DOWNTOWN DEVELOPMENT AUTHORITY
Board of Directors - Regular Meeting

Oshtemo Community Center
6407 Parkview Avenue

September 19, 2019
12:00 p.m.

AGENDA

1. Call to Order

2. Approval of Agenda

3. Approval of Minutes: July 18, 2019

4. Treasurer's Report:
   a. July - August 2019 (unaudited)

5. Streetscape Update:
   a. Corner property development
      i. Construction update
      ii. Property line re-description update
   b. Car wash property
      i. Property negotiation update
   c. Stadium Drive nonmotorized update
   d. Street light conversion to LED discussion

6. Village Theme Development Plan Update

7. Announcements and Adjournment

Next Meeting Thursday, November 21, 2019
The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, July 18, 2019. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Ave.

Members present: Grant Taylor, Bruce Betzler, Bill Cekola, Themis Corakis, Libby Heiny-Cogswell, Mike Lutke, Rich MacDonald, Jack Siegel, Dick Skalski and Ryan Wieber.

Member absent: Julie Hite.

Also present: Julie Johnston, Oshtemo Township Planning Director, Martha Coash, Meeting Transcriptionist and Ken Paragon of OCBA.

Approval of Agenda

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

Mr. Skalski moved to approve the agenda as presented. Mr. MacDonald seconded the motion. The motion passed unanimously.

Approval of Minutes

Chairperson Taylor asked if there were additions or corrections to the minutes for the regular meeting of May 16, 2019.

It was noted that Mr. Siegel was not included under absent members and should be added.

Mr. Skalski moved to approve the Minutes of the Regular Meeting of May 16, 2019 as presented with the correction as noted. Mr. Betzler seconded the motion. The motion carried unanimously.

Treasurer’s Reports for May - June, 2019 (unaudited)

Ms. Johnston presented the Treasurer's Report for May - June, 2019. She reported the main expenditures for this two-month period are as follows:
• $750 for Music in the Park.
• $750 for auditing fees, which includes the main audit costs in March of $500 and the monthly expenses in April and May.
• $3,750 for an appraisal of the car wash property.
• $6,874.10 in expenses from OCBA and Prein & Newhof for the corner property improvements.
• $365.75 in expenses from Prein & Newhof for the Stadium Drive nonmotorized project.

She noted additional expenses were applied for the Community Center landscape maintenance and winter maintenance for Millard’s Way (private drive behind the Community Center).

Mr. Skalski moved to approve the Treasurer’s Reports for May - June, 2019 as presented. Mr. MacDonald seconded the motion. The motion carried unanimously.

**Streetscape Update**

a. **Corner Property Development**

**Bid Process and Contract Award**

OCBA released the bid documents and site plan for the DDA’s property included as part of the corner improvement on June 17, 2019. A pre-bid meeting was held at the Township Hall on June 27th and the bid opening was held on July 11th. We received two bids for the project, as follows:

Cripps Fontaine Excavating, Inc - $194,500 and a charge of $30 a cubic yard for the removal and replacement of any unsatisfactory soils, if found.

Kalleward Group - $200,000 and a charge of $36 a cubic yard for the removal and replacement of any unsatisfactory soils, if found.

OCBA estimated the costs for the DDA property improvements to be about $138,500, making the lowest bid approximately $56,000 more than anticipated. She indicated the DDA would need to decide if one of the bids should be accepted or the project re-bid for the 2020 construction season.

After discussion and confirmation of the details of the work included in the bids, the group decided they wished to proceed with the work this summer with the low bid from Cripps Fontaine Excavating. The price was higher than expected likely because firms are behind in their work and focused more on large projects due to the inclement spring weather. Even if they wait until 2020 to bid the work out again, there is no guarantee the weather or other circumstances would yield a lower bid at that time.
Mr. Paragon said if the bid from Cripps was accepted, it is expected the work would be completed by November 1, 2019.

