades planned for the area, both USDA and SRF funding are options
4. The project could be bonded
5. Special assessments could be considered
6. Potential Public/Private Partnership (PPP)
7. MEDC would only apply for industrial development and job creation to my knowledge
8. MDOT Category A, B, D, and F do not apply for various reasons
9. CMAQ could apply for portions if we can justify reduced emissions by adding non-motorized to existing or planned destinations
10. Atlantic Avenue is non-federal aid eligible; Parkview Avenue, 9th Street, and Stadium Drive are federal aid eligible

Scope of Services:

1. Investigate viability of potential funding opportunities. 24 hours from Engineering Professional Staff and 4 hours from Project Manager
2. Complete application and submit for HSIP grant funding
3. PM and oversight
4. If other funding sources are identified as viable options, we can complete applications for them as an additional service.

Deliverables:

1. Support to submit funding applications

Associated Estimated Fees:

Investigate potential funding opportunities outside of HSIP = \$3,000

Complete application and submit for HSIP grant funding = \$3,000

Project Coordination & PM Work = \$1,000

Total Cost = \$7,000

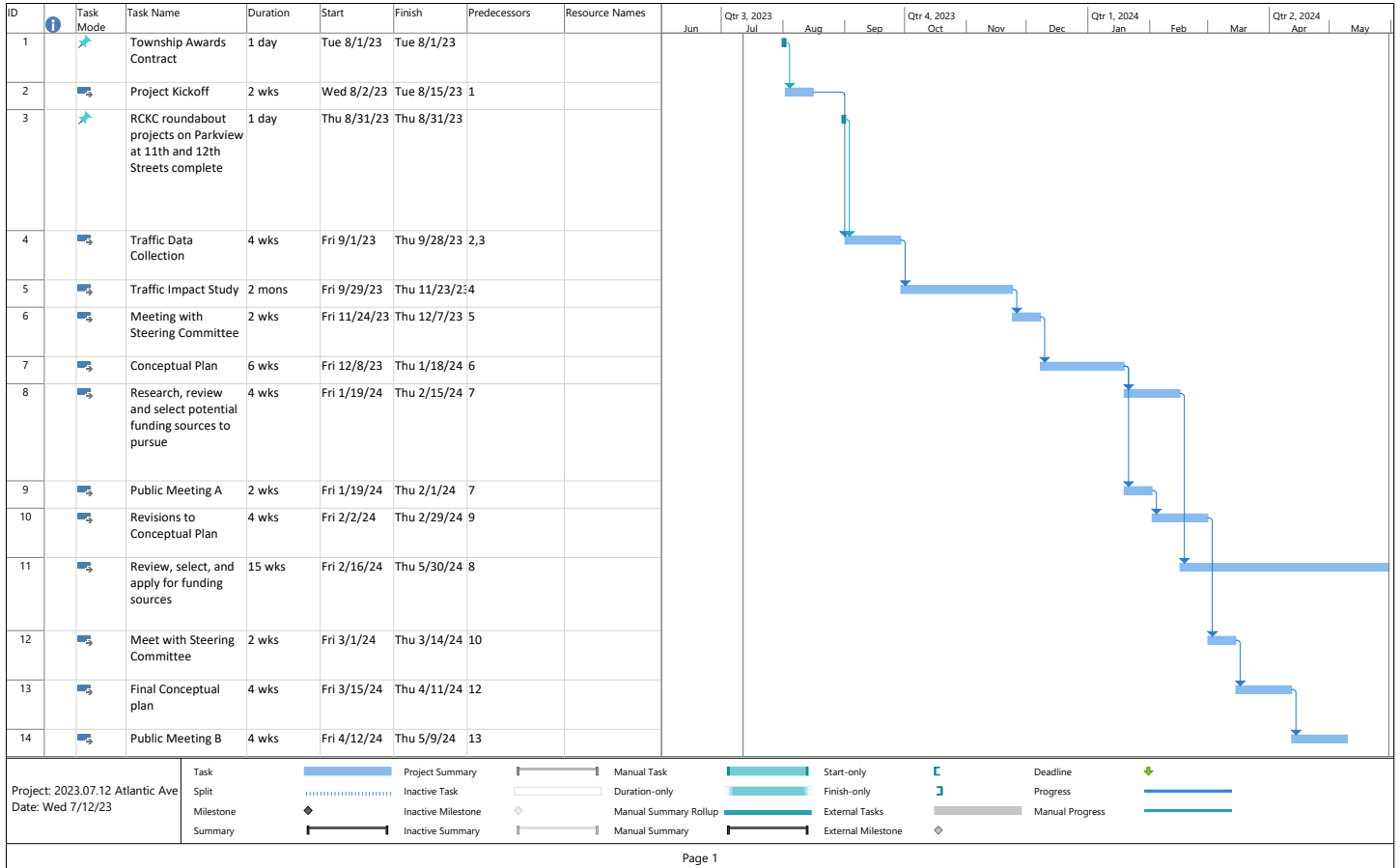
VALUE ADDED STATEMENT

We believe our intentionally selected team can **provide unparalleled quality and value** to the Township as it continues to strive for a transportation network that fits the variety of needs and wants across the community. Understanding how each part of the previous, concurrent, and future plans the Township has worked on and is working diligently to implement fits into this project will be critical for the success of this project and future endeavors. Our team is **carefully constructed** to have experts for each of the Township's identified goals and will also be heavily involved in tangential projects that will greatly impact final outcomes of this project.

