



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**

March 17, 2016
12:00 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes:
 - a. November 19, 2015 Regular Meeting
 - b. December 17, 2015 Special Meeting
 - c. January 21, 2016 Regular Meeting
4. Treasurer's Report:
 - a. January-February, 2016 (unaudited)
 - b. Nominations for Treasurer
5. Landscape Maintenance Proposals
6. Sign Art Banner Installation and Storage
7. Façade Grant Program
 - a. Hite House Application
 - b. Use of grant for architectural fees
8. 9th Street Commercial Access Drive Update
 - a. Bid opening
9. Streetscape Update
 - a. Meeting with MDOT Grant Coordinator – Matt Wiitala
 - b. Discussion with MEDC Grant Coordinator – Emily Petz
10. Any Other Business
11. Announcements and Adjournment

Next Meeting **Thursday, May 19, 2016**

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

MINUTES OF REGULAR MEETING HELD NOVEMBER 19, 2015

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting on Thursday, November 19, 2015. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members present: Fred Gould, Jay Brown, Grant Taylor, Bruce Betzler, Stephen Dallas, Libby Heiny-Cogswell, Mike Lutke, Chip Everett, Maria Dacoba and Jack Siegel.

Members absent: Terry Schley, Rich MacDonald, and Glenn Steeg.

Also present: Julie Johnston, Oshtemo Township Planning Director; Ken Paragon, OCBA; Kylee Maycroft and Mike Sokolov, Consumers Energy; and Henry Visser, Façade Grant Applicant.

Approve Agenda

Ms. Heiny-Cogswell moved to approve the agenda as presented. Mr. Betzler supported the motion. The motion passed unanimously.

Minutes

Mr. Gould moved to approve the September 17, 2015 minutes as presented. Mr. Betzler supported the motion. The motion passed unanimously.

Treasurer's Report

Ms. Johnston presented the Treasurer's Report, which was developed by Oshtemo Township staff member Karen High on behalf of Treasurer Gould for September and October. Mr. Gould indicated that he reviewed the spreadsheet with Ms. High prior to the meeting for completeness and was satisfied with the Treasurer's Report.

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. 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 paid during this time period was to 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 was also paid.

Mr. Everett moved to approve the Treasurer's Report as presented. Mr. Lutke supported the motion. The motion passed unanimously.

9th Street Commercial Access Drive Update

Ms. Heiny-Cogswell indicated that the Township has one signed access easement with the Kalamazoo Pool property and is close to having a second agreement signed. She is requesting approval from the DDA to go out to bid on the construction documents. Mr. Ken Paragon, OCBA, reported that the construction drawings were about 90 percent complete.

Vice Chair Taylor indicated that the bids should be released as soon as possible to lock in a contractor before the development season begins.

Mr. Brown stated that the DDA has not yet seen the final plans and this should be done before approval is given to go out to bid.

Ms. Heiny-Cogswell indicated that the plans could be brought to the January DDA meeting where the DDA could authorize going out to bid on the complete set of construction drawings.

Vice Chair Taylor closed the discussion with ensuring the Board that the construction drawings would be placed on the January agenda to allow for final review before the documents went out to bid.

Streetscape and Beautification Efforts

Ms. Johnston indicated the Ken Paragon from OCBA would be providing an update on the streetscape project. She also indicated that Kylee Maycroft and Mike Sokolov from Consumers Energy were present to discuss the placement of electrical power poles near the corner of 9th Street and Stadium Drive.

Mr. Paragon indicated that the realignment of Stadium Drive will require electrical poles to be relocated. The first option (Plan A) is to place a pole 30 feet north of its existing location at the northwest corner of 9th and Stadium. This option would require an aerial easement because the electrical line will cross the property owned by the DDA. The second option (Plan B) is to place two poles at the 9th Street and Stadium intersection on each street. This option does not require an easement, but would include the addition of a pole at the site.

Mr. Taylor asked about the cost to bury the electrical lines at the intersection. Mr. Paragon investigated this cost with Consumers who indicated it would be approximately \$400,000 just to bury the electrical lines. This cost did not include the other utilities that utilize these poles. Mr. Paragon also indicated that he discussed possible grant or loan programs Consumers might have in place to assist with placing the lines underground and had no success. Finally, Mr. Paragon indicated that Consumers will need the easement from the DDA by February 15th or they will go with Plan B and the two poles.

Mr. Gould asked if we have to accept Plan A or Plan B, suggesting there might be other options to explore. Different options were discussed by the DDA members. A suggestion was made regarding placing the poles on the south side of the street with the crossing east of 9th Street. Another suggestion was made regarding placing the poles along the western boundary of

the existing car wash property and then move the line east along the northern property line of the DDA property back to 9th Street.

Ms. Kylee Maycroft indicated that due to the time constraints of the Stadium and 9th Street Road Commission project, the two options presented by Consumers were the preferred plans at this time. Mr. Mike Sokolov stated that any design outside of Plan A or B would be at the expense of the DDA.

Ms. Heiny-Cogswell indicated that the DDA has been working for a year on the streetscape plans and the Stadium Drive realignment has also been in the works for this same time period. She indicated her disappointment with Consumers that they did not meet with the DDA on this issue earlier and that their request to decide between Plans A or B at the current meeting is frustrating.

Ms. Maycroft stated that she would be willing to meet with the design engineers at Consumers to see if any of the other options discussed today would work in their system. However, Mr. Sokolov cautioned that likely Plan A or B would need to be approved in the interim and that any alterations to the design would likely happen after the Stadium Drive realignment occurred and at the DDA's expense.

Ms. Heiny-Cogswell requested that Consumers work with the DDA's consultant to bring back options on how to manage the utility poles in the future.

Mr. Paragon then gave a brief overview of the concept illustrations for the streetscape project.

Vice Chair Taylor requested a motion to approve the concept plans for the streetscape project. He suggested that the motion might include the subcommittee meeting to discuss possible phasing of the project.

Mr. Gould spoke that he did not believe that the full DDA has had an opportunity to really review and discuss the concept plans. He felt only the subcommittee has had this opportunity and that the DDA should take the time for this review, possibly through a special meeting in December.

Ms. Heiny-Cogswell moved that a Special Meeting be called the 3rd Thursday of December and that the only agenda item would be the discussion of the streetscape concept plans. Mr. Gould supported the motion. The motion passed unanimously.

CITGO Station – Update

Ms. Johnston indicated that she reviewed the plans for Stadium Drive with the Road Commission of Kalamazoo County and the Marc Elliot, Township Engineer. At this time, the Road Commission does not need any additional property from the DDA for the realignment of Stadium Drive.

Vice Chair Taylor requested the Due Diligence Plan for the Citgo site be deferred until the next meeting so the discussion could be had when Mr. Schley was available.

