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

**Oshtemo Community Center  
6407 Parkview Avenue**

January 17, 2019  
12:00 p.m.

**AGENDA**

1. Call to Order
2. Approval of Agenda
3. Election of Officers - 2018 Office of Chair, Vice-Chair, Secretary and Treasurer
4. Approval of Minutes: December 6, 2018 Special Meeting
5. Treasurer's Report:
  - a. November - December, 2018 (unaudited)
6. Streetscape Update:
  - a. Corner Property Development
    - i. Preliminary Design Drawings Discussion - Update from OCBA/Streetscape Subcommittee
  - b. Stadium Drive Sidewalks
    - i. Preliminary Design Drawings Discussion - Update from Prein&Newhof
7. Announcements and Adjournment

**Next Meeting Thursday, March 21, 2019**

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

**MINUTES OF THE MEETING HELD DECEMBER 6, 2018**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, December 6, 2018. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members present: Grant Taylor, Chair, Bruce Betzler, Themis Corakis, Libby Heiny-Cogswell, Julie Hite, Mike Lutke, Rich MacDonald, Jack Siegel, Ethan Sivewright, Dick Skalski and Ryan Wieber.

Member absent: Maria Dacoba

Also present: Julie Johnston, Oshtemo Township Planning Director, Martha Coash, Meeting Transcriptionist and guests Mr. Bill Cekola and Mr. Kyle Kirshman.

**Approval of Agenda**

Chairperson Taylor asked for a motion to approve the agenda as presented.

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

**Approval of Minutes**

Chairperson Taylor asked if there were any additions or corrections to the minutes for the meeting of July 19, 2018.

Hearing none, he asked for a motion to approve the minutes as presented.

Mr. Corakis moved to approve the Minutes of the Regular Meeting of July 19, 2018 as presented. Mr. Skalski supported the motion. The motion carried unanimously.

**Treasurer's Reports for July - August, 2018 (unaudited) and September – October, 2018 (unaudited)**

**July – August**

Ms. Johnston presented the Treasurer's Report for July - August, 2018. She said the main activity to report for this two-month period was the façade grant payment to Kirshman Kitchens. In addition, there were payments to Wade Trim and OCBA for

consulting work. Finally, two payments to S&T Landscaping for maintenance at the Community Center and \$100 were spent on accounting services.

The dollar amounts in the consulting and capital outlay/obligated projects appear a little different from the last treasurer's report. Staff found that allocation of invoices was somewhat inconsistent between these two budget line items. For example, Prein & Newhof invoices for overseeing the car wash demolition were found in both expenditure lines. For consistency, staff placed all invoices related to the car wash demolition in the capital projects budget. All other consultant invoices were moved to the consultant budget line item.

### **September - October**

Ms. Johnston presented the Treasurer's Report for September - October, 2018. She said the activities to report for this two-month period were:

- Payments to S & T Landscaping for the monthly Community Center maintenance fee.
- Services from Prein and Newhof for the development of the Stadium Drive shared use path. DDA portion of the invoices totals \$11,914.66.
- Survey work for the development of the corner property.
- Services from Prein and Newhof for the removal of the restrictive covenants on the corner property.
- Recording fee to the County for the new deed restrictions on the corner lot.

In addition, she noted a debit in the Interest column of the revenue table. The Township receives interest on the total balance kept at the bank for all accounts and then provides a percentage to each separate fund based on that funds balance. The interest reported in the July/August report was inaccurate, requiring the debit in the Treasurer's report.

Chairperson Taylor asked for a motion to approve the Treasurer's reports for July – August, 2018 and September – October, 2018, unaudited.

Ms. Heiny-Cogswell moved to approve the Treasurer's reports for July – August, 2018 and September – October, 2018 as presented. Mr. Skalski supported the motion. The motion passed unanimously.

