

**DOWNTOWN DEVELOPMENT AUTHORITY
Board of Directors**

Regular Meeting

**Oshtemo Community Center
6407 Parkview Avenue**

May 21, 2015
12:00 p.m.

AGENDA

1. Call to Order
2. Approve Agenda
3. Approve Minutes:
 - a. March 19, 2015 Regular Meeting
4. Treasurer's Report:
 - a. March-April, 2015 (unaudited)
5. Election of Secretary
6. 9th Street Rear Access Drive
7. Grant and Loan Program Development
8. Streetscape and Beautification Efforts
 - a. Applications to Road Commission for Non-Motorized Improvements
9. CITGO Station Update
 - a. Temporary Landscaping and Improvements
10. Any Other Business
11. Announcements and Adjournment

Next Meeting Thursday, July 16, 2015

May 15, 2015



Mtg Date: May 21, 2015
To: Downtown Development Authority
From: Gregory Milliken, AICP
RE: Agenda Items

In this memo, I will provide a quick introduction to a few of the agenda items slated for discussion at next week's DDA Board meeting.

5. Election of Secretary

If you recall, at the last meeting, Grant Taylor volunteered and was elected to the position of Vice Chair vacated by the departure of Andy Wenzel from the Board. Grant's action created a vacancy at Secretary. The Board will consider this vacancy and take action on a replacement.

6. 9th Street Rear Access Drive

At the May 14th Planning Commission meeting, the Commission approved the plans for the rear access drive. The next step is for the DDA and Township Boards to commit the dedicated funds to the project and then solicit bids for the project.

7. Grant and Loan Program Development

At our last meeting, Mr. Taylor requested feedback on a proposed grant program for the Oshtemo DDA. This feedback will be presented along with any revisions prepared as a result.

8. Streetscape and Beautification Efforts

Since our last meeting, the consultant has had an open house to gather public input for the streetscape study. An update will be provided on the next steps in the process.

In addition, part of the streetscape project will include non-motorized facilities on 9th Street and Stadium Drive. The Road Commission requires the local jurisdiction file an application with them prior to engaging in any discussion or coordinated design work on such a facility. The consultant has been asked to prepare such an application but it has not yet been completed. So that we do not have to wait two months until the next DDA meeting, the DDA should consider if it is comfortable allowing the application to be reviewed and approved by the streetscape committee before being forwarded to the County and Township Board.

9. Citgo Station Update

The subcommittee has brainstormed ideas and solicited bids for temporary landscaping and beautification measures. They will present their ideas, and if necessary seek feedback on options they have narrowed down.

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

MINUTES OF REGULAR MEETING HELD MARCH 19, 2015

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting on Thursday, March 19, 2015. The meeting was called to order at approximately 12:02 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members of the Board of Directors present: Terry Schley, Grant Taylor, Fred Gould, Chip Everett, Jay Brown, Libby Heiny-Cogswell, Jack Siegel, Maria Dacoba, Rich McDonald, Bruce Betzler, and Michael Lutke.

Members of the Board of Directors absent: Stephen Dallas and Glenn Steeg.

Also present was Gregory Milliken, Planning Director.

Approve Agenda

Chairperson Schley indicated he wanted to add public comment as agenda item 2a. There were no other comments on the agenda. Mr. Lutke moved to approve the agenda as amended. Mr. Everett supported the motion. The Chairperson called for a vote on the motion, and the motion passed unanimously.

Public Comment

Chairperson Schley opened the meeting to public comment. There being no public in attendance, he closed the public comment session for non-agenda items.

Approve Minutes

Mr. Taylor noted that with the resignation of Mr. Wenzel, there is no longer a Vice Chair as elected at the last meeting. Chairperson Schley thanked Mr. Taylor for noting that and stated the Board would take that up in the next agenda item.

No other comments or changes regarding the minutes were proposed. Mr. Taylor moved for approval of the minutes of the regular meeting of January 15, 2015. Mr. Siegel seconded the motion. The Chairperson called for a vote on the motion, and the motion passed unanimously.

