

**DOWNTOWN DEVELOPMENT AUTHORITY
Board of Directors**

Participate through this Zoom link:
<https://us02web.zoom.us/j/87929475681>

Or by calling: 1-929-205-6099
Meeting ID: 879 2947 5681

(Refer to the www.oshtemo.org Home Page or the next page of this packet for additional Virtual Meeting Information)

Thursday, July 16, 2020
12:00 p.m. - 1:00 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: May 21, 2020
4. Treasurer's Report: May – June 2020 (unaudited)
5. Project Updates
 - a. Gateway Project at Stadium and 9th - Mr. Skalski to give update
 - b. DDA COVID-19 Emergency Assistance Programs - Subcommittee Update
 - c. Stadium Drive Sidewalks - Mr. Russel with Prein&Newhof to give update
6. 2021 Budget Discussion
7. Public Comment
8. Other Business
9. Announcements and Adjournment

Next Meeting **Thursday, September 17th, 2020**

Zoom Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 879 2947 5681**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet or smartphone then you can join via conference call by following instructions below.

To join the conference by phone:

1. On your phone, dial the toll-free teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **879 2947 5681#**

Participant controls in the lower-left corner of the Zoom screen:



Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press *9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

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

DRAFT MINUTES OF THE VIRTUAL MEETING HELD MAY 21, 2020

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a virtual meeting via tele-conference on Thursday May 21, 2020. The meeting was called to order at approximately 12:09 p.m.

The meeting was short by one member to reach quorum, so Chairperson Taylor began with the information updates on the agenda until quorum was reached.

Project Updates

a. Village Theme Development Plan

Ms. Lubbert reported that the 2019 Village Theme Development Plan Update was reviewed and approved by the Township Board on April 28, 2020 and is now available on the Township's website.

She noted that the next step will be working with the Planning Commission to modify the Village Form-Based Code Overlay Zone of the Ordinance to reflect the approved Plan. However this may not happen for some time due to workload. A consultant may be brought in to update the language.

Mr. Corakis had joined the meeting by this point. The Chair asked Ms. Lubbert to call the roll by voice:

Members present: Grant Taylor, Themis Corakis, Libby Heiny-Cogswell, Rich MacDonald, Dick Skalski, and Ryan Wieber.

Members absent: Bruce Betzler, Bill Cekola, Julie Hite, Mike Lutke, and Jack Siegel.

Also present: Iris Lubbert, Planning Director, Josh Owens, Assistant to the Supervisor, Karen High, Parks Director, Martha Coash, Meeting Transcriptionist, and guests Ryan Russell, with Prein & Newhof and Paul Warnick, with OCBA Landscape Architects.

Approval of Agenda

Chairperson Taylor asked for a motion to approve the agenda.

Mr. Wieber moved to approve the agenda as presented. Mr. Corakis seconded the motion. The motion passed unanimously by roll call vote.

Approval of Minutes

The Chair asked if there were additions or corrections to the Minutes of the Emergency Virtual Meeting of March 31, 2020. Hearing none, he asked for a motion.

Mr. Skalski moved to approve the Minutes of the Emergency Meeting of March 31, 2020 as presented. Mr. Corakis seconded the motion. The motion carried unanimously by roll call vote.

Treasurer's Report: March – April 2020 (Unaudited)

Ms. Lubbert presented the Treasurer's Report for March – April 2020.

She indicated the report showed an increase in carryover funds, from \$380,000 to \$480,000, and a new expenditure line item. The changes are due to the recently approved budget amendment to fund the DDA's two new Emergency Assistance Programs created in response to COVID-19. The report also provided a summary of the awards granted and issued from round one of the DDA's Small Business Emergency Assistance Grant Program which occurred in mid-April.

She said additional expenditures from this cycle include \$298.40 in postage fees to publicize the grant program, standard accounting fees totaling \$600, and payments totaling \$29,341.20 for corner site improvement invoices.

Chairperson Taylor asked for a motion.

Mr. Skalski moved to approve the Treasurer's Report for March – April 2020 as presented. Mr. Wieber seconded the motion. The motion carried unanimously by roll call vote.

Project Updates

The Chair returned to where the group left off on the project updates portion of the agenda.

b. Stadium Drive Sidewalks

Ms. Lubbert said Staff has begun the process of attaining easements for the DDA's section of Stadium Drive sidewalks.

She said there have recently been some changes to the grant programs to which the DDA was planning to apply for assistance in funding their portion of the Stadium

Drive sidewalk project. Mr. Ryan Russell, with Prein & Newhof, was present to explain the changes and their implications to the DDA Board.

Mr. Russell said a TAP MDOT grant had been applied for, but funds were obligated out to 2021 and they were told six foot sidewalks were not often funded. The best bet was to go through the KATS program TIPS in 2021. Since the project this summer was funded by KATS, it likely would also be funded. It will be a nine month process until we would find out if funding was approved.

The survey is complete. The project will end at 9th Street which is most cost effective. 10 temporary and 12 permanent easements have been obtained. Prein & Newhof will continue to work with property owners and will provide more updates as progress is made.

Ms. Heiny-Cogswell asked if we might receive matching funding each year if the project construction is split over two years.

Mr. Russell said that could be the case. The amount of funding needed for each of the two projects is the same amount. The earliest construction can be expected for the next round of KATS is 2024-2025; the projects are in three-year chunks.