### **Bill Cekola (Jac's Pizza) Façade Grant Request**

Ms. Johnston said Mr. Bill Cekola submitted an application for the Façade Grant Program. Mr. Cekola has been working on a façade update for the building located at 3112 S. 9<sup>th</sup> Street, which will house a new Jac's Pizza Sports Bar. The application provides billing for \$31,875 worth of exterior siding, soffits, and vinyl stone. Mr. Cekola requested the full \$5,000 match. Based on the information provided, the work completed meets the criteria of the DDA's Façade Grant Program.

She noted there was \$5,000 left in the Façade Grant budget.

Chairperson Taylor said the Façade Grant program has been very successful with Mr. Kirshman's project and that Mr. Cekola's request fits the grant's goals perfectly. He asked for a motion.

Mr. Corakis moved to approve the request from Mr. Cekola for the full \$5,000 match for the work done on the building at 31112 South 9<sup>th</sup> Street from the Façade Grant Program. Mr. Skalski supported the motion. The motion passed unanimously.

Mr. Cekola thanked the DDA and said Jac's expects to open January 1, 2019.

## **Streetscape Update**

### **a. Corner Property Development**

Ms. Johnston reported after general approval of the concept plan at the July meeting, the DDA requested OCBA provide a proposal for final design, bidding, and construction observation/administration services, which was provided to Members. If approved, OCBA will begin developing drawings which will be used to bid the project.

Mr. Corakis was concerned about the cost and wondered if money might be saved by going to one of the bigger landscape companies for the work.

After discussion of this suggestion, it was felt the scope of the work, including civil engineering to handle storm water and electrical work, as well as oversight of the project, would not be able to be done by a landscape firm.

Ms. Johnston noted if the if the DDA felt they wanted to save money, the amenities, including sidewalks, benches, wall, sign etc. could be revisited to consider less expensive alternatives. Bids will need to go out soon in order for the project work to get in the queue to be scheduled for 2019 without paying a premium. She said if the project had been approved in September, bid requests would be underway, but Mr. Paragon of OCBA thinks the project still can be done on schedule.

She said staff has been in touch with the Oshtemo United Methodist Church to discuss the updated plans, property line re-description, maintenance, etc. The conversations have been very positive. They are excited about the concept plan, and are willing to do their part of the maintenance and to change property lines as needed.

Chairperson Taylor said the project has been in the works for about five years and he would like to see it finally accomplished in 2019. He reminded the Board they previously reviewed each item in the budget and approved the project as proposed.

Mr. Wieber noted nothing has changed from the July meeting when the Board understood the project's overall cost of approximately \$400,000.

Chairperson Taylor requested a motion for the OCBA contract.

Mr. Skalski moved to approve the proposal from OCBA for final design, bidding and construction observation/administration services as presented for corner property improvements. Mr. Siegel supported the motion. The motion passed unanimously.

Ms. Johnston will be in contact with OCBA to relay the Board's concern regarding their desire to control project costs.

It was agreed the a subcommittee (Mr. Betzler, Mr. Corakis, Ms. Heiny-Cogswell, Mr. Skalski, and Mr. Taylor) will meet with OCBA for periodic reports.

**b. Stadium Drive Sidewalks**

Ms. Johnston reported the design progress is about 50% complete and is expected to be 70-75% complete by the end of January, with a presentation planned for the Board at the January meeting. After needed easements are obtained, the grant request to MDOT will be submitted; if granted it will pay for 60% of the project with the remaining 40% to be paid by DDA. The cost of engineering design will be split between DDA and the Township.

Mr. MacDonald asked whether enough funds are available.

Ms. Johnston noted project construction is scheduled for 2020. Outside of the design cost, the project is expected to cost about \$1,000,000, of which 40% will be the responsibility of the DDA. She said the cash flow projections for next year will be tight and that bonding projects could be considered, but it is not yet time to do that as there is currently a substantial fund balance.

