



7275 W. MAIN STREET, KALAMAZOO, MI 49009
269-216-5220 Fax 375-7180 TDD 375-7198
www.oshtemo.org

**DOWNTOWN DEVELOPMENT AUTHORITY
Board of Directors**

Regular Meeting

**Oshtemo Community Center
6407 Parkview Avenue**

November 19, 2015
12:00 p.m.

AGENDA

- 1) Call to Order
- 2) Approve Agenda
- 3) Approve Minutes:
 - a. September 17, 2015 Regular Meeting
- 4) Treasurer's Report:
 - a. September - October, 2015 (unaudited)
- 5) 9th Street Rear Access Drive Update
- 6) Streetscape and Beautification Efforts
 - a) Feedback from 11/12/2015 Event
 - b) Action for Recommendation
 - c) Advisory to Township Board
 - d) Grant Funding
- 7) CITGO Station Update
 - a. Road Commission status for Property Taking
 - b. Due Diligence Plan
- 8) Grant and Loan Program Development
- 9) Leadership Positions - 2016 Office of Chair, Vice-Chair, Secretary and Treasurer – Contact Terry Schley if interested
- 10) Any Other Business
- 11) Announcements and Adjournment

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

MINUTES OF REGULAR MEETING HELD September 17th, 2015

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting on Thursday, September 17th, 2015. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members of the Board of Directors present: Terry Schley, Fred Gould, Glenn Steeg, Chip Everett, Maria Dacoba, Rich MacDonald, Mike Lutke, Jay Brown, and Grant Taylor.

Members of the Board of Directors absent: Libby Heiny-Cogswell, Bruce Betzler, Stephen Dallas and Jack Siegel.

Also present were Themis Corakis and Karen High, Oshtemo Township Parks Director.

Approve Agenda

Mr. Steeg moved to approve the agenda as presented. Mr. Gould supported the motion. The Chairperson called for a vote on the motion, and the motion passed unanimously.

Approve Minutes

Mr. Gould moved to approve the minutes from the May 21, 2015 meeting with the correction that Mr. MacDonald be listed as absent rather than present. There were no other comments or changes to the minutes. Mr. MacDonald supported the motion. The Chairperson called for a vote on the motion, and the motion passed unanimously.

Treasurer's Report

Mr. Gould presented the Treasurer's Report for July and August to the Board. After his initial presentation, Mr. Gould solicited questions those in attendance. Mr. MacDonald asked how many mills the DDA captures and if it has any bonded projects. Chairperson Schley replied that he would look into the mills question and report back at a later time. He added that there were no bonded projects. Mr. Brown asked where the DDA fund balance was kept and whether the DDA or the Township received the interest. Chairperson Schley responded that he would look into this as well, and indicated that municipal funds are generally in very safe, low interest accounts. He confirmed that interest earned goes into the DDA account.

Mr. Gould noted that the DDA may want to consider revising the approval process for invoices in the future. The current process requires the Treasurer sign off on every invoice, even when the expense has already been approved by the DDA Board. Chairperson Schley suggested the issue be placed on the agenda in 2016.

Mr. Gould noted that OCBA, the consultant for the Streetscape Design project, had been paid \$28,942 of their \$32,500 contract. Chairperson Schley then distributed a copy of OCBA's latest invoice for \$851.40, dated August 31, 2015, for approval. The invoice shows the project at 91% completion. Chairperson Schley indicated that the contract with OCBA was for time and materials with a "not to exceed" amount. Therefore, OCBA is required to complete the project within the budgeted amount. Chairperson Schley indicated that he felt it was appropriate to pay the invoice despite the project being behind schedule, in part because it was for a small amount. Mr. Gould then moved to approve the OCBA invoice, and Mr. Taylor supported the motion. The motion passed unanimously.

Mr. Taylor then moved to approve the Treasurer's Report with the August 31, 2015 OCBA invoice, and Ms. Dacoba supported the motion. The motion passed unanimously.