Grant and Loan Program Development

Vice Chair Taylor indicated that the DDA received an application for the grant program from Mr. Henry Visser and requested Ms. Johnston review the application. Ms. Johnston indicated that the request was on a residential property for the replacement of a garage door. She indicated that she explained to Mr. Visser that the Façade Grant Program was for commercial businesses but he wished to move forward with the application so he could speak with the DDA. As this was the first application under this program, Ms. Johnston indicated she was unsure how the DDA would want to proceed, so she included the application on the agenda. However, she didn't believe the request met the intent of the program.

Mr. Visser indicated that he felt any improvements completed in the DDA district should be supported by DDA. He indicated that he used to operate his businesses out of this home, but that he is now retired. He hoped the DDA would support his application.

The DDA members discussed the intent of the program and its focus on façade improvements for commercial businesses. Vice Chair Taylor stated that because his property was for a residential use, it did not fit the criteria for the program and could not be approved.

Vice Chair Taylor moved to deny the Façade Grant Program application from Mr. Henry Visser. Mr. Lutke supported the motion. The motion passed unanimously.

Budget Approval - 2016

Ms. Johnston indicated that the Township Board approved the DDA's budget for 2016 at their November 10, 2015 meeting. She was directed to request the DDA to approve the budget they submitted to the Township Board.

Mr. Gould moved to approve the 2016 DDA budget. Dr. Dallas supported the motion. The motion carried unanimously.

Leadership Positions

Vice Chair Taylor requested that any DDA member interested in serving as Chair, Vice Chair, Secretary or Treasurer for 2016 should contact Chair Schley by email.

Ms. Heiny-Cogswell indicated that as Township Supervisor it is her role to ensure open seats on boards are filled. She stated that there will be three open seats on the DDA at the beginning of 2016 and she is working to get them filled.

Vice Chair Taylor indicated his desire to serve as Chair in 2016. Mr. Brown stated his concern about having a Township Board member as the Chair of the DDA and the possibility of a conflict of interest. He requested this be reviewed by the Township Attorney.

Ms. Heiny-Cogswell indicated that she spoke with the Township Attorney when Vice Chair Taylor was first appointed to the Board. She suggested Vice Chair Taylor speak with the Attorney about the possible change in his role with the DDA.

Any Other Business

Ms. Johnston indicated that the meeting dates for 2016 needed to be approved by the DDA. The dates are as follows:

- January 21st
- March 17th
- May 19th
- July 21st
- September 15th
- November 17th

Mr. Lutke motioned to approve the 2016 meeting dates. Mr. Gould supported the motion. The motion passed unanimously.

Announcements and Adjournment

There being no further business, the Vice Chair asked for a motion to adjourn.

Mr. Betzler moved to adjourn the meeting. Mr. Gould supported the motion. The motion passed unanimously. The meeting was adjourned at 2:04 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: February 19, 2016
Minutes Approved:

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

MINUTES OF THE SPECIAL MEETING HELD DECEMBER 17, 2015

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

Members present: Terry Schley, Fred Gould, Jay Brown, Grant Taylor, Rich MacDonald, Bruce Betzler, Libby Heiny-Cogswell and Jack Siegel.

Members absent: Stephen Dallas, Chip Everett, Mike Lutke, Maria Dacoba and Glenn Steeg.

Also present: Julie Johnston, Oshtemo Township Planning Director; Ken Peregon, OCBA; Kylee Maycroft, Mike Sokolov and Dennis Berkebile, Consumers Energy.

Approve Agenda

Chair Schley asked the Board if any items needed to be added to the agenda and seeing none, requested a motion.

Mr. Taylor motioned approval of the agenda as presented. Mr. Gould supported the motion. The motion passed unanimously.

Streetscape and Beautification Efforts

Chair Schley began this agenda item introducing Mr. Dennis Berkebile with Consumers Energy, wishing to deal with the more technical item related to the streetscape project, allowing the Board to then move to the bigger picture concept plans. Chair Schley also introduced Mr. Ken Peregon with OCBA and asked for an overview of the choices the Board will need to make with regards to the Consumers Energy pole placement.

Mr. Berkebile indicated that Consumers Energy was present at the meeting to review their needs at the corner of 9th Street and Stadium Avenue. Prior to this discussion, Mr. Berkebile commented that he thought the Board was on the right track with their streetscape plans but asked the Board to consider the “right tree in the right place.” He requested the Board consider planting slow growing trees near Consumer poles to avoid Consumers cutting them down later.

Chair Schley reinforced that the need to move the Consumers Energy pole was due to the Road Commission of Kalamazoo County’s project to realign Stadium Drive. Mr. Berkebile indicated that was correct and that they wanted to place the pole where it would be least obtrusive to all involved. He then introduced Ms. Mylie Maycroft and Mr. Mike Sokolov, asking Ms. Maycroft to describe the pole placement options.

Ms. Maycroft indicated Consumers Energy has two viable options that will work with the timeline of the Stadium Drive project. Plan A is to place a pole 30 feet north of its existing location at the northwest corner of 9th and Stadium, which would place aerial lines over the corner property. She indicated that an easement agreement was sent to the Township for the DDA. If the DDA does not want the easement, Consumers has Plan B, which is to place two poles at the 9th Street and Stadium intersection, one on each street. Making a determination on which Plan to use needs to be done so the easement agreement can be signed by the February 15th deadline.

Mr. Taylor asked about a Plan C, which was discussed at the November meeting. Mr. Sokolov indicated that options A or B are at no cost to the Township or DDA. Any other option will have costs that must be paid by the DDA. Ms. Maycroft stated that the two options requested by the DDA to be reviewed were discussed with line engineers at Consumers. One option was to cut behind the property to the west, which was not the best configuration. It requires a number of guy poles, which would be laminate poles, which are bigger and taller. It also increases the cost significantly to around \$400,000. This is not the best option.

The second option was to move the facilities to the other side of 9th Street and Stadium Drive, which is a more doable option. This would require a number of easements because the right-of-way is too narrow and a number of guy wires are needed. This option would cost about \$250,000 to the DDA, which is the least expensive of the alternatives.

The final alternative is to bury the lines. This option would cost around \$400,000 just for the Consumers Energy lines. Mr. Peregon indicated that additional costs would be associated with burying the lines for the other utilities that are on the poles. He has reached out to these utilities to discuss costs and has gotten no response. Mr. Sokolov indicated that going underground would also require meters to be changed for existing customers, which would increase costs.

Mr. Taylor asked if it would be cheaper to go underground now because the Road Commission will already be tearing up the road. Mr. Sokolov indicated that because of the timeline of the Stadium project, Consumers doesn't have time to engineer the underground option. However, he also stated that costs will be relatively the same whether the project is done now or next year.

Ms. May indicated that because of time constraints, Plan A or Plan B are the options available to the DDA right now. If the DDA is interested in pursuing one of the other alternatives, Consumers Energy is willing to work with them, but after the realignment of Stadium Drive. She indicated they just don't have the time to engineer one of the other options before this project begins.