Mr. MacDonald noted that currently business owners would be responsible for maintaining the sidewalks, and that there are differing expectations of value, but good decisions by the DDA should benefit everyone who pays in. It may be a good value for the DDA to take responsibility for maintenance, but it would need to be determined what sidewalks would be eligible and whether the expense could be handled. As the Board looks at projects and budget, they need to be mindful of big things coming.

**c. Corner Holiday Decoration**

Chairperson Taylor reported that she had reached out to Naylor, but without power, it would have been difficult to decorate for this year unless a generator and other equipment were employed that could easily be stolen. Wahmhoff was also contacted to see if they might want to sell holiday trees from that location, but they were already committed elsewhere.

Chairperson Taylor said we missed the window and would wait until next year.

Mr. Corakis thought it would be nice to have an evergreen tree or two planted there as part of the corner development to decorate during the holiday season.

### **Market Study RFP**

Ms. Johnston said per the DDA's direction at the July meeting, staff prepared a draft Request for Proposals (RFP) for the Market Study planned for the DDA area. After the DDA's review of the draft document, staff will make any final changes requested prior to releasing the RFP.

She conjectured a cost might be about \$30,000.

Mr. MacDonald said though market studies can be useful, most do not indicate how to implement or execute a plan. The challenge now is that we are paralyzed because the zoning vision of the DDA - to make the intersection an urban shopping and walking environment - conflicts with MDOT's infrastructure mission to move traffic quickly. The infrastructure and zoning need to work with each other. That conflict needs to be solved. He felt someone should be hired to act on our behalf with the Road Commission to see what can be done to solve the problem. Until the problem is solved, we should hold off on the market study.

Ms. Heiny-Cogswell said the Township Staff is working on a variance on a similar problem elsewhere in the Township with the Road Commission's Engineer. It is the same process and there have already been multiple conversations about it. She felt maybe the DDA could work in parallel with what is already being done as the Road Commission process would be the same.

Mr. MacDonald said whoever controls the road has to align with the vision. We cannot meet in the middle or we will fail at both ends. He said we could just tell the Road Commission we will take over, but then how do we implement what is needed to support the vision? A lot of commuters probably like the speed limit just the way it is now. What you build and who wants to be there are very different. Until we figure this out, we are paralyzed.

Ms. Johnston said the Form Based Code does not allow set back more than 5 – 10 feet from the road, nor parking in the front yard. The four-lane road speed limit is 50 mph. WadeTrim suggested loosening up some on the restrictions during the work on the updated Village Theme Development Plan, perhaps allowing a little more setback to accommodate one row of parking in front. This would not totally lose the idea of a village feel, but gives some flexibility. The result of the recent joint meeting with the Township Board was a desire keep the current form-based codes.

Mr. MacDonald said the Road Commission wants to move the traffic quickly, the Township/DDA support the "village" plan. The two visions are not aligned.

Ms. Heiny-Cogswell said the Township is looking to work on control of the roads next year.

Ms. Johnston suggested inviting Ms. Joanne Johnson, Head of the Road Commission, to have a conversation about this subject and to see what can be done to come to a compromise.

Mr. MacDonald thought it might be helpful to hire WadeTrim to articulate the challenges and desires and would support investment in that. He hoped the Road Commission might buy into the DDA/Township vision.

Ms. Johnston said she would talk with WadeTrim to see if the transportation dept. has helped other communities work with the Road Commission and whether they think they can help us.

It was agreed the Streetscape subcommittee will convene to decide who should be engaged to help us work with the Road Commission; multiple conversations will be needed to determine the right approach.

Ms. Johnston will invite Joanne Johnston from the Road Commission to talk with the Streetscape subcommittee about how they might help with the vision or tell us definitively that they cannot help.

### **2019 Budget - Amendment**

Ms. Johnston noted as the DDA did not meet in November, the Township Board approved the budget totaling \$606,250. She said the amendment included \$10,000 for the façade grant and \$20,000 for the market study as well as a few corrections. The amendment could be adopted as is leaving the \$20,000 budgeted for the market study in case it is needed for something else next year.