Our team consists of members partnering with the Township on your comprehensive master plan update which will cross paths heavily with Goals 3 and 4. A member of our team currently sits on the Township's Planning Commission giving **unparalleled insight and additional collaboration** with the Steering Committee. Communication through the project will be naturally enhanced through the master planning process and Planning Commission activities. Our team is well positioned to deliver the Township a project that will be consistent with both the current and future vision for its transportation network and development community.

PROPOSED PROJECT SCHEDULE

The following is our proposed schedule for the scopes identified herein assuming we are selected for the Atlantic Avenue extension project.



PRINCE ST. EXTENSION

PLAINWELL, MI



Client:

City of Plainwell
Erik Wilson, former City Manager
(269) 685-6821

Estimated Cost: \$171,000

Project Date: 2017

Services Provided:

- ◆ Design Engineering
- ◆ Permitting
- ◆ Grant Funding Assistance
- ◆ Construction Engineering

Staff Involved:

- ◆ Mickey Bittner, P.E.
- ◆ Philip Doorlag, P.E.
- ◆ Aaron Neitling, P.E.
- ◆ Brad Devries

This project involved the extension of Prince Street, in the City of Plainwell, from Allegan Street (M-89) northeast. The project was partially funded through a USDA grant, and Wightman was instrumental in obtaining additional funding through the use of a private partner.

Wightman worked collaboratively with the City of Plainwell to develop a roadway extension, while also working with a developer on a site survey and site design. To maximize the dollars spent on the project, the coordinated effort allowed the city to apply for - and receive - grant funding.

Wightman partnered with Progressive AE to coordinate signal upgrades.

City of Traverse City Downtown Circulation Study

Traverse City, MI



Services: Traffic Engineering and Analysis, Non-Motorized and Pedestrian Analysis, Roadway Conceptual Design, Public Engagement

Reference: Harry Burkholder, Chief Operations Officer, Traverse City Downtown Development Authority, harry@downtowntc.com, 231.922.2050

Like many communities across the country, Traverse City was reconsidering the circulation pattern of its downtown streets. In its current iteration since the late 1960s, Traverse City's downtown street network is a hybrid of one-way and two-way operations. As existing traffic signals reach the end of their operational life, city leadership felt it a suitable moment to explore converting the downtown's one-way streets back to two-way.