DDA Membership Changes

Chairperson Schley introduced Rich McDonald to the Board. Mr. McDonald is the Chief Operating Officer at Hinman Company. He has been at the Hinman for 25 years. He is very involved there and has worked with similar organizations for many years.

Chairperson Schley stated that Mr. Wenzel has resigned from the Board due to a change in employment, and he clearly communicated his desire to resign to both the Chair and the Township Supervisor. The Township Board promptly appointed Mr. McDonald to fill the void and complete Mr. Wenzel's term until the end of 2015.

Chairperson Schley indicated there is a void in leadership as there is no longer a Vice Chair. He asked the Board if anyone would be interested in being Vice Chair. He indicated what the responsibilities would be of the Vice Chair including participation in some of the larger projects the DDA is engaged in.

Mr. Taylor indicated he would be willing to serve as Vice Chair. He has done some work already on these projects as well as on the grant project and coordinating with the church on the car wash property. He could also serve as a strong bridge to the Township Board.

Mr. Betzler moved to appoint Mr. Taylor as Vice Chair for the DDA. Mr. Siegel supported the motion. The Chairperson called for a vote on the motion, and it was approved unanimously.

Mr. Taylor stated this does create a vacancy at Secretary. Chairperson Schley asked for volunteers to serve as Secretary. No one immediately volunteered. Chairperson Schley indicated members should think about it and let him know if they are interested.

Upon inquiry from Ms. Dacoba, Chairperson Schley explained his expectations for the role.

Treasurer's Report

Mr. Gould presented the Treasurer's Report for January and February. He explained that there has been very little activity to start the year. The biggest expense was the \$1440 for the property taxes on the Citgo property. He reviewed the invoices to explain expenditures.

Chairperson Schley stated he was surprised that the DDA had to pay taxes as an authority of the Township. He asked why the property would be taxable. And if it is, he asked what the process would be to challenge or question that.

Chairperson Schley asked Mr. Milliken to inquire with Township Staff as to the taxable status of the property.

Mr. McDonald added that there was legislation passed this summer allowing some properties to have tax exempt status for economic development agencies.

Mr. Taylor moved to approve the Treasurer's Report. Mr. Betzler seconded the motion. The motion was approved unanimously.

9th Street Rear Access Drive

Chairperson Schley stated that a subcommittee of DDA and Township representatives has been meeting to discuss the rear access drive and the idea has been advanced. Mr. Lutke confirmed that there are property owners still very interested in moving forward. The process is nearing completion with the design close to finalization and the final step of financial commitment coming in the near future.

The Township will have a meeting to review the design and estimates with the consultant and will invite the subcommittee. It will then be presented to the Township Board on April 14 before going to the Planning Commission.

Chairperson Schley recapped the history of the design and the project. Both the DDA and the Township have committed funding to the project, and the DDA has pledged five years of maintenance support. There is a need to finalize the cost estimates for the new design to ensure adequate funds are in place.

Mr. Lutke said that the main concern from the user standpoint was with language in the agreement, and those concerns were addressed.

Mr. Brown asked why the design shows two types of asphalt drives. He wanted to be assured there will be allowance for semi-trucks on the drive.

Mr. Taylor indicated that the consultant was well aware of the concern for trucks in the design requirements.

Ms. Heiny-Cogswell stated that if this is presented to the Board at the 4/14 work session, attendance and feedback from DDA representatives and property owners would be beneficial. If discussion went well there, application to the PC would be 5/14 or 5/28.

Mr. McDonald asked if a note could be added indicating what size semi trucks the design has been tested for.

Chairperson Schley stated to members that in 2015 the RCKC will be doing a mill and overlay project on 9th Street from Meridian to I-94. As part of that there will be some intersection realignment that may result in RCKC asking for a minor amount of land from the corner property.