Mr. Berkebile indicated Consumers preference would be one pole with the aerial easement. They will place the pole outside of the intersection as practicably possible. Ms. Johnston indicated that she could place the discussion of the aerial easement on the January agenda so if the DDA wanted to approve the easement, it could be signed before the February 15th deadline. Chair Schley stated that the easement would need to be signed by the property

owner, which is the DDA not the Township. Mr. Berkebile indicated that they need to move the pole before the road work begins, which means they need an indication from the DDA on which option they would like to see constructed.

Chair Schley asked if there were any further questions from the Board. Mr. Peregon asked if the DDA is interested in the underground option, should we at least work with the Road Commission to get the conduit placed while the road is under construction. Mr. Sokolov indicated that conduit could be placed later by boring under the road.

Mr. MacDonald asked if we went with option A or B, but with the highest possible pole, would it be no cost to the DDA. Mr. Berkebile indicated that there would be costs because Consumers would have to go back a pole or two to step down the height. Ms. Maycroft indicated that they will already be using a slightly taller pole because of the height of the new signalization. The new poles will be 55 feet, five feet taller than the existing poles. Mr. Peregon indicated that the low hanging wires, which are more in our field of view, are actually the other utilities and not the electrical lines.

Chair Schley thanked the staff from Consumers Energy for coming and discussing the different options with the DDA.

Chair Schley outlined the rest of the discussion items to help move outcomes forward. Three things need to be completed, as follows:

1. An update to the Township Board on the plans.
2. Commitment from the DDA on the next steps.
3. Assignment to pursue funding before moving on to additional design work.

Chair Schley then asked Mr. Peregon to provide the details of the concept plan and go over the plan sheets and any other details of the concept designs.

Mr. Peregon requested that the DDA ask any questions they might have as he discusses the plans. He began with the overall plan, which is from N Avenue to Meridian and from 8th Street to the Consumer right-of-way to the east, and includes Parkview, Atlantic and Chime. OCBA focused a lot of attention on the Village Core, but also where there might be areas where landscaped boulevards could be developed. The plan includes sidewalks and different kinds of landscape planters, which have are intended to serve as a barrier to the roadway in the Village core.

The most recent concepts on the planters were sent to the Road Commission but OCBA has not yet heard back from them. The initial ideas were not acceptable to the Road Commission so OCBA generated some additional options and Mr. Peregon is waiting on their response. As the design moves further out from the Village core, raised planters would be changed out to landscape strips next to the sidewalks.

Decorative pavement is planned within the Village Core. The final decision on what type of pavement, i.e. concrete, brick pavers, stone etc. hasn't been decided yet because it will depend on available budgets.

At the Village core, the design is intended to move towards the "greening of Oshtemo" so more developed landscaping is planned. On the DDA property, the Rotary has offered to provide a clock. Chair Schley indicated that they would provide the face of the clock, which would have some branding for them and the tower would be the responsibility of the DDA.

Mr. Peregon indicated that Mr. Berkebile's comments about the right kind of tree along the street is important to note. The concept plans only indicated the desire for trees, but not the kind that will be planted. That would happen during the engineering phase of the project. Mr. Peregon indicated that during the community meeting at least one business owner stated he did not want the trees to block the signage for the business. This will also need to be considered at a later date.

The Village core plan offers an idea for how the old car wash property, owned by the Methodist Church, could be used for parking and greenscape. The plan is for the curb cut on Stadium to be removed. The idea is that the property would be used collaboratively between the Methodist Church and DDA.

The sidewalks and street tree treatments also happen along Parkview, Atlantic and Chime. The plan also looks at the realignment of Atlantic at Parkview and 9th Street. Conversations were had with the Road Commission to see if the realignment on 9th could occur when they complete improvements to 9th Street. Unfortunately, the timing is off to be able to do this now.

Mr. Peregon indicated that one of the big budget items for the project is lighting. Lighting is planned in the Village core at a pedestrian scale - 14-foot high and more closely spaced - and as you move to the Village fringe, lighting would still be decorative but would be taller and placed farther apart. Chair Schley indicated that the intent is for the lighting to be a certain style to be used as a branding item to announce that you are now in the Village area.

Chair Schley stated that there are a whole lot of logistic issues to be determined depending on what the Board wishes to pursue. There will likely be construction issues, decisions about street amenities and additional lights, maintenance issues, much like the discussions the Board had on the commercial access drive. Chair Schley indicated that the discussion today was to focus on the concepts and that those details will all come later when the DDA has a better understand of funding and are ready to move forward.

Chair Schley asked if there were any questions on the concepts. Mr. Brown was concerned that adding more lighting would cost the tax payers more money. Chair Schley indicated that hasn't been determined and that at some point the initial costs of the project will have to be paid by someone, whether it's a grant, DDA, additional partners, etc. He stated that the DDA has an understanding of what those first costs will be based on because of the budget provided OCBA. But, that there are many questions about how maintenance and other costs are

handled. He continued that the DDA just doesn't know what those answers are today, but that it is important to focus on a vision that the DDA wants to pursue and then work on how mechanically that vision gets realized.

Chair Schley stated that the process today requires hope and that it is a challenge because they don't yet have all the answers, the leg work will need to be done after the vision is has been approved. Chair Schley continued that having the Board involved in process is important so that consensus can be reached and that we are chasing something the Board is interested in.

Mr. MacDonald asked about the last public session. Mr. Peregon indicated that the session went very well. The plans were made available at the meeting and around 20 to 25 people attended. Chair Schley stated that members of the Methodist Church attended, who are a key players in the development of the plan. They were amenable to the vision and the closing of the curb cut.

Mr. MacDonald then asked how the streetscape idea got started, and was it for economic development. Chair Schley said it started as a definitive goal when the DDA and TIF were established. Part of the founding documents of the DDA. Chair Schley indicated that when the DDA formed, many items were prioritized and the streetscape was part of those established priorities. Mr. MacDonald asked if the establishment of the DDA was for economic development. Chair Schley stated that the DDA is for economic development, removal of blight, and to enhance the economic and aesthetic vitality of the area.

Mr. MacDonald asked what the desired outcome is for the streetscape, is it to improve aesthetics, generate new construction because of improved aesthetics, putting people on the street, etc. Chair Schley stated that it's all of those things combined. The project is intended to be a collaborative solution with the Township to provide pedestrian access that is needed and the use of TIF dollars to improve economic development and enhance and beautify the area where TIF dollars are required to be spent. It is also about branding the area.

Mr. MacDonald indicated that he is comfortable approving the concept plans as a "master plan" for the streetscape, knowing that more detail will come later. He stated that we would like to see the Board review priorities to determine the best possible approach for spending the funding that is available to the Board.

Chair Schley stated that maybe right now approving the concept plans is all that can be done. He was hoping that the Board could narrow the focus to some specific goals, but maybe that is premature.