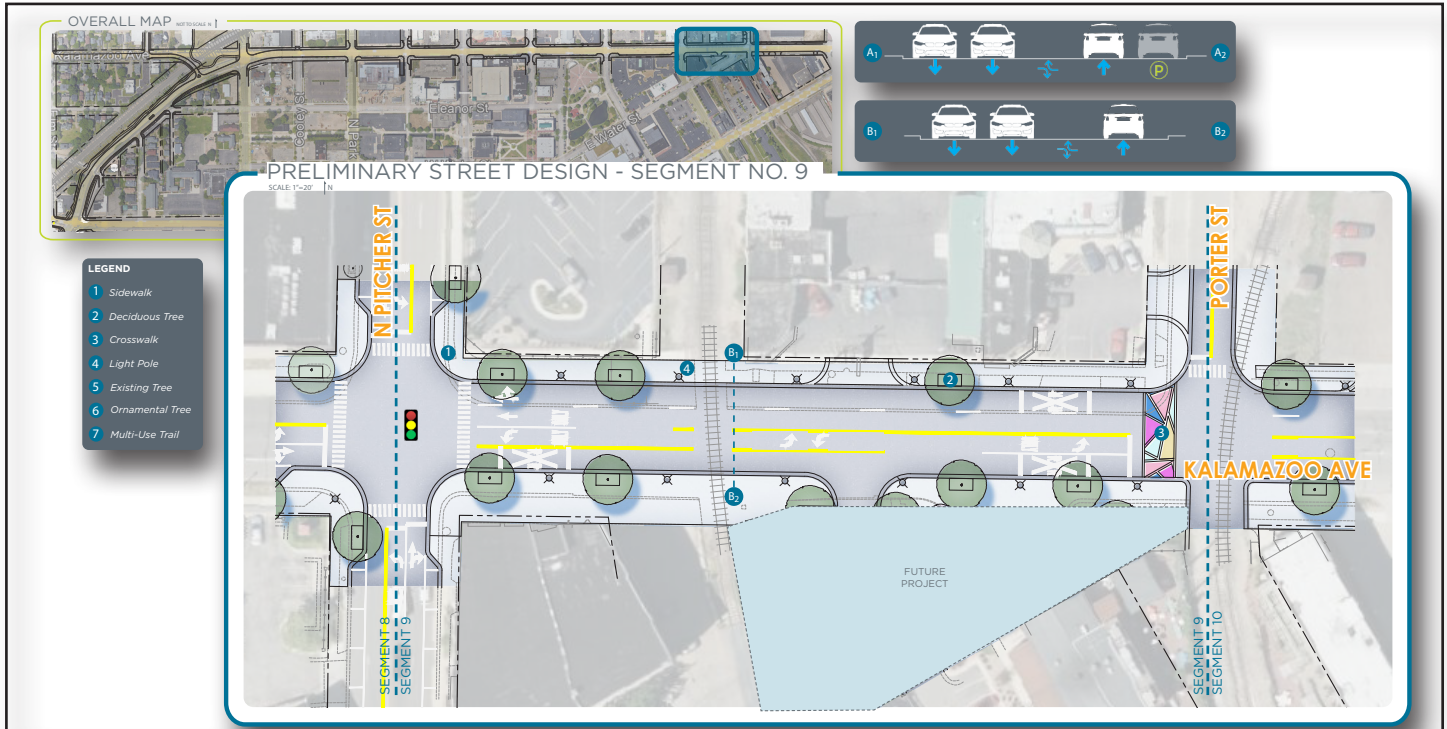
Progressive AE was hired by the Traverse City Downtown Development Authority to interrogate the idea of conversion. As part of the project, Progressive AE developed a report that outlined the details of the data collection, traffic modeling, comparative research, and community engagement performed by the project team. The analysis helped to inform decision-making criteria laid out for city leadership and a final recommendation on circulation in downtown Traverse City.