Ms. Heiny-Cogswell noted that unless we pay 100% out of pocket, the earliest we could expect to begin construction is five years away and asked what the Township's portion of the projects would be.

Mr. Russell said all three phases would be about the same, approximately \$515,000. Phase three would run sidewalks from 9th to 8th Street. He said there is a right-of-way problem he will pursue with the United Methodist Church as you can only build so close to the edge of a church and the proposed sidewalk would violate that.

Chairperson Taylor pointed out that if the project is self-financed, we still would not construct until 2022. He noted a traffic lane will need to be removed at the Speedway and filled in with green space. Also standards require a seven foot path at the staircase behind the church, which likely cannot be met. We may need to figure out a new route. He doesn't think the church uses the stairs at the front of the building and wondered if they might be removed if the Township were able to work with the church to acquire the property.

Mr. Russell noted the stairs are in the Township right-of-way. Because of the age of the building we may not be allowed to demolish them.

c. Gateway Project at Stadium and 9th Streets

Ms. Lubbert said Mr. Skalski was asked and agreed to help staff coordinate construction efforts related to the Gateway Project at Stadium and 9th St. and would provide an update. She said the discussion would center on the entry sign. In response to additional complaints received about its verbiage and design, Mr. Skalski would be presenting the Board some options to address public concerns and provided members with images of possible modifications to the entry sign.

Mr. Skalski provided three options for consideration:

1. Change the color of the letters from black to white, at a cost of \$335.
2. Increase from 4 to 5 inches the letters for “Area” at a cost of \$371.
3. Change the sunburst to completely encircle the “O” in Oshtemo, at a cost of \$190.

After discussion, it was the consensus of the group that the sunburst should encircle the “O” or be removed entirely, that the black letters are readable and should be left black, and the “Area” letters should be left at 4 inches. Further discussion led to agreement that the sunburst should be removed.

Ms. Heiny-Cogswell moved to: 1. Leave the letters black; 2. Leave the “Area” letters at 4 inches; and 3. Remove the sunburst entirely. Mr. McDonald seconded the motion. The motion carried unanimously by roll call vote.

d. DDA COVID-19 Emergency Assistance Programs – Subcommittee Update

Ms. Lubbert said the DDA Sub-Committee, comprised of Grant Taylor, Libby Heiny-Cogswell, Rich McDonald, and Themis Corakis, wrote and sent letters to all individuals located within the DDA boundary advertising the small business emergency assistance grant program and gauging interest in a potential gift card program.

The group reviewed a number of applications and awarded 17 grants. Awards from Round Two of the grant award cycle will appear in the May – June Treasurer’s report. Of the \$90,000 budget, \$40,000 has been spent to date.

The program has had immediate impacts and businesses within the DDA have expressed their sincerest gratitude for the DDA’s support during this hard time. Unfortunately, she said the attempt to start a gift card program was not successful. As of May 13, only one business officially reached out to staff with interest in participating.

Mr. Taylor felt the program has been a great thing for the DDA to provide.

Mr. McDonald thanked Ms. Lubbert for handling the grant process, noting it had been a lot of extra work.

Initial 2021 Budget Discussion

DDA CIP Discussion

Potential DDA Executive Director Position Subcommittee Update

Ms. Lubbert provided a copy of the current DDA five-year Capital Improvement Plan (CIP), which shows the Stadium Drive shared use path project commencing in 2021. However, this project was planned with grant funds in mind. With this grant opportunity no longer being an option for next year, staff felt it was prudent for the DDA Board to revisit the CIP and discuss how to move forward. The discussion will set the groundwork for the 2021 budget discussion at the DDA's regular July meeting.

First needed is approval for an amendment for a change order request.

Mr. Warwick with OCBA Landscape Architect explained there were issues with the sidewalks, especially Stadium Drive near and at the church drive. The sidewalk has to be reduced to miss a power pole and to make the sidewalks flush. There is a drainage issue on Stadium with a Road Commission drain by the right of way. Traffic water is being trapped there as the catch basin on church property is denied access. Mr. Skalski is talking with the Road Commission regarding a revision to that walk.

Mr. Skalski indicated that since there is less water runoff because of increased pervious area, the engineer had no problem with it.

Mr. Corakis felt the DDA should not be responsible for increased costs as the architect designed the plan for drainage.

Mr. Skalski moved to approve a budget amendment for a change order for the sidewalk work in the amount of \$2,019.19 Mr. McDonald seconded the motion. The motion carried 5 – 1 by roll call vote, with Mr. Corakis dissenting.

The group discussed how to approach the CIP without the expected \$603,000 grant for sidewalk work and whether to-self fund, finance, or apply for grants.

Mr. McDonald said in the past during bad economic times the government looked for shovel-ready projects. If the design is finished for the sidewalks the project might qualify for a job stimulus plan if one is offered.

Ms. Heiny-Cogswell thought it made sense to continue so the sidewalk project is ready to go in case something like that comes along. We should work hard to get the drawings ready for bid and acquire the necessary easements.

Mr. Skalski agreed, saying we are heading in that direction anyway.

Ms. Heiny-Cogswell said the “safe walks to school” initiative could be included.