Chairperson Taylor asked for a motion.

Mr. MacDonald moved to approve 2019 DDA budget amendment as approved by the Township Board. Mr. Skalski supported the motion. The motion passed unanimously.

### **2019 Meeting Dates**

Ms. Johnston provided a proposed DDA Meeting schedule in the normal pattern of the third Thursday, every other month at noon. She noted there are two joint board meetings proposed rather than three as in the past.

**2019 DDA Meeting Dates**

January 17th  
March 21st  
May 16th  
July 18th  
September 19th  
November 21<sup>st</sup>

**Joint Board Meetings**

**Tuesday @ 6:00 pm**

April 16<sup>th</sup>  
October 15<sup>th</sup>

Ms. Heiny-Cogswell moved to recommend the 2019 DDA Meeting Dates as proposed. Mr. Skalski supported the motion. The motion carried unanimously.

**Any Other Business**

Mr. Corakis noted there are trees growing up in the round-about behind the community building that need to be removed before they get any larger, which will make removal more expensive.

**Announcements and Adjournment**

Ms. Heiny-Cogswell introduced Mr. Kyle Kirshman, who was considering joining the DDA and provided him some background on DDA responsibilities and scope of authority.

There being no further business, Chairperson Taylor adjourned the meeting at approximately 1:20 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: December 8, 2018

Minutes Approved:





January 8, 2019

**To: DDA Board**

**From: Themis Corakis, Treasurer**

**Re: Treasurer's Report**

Attached you will find the Treasurer's Report for November - December, 2018, unaudited.

There were only three expenditure activities to report during this time period, which includes payment to the Township for staff time, the Façade Grant program, and payments to Prein&Newhof for work on the Stadium Drive nonmotorized path.

Revenue increased during this two-month period with the payment from the State of Michigan on personal property loss. A total of \$41,059.50 was added to the DDA's revenues. This is slightly less than the \$44,288.27 received in 2017.

Attachment: November - December budget spreadsheet  
Invoices

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Treasurer's Report November - December, 2018**  
**unaudited**

REVENUES	2018 Budget	Previous Activity	Activity this Period	Available Balance
Carryover	\$40,000.00	\$0.00	\$0.00	\$40,000.00
Current Real Property Tax	\$132,000.00	\$101,228.21	\$0.00	\$101,228.21
Miscellaneous	\$0.00	\$0.00	\$41,059.50	\$41,059.50
Interest Earned	\$400.00	\$400.00	\$0.00	\$400.00
<b>TOTAL REVENUES</b>	<b>\$172,400.00</b>	<b>\$101,628.21</b>	<b>\$41,059.50</b>	<b>\$182,687.71</b>

EXPENDITURES	2018 Budget	Previous Activity	Activity this Period	Total Activity	Available Balance per Original Budget	Percent Used
Staff	\$2,000.00	\$1,000.00	\$500.00	\$1,500.00	\$500.00	75.00%
Supplies	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Postage	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Community Events	\$750.00	\$750.00	\$0.00	\$750.00	\$0.00	100.00%
Consultants	\$80,000.00	\$34,655.98	\$8,591.45	\$43,247.43	\$36,752.57	54.06%
Accounting & Auditing Fees	\$2,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	50.00%
Legal Fees	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Legal Notices	\$500.00	\$30.00	\$0.00	\$30.00	\$470.00	6.00%
Repairs & Maintenance	\$6,000.00	\$2,240.00	\$0.00	\$2,240.00	\$3,760.00	37.33%
<i>Banner rotation/storage/maintenance</i>	<i>\$2,000.00</i>	<i>\$380.00</i>	<i>\$0.00</i>	<i>\$380.00</i>	<i>\$1,620.00</i>	<i>19.00%</i>
<i>Lawn care and maintenance</i>	<i>\$3,000.00</i>	<i>\$1,860.00</i>	<i>\$0.00</i>	<i>\$1,860.00</i>	<i>\$1,140.00</i>	<i>62.00%</i>
<i>Commercial Access Drive</i>	<i>\$1,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,000.00</i>	<i>0.00%</i>
Capital Outlay/Obligated Projects	\$78,150.00	\$29,317.40	\$5,000.00	\$34,317.40	\$43,832.60	43.91%
<i>Car wash demolition</i>	<i>\$40,000.00</i>	<i>\$24,317.40</i>	<i>\$0.00</i>	<i>\$24,317.40</i>	<i>\$15,682.60</i>	<i>60.79%</i>
<i>Corner site improvement</i>	<i>\$28,150.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$28,150.00</i>	<i>0.00%</i>
<i>Façade Grant Program</i>	<i>\$10,000.00</i>	<i>\$5,000.00</i>	<i>\$5,000.00</i>	<i>\$10,000.00</i>	<i>\$0.00</i>	<i>100.00%</i>
<b>TOTAL EXPENDITURES</b>	<b>\$172,400.00</b>	<b>\$68,993.38</b>	<b>\$14,091.45</b>	<b>\$83,084.83</b>	<b>\$89,315.17</b>	<b>48.19%</b>