9th Street Rear Access Drive

Chairperson Schley then moved to the next item on the agenda, the Rear Access Drive. He reminded the Board that per discussions between the DDA and Township, at least two additional properties must sign the agreement. Mr. Lutke and Mr. Siegel were previously identified as the potential property owners. Mr. Lutke has signed but Mr. Siegel has not. Chairperson Schley requested that Mr. Lutke contact Mr. Siegel to find out if he has additional questions or concerns. Mr. Gould offered to go with Mr. Lutke to meet with Mr. Siegel. Chairperson Schley added that once the agreements are in place the project can be put out to bid for construction.

Streetscape and Beautification Efforts

Chairperson Schley reviewed the progress to date on the Streetscape Design. A public meeting was held at the Oshtemo Community Center in July, followed by a Sub-Committee meeting in late July. OCBA is now refining the selected design, preparing cost estimates, and identifying alternative funding sources. Chairperson Schley invited all members to attend the next Sub-Committee meeting, to be held on Thursday, September 24th at 9:00 a.m. at the Township Hall.

Mr. MacDonald asked what type of alternative funding options would be included and whether they were likely to be grants or bonds. Chairperson Schley replied that bonding could be considered, as well as grants, and added that he looks forward to input from Ms. Johnston, Oshtemo Township's new Planning Director, because of her grant experience. He noted that the DDA may also borrow for its projects. Mr. MacDonald then asked if a target budget was specified in the scope. Chairperson Schley responded that it was not. He added that OCBA's charge was to take a fresh look from a designer's perspective unencumbered by cost issues but phasing concepts are to be included as outcome to facilitate funding potentials. Mr. Brown asked if the Streetscape Design addressed DDA property only or included surrounding property as well. Chairperson Schley replied that the consultants were asked to look for ways to coordinate with the church property, but that they were made aware that the plan should work with or without it. He added that the concepts presented at the public meeting included shared parking on the church property. Chairperson Schley then commented that he expected OCBA to complete their work in 2015. He added that he was not happy with the schedule delay but understood that

OCBA has multiple design projects with the Township and that the other projects may have more pressing timelines.

Chairperson Schley then announced that the Oshtemo Rotary expressed interest in funding a clock at the Citgo site. He added that OCBA is working to include a clock in the design.

CITGO Station Update

Chairperson Schley reported that Mr. Greg Milliken, former Planning Director, received a request to place a food truck at the former CITGO station. Mr. Milliken looked into the matter before his departure and determined that the site was not ready for a food truck, but that it might be potentially viable in the future, subject to controls. Chairperson Schley went on to report that Mr. Milliken sought feedback from Ms. Dacoba and identified several issues to be addressed prior to allowing a food truck at the site. These included notification of the local restaurants so they don't feel undermined, safety, and parking. Ms. Dacoba added that she had suggested to Greg that food trucks be allowed at Flesher Field.

Mr. Brown asked for an update on the Kalamazoo County Road Commission's plans for Stadium Drive. Chairperson Schley reported that the Road Commission was planning to take some property from the CITGO station and a lesser amount from the corner across 9th Street. Chairperson Schley noted that he hoped to get the large signal box moved off the site during the road project.

Grant & Loan Program Development

Mr. Taylor distributed a revised version of the Grant and Loan Program requirements and application form. He informed the group that it included recommendations from Ms. Johnston, who developed a similar program for the City of Kalamazoo. Mr. Taylor noted that the revised document spells out the review process, including staff level review by the Planning Director followed by Sub-Committee review and then final approval by the DDA Board. Mr. Taylor added that Attorney Porter's revisions to the terms and conditions section were also included in the revised document. In further discussion, it was noted that the Loan portion of the program had been removed because there were still several details to be worked out. Mr. Taylor confirmed that all references to the Loan Program would be removed from the Grant program materials. Chairperson Schley then moved to approve the Grant Program, with the removal of all references to Loans or the Loan Committee. Mr. Gould supported the motion. The motion passed unanimously.

Mr. Taylor then indicated that he would like to promote the program through the Township's website, a press release, and a letter to the local businesses. Mr. Brown stated that he felt it was important for the sake of fairness to send a letter about the grant program to all business owners. After further discussion, Mr. Brown moved to approve the use of operating funds to pay for mailing a letter to all business owners. Mr. MacDonald supported the motion, and the motion passed unanimously.