Mr. McDonald supported an expedited approach to be sure we are ready, saying either way we would not lose funds.

The Chair said there will still be an ending fund balance as the end of 2021. We could get east of 9th St. done in 2021 and the rest of 9th completed in 2022. We should keep pushing forward and could finance it if needed.

Ms. Heiny-Cogswell asked what other capital projects people were considering.

Chairperson Taylor listed car charging stations at Flesher Field and Harding’s parking lot, community WIFI at the parks and community center, an affordable housing project at Millard’s Way, property acquisition adjacent to Flesher Field for development of a commercial corridor, and blight assistance to Chime and Erie Streets. If we put all our eggs in the Stadium Drive basket we won’t have a lot of funding to do those things.

He said the Board needs to think about and decide upon what direction to go over the next five years. Property tax captures will be higher than what is listed because of the memory care facility, which is up this year about \$30,000 and will increase in the coming years. State reimbursement for personal property is less and drying up.

Ms. Lubbert noted that when the group was originally formed in 2004 they adopted a multi-year development plan – one of the State’s requirements for a DDA. Part of this plan outlined what projects the DDA Board wanted to get completed and it has been a guide for projects to this point. She will send a copy of the 2004 Plan to members to help guide discussion. If the Board decides to go in a different direction, that report will need to be updated.

She reported the school house now belongs to the same contractor who recently approached the DDA for assistance. He failed to provide the details requested by the Board after his presentation. They are trying to save the building but the Township’s Code Enforcement Officer and Building Official have deemed it unsafe and it may be demolished. We are waiting to see what happens.

Ms. Heiny-Cogswell asked what the process is regarding development of Millard’s Way.

Ms. Lubbert indicated the idea was to approach property owners to attempt to purchase substantial parcels and combine them with the property already owned to yield a larger parcel. A realtor is testing the waters, but there is no word yet.

Mr. McDonald said once we figure out what we have and develop high level goals, MEDC assistance can be sought for the RFP process and evaluation of proposal responses.

Ms. Heiny-Cogswell hoped the evaluation can be done before approval of the budget in July.

Mr. McDonald felt it would be good to get organized on the sidewalks to get them shovel ready and to give more thought to what other possible projects could also be made shovel ready.

Chairperson Grant agreed and wondered if the board needs an Executive Director to push things like that or whether they should go the route of consultants.

Ms. Heiny-Cogswell asked if there were some additional project work Mr. Skalski could take on.

Mr. Skalski said he had no problem working in that area.

Mr. Corakis felt the need for a sidewalk on the west side of Stadium Drive between 8th and 9th Streets is a more immediate need than the east side, which already has at least a bike trail. He also mentioned the church steps discussed earlier may not have historical value as a ramp was added in the 1980s, so we may be able to do something there.

Ms. Lubbert reported the Sub-Committee, comprised of Grant Taylor, Libby Heiny-Cogswell, Rich MacDonald, and Themis Corakis, felt after research and discussion that the discussion for a potential Executive Director was occurring prematurely. They agreed it should be revisited once the DDA has a better understanding for where they see themselves in the future regarding projects, growth, etc. They recommended revisiting this topic after the DDA's meeting with additional direction from the Board.

Ms. Heiny-Cogswell said an Executive Director could manage meetings and take on requirements for State reporting, which needs to be done by the end of July.

Ms. Lubbert said she could still prepare financial reports and agendas. Her need for assistance is not drastic or immediate, but she will definitely need help with the more detailed State reporting requirements in July.

Chairperson Taylor said he may have to reorganize capital projects reporting requirements. A consultant could be approached to see what it would cost to prepare RFPs, do reporting work, prepare meeting packets and run DDA meetings, prepare financials and work on CIP plan revisions to match the 2004 projects.

Several people were suggested as consultants who might be approached for the various types of work needed to relieve Ms. Lubbert of the increasing time needed for DDA work.

Chairperson Grant will reach out to several people who might act in a consultant role for the DDA for the various needs. Mr. Skalski will continue to work on the brick and mortar issues, including keeping an eye on the corner site along with Mr. Corakis. His payment for work for the DDA will be kept separate from work done for the Township.

Ms. Lubbert noted Ms. High will also keep her work for the DDA on the sidewalk project separate from her work for the Township.

Public Comment

There were no public comments.

Other Business

Ms. Lubbert asked for direction regarding the Small Business Gift Card program.

Chairperson Grant felt this opportunity could be considered again in the fall after limited capacity openings are allowed; the board can discuss it at their July meeting.

Announcements and Adjournment

There being no further business, Chairperson Taylor adjourned the meeting at approximately 1:48 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: May 23, 2020

Minutes Approved:

July 10, 2020



To: DDA Board

**From: Iris Lubbert, AICP
Planning Director**

Re: May – June Treasurer’s Report

Attached you will find the Treasurer’s Report for May – June 2020, unaudited.

You will note that the Treasure’s Report for this cycle shows an increase in carryover funds, from \$480,000 to \$540,000, and a new expenditure line item. These changes are due to the recently approved budget amendment to fund ongoing Stadium Drive non-motorized design efforts. In addition, \$164,046.87 were captured this cycle in Property Tax revenue.