Chair Schley asked if the Board was on board with the concept plan or "master plan" for the streetscape. Mr. Taylor stated that he sees the concept plan as the "cadillac plan" and that the Board needs to determine phases of development because of costs associated with the development of the whole plan. He stated that he believes the Village core should be the top priority and then work out as revenue sources become available. Mr. Taylor also indicated that the streetscape should be looked at as a capital improvement that will occur over a number of years.

Mr. Brown stated that the plan is an “idea” or concept and not something set in stone. He continued that if it is exactly what is going to be developed, he couldn’t support it. But, he felt it was okay as overview that can be tweaked as we move forward. Mr. Brown felt that it was okay as a “big picture” plan, but some of the ideas need further study. He voiced some concerns about traffic movement on 9th Street.

Chair Schley asked if there was anyone opposed to the plans presented by OCBA. Mr. MacDonald indicated that as long as there is flexibility both from the DDA and the public, he’s on board with the plan. Mr. Peregón indicated that he believes the plans are flexible and that there are a thousand things still to be worked out as the DDA moves towards actual construction. Chair Schley stated he felt the plans were a concept vision.

Chair Schley then asked the Board to discuss phasing of the project. He indicated that the Board will need to decide whether they want to try and pull the whole project off or to take it in phases. Ms. Heiny-Cogswell stated that if the Board is in agreement on the concept plan, she believes the implementation needs to look to partners, like the Road Commission, the Township and the Capital Improvement Plan dollars set aside for sidewalks on Stadium, the DDA funds and any private development that might occur. Finally, Ms. Heiny-Cogswell indicated that there are Transportation Alternative funds to help with these kinds of projects, both State and local dollars. When looking at what phases the DDA should establish, funding is a key component and the DDA might want to phase based on grant dollars.

Mr. Taylor felt the DDA needs to look at the Township Capital Improvement Plan when making decisions about phasing so the DDA can coordinate with that available funding. He also believes the DDA needs to add the cost to bury lines into the project, whether it happens this year or many years down the road.

Chair Schley stated he felt the Board needed to set the bar high. He felt that Chime and Atlantic could be dropped, but that the DDA needs to consider completing the project north to south and east to west.

Mr. Brown indicated that he thought one of the goals of the group was to get the corner of 9th and Stadium done and that is where he feels the DDA should focus funding.

Ms. Heiny-Cogswell suggested that we sit down with MDOT to discuss the streetscape project to see if it is eligible for Transportation Alternative dollars or other grant dollars.

Mr. Taylor indicated he thought the project should also be presented to the Township Board so that when the Board is deciding on budgets and capital improvement discussions, this project is included.

Chair Schley indicated that the corner project work will cost around \$1.3 million. To continue the work down Stadium Drive and north on 9th Street, the project increases to around \$4 million. If the DDA does everything but Atlantic and Chime, the budget is up to \$6.1. These budget dollars do not include burying the electrical lines. Chair Schley stated that he would rather see the funds that might go to burying the lines be spent on the more comprehensive

solution of the entire streetscape. The improvements planned on the corner may not warrant the cost to bury the lines.

Mr. MacDonald stated he felt the Board needed some guidance and feedback on what we can afford. Determining phases and amount of work to be completed can't be determined until budgets can be determined, including possible grant funding.

Ms. Heiny-Cogswell stated that she agrees and that the Board should postpone discussion on phasing until funding from other sources can be determined. She also stated the DDA's role should be lighting the fire for this concept and going to our partners to encourage them to support the project.

Mr. MacDonald stated that the DDA needs to be careful not to spend all of our resources on one project. He indicated that there currently is a gap in the market between rents and costs to construct and that the DDA might want to cover this gap to help spur investment in the area.

Chair Schley asked the Board to support the concept plan. He stated that he appreciates the practical issues of constructing the project, but where there has been a lack or want to pursue the highest fulfillment, often the best outcomes aren't reached. He believes the Board should set the bar high and work from there.

Mr. Taylor motioned to accept the concept plans as presented by OCBA. Mr. Siegel seconded the motion. The motion passed unanimously.

Mr. Taylor asked if the motion meant that we could now start showing the plans to possible partners. Chair Schley stated that could be determined with the new leadership in 2016. However, he indicated that taking the plans to the public needs to be done in such a way that a practical view of the time to complete the project is considered.

Ms. Heiny-Cogswell liked the idea of a presentation on the concept plans to the joint board meeting in February.

Other Business

Chair Schley stated that he completed the inspection of the Citgo site as part of the Due Care Plan. The caps that were put in place after the demolition are all intact and do not need repairs. However, the perimeter areas where there is existing concrete have some gaps. It is possible these gaps may have been there when the previous property sold the property, but as the current owner it is the Board's responsibility to ensure that paved surfaces are maintained and sealed. Chair Schley will provide a report that will likely indicate repairs are needed. The DDA has the responsibility to complete a yearly inspection that must be recorded and put into a report.

Announcements and Adjournment

Chair Schley announced that he had two Board members indicate their interest in a leadership position. He requested that if anyone else is interested, to contact him soon so that a Board slate can be ready for the first meeting in 2016.

There being no further business, the Chair asked for a motion to adjourn.

Mr. Taylor moved to adjourn the meeting. Mr. Siegel supported the motion. The motion passed unanimously. The meeting was adjourned at 1:52 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: March 2, 2016

Minutes Approved:

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

MINUTES OF REGULAR MEETING HELD JANUARY 21, 2016

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting on Thursday, January 21, 2016. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members present: Terry Schley, Maria Dacoba, Rich MacDonald, Jay Brown, Grant Taylor, Stephen Dallas and Jack Siegel.

Members absent: Bruce Betzler, Libby Heiny-Cogswell, Mike Lutke, and Glenn Steeg.

Also present: Dick Skalski, Julie Johnston, Oshtemo Township Planning Director, Karen High, Parks Director, Ken Paragon, OCBA, and Martha Coash, Meeting Transcriptionist,

Election of Officers

Terry Schley proposed the following slate of officers for 2016 and indicated the nominees were willing to serve.

Proposed slate:	Grant Taylor, Chair
	Maria Dacoba, Vice-Chair
	Open - Treasurer
	Stephen Dallas, Secretary

In response to a question from Mr. Brown, Mr. Schley said he had talked with the both the Township's Attorney and Supervisor; neither had any conflict of interest concerns regarding Mr. Taylor serving on both the Township Board and the DDA.

Mr. Taylor felt having someone on the DDA who is current on Township issues will be beneficial.

Mr. Schley noted the open Treasurer position can be filled later and recommended action be taken to approve the slate as presented.

Mr. MacDonald moved to approve the proposed slate of officers for 2016 as proposed. Mr. Siegel supported the motion. The motion passed unanimously.

Mr. Taylor assumed the position of Chair and asked for a motion to approve the agenda.