Grant / Loan Program

Mr. Taylor distributed information about a proposed grant and loan program that could be utilized in the Oshtemo DDA area. He said his committee was recommending offering up to two grants of up to \$5000 each. They did not recommend offering loans at this time so as not to compete with financial institutions. The grants would be for exterior improvements only. Information submitted contains eligible and ineligible products. He asked members to review and send him comments. There is a quasi-application process that includes a subcommittee taking in applications throughout the year. They were not sure whether to make it a rolling deadline or a fixed date submittal.

Chairperson Schley confirmed that the committee is asking the Board to review and comment on the information being provided. He asked the committee to review the proposal and make any changes as necessary.

Chairperson Schley stated there will need to be discussion as to the grants and purchases made by grantees and the Township Board. He wants to be sure the DDA is meeting its obligations and the obligations set out in the Ordinance without complicating the grant process.

Ms. Heiny-Cogswell stated that she would check with Jim Porter as to how it relates to the purchasing policy.

Chairperson Schley asked members to review and get comments back to Mr. Taylor. He asked Mr. Taylor and his committee to return to the Board with a final set of recommendations and to proceeding financially.

Proposal from S&T Lawn Service for Landscape Maintenance

Mr. Milliken indicated that S&T Lawn Service had submitted a proposal to provide landscape services for the Community Center for 2015. He indicated that the proposal was for the same amount as last year.

Mr. Taylor asked if this had been put out to bid. Chairperson Schley indicated that it had not.

Mr. Brown stated that it probably should be put out to bid to ensure efficient use of tax dollars.

Mr. Taylor said that it is probably too late to bid this for this year but would like to issue an RFP for 2016. Board members generally agreed.

Mr. Taylor moved to accept the proposal from S&T Lawn Service for landscape service at the Community Center for 2015 as presented with the condition that the contract be put out to bid in 2016. Mr. Lutke supported the motion. Chairperson Schley stated that it would probably need to be a two-year contract. The Chairperson called for a vote on the motion, and the motion was approved 10-1 with Mr. Brown dissenting as he would like to see a competitive bid.

Streetscape and Beautification Efforts

Chairperson Schley said that the contract with OCBA for the streetscape project was approved, and he distributed a proposed project schedule. He stated that it is likely that there will not be enough money saved by the DDA to do the project simply with savings. Other financing strategies may need to be considered.

Chairperson Schley said a part of the process will be to revisit the design plan that was previously prepared. OCBA has developed a schedule for creating a revised plan and budget. Part of that includes identifying necessary funding. The proposed schedule takes the DDA through to late summer, early fall.

DDA Board members indicated general approval of the schedule.

Chairperson Schley stated that the Township has concern with the status of sidewalks along Stadium, so there is incentive to move forward on that aspect. The subcommittee will continue to do the bulk of the work with OCBA. That subcommittee consisted of Andy, Libby, and Terry along with administrative leaders of the DDA Board. Rich indicated he could join depending on his availability. Chairperson Schley stated he would make sure everyone was aware of meeting times.

CITGO Station Update

Mr. Taylor indicated he hoped to draft a letter to the Church providing them a list of options for moving forward with the car wash property, including perhaps recommending the Church apply for one of the first grants from the DDA. He wanted to pick up the communication with the Church since Mr. Wenzel previously served as the liaison.

Chairperson Schley asked Mr. Taylor to hold off until he had a chance to chat with Mr. Wenzel to find out what the last communication was because there may have been some discussion regarding exchange of land for demolition and therefore no need for grant program usage.

Mr. Taylor asked the DDA members what the priority was for the use of the site – gaining land or tearing down the building.

Chairperson Schley said it could be both.

Ms. Heiny-Cogswell said it will probably shake out after going through the design process with OCBA.

Chairperson Schley said there are a lot of opportunities, and we just don't want to lose best options.