Expenditures from this cycle include standard accounting and auditing fees totaling \$650.00, a payment of \$185.00 for a corner site improvement invoice, various maintenance costs totaling \$1,012.38, and \$7,526.00 for Stadium Drive sidewalk design fees. The report also reflects the awards granted and issued from the DDA’s Small Business Emergency Assistance Grant Program which ran from April to June, see summary attached.

Attachments: March – April 2020 Treasurer’s Report
Summary of the awarded Small Business Emergency Assistance Grants
Invoices

Awarded DDA Small Business Emergency Assistance Grants

Applicant	Amount Awarded
Betzler Funeral Homes, Inc	\$ 2,500.00
Stadium Drive Company	\$ 2,500.00
Schley Nelson Architects	\$ 2,500.00
Master Siegels Martial Arts Academy	\$ 2,500.00
Snyder Dojo LLC	\$ 2,500.00
Technical Packaging Systems Inc	\$ 2,500.00
Glas Associates Inc	\$ 2,500.00
Ted and Maries Restaurant	\$ 2,500.00
Ware House Distribution Inc.	\$ 2,500.00
Shears to ya!	\$ 2,500.00
Jac's Cekola's Pizza	\$ 2,500.00
Herbert Machnik Law Firm	\$ 2,500.00
Island Heat LLC	\$ 2,500.00
Langeland Family Funeral Homes	\$ 2,500.00
Platinum Paws LLC	\$ 2,500.00
Mill Creek Apartments	\$ 2,500.00
Messamore Chiropractic	\$ 2,500.00
GUARDSTAR SECURITY CORP	\$ 2,500.00
Curry in a Hurry	\$ 2,500.00
Total	\$ 47,500.00

DOWNTOWN DEVELOPMENT AUTHORITY
Treasurer's Report May - June, 2020
Unaudited

REVENUES	2020 Budget	Previous Activity	Activity this Period	Total Actual Revenue
Carryover	\$540,000.00	\$480,000.00	\$60,000.00	\$540,000.00
Property Tax Revenue	\$170,000.00	\$0.00	\$164,064.87	\$164,064.87
Interest Earned	\$15,000.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$725,000.00	\$480,000.00	\$224,064.87	\$704,064.87

EXPENDITURES	2020 Budget	Previous Activity	Activity this Period	Total Expenditure	Available Balance per 2020 Budget	Percent Used
Staff	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Supplies	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Postage	\$500.00	\$298.40	\$0.00	\$298.40	\$201.60	59.68%
Community Events	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
Consultants	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
Accounting & Auditing Fees	\$2,000.00	\$650.00	\$650.00	\$1,300.00	\$700.00	65.00%
Legal Fees	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Legal Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Repairs & Maintenance	\$8,000.00	\$0.00	\$1,012.38	\$1,012.38	\$6,987.62	12.65%
<i>Banner rotation/storage/maintenance</i>	<i>\$2,000.00</i>	<i>\$0.00</i>	<i>\$380.00</i>	<i>\$380.00</i>	<i>\$1,620.00</i>	<i>19.00%</i>
<i>Lawn care and maintenance</i>	<i>\$4,000.00</i>	<i>\$0.00</i>	<i>\$536.00</i>	<i>\$536.00</i>	<i>\$3,464.00</i>	<i>13.40%</i>
<i>Millard's Way snow removal</i>	<i>\$2,000.00</i>	<i>\$0.00</i>	<i>\$96.38</i>	<i>\$96.38</i>	<i>\$1,903.62</i>	<i>4.82%</i>
Capital Outlay/Obligated Projects	\$460,000.00	\$29,341.20	\$7,711.00	\$37,052.20	\$422,947.80	8.05%
<i>Corner site improvement construction/documents/admin.</i>	<i>\$380,000.00</i>	<i>\$29,341.20</i>	<i>\$185.00</i>	<i>\$29,526.20</i>	<i>\$350,473.80</i>	<i>7.77%</i>
<i>Stadium Drive sidewalk documents</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>Stadium Drive nonmorotized design</i>	<i>\$60,000.00</i>	<i>\$0.00</i>	<i>\$7,526.00</i>	<i>\$7,526.00</i>	<i>\$52,474.00</i>	<i>12.54%</i>
<i>Façade grant program</i>	<i>\$10,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$10,000.00</i>	<i>0.00%</i>
Capital Outlay/Obligated Projects	\$110,000.00	\$0.00	\$0.00	\$0.00	\$110,000.00	0.00%
<i>Property Acquisition</i>	<i>\$60,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$60,000.00</i>	<i>0.00%</i>
<i>Stadium Drive sidewalk easement acquisition</i>	<i>\$50,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$50,000.00</i>	<i>0.00%</i>
Emergency Assistance Programs	\$100,000.00	\$21,980.00	\$25,520.00	\$47,500.00	\$52,500.00	47.50%
<i>Small Buisness Emergency Assistance Grants</i>	<i>\$90,000.00</i>	<i>\$21,980.00</i>	<i>\$25,520.00</i>	<i>\$47,500.00</i>	<i>\$42,500.00</i>	<i>52.78%</i>
<i>Gift Card 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>
TOTAL EXPENDITURES	\$706,250.00	\$30,289.60	\$9,373.38	\$87,162.98	\$619,087.02	12.34%

Actual Available Balance (Total Actual Revenue - Total Expenditure)	\$616,901.89
FUND EQUITY	\$216,734.94
TOTAL CASH BALANCE	\$833,636.83