Mr. Taylor expressed his appreciation to Mr. Schley for his service as DDA Chair.

Approve Agenda

Mr. Schley moved to approve the agenda as presented. Mr. MacDonald supported the motion. The motion passed unanimously.

Minutes

Ms. Johnston apologized the minutes from the November meeting have not yet been prepared and introduced Martha Coash, who will be taking and producing minutes beginning with this meeting. She noted Ms. Coash produces minutes for the Township Planning Commission and Zoning Board Authority and indicated both November and January minutes would be available for approval at the March meeting.

Treasurer's Report

Ms. Johnston presented the Treasurer's Report for November and December to the Board. She noted revenues increased slightly from interest earned. On the expense side, one invoice was paid to OCBA for Streetscape Design and Contract Documents in the amount of \$1,598.96 for a total of \$31,392.50. In addition, two invoices were paid to Siegfried Crandall for accounting services totaling \$150.00 and one invoice was paid to S & T Landscape for maintenance in November totaling \$248.00. Quarterly billing from the Township for staff time and attorney fees was also applied to the budget for the report.

She indicated work is in progress to close out December, 2015 in order to complete the year-end report. Interest earned will increase the balance a bit when December is closed. In answer to her question, Mr. Schley confirmed that \$70,000 listed for the commercial rear access drive under obligated funds is an actual set aside approved by the DDA in September of 2014. This figure will appear under obligated projects in future reports.

Mr. Taylor noted other obligated projects are the Grant Loan Program (\$10,000) and Citgo site development. (\$10,000) He asked for a motion to approve the Treasurer's Report.

Dr. Dallas moved to approve the Treasurer's Report subject to the amendment to reflect the \$70,000 obligation. Ms. Dacoba supported the motion. The motion passed unanimously.

Invoice Approval

Ms. Johnston asked how Members would like invoice approval handled until there is a Treasurer, hopefully in March.

Mr. Brown noted the bylaws state that all invoices shall be signed by the Treasurer.

Mr. Schley said the Board has the power to delegate the authority to function as de facto Treasurer.

After some discussion it was agreed Ms. Johnston will pay invoices already under contract and include them in the Treasurer's Report. New invoices will be approved by the Board. Chairperson Taylor asked for a motion to authorize Ms. Johnston as de facto Treasurer.

Dr. Dallas moved to delegate the authority to function as de facto Treasurer to Ms. Johnston until a Treasurer is elected. Mr. MacDonald supported the motion. The motion was approved unanimously.

Mr. Schley moved to approve an invoice from SignArt for \$380 for swapping out existing banners. Mr. MacDonald supported the motion. The motion was approved unanimously.

9th Street Rear Access Drive Update

Mr. Ken Paragon, OCBA, reported the construction documents for the rear access drive to connect 9th Street to Atlantic Avenue are ready to put out to bid. He indicated very little had changed since they last saw the documents, but reviewed them for the Board. Mr. Siegel said the document that will allow contractors to work on his property will be completed next week; that will allow the process to go forward.

Mr. Paragon said since they last talked it was determined Atlantic Avenue will need reconstruction which will allow that work to be done by the Road Commission in concert with the rear access drive to achieve economy of scale. New sanitary and water will be installed from 9th Street to Parkview, and Atlantic will be reconstructed to be a little wider. There will be no change in configuration on either end of Atlantic Avenue.

He noted the project would go out for bid January 29, with a bid opening set for March 3. The winning bid will come to the DDA for approval on March 17. After approval the project will begin as soon as possible with an expected completion date of mid-August.

Mr. Brown asked whether the medium – light duty designation for the access drive will be adequate.

Mr. Paragon indicated the volume of traffic does not warrant the extra expense of heavy duty, that the recommendation of geo-technical engineers was followed for this specification and that key to maintaining good surface will be the installation of one foot of sand substrate.

Mr. Skalski agreed this should be more than adequate for expected traffic.

Mr. Schley said he had been concerned about combining the two projects but was reassured they will be bid separately. Both projects should receive a better bid by working together. He hoped the \$70,000 committed will be enough, but there may need to be additional dialog regarding that commitment.

In answer to a question from Mr. MacDonald, Mr. Schley confirmed agreements are in place for cross access between the various affected parcels. Those who join would take on a proportional share of maintenance costs. Mr. Schley also said sewer leads would be installed to the site owned by the Township so they would be in place in the future if needed.

Mr. MacDonald asked about possible additional future spurs and whether they would be compatible with the roundabout.

Mr. Paragon indicated two spurs would be compatible with the roundabout and showed the group where they could be located.

Mr. Schley noted the increased access will give business the opportunity for additional signage and to think about closing some driveways to enhance business and will also help with current safety issues.

Chairperson Taylor looked forward to moving on the project, hoped for a good bid at a good price and thanked Mr. Paragon for his update.

Streetscape and Beautification Efforts

Chairperson Taylor said the ongoing subcommittee for streetscape and beautification efforts needed to be established for 2016. It was determined Mr. Taylor, Mr. MacDonald, and Ms. Heiny-Cogswell would continue, Ms. Dacoba will join, and the Chair will also ask Mr. Lutke to serve.

Ms. Johnston reported she reached out to MDOT for advice regarding applying for a grant for streetscape. She suggested a meeting of the subcommittee with the MDOT representative to help us understand how to strategically develop a grant application that would more likely be successful. The group agreed; she will contact MDOT to set up a meeting date prior to the March DDA meeting.

Ms. Johnston also reported the church agreed to close the curb cut to the car wash. The County wants documentation back from the church by the end of February to show as part of the realignment of Stadium Drive.

Chairperson Taylor said the Pastor believed the church would be willing to give up 10 feet of green space if the car wash is demolished for them as they do not have the funds to demolish it themselves. The Chair noted constituents complain constantly about the car wash.

Ms. Johnston will ask that a church representative attend the meeting with MDOT.

Mr. Schley said the site was acquired by the church without due diligence regarding environmental concerns – there is need to be careful about those issues.

CITGO Station – Consumers Energy Aerial Easement Agreement

Chairperson Taylor referred to a memo from Ms. Johnston regarding an aerial easement over 6520 Stadium Drive, property owned by Oshtemo DDA. Township Attorney Jim Porter reviewed the easement document, indicated it is a standard easement agreement and had no issues or concerns with the execution of the agreement. Consumers Energy requested the easement be executed before the end of January. There will be no cost to the Township.

He noted two options were offered. The group agreed Option A was preferable since it will keep a large power pole away from the corner. He said that in years to come it might be possible to put the facilities underground.

Ms. Johnston concurred that Option A, which would keep the pole away from the corner is more desirable than Option B.

Chairperson Taylor asked for a motion to approve the easement, Option A.

Mr. MacDonald moved to approve the Consumers Energy Aerial Easement Option A as proposed. Dr. Dallas supported the motion. The motion passed unanimously.