Chairperson Schley also indicated that the Board received an updated Due Care Plan for the site from Prein & Newhof. In there, it states that the DDA has an obligation to inspect and document

the site for cracks, holes, etc. on an annual basis. This is something that needs to be done formally with the observations recorded. This will need to be done before October.

Chairperson Schley said there has been discussion of desire to do something at the site in the short term to barricade the existing driveways and block access to the site. It might also beautify the site. Ms. Heiny-Cogswell, Ms. Dacoba, and Mr. Brown agreed to help. The purpose of the group will be to limit access to the undeveloped land for a short time while the property is in its current state while improving its current aesthetics.

Other Business

Chairperson Schley said that the banners were changed, and they looked good.

Ms. Heiny-Cogswell said the Township held a Joint Meeting of all boards and commissions and introduced the issues of sanitary sewer service. Private septic systems are failing and are being redeveloped for other uses. The Board will be exploring whether or not sewers should be extended further to the west or if the focus should instead be on providing service to existing neighborhoods in the developed portions of the Township.

Mr. Betzler wondered about the status of Feed the World Café. Mr. Everett said that it was temporarily closed for renovations and will reopen in April.

Mr. Gould said that the post office building on Stadium had been hit by a car, and the owner should be notified. Chairperson Schley asked Township enforcement to look into it.

Announcement and Adjournment

Chairperson Schley thanked members for all their hard work.

Mr. Taylor moved to adjourn the meeting at 1:24 pm. Mr. Siegel supported the motion. The motion passed unanimously.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: March 23, 2015

Minutes Approved: _____, 2015

To: DDA Board
From: Greg Milliken on behalf of Fred Gould, DDA Board Treasurer
Date: May 14, 2015
Re: Treasurer's Report

Attached you will find the Treasurer's Report through April 30, 2015 unaudited. The report has been shared with Treasurer Gould, and he will provide his comments at the meeting.

Over the past two months, there has been more activity than in previous months but nothing out of the ordinary or particularly noteworthy. On the revenue side, the tax capture from the winter taxes has been collected and deposited in the account. The amount of \$78,442.20 was slightly higher than projected during the budget process.

On the expense side, several of the expenses include quarterly reimbursement payments including planning staff, attorney, and accounting / audit. The account and audit costs cover costs for preparation from the accountant for the annual audit. There is also a \$380 charge for the quarterly banner swap and a \$1200 charge from Prein & Newhof for the amendment to the due care plan.

In addition to this information, through April, the Township Attorney has charged 3.95 hours of time to the DDA, which amounts to \$592.50.

Attachment: Treasurer's Report March-April, 2015

DOWNTOWN DEVELOPMENT AUTHORITY
Treasurer's Report March-April, 2015
 unaudited

REVENUES	2015 Budget	Previous Activity	Activity this Period	Available Balance	Percent of Budget
Carryover	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Current Real Property Tax	\$73,997.00	\$0.00	\$78,442.20	\$78,442.20	106.01%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Interest Earned	\$300.00	\$0.00	\$236.76	\$236.76	78.92%
TOTAL REVENUES	\$74,297.00	\$0.00	\$78,678.96	\$78,678.96	105.90%

EXPENDITURES	2015 Budget	Previous Activity	Activity this Period	Available Balance	Percent Used
Staff	\$2,000.00	\$0.00	\$500.00	\$1,500.00	25.00%
Supplies	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Postage	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Streetscape Design & Contract					
Docs	\$38,297.00	\$0.00	\$0.00	\$38,297.00	0.00%
Accounting & Auditing Fees	\$1,500.00	\$100.00	\$1,050.00	\$350.00	76.67%
Legal Fees	\$5,000.00	\$0.00	\$592.50	\$4,407.50	11.85%
Legal Notices	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Repairs & Maintenance	\$5,000.00	\$760.00	\$380.00	\$3,860.00	22.80%
Obligated Projects**	\$20,000.00	\$1,440.93	\$1,200.00	\$17,359.07	13.20%
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL EXPENDITURES	\$74,297.00	\$2,300.93	\$3,222.50	\$68,273.57	8.11%