Tasks Completed by Progressive AE

- Performed data collection at downtown intersections, including vehicular, bicycle, and pedestrian volumes
- Developed existing conditions traffic models
- Developed proposed two-way conditions traffic models for several alternatives
- Recommended roadway geometry to accommodate proposed two-way alternatives
- Developed conceptual roadway plans to accommodate the two-way alternatives and all road users
- Prepared final report detailing existing conditions, proposed alternatives, and pros/cons of each alternative
- Developed new pavement markings for multiple two-way conversion alternatives
- Prepared signal design and modification estimates to accommodate two-way operation and non-motorized components
- Led public engagement efforts for multiple meetings with the City, Downtown Development Authority, and other area stakeholders

KALAMAZOO AVE CONVERSION

KALAMAZOO, MI



Client:

City of Kalamazoo
 Anthony Ladd, P.E., Public Works
 Division Manager
 (269) 910-1622

Christina Anderson, City Planner
 (312) 286-5953

Estimated Cost: \$12,000,000

Project Date: 2022 - Current

Services Provided:

- ◆ Design Engineering
- ◆ Construction Engineering
- ◆ Surveying
- ◆ Community Engagement

Staff Involved:

- ◆ Philip Doorlag, P.E.
- ◆ Pat Schwyn, P.E.
- ◆ Laura Fredrickson, PLA
- ◆ Paul Harvey, P.E.

In an effort to support the City of Kalamazoo's goal of creating a travel environment that promotes safe and comfortable access, ease, and passage for all modes of transportation - vehicular, bicycle, and pedestrian. This project facilitated the change of Kalamazoo Avenue from a one-way street to a two-way road that removes the barrier between downtown Kalamazoo and the Northside neighborhood directly impacted by the change.

Through active engagement with neighbors, stakeholders, business owners, and city leaders, a design was created that allows for the conversion, additional street parking, dedicated bicycle lanes, and traffic calming.

This **transformational project** includes extensive community outreach, attendance at community and city meetings, design engineering, surveying, road reconstruction, ADA sidewalk improvements, traffic signal improvements, utility coordination, geotechnical, and construction engineering.

Wightman also secured **Progressive AE** as a partner on this project to provide their expertise in community engagement, traffic simulation modeling, and data and questionnaire surveys.