Grant and Loan Program Development

Chairperson Taylor indicated the ongoing subcommittee for Grant and Loan Program Development needed to be established for 2016. It was determined current members Ms. Dacoba and Mr. Taylor will continue on the subcommittee and that they will be joined by Mr. Schley.

Ms. Johnston told the group she expects to get an application on the old post office building soon.

Flesher Field Concert Series – Sponsorship Request

Ms. Karen High, Parks Director, told the Board Friends of the Park would like to utilize the new gazebo at Flesher Field as part of a Summer Concert Series designed as a free family-friendly event to promote the park and help to develop a sense of community. They plan to have three concerts featuring local bands, one each in June, July and August on Sunday afternoons, and have hired a local promoter to select and contract with performers. Total expenses are expected to be \$5000; they hope to offset costs through sponsorships at three levels: Presenting Sponsor (\$750), Community Sponsor (\$400) and Supporting Sponsor (\$200). Commitment to performers must be made by March. If overflow parking is needed, a reciprocal agreement with Chime School will allow cars to park there. She asked for comments and whether they would be willing to be the first sponsor.

Mr. Schley said this type of activity is absolutely what the DDA should be involved in as a supporter and the group felt \$5000 could be raised.

Chairperson Taylor said this series is right up the DDA's alley and suggested the DDA commit to being a Presenting Sponsor and asked for a motion.

Mr. Brown moved to sponsor the Friends of the Park Concert Series at the Sponsorship Level of \$750. Dr. Dallas supported the motion. The motion carried unanimously.

Ms. High thanked Members for their support and it was agreed the DDA would be the sponsor for the first concert in June.

Any Other Business

Mr. Schley asked that staff talk to SignArt about removing holiday banners.

Chairperson Taylor brought up the possibility of including local Township businesses on I-94 exit signs with the DDA partially underwriting the cost to draw business.

Ms. Dacoba said she thought there was a requirement that businesses be open 11-12 hours a day for consideration, but that Pure Michigan signs might be an option.

Ms. Johnston said she would look into the rules and regulations with both MDOT and Pure Michigan and bring information to the March meeting.

Announcements and Adjournment

Ms. Johnston reminded the board of the joint Board meeting on February 16 from 6:00 – 7:00 p.m. and hoped everyone would be able to attend. The streetscape project, rear access drive and BTR 2.0 will be on the agenda.

In response to a question from Mr. MacDonald as to whether the DDA has a unique, distinct brand, Chairperson Taylor said they do not.

Mr. Schley said that had been discussed in the past and explained in order to initiate the DDA a set of recommended projects had to be determined and that the last time the list was updated was January of 2009. He felt it would be helpful to revisit priorities and update regulations to be sure everyone is moving in the same direction and that they are grounded in the form based code.

Dr. Dallas said he understands the importance of continuity on the board that Mr. Schley represents and hoped the Board would be able to call on him in 2016.

Mr. Schley said he will still be on the board for twelve months and noted all records he has are in the possession of the Township. He will try to be helpful on DDA issues and said he is glad to see the Board enrich their interests with new members which will provide the opportunity to revisit priorities.

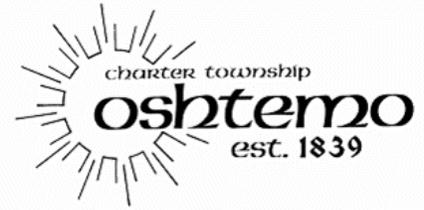
Chairperson Taylor said he would work on putting together a subcommittee for that purpose in March.

There being no further business, the Chair asked for a motion to adjourn.

Dr. Dallas moved to adjourn the meeting. Mr. Schley supported the motion. The motion passed unanimously. The meeting was adjourned at 1:40 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: January 24, 2016
Minutes Approved:



To: DDA Board
From: Julie Johnston
Date: March 17, 2016
Re: Treasurer's Report

Attached you will find the Treasurer's Report through February 29, 2016, unaudited.

No revenues have been posted for January and February, however these months have not yet been closed by the Township. We will likely see some interest earned. On the expense side, two invoices were paid to Sign Art for the installation and storage of the Village banners. One invoice was paid to OCBA for Streetscape Design and Contract Documents in the amount of \$217.29. A copy of the invoice is attached. In addition, two invoices were paid to Siegfried Crandall for accounting services totaling \$200.00. Quarterly billing from the Township for staff time has also been applied to the budget for this report.

The final close-out of the month of December has been completed. The final revenues and expenditure for 2015 were as follows:

Revenues	\$79,422.00
Expenditures	\$43,395.93
Net Balance	\$36,026.07

Attachment: Treasurer's Report January - February, 2016
Invoices

DOWNTOWN DEVELOPMENT AUTHORITY
Treasurer's Report January - February 2016
unaudited

REVENUES	2016 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	\$78,000.00	\$0.00	\$0.00	\$78,000.00	100.00%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Interest Earned	\$400.00	\$0.00	\$400.00	\$400.00	100.00%
TOTAL REVENUES	\$78,400.00	\$0.00	\$400.00	\$78,400.00	100.00%

EXPENDITURES	2016 Budget	Previous Activity	Activity this Period	Total Activity	Available Balance per Original Budget	Percent Used
Staff	\$2,000.00	\$0.00	\$500.00	\$500.00	\$1,500.00	25.00%
Supplies	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Postage	\$500.00	\$0.00	\$18.46	\$18.46	\$481.54	3.69%
Community Events	\$0.00	\$0.00	\$750.00	\$750.00	-\$750.00	-100.00%
Consultants	\$30,000.00	\$0.00	\$217.29	\$217.29	\$29,782.71	0.72%
Accounting & Auditing Fees	\$2,000.00	\$0.00	\$200.00	\$200.00	\$1,800.00	10.00%
Legal Fees	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
Legal Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Repairs & Maintenance	\$5,000.00	\$0.00	\$760.00	\$760.00	\$4,240.00	15.20%
<i>Banner rotation/storage/maintenance</i>	<i>\$2,000.00</i>	<i>\$0.00</i>	<i>\$760.00</i>	<i>\$760.00</i>	<i>\$1,240.00</i>	<i>38.00%</i>
<i>Lawn care and maintenance</i>	<i>\$3,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$3,000.00</i>	<i>0.00%</i>
Capital Outlay/Obligated Projects	\$34,900.00	\$0.00	\$0.00	\$0.00	\$34,900.00	0.00%
<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>
<i>Corner Site Improvements</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>
<i>Streetscape Elements at Intersection</i>	<i>\$14,900.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$14,900.00</i>	<i>0.00%</i>
TOTAL EXPENDITURES	\$78,400.00	\$0.00	\$2,445.75	\$2,445.75	\$75,954.25	3.12%

REVENUES 2016	\$78,400.00
EXPENDITURES 2016	\$2,445.75
NET BALANCE 2016	\$75,954.25

FUND BALANCE: \$564,276.59
Commercial Rear Access Drive \$70,000.00
TOTAL FUND BALANCE: \$494,276.59