Ms. Dacoba offered to develop a press release for distribution to Al Jones and/or Linda Mah at MLive. Chairperson Schley requested an opportunity to review the press release prior to sending it to MLive. Ms. Dacoba agreed.

Any Other Business

a. Visual Impact of Power Lines

Chairperson Schley announced that the power line poles are being installed east of 9th Street. He described them as monster sized poles, and added that the Michigan Supreme Court is still considering the Township request that ITC be required to place the lines underground within 250' of a roadway right of way line.

b. In other discussion, it was noted that both the Birches and Pine West are out of business as banquet facilities. Pine West is proposing to convert the building to professional offices.

c. Chairperson Schley noted that he would be unable to attend the next meeting. He added that several members' appointments would end in December of 2015, including Mr. Gould, Mr. MacDonald, and Ms. Dacoba. Chairperson Schley also announced that officer elections would take place in January, and that he was undecided as to whether to continue as Chairperson. He suggested that the members begin considering whether they would like to be elected to an office.

Adjournment

Mr. Taylor moved to adjourn the meeting. Mr. Gould supported the motion, and the motion passed unanimously. The meeting was adjourned at 1:30 pm.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: September 21, 2015

Minutes Approved:



To: DDA Board
From: Julie Johnston and Karen High on behalf of Fred Gould, DDA Board Treasurer
Date: November 12, 2015
Re: Treasurer's Report

Attached you will find the Treasurer's Report through October 31, unaudited. The report has been shared with Treasurer Gould, and he will provide his comments at the meeting.

In September and October there was little activity on the revenue side. On the expense side, one invoice was paid to OCBA for Streetscape Design and Contract Documents for a total of \$29,517.14. A copy of the invoice is attached. In addition, three invoices were paid to Siegfried Crandall for accounting services totaling \$200.00 and two invoices were paid to S&T Landscape for maintenance of the flower bed area in August and September totaling \$496.00. The final invoice is from Sign Art for \$380 to swap out the green "Welcome Oshtemo" banners for the blue community banners. An invoice showing the quarterly billing from the Township for staff time and attorney fees is also attached.

Attachment: Treasurer's Report September-October, 2015
Invoices

DOWNTOWN DEVELOPMENT AUTHORITY
Treasurer's Report September - October, 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	\$78,442.20	\$0.00	\$78,442.20	106.01%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Interest Earned	\$300.00	\$543.97	\$221.97	\$765.94	255.31%
TOTAL REVENUES	\$74,297.00	\$78,986.17	\$221.97	\$79,208.14	106.61%

EXPENDITURES	2015 Budget	Previous Activity	Activity this Period	Available Balance	Percent Used
Staff	\$2,000.00	\$1,000.00	\$500.00	\$500.00	75.00%
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	\$28,942.14	\$575.00	\$8,779.86	77.07%
Accounting & Auditing Fees	\$1,500.00	\$1,250.00	\$200.00	\$50.00	96.67%
Legal Fees	\$5,000.00	\$697.50	\$142.50	\$4,160.00	16.80%
Legal Notices	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Repairs & Maintenance	\$5,000.00	\$2,543.50	\$496.00	\$1,960.50	60.79%
Obligated Projects **	\$20,000.00	\$3,320.93	\$380.00	\$16,299.07	18.50%
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL EXPENDITURES	\$74,297.00	\$36,754.07	\$1,793.50	\$34,249.43	53.90%

TOTAL FUND BALANCE (September 30, 2015): \$570,577.34

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

900-728-80800
J

8/27/15

Reg #
7674



31 July 2015

Ms. Libby Heiny-Cogswell
Charter Township of Oshtemo
7275 West Main Street
Kalamazoo, Michigan 49009