Siegfried Crandall PC

Certified Public Accountants & Advisors

246 E. Kilgore Road
Portage, MI 49002-5599
www.siegfriedcrandall.com

Telephone 269-381-4970
800-876-0979
Fax 269-349-1344

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

Invoice Number: 103048
Client ID: 6870

Date: 05/31/2020
Payable upon receipt

Professional services during the month of May 2020, which included the following:
Steve's assistance with questions from auditors, 3 meetings, cash flow spreadsheet
preparation; responses to Seber Tans questions, 2019 Financial Statement Updates
- 36 hours @ \$200/hour
Ann - assistance with cash reconciliations (Tax) 3.75 hours @ \$125/hour
Less: discount

7,200.00
468.75
(168.75)

Breakdown by fund:

~~101~~ - \$5,450
~~107~~ - 150
~~206~~ - 150
~~207~~ - 150
~~211~~ - 150
249 - 1,000 - Change Order
~~490~~ - 150
~~491~~ - 150
900 - 150

\$7,500
=====

New Charges: \$7,500.00
Plus Prior Balance: \$500.00
New Balance: \$8,000.00

SiegfriedCrandallPC

Certified Public Accountants & Advisors

246 E. Kilgore Road
Portage, MI 49002-5599
www.siegfriedcrandall.com

Telephone 269-381-4970
800-876-0979
Fax 269-349-1344

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

Invoice Number: 102775
Client ID: 6870

Date: **04/30/2020**
Payable upon receipt

Professional services during the month of April 2020, which included the following:

J Frederickson (42.25 hours @ \$150 per hour) for audit preparation	6,337.50
J Gabrielse (24.50 hours @ \$200 per hour) for audit and financial statement preparation	4,900.00
S Bryer (34 hours @ \$200 per hour) for audit preparation, financial statement preparation and review, & meeting	6,800.00
T Moulton (1.75 hours @ \$120 per hour) for F-65 preparation	210.00
K Todd (3.50 hours @ \$88 per hour) for formatting/checking financial statements	308.00
Less: discount	(155.50)

Breakdown by fund:

✓ 101 - \$10,400	
✓ 107 - 500	
✓ 206 - 1,500	
✓ 207 - 500	
✓ 211 - 500	
219 - 500	<i>email</i>
247 - 500	<i>Req # 13153</i>
249 - 1,500	<i>Change Order</i>
✓ 490 - 1,000	
✓ 491 - 1,000	
✓ 900 - 500	

\$18,400
=====

New Charges:	\$18,400.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$18,400.00</u>



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

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

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

INVOICE 006221
 Invoice Date 12/11/2019
 Sales Order 0005911
 Quotation # 0008165
 Customer PO -
 Customer ID OT04
 Salesperson Steven J. VanderSloot

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	\$380.00	\$380.00
<p>Removed from inventory and reinstalled customer provided 2' 6" x 5' 0" holiday banners. Swapped out existing banners located on various utility poles in the village district. Returned existing banners to SignArt inventory.</p>					

SignArt, Inc. Is An Equal Opportunity Employer

* indicates a taxed item

AMOUNT DUE UPON RECEIPT

ALL ACCOUNTS PAST DUE MORE THAN 10 DAYS WILL BE SUBJECT TO A SERVICE CHARGE OF 1 1/2% PER MONTH ON THE UNPAID BALANCE (18% per annum).

IN THE EVENT THIS INVOICE IS PLACED FOR COLLECTION OR IF COLLECTED BY SUIT, REASONABLE ATTORNEY'S FEES AND/OR COLLECTION COSTS SHALL BE ADDED.

PLEASE REMIT PAYMENT TO:
 SIGN ART INC.
 DRAWER #2476
 PO BOX 5935
 TROY, MI 48007-5935

Total Amount: \$380.00

S&T Lawn Service Inc.

3393 South 6th Street
Kalamazoo, MI 49009

Invoice

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

Date:	5/31/2020
Invoice #:	17698
Terms:	Net 15

Regarding:	Parkview Hall
-------------------	---------------

<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
5/1/2020	05/01/2020 -- Fertilizing	1	0.00	0.00
5/6/2020	05/06/2020 -- Lawn Mowing & Trimming	1	0.00	0.00
5/12/2020	Mulching of Property	1	0.00	0.00
5/13/2020	05/13/2020 -- Weeding	1	0.00	0.00
5/13/2020	05/13/2020 -- Lawn Mowing & Trimming	1	0.00	0.00
5/20/2020	05/20/2020 -- Lawn Mowing & Trimming	1	0.00	0.00
5/27/2020	05/27/2020 -- Lawn Mowing & Trimming	1	0.00	0.00
5/27/2020	05/27/2020 -- Weeding	1	0.00	0.00
5/31/2020	05/31/2020 -- Lawn Service - Monthly Installment	1	268.00	268.00

Total	\$268.00
--------------	----------

Thank you for your business.

Req #13152

S&T Lawn Service Inc.