<b>REVENUES EARNED 2018</b>	<b>\$142,687.71</b>
<b>EXPENDITURES 2018</b>	<b>\$89,315.17</b>
<b>NET BALANCE 2018</b>	<b>\$53,372.54</b>

**FUND BALANCE: \$788,266.00**



December 7, 2018

**To:** Dusty Farmer, Township Clerk  
**From:** Julie Johnston, Planning Director  
**RE:** DDA Façade Grant Program

On December 6, 2018, the Downtown Development Authority approved a \$5,000 grant for Bill Cekola of Jac's Pizza, the owners of 3112 South 9<sup>th</sup> Street. Per the requirements of the grant, Mr. Cekola must have a total cost for the façade improvement of at least \$10,000 to receive the full award. To date, he has provided receipt documentation of expenditures in the amount of \$31,875 in eligible expenses. At this time, we are requesting that the full \$5,000 be provided to Mr. Cekola.

**Total request: \$5,000**  
**GL Number: 900-728-97500**

**Applicant: Bill Cekola**  
**Jac's Pizza and Sports Bar**  
**3112 South 9<sup>th</sup> Street**  
**Kalamazoo, MI 49009**

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

# Invoice

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

Invoice number 46992  
 Date 11/05/2018  
 Project 2180386 STADIUM DRIVE-ONE WAY  
 PATH

BILLING PERIOD: 9/30/18 TO 10/27/18

PROFESSIONAL SERVICES RELATED TO  
 TAP APPLICATION, EASEMENTS & EXHIBITS,  
 AND SHPO

RCKC TAP = \$ 3,105.00  
 DDA TAP = \$ 2,346.00

	Hours	Rate	Billed Amount
SENIOR TECHNICIAN	32.50	92.00	2,990.00
ENGINEER	16.00	92.00	1,472.00
SURVEYOR	10.75	92.00	989.00
subtotal	59.25		5,451.00
		Invoice total	<b>5,451.00</b>

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

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

# Invoice

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

Invoice number 47462  
 Date 12/07/2018  
 Project 2180386 STADIUM DRIVE-ONE WAY  
 PATH

BILLING PERIOD: 10/28/18 TO 11/30/18

PROFESSIONAL SERVICES RELATED TO  
 ON-GOING DESIGN

RCKC TAP = \$ 2,305.00  
 DDA TAP = \$ 4,517.50

	Hours	Rate	Billed Amount
SENIOR TECHNICIAN	8.00	92.00	736.00
ENGINEER	43.50	92.00	4,002.00
SURVEYOR	19.00	92.00	1,748.00
OFFICE TECHNICIAN	4.25	78.00	331.50
subtotal	74.75		6,817.50
			Billed Amount
PRINTS			5.00
		Invoice total	<b>6,822.50</b>

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