Sent via e-mail ONLY to Deb Everett, Township Clerk at deverett@oshtemo.org

RE: Oshtemo DDA Streetscape, Additional - RCKC TA Applications

Invoice #41501.10 - 1

Billing Period: through 7/31/2015

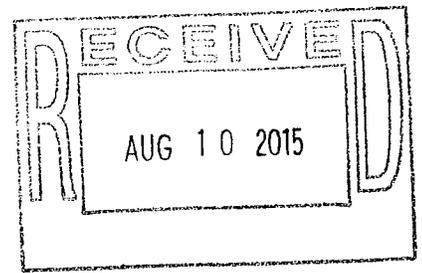
Principal - Ken Peregon
5.75 hours @ \$100.00 \$ 575.00

Amount Due this Invoice \$ **575.00**

Thank you,
Kenneth W. Peregon

INVOICE # 41501.10-1
INVOICE DATE 7-31-15
PO # 7622
INVOICE AMOUNT 575-
CLOSE PO? YES NO

O'Boyle, Cowell, Blalock and Associates, Inc.
521 S. Riverview Dr., Kalamazoo, MI 49004
Ph. 269-381-3357, Fax 269-381-2944



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: 86625
Client ID: 6870

Date: **07/31/2015**
Payable upon receipt

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

Joel - cash assistance for May & June (8 hours @ \$135/hour)	1,080.00
Steve - preparation and meeting on 7/3 for CIP (3 hours @ \$185)	555.00
Steve - 7/29 CIP and budget assistance (6 hours @ \$185/hour)	1,110.00
Less: discount	(345.00)

Breakdown by fund:

101 - \$1,600	101	223	825
107 - 100	107	756	825
206 - 300	206	336	825
207 - 50	207	310	825
211 - 50	211	344	825
249 - 50	249	371	825
490 - 100	490	000	808
491 - 100	491	000	808
900 - 50	900	728	825

\$2,400
=====

Vendor # SC

Acct # _____

Net Amt 2400.00 Due Date 9-4-15

Invoice # 86625 Inv Date 7-31-15

Comment Accounting Support

New Charges:	\$2,400.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$2,400.00</u>

<u>07/31/2015</u>	<u>06/30/2015</u>	<u>05/31/2015</u>	<u>04/30/2015</u>	<u>03/31/2015+</u>
2,400.00	0.00	0.00	0.00	0.00

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

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

Invoice Number: 86764
Client ID: 8870

Date: 08/31/2015
Payable upon receipt

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

Joel's assistance with July reconciliation (1.25 hours @ \$135/hour)	168.75
Steve's assistance with CIP, budget, meetings (21 hours @ \$185/hour)	3,885.00
Less: discount	(153.75)

Breakdown by fund:

101 - \$2,700
107 - 100
206 - 500
207 - 100
211 - 100
249 - 100
490 - 100
491 - 100
900 - 100

\$3,900
=====

Vendor # SC
Acct # _____
Net Amt. 3900 - Due Date 9/18
Invoice # 86764 Inv Date 8/31
Comment Accounting Support

New Charges:	\$3,900.00
Plus Prior Balance:	\$2,400.00
New Balance:	<u>\$6,300.00</u>

08/31/2015	07/31/2015	06/30/2015	05/31/2015	04/30/2015+
3,900.00	2,400.00	0.00	0.00	0.00

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

SiegfriedCrandallPC

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800-876-0979
Fax 269-349-1344

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

Invoice Number: 86898
Client ID: 6870

Date: 09/30/2015
Payable upon receipt

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

Joel's assistance with July reconciliation (2.75 hours @ \$135/hour)	371.25
Steve's assistance with budget and CIP plan (8.50 hours @ \$185/hour)	1,572.50
Less: discount	(143.75)

Breakdown by fund:

101 - \$1,000
107 - 150
206 - 100
207 - 50
211 - 150
249 - 100
490 - 100
491 - 100
900 - 50

\$1,800
=====

Vendor # SC
Acct # ←
Net Amt 1800 - Due Date 10/10
Invoice # 86898 Inv Date 9/30
Comment Acct. support

New Charges:	\$1,800.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$1,800.00</u>

S&T Lawn Service Inc.