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: 87367
Client ID: 6870

Date: 12/31/2015
Payable upon receipt

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

Ann's accounting assistance including tax & T&A reconciliation's & payroll assistance (9.50 hours @ \$125)	1,187.50
Steve's accounting assistance - Capital Plan Updates (2 hours @ \$185)	370.00
Joel's assistance - October/November cash reconciliation (5.50 hours @ \$135)	742.50
Less: discount	(240.00)

Breakdown by fund:

101 - \$1,060
107 - 100
206 - 300
207 - 100
211 - 100
249 - 100
490 - 100
491- 100
900 - 100

\$2,060
=====

Vendor # SC
Acct # _____
Net Amt 2060⁰⁰ Due Date 1/23/16
Invoice # 87367 Inv Date 12/31/15
Comment Accting support

New Charges:	\$2,060.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$2,060.00</u>

P.O # 7396



31 January 2016

Mr. Terry E. Schley, Chairperson
Downtown Development of Oshtemo Township
c/o 7275 West Main Street
Kalamazoo, MI 49009

Sent via e-mail ONLY to: Terry Schley at tschley@schley-acia.com
copied to: Julie Johnston at jjohnston@oshtemo.org

RE: Oshtemo DDA Streetscape

Invoice #41501 - 9

Billing Period: through 1/31/2016

Conceptual and Schematic Design Fee Not To Exceed (excluding expenses)	\$ 32,500.00
Total Billed to Date	\$ 32,500.00
Percentage Billed to Date	100%

Principal

Meetings, Project Management, Report Writing, Letters/Memos
12.50 hours @ \$100.00 \$ 1,250.00

Landscape Architect

Drafting, Estimating, Letters/Memos
14.00 hours @ \$70.00 \$ 980.00

Landscape Designer

Drafting, Rendering/Graphics
6.50 hours @ \$60.00 390.00

Adjustment-reduce fee to maximum (2,415.36) **\$ 204.64**

Reimbursable Expenses (estimated not to exceed \$500.00)

Mileage (12/17/15 - 22 mi. @ \$0.575) **\$ 12.65**

Amount Due this Invoice \$ 217.29

Thank you,
Kenneth W. Peregón

<u>Billing Summary</u>	<u>Fee</u>	<u>Consultants</u>	<u>Expenses</u>	<u>Total</u>
Previous Invoices	\$ 28,525.00	\$ 3,770.36	\$ 411.97	\$ 32,707.33
Current Invoice	204.64	0.00	12.65	217.29
Total Billed to Date	\$ 28,729.64	\$ 3,770.36	\$ 424.62	\$ 32,924.62

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

okay to pay
Julie Johnston
2/12/2016

900-728-808

Blanket P.O. 6308



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

INVOICE 000616
Invoice Date 11/30/2015
Sales Order 0000858
Quotation # 0001980
Customer PO
Customer ID OT04
Salesperson Steven J. VanderSloot

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

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

ATTENTION

CONTACT

Item	Qty	UM	Description of Work	Price	Extension
001	1.00	EA	BANNER SWAP Using one (1) man and 30' bucket truck, travel to township offices and swap out existing banners located on various utility poles in the village district. Return old banners to SignArt for storage.	\$380.00	\$380.00

INVOICE # 6116
INVOICE DATE ~~3/30~~ 1-1-14
PO # 6308
INVOICE AMOUNT 380 -
CLOSE PO? YES NO

okay to pay
1/21/2016
Julie Adams

SignArt, Inc. Is An Equal Opportunity Employer

* indicates a taxed item

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

Balance Due: \$380.00



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

INVOICE 000864
 Invoice Date 1/29/2016
 Sales Order 0001117
 Quotation # 0002354
 Customer PO
 Customer ID OT04
 Salesperson Steven J. VanderSloot

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

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

ATTENTION

CONTACT

Item	Qty	UM	Description of Work	Price	Extension
001	1.00	EA	BANNER SWAP Using one (1) man and 30' bucket truck, travel to township offices and swap out existing banners located on various utility poles in the village district. Return old banners to SignArt for storage.	\$380.00	\$380.00

INVOICE # 864
 INVOICE DATE 1/29
 PO # 6308
 INVOICE AMOUNT 380.00
 CLOSE PO? YES / NO

SignArt, Inc. Is An Equal Opportunity Employer

* indicates a taxed item

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

Total Amount: \$380.00

March 7, 2016



Mtg Date: March 17, 2016
To: Downtown Development Authority
From: Julie Johnston, AICP
RE: Agenda Items

The following information is related to the agenda items for the March 17th meeting to assist the DDA further their discussions.

5. Approval of Proposal from S&T Lawn Service for Landscape Maintenance

S & T Lawn Service provided a proposal for the upcoming season for maintenance of the Community Center property at a cost of \$248 a month. Chair Taylor requested on March 7th that I contact other service providers to investigate costs for this continued maintenance. I have met with Naylor Landscape Management and am in the process of setting up a meeting with DeVissor Landscape Services. I hope to have both proposals available by the DDA meeting date. The S & T proposal is enclosed.

6. Sign Art Banner Installation and Storage

The Purchase Order that was established for Sign Art for 2015 is complete. The change out of the banners through the holiday season utilized the remaining funds. Staff contacted Sign Art for a proposal for 2016. We expect the proposal to be available at the March 17th meeting.

7. Façade Grant Program

At the time this memo was drafted, Hite House had not yet submitted their application for the grant funding. They indicated that they would have the application to the Township by Friday, March 11th. I have contacted the Façade Grant Subcommittee and if an application is provided, they plan to meet prior to the March 17th DDA meeting to complete their review.

We have recently had a couple of property owners within the Village Form-Based Code Overlay District and DDA District approach the Township about completing updates to their parcels. Due to the requirements of the Overlay District, most of these possible applicants will need to retain an architect to assist them with their projects. This is an additional costs that might not be required for properties outside of the Overlay District. Because of this, staff would like to advocate that the DDA consider providing some financial support for this cost through the Façade Grant Program.

8. 9th Street Commercial Access Drive

A competitive, sealed bid package for the Commercial Rear Access Drive was prepared as part of a larger bid process for sewer and road projects in the Township. The bid opening occurred on March 3rd and four contractors submitted proposals. Of the four, Township staff is recommending the contracts be awarded to Balkema Construction. The Township Board will hear this item at their March 15th meeting.

The cost for the Commercial Access Drive was higher than expected. The proposal being recommended to the Township Board is at a cost of \$205,925, with an additional \$9,000 contingency. The Township Supervisor has submitted a request to the Township Board for additional funding, which is included in this packet.