3393 South 6th Street
Kalamazoo, MI 49009

Invoice

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

Date:	5/1/2020
--------------	----------

Invoice #:	16455
-------------------	-------

Terms:	Net 15
---------------	--------

Regarding:	Parkview Hall
-------------------	---------------

<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
5/1/2020	05/01/2020-- Lawn Service - Monthly Installment	1	268.00	268.00

Total	\$268.00
--------------	----------

***Oshtemo
Township***
7275 W. Main
Kalamazoo MI, 49009



Bill To:
Oshtemo Downtown Development Authority
7275 W. Main
Kalamazoo, MI 49009

**Winter Maintenance Invoice:
Millards Way 2019-2020**

INVOICE # 10088

Date: June 1, 2020

STATEMENT

Invoice #	Description	Rate	Hours	Applications	Total	25% Obligation
10088	Millards Way					
	Plowing	\$38.00	.7	11	\$292.60	\$73.15
	Salt (Application)	\$38.00	.3	0	\$ -0-	\$ -0-
	Salt (Material)	\$12.52		0	\$ -0-	\$ -0-
	Walk Blow Out	\$0.0178	870ft	6	\$92.92	\$23.23
Total Due						\$96.38

PAST DUE BALANCE

Invoice #	0-30	30-60	60-90	90+
10088	\$96.38			

Please make all checks payable to: ***Oshtemo
Township*** Invoice # 10088

Attention:
***Grant Taylor
Oshtemo Twp Treasurer's Office
7275 W Main
Kalamazoo MI, 49009***

Total Due: \$96.38

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

Invoice

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

Invoice number 53799
 Date 02/11/2020

Project 2180386 STADIUM DRIVE-ONE WAY
 PATH

BILLING PERIOD: 12/29/19 TO 1/31/20

PROFESSIONAL SERVICES RELATED TO
 RCKC REVISIONS FROM GI (\$4,238.50)
 AND TAP GRANT FUNDING MEETINGS
 & FOLLOW-UP

RCKC TAP = \$ 4,238.50
 DDA TAP = \$ 1,127.00

	Hours	Rate	Billed Amount
SENIOR TECHNICIAN	9.25	98.00	906.50
ENGINEER	45.50	98.00	4,459.00
subtotal	54.75		5,365.50
		Invoice total	5,365.50

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

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

Invoice

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

Invoice number 55346
 Date 05/11/2020

Project 2180386 STADIUM DRIVE-ONE WAY
 PATH

BILLING PERIOD: 3/29/20 TO 4/25/20

PROFESSIONAL SERVICES RELATED TO
 MDOT REVISIONS & EASEMENTS (\$102.40)
 AND EASEMENTS & MONTHLY DDA
 MEETING (\$2,695.00)

RCKC TAP = \$ 102.40
 DDA TAP = \$ 2,695.00

	Hours	Rate	Billed Amount
ENGINEER	27.50	98.00	2,695.00
		Invoice total	2,797.40

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

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

Invoice

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

Invoice number 55748
 Date 06/11/2020

Project 2180386 STADIUM DRIVE-ONE WAY
 PATH

BILLING PERIOD: 4/26/20 TO 5/30/20

PROFESSIONAL SERVICES RELATED TO
 RETAINING WALL REDESIGN AND TREE
 REMOVAL ASSISTANCE (\$1,588.50), AND
 DDA MEETING & EASEMENT DESCRIPTIONS
 INCLUDING SQUARE FOOTAGES (\$2,846.50)

RCKC TAP = \$ 1,588.50
 DDA TAP = \$ 2,846.50

	Hours	Rate	Billed Amount
SENIOR TECHNICIAN	3.00	98.00	294.00
SENIOR PROJECT MANAGER II	2.00	153.00	306.00
SENIOR ENGINEER	3.00	113.00	339.00
ENGINEER	10.00	98.00	980.00
SURVEYOR	24.00	98.00	2,352.00
OFFICE TECHNICIAN	2.00	82.00	164.00
subtotal	44.00		4,435.00
		Invoice total	4,435.00

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

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

Invoice

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

Invoice number 54287
 Date 03/10/2020

Project 2180386 STADIUM DRIVE-ONE WAY
 PATH

BILLING PERIOD: 2/02/20 TO 2/29/20

PROFESSIONAL SERVICES RELATED TO
 RE-DESIGN OF RETAINING WALL

RCKC TAP = \$ 0.00
 DDA TAP = \$ 857.50

	Hours	Rate	Billed Amount
SENIOR TECHNICIAN	0.75	98.00	73.50
ENGINEER	8.00	98.00	784.00
subtotal	8.75		857.50
		Invoice total	857.50

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



Invoice

Date	Invoice #
5/31/2020	41801.00-17

Bill To
Downtown Development of Oshtemo Township c/o Charter Township of Oshtemo Grant Taylor 7275 West Main Street Kalamazoo MI 49009

Project		P.O. No.	Terms
041801 Oshtemo Village Corner Plaza			
Quantity	Description	Rate	Amount
1	Principal Landscape Architect, DDA Board Meeting-May Work	105.00	105.00
1	Landscape Architect, DDA Board Meeting-May Work	80.00	80.00
Total			\$185.00

O'Boyle, Cowell, Blalock & Associates, Inc.
350 E. Michigan Ave, Suite 415
Kalamazoo, MI 49007
Ph. (269) 381-3357 / Fx. (269) 381-2944
bookkeeping@ocba.com

July 10, 2020



To: DDA Board

**From: Iris Lubbert, AICP
Planning Director**

Re: Gateway Project at Stadium and 9th Update

Mr. Skalski was recently asked and graciously agreed to help staff coordinate the construction efforts related to the Gateway Project at Stadium and 9th. He will present an update to the Board at their regular July 16th meeting on the project's progress.