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

Invoice

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

Date:	8/31/2015
Invoice #:	12280
Terms:	Net 15

Regarding:	
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Date:	Description:	Quantity:	Rate:	Amount:
8/1/2015	08/01/2015 -- Fertilizing	1	0.00	0.00
8/5/2015	08/05/2015 -- Weeding	1	0.00	0.00
8/5/2015	08/05/2015 -- Lawn Mowing & Trimming	1	0.00	0.00
8/12/2015	08/12/2015 -- Weeding	1	0.00	0.00
8/12/2015	08/12/2015 -- Lawn Mowing & Trimming	1	0.00	0.00
8/19/2015	08/19/2015 -- Weeding	1	0.00	0.00
8/19/2015	08/19/2015 -- Lawn Mowing & Trimming	1	0.00	0.00
8/26/2015	08/26/2015 -- Weeding	1	0.00	0.00
8/26/2015	08/26/2015 -- Lawn Mowing & Trimming	1	0.00	0.00
8/31/2015	08/31/2015 -- Lawn Service - Monthly Installment	1	248.00	248.00
<p>INVOICE # <u>12280</u></p> <p>INVOICE DATE <u>8-31-15</u></p> <p>PO # <u>7228</u></p> <p>INVOICE AMOUNT <u>248.00</u></p> <p>CLOSE PO? YES / NO</p>				

Total	\$248.00
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Thank you for your business.

S&T Lawn Service Inc.

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

Invoice

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

Date:	9/30/2015
Invoice #:	12315
Terms:	Net 15

Regarding:	Fire Station #2
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Date:	Description:	Quantity:	Rate:	Amount:
9/2/2015	09/02/2015 -- Weeding	1	0.00	0.00
9/2/2015	09/02/2015 -- Lawn Mowing & Trimming	1	0.00	0.00
9/9/2015	09/09/2015 -- Weeding	1	0.00	0.00
9/9/2015	09/09/2015 -- Lawn Mowing & Trimming	1	0.00	0.00
9/16/2015	09/16/2015 -- Weeding	1	0.00	0.00
9/16/2015	09/16/2015 -- Lawn Mowing & Trimming	1	0.00	0.00
9/23/2015	09/23/2015 -- Weeding	1	0.00	0.00
9/23/2015	09/23/2015 -- Lawn Mowing & Trimming	1	0.00	0.00
9/30/2015	09/30/2015 -- Lawn Service - Monthly Installment	1	248.00	248.00
9/30/2015	09/30/2015 -- Lawn Mowing & Trimming	1	0.00	0.00

INVOICE #	<u>12315</u>
INVOICE DATE	<u>9/30/15</u>
PO #	<u>7228</u>
INVOICE AMOUNT	<u>248-</u>
CLOSE PO?	YES / NO

Total	\$248.00
--------------	----------

Thank you for your business.



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

*On the
 poster*

INVOICE 000256
 Invoice Date 9/23/2015
 Sales Order 0000459
 Quotation # 0001560
 Customer PO -
 Customer ID OT04
 Salesperson Steven J. VanderSloot

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

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

ATTENTION

CONTACT

Item	Qty	UM	Description of Work	Price	Extension
001	4.00	HR	SIGNART LABOR BANNER SWAP - Using one (1) man and 30' bucket truck, travel to township offices and swap out existing "Welcome Oshtemo" green banners for blue community banners located on various utility poles in the village district. Return old banners to SignArt for storage.	\$95.00	\$380.00

INVOICE # 254
 INVOICE DATE 9-23-15
 PO # 6308
 INVOICE AMOUNT 380 -
 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.

Balance Due: \$380.00

Quarterly Billing
DDA Staff/Attorney Time

Vendor Code	osh	
Acct#	900-728-70300	
Amount	\$500.00	Due Date 10/2
Invoice #	3rd qtr	Inv Date 10/2
Comment	Support Staff	

Vendor Code	osh	
Acct#	900-728-82600	
Amount	\$142.50	Due Date 10/2
Invoice #	3rd qtr	Inv Date 10/2
Comment	Attorney Fees	

Ring in the check as follows:

Support Staff 101-001-615 Planning Fees
Attorney Fees 101-250-830 Departmental Billings