Standard Terms and Conditions

Updated 7/6/2023

1. Agreement. Wightman & Associates, Inc. (hereinafter "Consultant") shall provide to the Client the scope of services described in Consultant's Proposal attached hereto. These Standard Terms and Conditions are incorporated into Consultant's Proposal, and together may be referred to as the "Agreement" and shall reflect the professional services (or "Project") for which Consultant is responsible. This Agreement shall be the full extent of the Consultant's obligations. The Consultant shall not be responsible for any obligations or costs except as contained in the Agreement.
2. Authorization. Client shall provide Consultant written authorization to proceed, provided that this signed Agreement by Client shall give the Consultant the right to proceed with the Project.
3. Standard of Care. The Consultant's standard of care for the purposes of this Agreement shall be consistent with the level of care and skill ordinarily exercised by members of its profession currently practicing under similar conditions in similar locations.
4. Terms of Payment/Late Payment Actions/Fees. Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1 ½ %) per month, or the maximum rate allowed by law, whichever is less, on past due accounts.
5. Scope of Services/Additional Services/Changes. If the services covered by this Agreement have not been completed within twelve (12) months of the date of this Agreement (unless otherwise stipulated in the proposal), through no fault of Consultant, extension of Consultant's services beyond that time shall be compensated as "Additional Services." All Additional Services shall be billed separately, and the scope of the services and compensation shall be mutually agreed between the parties, but in any case, not less than Consultant's then-standard hourly rate, and all of Consultant's reimbursable expenses shall also be paid by Client to Consultant, in the amounts set forth below.
6. Hidden Conditions. Consultant is not responsible for latent deficiencies or hidden or concealed conditions not discovered by Consultant within the scope of its services. If Consultant has reason to believe that such a condition may exist, it will advise Client as to the nature of the suspected condition and its significance. Client will be responsible for all risks associated with this condition and for undertaking, at its sole cost and expense, additional investigation and corrective work, if required. If Consultant repairs or corrects any such deficiencies or conditions, Consultant shall be compensated for the same, as Additional Services.
7. Betterment. If, due to Consultant's negligence, error or omission, a required item or component of the project is not provided in the Consultant's construction documents, Consultant shall not be responsible for paying the cost required to add such item or component to the extent that such item or component should have been included in the original construction documents. Consultant shall not be responsible or liable for any cost or expense that provides betterment or upgrades or enhances the value of the Project.
8. Opinions of Cost. Consultant's opinions or estimates of probable construction cost are prepared on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, other contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from Client's budget or from Consultant's opinions or estimates of probable construction cost.
9. Code Interpretations. The Client acknowledges that the requirements of the Americans with Disabilities Act, as amended ("ADA") (as well as all state and local laws, codes, or ordinances), will be subject to various and possibly contradictory interpretations. Consultant will endeavor to use reasonable professional efforts to interpret applicable ADA and other building code requirements as they may apply to Consultant's services. Consultant cannot and does not promise, warrant, or guarantee that its services will comply with interpretations of building code requirements as they apply currently or in the future and unless the Consultant is negligent, the Client shall pay for any additional costs or expenses which are necessary to keep the Project in compliance with the ADA and all other laws, codes, or ordinances. Any changes made by Consultant shall be billed as Additional Services.
10. Use of Drawings, Specifications, and Other Documents. The drawings, specifications and other documents prepared by Consultant for this project are instruments of Consultant's services for use solely with respect to this Project and, unless otherwise provided, Consultant shall be deemed the author of these documents and shall retain all common law, statutory, and other reserved rights, including the copyright.
11. Retaining Records. Consultant will retain pertinent records relating to the services performed for a period of five years following submission of the report, during which period the records will be made available to Client at reasonable times.
12. Insurance Coverage. Consultant shall maintain the following types of insurance: (a) Professional Liability; (b) Commercial General Liability; (c) Workers' Compensation; (d) Employers' Liability; (e) Hired and non-owned automobiles. Client shall be responsible for purchasing and maintaining its own commercial liability and property insurance, including an all-risk policy covering all damages or casualty which occurred to the Project in an amount not less than the then full replacement cost of the Project. The Client's commercial liability insurance policy shall be written for an amount of not less than \$1 million, single-limit coverage. The Client's commercial liability and property insurance policy shall not be cancelled or modified without Consultant having received not less than thirty (30) days prior written notice. Consultant shall be named an additional insured on the Client's insurance policies. Client and Consultant waive rights against each other for loss, damage and/or liability to the extent covered by the insurance policies required to be maintained hereunder and each insurance policy hereunder shall contain a waiver of the insurer's rights of subrogation.
13. Limitations/Exclusions. Client agrees that Consultant's and Consultant's subconsultants' total, aggregate liability to Client and any third parties arising from Consultant's professional acts, errors or omissions, shall not exceed Consultant's total fee received for the Project.
14. The Law/Suspension/Termination/Non-Severability. All obligations arising prior to termination of this Agreement shall survive the completion of the services and termination of this Agreement. This Agreement shall be governed in all respects by the laws of the State of Michigan.
15. Indemnity. Except for the limitations set forth herein, Consultant agrees to indemnify and hold the Client harmless from all damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by Consultant's negligent acts, errors, or omissions in the performance of professional services under this



Agreement and those of its subconsultants or anyone for whom the Consultant is legally liable. The Client agrees to indemnify and hold Consultant harmless, from all damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by the Client's negligent acts, errors or omissions and by those for whom the Client is legally liable.