July 10, 2020



To: DDA Board

**From: Iris Lubbert, AICP
Planning Director**

Re: DDA COVID-19 Emergency Assistance Programs – Subcommittee Update

The DDA subcommittee is comprised of the following members: Grant Taylor, Libby Heiny-Cogswell, Rich MacDonald, and Themis Corakis. The Emergency Assistance Grant Program ran from April to June during which 19 grants were awarded to businesses located within the DDA boundary. The program has had immediate impacts and businesses have expressed their sincerest gratitude for the DDA's support during this hard time. \$42,500 of the allocated funds remain. The Subcommittee would like to get direction from the Board on whether another round of emergency grants should be opened.

Unfortunately, the attempt to start a gift card program has not been as successful. As of today, still only one business has officially reached out to staff with interest in participating. Based on the discussion at the DDA's last meeting, this program will be revisited by the subcommittee in the fall.

July 10, 2020



To: DDA Board

**From: Iris Lubbert, AICP
Planning Director**

Re: Stadium Drive Sidewalks Update

There have been changes to the grant programs that the DDA was planning to apply to for assistance in funding their portion of the Stadium Drive sidewalk project. Mr. Russel, with Prein&Newhof, will present a recap of these changes and their implications to the DDA Board at their regular July 16th meeting. In addition, Mr. Russel will provide an update on anticipated project costs.

July 10, 2020

Mtg Date: July 16, 2020
To: Downtown Development Authority
From: Iris Lubbert, AICP
RE: 2021 Draft Budget

A draft budget for 2021 is attached. A budget of \$273,000.00 is proposed.

As with previous years, the process is for the DDA Board to recommend a draft budget to the Township Board. The Township will then incorporate the budget into their review and approval process. Draft budgets are requested to be provided to the Township Supervisor by the end of July.

The DDA's 2020 tax capture so far is \$164,064.87 with an anticipated capture of \$15,000 in interest. However despite the increase in the amount of tax captured from previous years, due to COVID it is difficult to predict what next year's capture will be. Staff recommends that the DDA plan conservatively and not plan for more capture than received this year. Staff is recommending a real property tax revenue budget of \$160,000 and \$13,000 in interest earned.

Due to the change in grant funding opportunities the DDA will need to make a decision on how they wish to move forward with the Stadium Drive sidewalk project. It is anticipated that about \$50,000 will be needed to get this project "shovel ready". This amount includes the design of construction documents, obtaining easements, and conducting surveys. It is anticipated that roughly \$750,000 will be needed to construct the sidewalk section within the DDA in full (about \$900,000 in total if 10% contingency is included and "shovel ready" and administration costs). Please note that Mr. Russel, with Prein&Newhof will be present at the July 16th meeting to help answer questions on cost and potential project phasing. For the purpose of preparing this document and to present a starting point for DDA discussion, staff's proposed 2021 budget shows \$50,000 for this project to get it "shovel ready".

The proposed budget carries over a number of regular yearly budgeted expenses (ex. legal fees, postage, etc). In addition to these, staff would recommend discussing and potentially funding the projects listed below for 2021. Please note that new items listed here were taken from last meeting's discussion on potential projects.

Consultants

- General assistance with new projects \$20,000
- DDA Executive Director \$35,000

Repairs and Maintenance

- Lawn Care and Site Maintenance \$15,000

Note: This includes the community center, Village Corner, and Millard's Way. Proposed budget was derived from the attached estimates from S&T lawn service.

- Snow removal \$1,000
- Banners Swap \$2,000

Capital Outlay/Obligated Projects

- Grants/Loan program \$10,000
- Car Charging Station \$20,000
- 9th Street sidewalk \$30,000
- OCC Wifi \$5,000

Note: This number was derived from conversation with Rick Everett, Oshtemo's Maintenance Director. See excerpt of email exchange for insight.

Capital Outlay/Land Acquisition

- Possible property acquisition \$60,000

To help cover these proposed project expenses \$100,000 in Carryover is proposed. Please note that the DDA Board currently has a total cash balance of \$833,636.83.

Attachments: Proposed 2021 Budget
 Estimates provided from S&T Lawn Service
 Insight on past efforts for increased internet access - Rick Everett

2021 DDA Budget

DRAFT: 07-16-2020

REVENUES	2019 Budget	2019 Actual	2020 Budget Amended	2021 Proposed Budget
Carryover	\$ 468,475.00		\$ 540,000.00	\$ 100,000.00
Current Real Property Tax	\$ 146,000.00	\$ 144,602.00	\$ 170,000.00	\$ 160,000.00
Miscellaneous (personal property loss)				
Interest Earned	\$ 3,000.00	\$ 14,515.00	\$ 15,000.00	\$ 13,000.00
TOTAL REVENUES	\$ 617,475.00	\$ 159,117.00	\$ 725,000.00	\$ 273,000.00