TOTAL FUND BALANCE (March 31, 2015): \$604,909

**Obligated Projects includes Grant Loan Program (\$10k) and Citgo site development (\$10k)

Prein&Newhof
Engineers ■ Surveyors ■ Environmental ■ Laboratory

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

Invoice number 29298
Date 03/06/2015

Project 2120124 LAWSON OIL PROPERTY-6520
STADIUM DR OSHTEMO MI

BILLING PERIOD: 2/01/15 TO 2/28/15

PROFESSIONAL SERVICES RELATED TO
PREPARATION OF DUE CARE PLAN

Invoice Total 1,200.00
900

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



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

Reg #
7047

INVOICE 419734 Customer

Invoice Date 2/16/2015

Quotation No. SV5027811

Page 1 of 1

Customer PO No.

Drawing #

Customer ID OT04

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

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

ATTENTION LINDA IGNASIAK 269.375.4260

CONTACT

Item	Description of Work	Product	Installation	Pkg/Crate	Total
1	BANNER SWAP Using one (1) man and 30' bucket truck, travel to township offices and swap out existing banners for the "Welcome Oshtemo" green banners located on various utility poles in the village district. Return old banners to SignArt for storage.		\$380.00		\$380.00
2	Other Charges				\$0.00
3	Customer is Exempt from Sales Tax				\$0.00

ok
Gm

900-728-93300

INVOICE # 419734
INVOICE DATE 2/16/15
PO # 7001
INVOICE AMOUNT 380.00
CLOSE PO? (YES) / NO

SignArt, Inc Is An Equal Opportunity Employer

AMOUNT DUE UPON RECEIPT.

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

Total Amount: \$380.00
Deposit:
Amount Due: \$380.00

SiegfriedCrandallPC

Certified Public Accountants & Advisors

246 E. Kilgore Road
Kalamazoo, 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: 84466
Client ID: 6870

Date: 01/31/2015
Payable upon receipt

Professional services during the month of January 2015, which included the following:

Joel - assistance with November cash reconciliation -12 hours @ \$135/hour	1,620.00
Ann - payroll tax/W2 assistance	125.00

Breakdown by fund:

101 - \$1,220
107 - 50
206 - 175
207 - 50
211 - 50
249 - 50
490 - 50
491 - 50
900 - 50

\$1,745
=====

Vendor # SC
Acct # _____
Net Amt 1745.00 Due Date 3/20
Invoice # 84466 Inv Date 1/31/15
Comment acct support

New Charges:	\$1,745.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$1,745.00</u>

<u>01/31/2015</u>	<u>12/31/2014</u>	<u>11/30/2014</u>	<u>10/31/2014</u>	<u>09/30/2014+</u>
1,745.00	0.00	0.00	0.00	0.00

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

SiegfriedCrandallPC

Certified Public Accountants & Advisors

246 E. Kilgore Road
Kalamazoo, 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: 85226
Client ID: 6870

Date: 03/31/2015
Payable upon receipt

Professional services during the month of March 2015, which included the following:

Ann's assistance with tax fund, bank reconciliations, EFT payments	2,406.25
Joel's assistance with January cash analysis	608.00
Joel's assistance with audit workpapers and financial statements	6,385.75
Paul's assistance with audit workpapers and financial statements	2,880.00
Steve's assistance with audit workpapers and financial statements	5,920.00

Breakdown as follows:

101 - \$13,000
107 - 600
206 - 1,300
207 - 600
211 - 500
249 - 100
490 - 600
491 - 500
900 - 1,000

\$18,200
=====

Vendor # SC
Acct # _____
Net Amt 18,200 Due Date 4/17
Invoice # 85226 Inv Date 3/31
Comment auditors

New Charges: \$18,200.00
Plus Prior Balance: \$0.00
New Balance: \$18,200.00

o/gsl