16. **Force Majeure Clause.** Neither party will be liable or responsible to the other party, or be deemed to have breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by any: (i) flood, fire, or explosion; (ii) war, terrorism, invasion, riot, or other civil unrest; (iii) embargoes or blockades in effect on or after the date of this Agreement; (iv) national or regional emergency – including, but not limited to, pandemic, uncontrollable, and/or imminent spread of contagious disease; or (v) strikes, labor stoppages or slowdowns, or other industrial disturbances (each of the foregoing, a "Force Majeure").
17. **Certificate of Merit Requirement.** Client shall make no claim for professional negligence, either directly or by way of a cross complaint against Consultant, unless Client has first provided Consultant with a written certification executed by an independent consultant currently practicing in the same discipline as Consultant and licensed in the state where the Project issue is located. This certification shall: (a) contain the name and license number of the certifier; (b) specify the acts or omissions that the certifier contends are not in conformance with the Standard of Care for a consultant performing professional services under similar circumstances; and (c) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the Standard of Care. This certificate shall be provided to Consultant not less than thirty (30) calendar days prior to the filing of any claim. This Certificate of Merit clause will take precedence over any existing state law in force at the time of any claim.
18. **Jurisdiction and Venue.** Notwithstanding anything in this Agreement to the contrary, Client agrees that any suit related to any dispute related to this Agreement shall be heard in the appropriate Court in the county of the Project. Client agrees that the appropriate County court shall have the subject matter jurisdiction and will be the appropriate venue for any interpretation or dispute related to this Agreement.
19. **Termination.** Consultant may terminate this Agreement for convenience by written notice to Client and in such event, the Consultant shall be paid only for all work under this Agreement that Consultant has completed to the date of termination on a prorated, equitable basis as reasonably determined by Consultant and which shall include Consultant's prorated profits, general conditions, and overhead.
20. **Billing Rates. Below are Consultant's applicable hourly fees, which are subject to change at Consultant's sole discretion upon written notice to Client.***

Principal	\$250.00/hour
Licensed Staff VII	\$225.00/hour
Licensed Staff VI	\$210.00/hour
Licensed Staff V	\$190.00/hour
Licensed Staff IV.	\$175.00/hour
Licensed Staff III..	\$155.00/hour
Licensed Staff II.	\$140.00/hour
Licensed Staff I.....	\$125.00/hour
Professional Staff VI	\$175.00/hour
Professional Staff V	\$150.00/hour
Professional Staff IV	\$135.00/hour
Professional Staff III	\$115.00/hour
Professional Staff II	\$100.00/hour
Professional Staff I	\$90.00/hour
Technician VI	\$120.00/hour
Technician V	\$110.00/hour

Technician IV	\$100.00/hour
Technician III	\$90.00/hour
Technician II	\$80.00/hour
Technician I	\$70.00/hour
Administrative	\$75.00/hour
3-Person Survey Crew	\$195.00/hour
2-Person Survey Crew	\$170.00/hour
1-Person Survey Crew	\$140.00/hour
3-Person Survey Crew (Construction Staking)	\$210.00/hour
2-Person Survey Crew (Construction Staking)	\$185.00/hour
1-Person Survey Crew (Construction Staking)	\$155.00/hour
Expert Witness/Testimony	\$400.00/hour
Drone Pilot/Technician	\$150.00/hour
High-Definition Laser Scanning Technician	\$150.00/hour
High-Definition Laser Scanner Fee	\$150.00/hour
Aerial Drone Equipment.....	\$150.00/hour

21. **Reimbursable Expenses.*** Compensation for reimbursable expenses shall be computed as a multiple of 1.1 times the expense incurred for the following: Outside Consultants, Travel, Lodging, Postage, UPS, FedEx, Messenger, and Outside Reproduction. Compensation for mileage expenses shall be computed as a multiple of 1.1 times the Federal Rate. In-House Prints/Copies/Plots shall be charged as follows:

- Black & White Prints/Copies
 - 8 ½ x 11 \$0.19/sheet
 - 8 ½ x 14 \$0.19/sheet
 - 11 x 17 \$0.19/sheet
- Color Prints/Copies
 - 8 ½ x 11 \$0.85/sheet
 - 8 ½ x 14 \$0.85/sheet
 - 11 x 17 \$1.25/sheet
- Black & White Plots
 - 12 x 18 \$1.50/sheet
 - 18 x 24 \$2.75/sheet
 - 24 x 36 \$5.00/sheet
 - 30 x 42+ \$7.50/sheet
- Color Plots
 - 12 x 18 \$9.00/sheet
 - 18 x 24 \$18.00/sheet
 - 24 x 36 \$30.00/sheet
 - 30 x 42+ \$42.00/sheet

*Rates subject to change.

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WIGHTMAN



September 25, 2023

To: DDA Board

From: Iris Lubbert, AICP
Planning Director

Re: CIP Discussion

Every year the Township is required to prepare a Capital Improvement Plan (CIP) that outlines the public structures and improvements planned to be completed in the following six-year period. This document is intended to help municipalities develop intermediate action steps for achieving key objectives in the community and is an ongoing planning instrument that influences Township decisions. Part of the Townships CIP includes a section for the DDA.

At the DDA's last meeting, the DDA's budget for 2024 was discussed and submitted to the Township Board for consideration. The next step is taking the proposed 2024 budget and projecting project decisions forward. A drafted CIP is attached for the Board's consideration/discussion. For reference the DDA's current proposed 2024 budget is also attached. Some proposed amendments to the 2024 budget are also included in red.

Attachments: Proposed CIP
Proposed 2024 DDA Budget

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DDA CIP PLAN (2023-2028)

	CAPITAL IMPROVEMENT PLAN	2025 - 2029 ILLUSTRATIVE CAPITAL IMPROVEMENTS PLAN				
REVENUES:	2024	2025	2026	2027	2028	2029
Property tax captures	\$ 190,000.00	\$ 193,800.00	\$ 197,676.00	\$ 201,629.52	\$ 205,662.11	\$ 209,775.35
Interest	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21	\$ 1,082.43	\$ 1,104.08
Total Revenues:	\$ 191,000.00	\$ 194,820.00	\$ 198,716.40	\$ 202,690.73	\$ 206,744.54	\$ 210,879.43
EXPENDITURES:						
Operating expenditures	\$ 30,200.00	\$ 30,804.00	\$ 31,420.08	\$ 32,048.48	\$ 32,689.45	\$ 33,343.24
Community Events	\$ 2,050.00	\$ 2,050.00	\$ 2,050.00	\$ 2,050.00	\$ 2,050.00	\$ 2,050.00
Consultants	\$ 40,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -
Holiday Décor	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
Capital expenditures:	\$ 10,000.00	\$ 10,000.00	\$ 110,000.00	\$ 110,000.00	\$ 10,000.00	\$ 10,000.00
Corner Site Improvements/Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stadium Drive Shared Use Path	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9th St Path	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Atlantic Avenue Construction	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -
OCC Wifi	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Façade Improvement Program	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Property repayment	\$ 91,846.98	\$ 91,846.98	\$ 91,846.98	\$ 91,846.98	\$ 91,846.98	\$ 91,846.98
Property purchase	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Total Expenditures:	\$ 189,596.98	\$ 160,200.98	\$ 240,817.06	\$ 241,445.46	\$ 142,086.43	\$ 142,740.22
FUND BALANCE:						
Net change in fund balance	\$ 1,403.02	\$ 34,619.02	\$ (42,100.66)	\$ (38,754.73)	\$ 64,658.11	\$ 68,139.21
Beginning fund balance (Estimated)	\$ 180,000.00	\$ 181,403.02	\$ 216,022.04	\$ 173,921.38	\$ 135,166.65	\$ 199,824.76
Ending Fund Balance:	\$ 181,403.02	\$ 216,022.04	\$ 173,921.38	\$ 135,166.65	\$ 199,824.76	\$ 267,963.97