9. Streetscape Update

MDOT Meeting

The Streetscape Subcommittee met with Matt Wiitala, MDOT Grant Coordinator for the Kalamazoo area, on March 7th. Mr. Wiitala informed the Subcommittee that while the streetscape project is eligible for Transportation Alternative funds, it is not competitive. He indicated that the problems that reduce the projects competitiveness are that the Village is not really a “downtown” and that the historic character that the Township is trying to resurrect has not been realized. He also indicated that the five lane roads running through what the DDA considers the “center” of the Village is problematic. He did not recommend that we submit the streetscape concept plans to MDOT as funding is not likely.

However, he did provide some alternatives for the DDA to consider. Mr. Wiitala indicated that MDOT is interested in larger connectivity projects that link communities to each other. For example, they have provided funding to Texas Township to connect their trail system to the Portage trail system. He suggested that we might want to consider submitting for some type of connection on Stadium Drive from the Village core to the City of Kalamazoo’s pedestrian system. While not a grant to complete the aesthetic components of the streetscape plan, it would help with pedestrian access to the Village.

He also recommended working with the Chime School or Prairie Ridge Elementary on the Safe Routes to School program. This is a grant that will assist with pedestrian connections within a two mile radius of the school. This grant would require a champion from the school as the organizer for the application. Some planning work is required before an application can be submitted, which must come from the school and not the DDA.

Staff would recommend that we move forward with the Transportation Alternative grant application for a connection on Stadium Drive. The DDA and the Township could work together to determine funding sources for the match portion of the grant. While this is being developed, we could investigate if either school is interested in the Safe Routes to School program and has a person who can champion the grant application.

MEDC Discussions

Staff contacted Michigan Economic Development Corporation (MEDC) to discuss if any of their programs would support the development of the streetscape. Emily Petz, is the Community Assistant Team

Specialist for the Kalamazoo area, and the staff person contacted about the DDA project. She indicated that the programs offered by the MEDC for a streetscape project are for “traditional downtowns,” which have been defined as:

1. A grouping of 20 or more contiguous commercial parcels containing buildings of historical or architectural significance.
2. The area must have been zoned, planned or used for commercial development for more than 50 years.
3. The area consists of primarily zero lot-line development.
4. The area has a pedestrian-friendly infrastructure.

Ms. Petz conveyed that she didn’t believe the Village area qualified under their programs. Her comments were similar to Mr. Wiitala’s in that Village is not yet a “place.” She did indicate that the Public Spaces, Community Spaces program has a component included that helps local communities do crowd source funding. The program includes assistance from the MEDC Videography to produce a pitch video and then placement of the project on the Patronicity website to help with crowd source funding.

Ms. Petz recommended the DDA consider a catalyst development project to help spur development interest in the area. She indicated that we needed to grow more of a “place” before MEDC grant dollars would likely be funneled to the Village.

Car Wash Curb Cut Closure

Oshtemo United Methodist Church graciously signed the curb cut closure agreement, which was sent to the Road Commission of Kalamazoo County for their records. Mr. Ryan Minkus, County Engineer, will include the closure of the curb cut in the plans for the Stadium Drive realignment project.



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

February 19, 2016

Julie -
This is for the
Community Center.
It is a DDA expense.
-Karen

Re: Lawn Maintenance Proposal

Enclosed is the lawn maintenance proposal for the upcoming 2016 season. Upon approval, please sign, date and return the original proposal to us by March 14th, 2016. Please retain a copy for your files.

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

Sincerely,

Jeff Triemstra

Enclosure



Professional Service Since 1980





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

LAWN MAINTENANCE PROPOSAL

Property Name Oshtemo Charter Township	Property Address Parkview Hall	Date February 25, 2016
Contact Person Karen High	Fax:	Effective Dates April 1, 2016 - November 30, 2016

Lawn Maintenance

	Price	Per
Mowing & Trimming	\$ 248.00	Month
Blowing of Walks/Lots & Debris Removal	n/a	
Weeding of Stone/Bark Areas	Included	

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

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

Additional Services

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

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

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

Acceptance of Proposal:

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

 Authorized Signature

 Date



Memorandum

Date: 9th March 2016

To: Township Board

From: Marc Elliott, Public Works Director
Julie Johnston, Planning Director
Libby Heiny-Cogswell, Supervisor

Subject: Oshtemo Downtown Development Authority Commercial Access Project (Alternate Bid #2)

Objective:

Township Board consideration of contract award for the Oshtemo Downtown Development Authority (DDA) Area Commercial Access Drive construction project to Balkema Excavating, Inc, for Alternate Bid 2 in the amount of \$205,925. If the Board consensus is to proceed with the project, the Board will need to take action to amend the 2016 Oshtemo Township Budget as outlined below.

Background

Several Oshtemo businesses approached the Oshtemo DDA asking for vehicular access to their businesses from Atlantic Avenue. The businesses are experiencing difficulty in delivery and customer access. In turn the DDA Board, the Township Board, and Commercial Property owners in the South 9th Street and Stadium Drive area worked for several years on the commercial access project. Two property owners signed access agreements with the Township. These agreements provide the property access to the commercial drive; in turn, the property owners agree to provide cross access to their drives for their neighbor properties, and agree to cost share maintenance with the Township and the DDA. In the long term, these agreements will provide for traffic access management along South 9th Street and along Stadium and Parkview Avenue. The project will encourage economic development in the DDA through improvement of vehicular and pedestrian access. Oshtemo's Planning Commission reviewed and approved the project plans on May 14th, 2015. The project was then targeted for construction. Bidding was coordinated with the Atlantic Avenue sewer project bidding.

Competitive, sealed bids were obtained, and this work is described as Alternate #2 in the Atlantic Avenue sanitary sewer improvement project. A bid opening was held at the Township Hall on March 3, 2016 at 10 a.m. The results are found in the attached Bid Tab sheet, and is identified as as Alternate #2.

The Township received bids from four reputable construction contractors. Balkema Excavating, Inc. is the overall low bidder when considered in combination with the Atlantic Avenue sewer project. Adding \$9,000 (4.5%) for any construction issues, gives a total requested authorization for contract award amount of \$215,000. **The recommendation is to award the contract to Balkema**

Excavting, Inc. for the bid amount, and to authorize the Supervisor to expend up to an additional \$9,000 per Purchasing Policy during construction for the project.

The DDA previously agreed to partner in the project in the amount of \$70,000 for the commercial access construction, and Board approval should be contingent upon this DDA contribution. The Township budgeted for the work in prior years, but the work was delayed. The Township did not budget for the project in 2016. If the Board wishes to proceed with the construction, the Board will need to **amend and increase the 2016 road budget in the amount of an additional \$125,000, and to amend the non-motorized budget in the amount of \$20,000** for the construction work. Source of budget amendment funds would be from the South Drake Road Non-motorized Phase II project, a project rescheduled for 2017.

Information Provided

Commercial Access Concept Plan

Commercial Access Construction Document Layout Plan

Commercial Access Bid Tab Sheet (Alternate Bid #2 of Atlantic Sanitary Project)