EXPENDITURES	2019 Budget	2019 Actual	2020 Budget Amended	2021 Proposed Budget
Staff	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Supplies	\$ 500.00		\$ 500.00	\$ 500.00
Postage	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
Community Events	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
Consultants	\$ 20,000.00	\$ 338.00	\$ 20,000.00	\$ 55,000.00
Accounting & Auditing Fees	\$ 2,000.00	\$ 1,400.00	\$ 2,000.00	\$ 3,000.00
Legal Fees	\$ 2,000.00	\$ 705.00	\$ 2,000.00	\$ 2,000.00
Legal Notices	\$ 500.00	\$ 60.00	\$ 500.00	\$ 500.00
Repairs & Maintenance	\$ 8,000.00	\$ 2,409.00	\$ 8,000.00	\$ 18,000.00
Miscellaneous	\$ 11,225.00	\$ 11,224.00		
Capital Outlay/Obligated Projects	\$ 10,000.00	\$ 3,057.00	\$ 20,000.00	\$ 65,000.00
Capital Outlay/Acquisition			\$ 110,000.00	\$ 60,000.00
DDA Stadium Corner Project	\$ 470,000.00	\$ 88,294.00	\$ 380,000.00	
Non motorized 9th Street	\$ 10,000.00			
Non motorized Stadium Drive	\$ 80,000.00	\$ 33,958.00	\$ 60,000.00	\$ 50,000.00
Emergency Assistance Program			\$ 100,000.00	
TOTAL EXPENDITURES	\$ 617,475.00	\$ 144,195.00	\$ 706,250.00	\$ 257,250.00

Consultants	
Assistance with new projects	\$ 20,000.00
DDA Executive Director	\$ 35,000.00

Repairs and Maintenance	
Lawn Care and Maintenance (community center, Village Corner, Millard's Way)	\$ 15,000.00
Commercial Access Drive Snow Removal	\$ 1,000.00
Banners Swap	\$ 2,000.00

Capital Outlay/Obligated Projects	
Grants/Loan Program	\$ 10,000.00
Car Charging Station	\$ 20,000.00
OCC WiFi	\$ 5,000.00
9th Street Sidewalk (SRS 900-728-97500.NMS9TH)	\$ 30,000.00

Non motorized Stadium Drive	
Construction documents, easments, servey, LA	\$ 50,000.00

Capital Outlay/Land Acquisition	
Possible property Acquisition	\$ 60,000.00



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

May 29, 2020

Oshtemo Township
Attn: Iris Lubbert

RE: Village Corner Plaza

Price below to provide all labor, material, equipment, and supervision to complete the following:

- Spring cleanup of lawn and shrub areas (cut grasses) \$250.00
- Spring mulching of landscape beds (15yds) \$1,020.00
- Weekly bed maintenance \$1,560.00
- Mowing weekly 28x/season \$45.00/time..... \$1,260.00
- Edging of walks 6x/year \$300.00
- Fall cleanup of lawn and shrub areas (cut perennials)..... \$250.00
- Fertilizer 5 applications(\$40/time)..... \$200.00
- **TOTAL..... \$4,840.00**

Note: Services are totaled, divided by service months (8). Equal payments of \$605.00 per month for items above.

If you should have any questions, please contact me at 269-375-0334.

Thank you,

Jeff Triemstra



Professional Service Since 1980





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

May 29, 2020

Oshtemo Township
Attn: Iris Lubbert

RE: Millard's Way

Price below to provide all labor, material, equipment, and supervision to complete the following:

- Spring cleanup of lawn and shrub areas (cut grasses) \$250.00
- Spring mulching of landscape beds (9yds) \$567.00
- Weekly bed maintenance \$1,950.00
- Mowing weekly 28x/season \$97.00/time..... \$2,716.00
- Edging of walks 6x/year \$612.00
- Fall cleanup of lawn and shrub areas (cut perennials) \$250.00
- Fertilizer 5 applications(\$176/time)..... \$880.00
- **TOTAL..... \$7,225.00**

Note: Services are totaled, divided by service months (8). Equal payments of \$903.00 per month for items above.

If you should have any questions, please contact me at 269-375-0334.

Thank you,

Jeff Triemstra



Professional Service Since 1980



Insight on past efforts for increased internet access - Rick Everett

“I was working on internet access at our rental facilities – OCC, Grange and Drake Farmstead, and possibly even the parks. I was looking for wireless connectivity for our infrastructure. Operating locks, thermostats and security cameras. Left over bandwidth would be made available for users and anyone that pulled into the lots. The quotes that I have been given to place internet access in those facilities was in the range of \$400 a month for each facility. That’s nearly \$15,000 a year and way out of realm of possibilities. I then sought a system that would beam the township network to each facility via microwave. Preliminarily I was given a cost that was substantial but it would be a one time cost. I felt that was interesting so I had a full scale quote developed and that turned in substantially higher front end costs and then added water tower, radio antenna tower and service agreement monthly costs to put that project way out of the sphere of possibilities. I keep seeing these ads on TV for spectrum and having business access for \$44.00 a month, but I haven’t pursued that direction any further. I’m not sure of your project but my project was only looking at our facilities and the corresponding “bleed over” for the public nearby to be able to tap into internet access. This was not a community project to drop internet access to residents. I think a community wide project is in the under the auspices of the major internet/cell phone corporation providers. I think at this time there is a project to place a satellites for this purpose.”