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2024 DDA Budget

Approved by DDA at 7/20/2023 regular meeting

Proposed Amendments

REVENUES	2022 Budget	2022 Actual	2023 Budget Amended	2024 Proposed Budget
Carryover	\$ 371,652.60	\$ 371,652.60	\$ 292,398.62	\$ 112,904.95
Current Real Property Tax	\$ 200,000.00	\$ 220,954.91	\$ 190,000.00	\$ 190,000.00
Interest Earned	\$ 1,000.00	\$ 1,471.08	\$ 1,000.00	\$ 1,000.00
Loans/Grants	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 572,652.60	\$ 594,078.59	\$ 483,398.62	\$ 303,904.95

EXPENDITURES	2022 Budget	2022 Actual	2023 Budget Amended	2024 Proposed Budget
Staff	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Supplies	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
Postage	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
Community Events	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 2,050.00
Music in the Park	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
Tree lighting ceremony	\$ -	\$ -	\$ -	\$ 1,000.00
Consultants	\$ 31,908.00	\$ 29,178.55	\$ 50,000.00	\$ 40,000.00
Assistance with new projects	\$ 20,000.00	\$ 21,805.55	\$ 50,000.00	\$ 40,000.00
Zoning Amendment	\$ 11,908.00	\$ 7,373.00	\$ -	\$ -
Accounting & Auditing Fees	\$ 4,000.00	\$ 3,445.00	\$ 3,000.00	\$ 4,000.00
Legal Fees	\$ 2,000.00	\$ 405.00	\$ 2,000.00	\$ 1,000.00
Water	\$ 1,200.00	\$ 238.00	\$ 1,200.00	\$ 1,200.00
Electric	\$ 600.00	\$ 569.38	\$ 700.00	\$ 700.00
Legal Notices	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
Repairs & Maintenance	\$ 17,800.00	\$ 15,045.91	\$ 17,800.00	\$ 19,800.00
Banner rotation/storage	\$ 2,000.00	\$ 1,140.00	\$ 2,000.00	\$ 2,000.00
Lawn care and maintenance	\$ 12,800.00	\$ 12,804.16	\$ 12,800.00	\$ 12,800.00
Millards Way snow removal	\$ 1,000.00	\$ 126.61	\$ 1,000.00	\$ 1,000.00
Stadium drive sidewalk snow removal	\$ 2,000.00	\$ 975.14	\$ 2,000.00	\$ 2,000.00
Property Maintenance	\$ -	\$ -	\$ -	\$ 2,000.00
Holiday Décor	\$ 5,000.00	\$ 5,253.93	\$ 5,500.00	\$ 5,500.00
Capital Outlay/Obligated Projects	\$ 296,111.00	\$ 224,494.20	\$ 10,000.00	\$ 10,000.00
Stadium Dr sidewalk (S design/ N construction)	\$ 231,111.00	\$ 212,261.20	\$ -	\$ -
Facade improvement	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00
OCC Wifi	\$ 5,000.00	\$ -	\$ -	\$ -
9th Street sidewalk	\$ 30,000.00	\$ -	\$ -	\$ -
Car Charging Station	\$ 20,000.00	\$ 12,233.00	\$ -	\$ -
Property Acquisition	\$ 60,000.00	\$ 20,000.00	\$ 274,693.67	\$ 101,846.98
Acquisition	\$ 60,000.00	\$ 20,000.00	\$ -	\$ 10,000.00
6227 Stadium Drive payment	\$ -	\$ -	\$ 274,693.67	\$ 91,846.98
TOTAL EXPENDITURES	\$ 424,219.00	\$ 302,729.97	\$ 370,493.67	\$ 189,596.98

\$ 5,000.00
\$ 800.00