Ms. Johnston said per the Board’s request at the May meeting, she contacted Genzink Appraisal to complete an appraisal on the Church’s property at 6532 Stadium Drive. Based on their review of the property, the market values of the fee simple estate are $83,000 without the ingress/egress easement to 9th Street and $78,200 with. This is lower than the true cash value of $240,052 established by the Township Assessor and utilized in the property swap Memorandum of Understanding for the demolition of the car wash.

Staff forwarded the appraisal report to the Church and encouraged them to have their own appraisal completed, if desired. The original sale price requested by the Church was the amount indicated in the Memorandum of Understanding.

In addition to the appraisal report, the Board requested OCBA move forward with the improvements on their own property and then incorporate 6532 Stadium Drive into the project if a purchase decision is made. OCBA provided a memo for the Church property redesign totaling $7,500.

The church has indicated it would not accept $80,000 for the property and suggested the negotiations start at $240,000. Ms. Johnston thought perhaps a middle ground could be achieved. Also, to be factored in is the $30,000 the DDA paid for the Church’s share the car wash demolition costs.

After extended discussion of the pros and cons of going ahead now or waiting for an agreement with the church, it was the consensus of the group to move ahead with the Cripps bid.

Mr. Corakis moved to approve the low bid received from Cripps Fontaine Excavating, Inc. dated July 11, 2019, in the amount of $195,000, including a charge of $30 per cubic yard for the removal and replacement of any satisfactory soils if found, and to provide a contingency of up to $10,000 if needed. Mr. Skalski seconded the motion. The motion was approved unanimously.

At this point in the meeting Chairperson Taylor left and Vice Chair MacDonald took over as Acting Chairperson.

Car Wash Church Property Negotiations

It was agreed that $240,000 was not reasonable for the DDA to pay for the property given the appraisal received of $83,000.
Mr. MacDonald moved to approach the church, explain the DDA’s rationale for not accepting their offer to sell the property for $240,000, provide them a copy of the fair market appraisal received from Genzink Appraisal, and offer to purchase the property with a 10% premium over the appraised value of $83,000. If the offer is accepted, the DDA will pay reasonable market closing costs and transfer fees and will waive the $30,000 paid on the church’s behalf for demolition of the gas station. If title is taken by the DDA the area will be seeded with grass. Mr. Skalski seconded the motion. The motion was approved unanimously.

Cross-Access Agreement During Construction

Ms. Johnston reached out to the Church to request the use of their property for a staging area during construction through a temporary cross-access agreement for this purpose. It was requested she send along a draft document for their review.

A cross-access agreement was created and reviewed by both the Township Attorney and OCBA. A draft was then sent to Mr. Selkirk. The church has indicated they are willing to sign the temporary cross-access agreement.

OCBA Redesign Contract

The group agreed to place the OCBA Redesign Contract on hold until after negotiations with the church are concluded.

New Project Development

a. Realtor Outreach on Property Procurement

Ms. Johnston said she reached out to a local realtor to approach property owners to assess their interest in selling properties the DDA is interested in purchasing. He is moving slowly to explore who might be interested in selling. More information will be provided as it develops.

There was discussion about whether this is the time to do a property survey to determine any restrictions or utility access.

It was pointed out a survey will be needed at some point no matter what. Ms. Heiny-Cogswell will check to see if one was done when Millard’s Way was constructed. Ms. Johnston will bring the group up to date at the September meeting. It can be decided at that point whether to move ahead with Prein and Newhof to have one done.
**b. Electric Car Charging Stations Within the DDA Area**

Ms. Johnston said Chairperson Taylor would like the group to consider placing an electric car charging station in the DDA area.

Ms. Heiny-Cogswell indicated the Township Board is interested and have considered a station at Flesher Field or the Harding’s Store parking lot. There is currently a Consumers Energy grant program for installation in an amount of up to $5000. She asked if the DDA would be interested/willing to partner with the Township.

Mr. MacDonald noted installing the system would be the responsibility of the owner; usage would be a cost to the user. He wondered if there would be a different cost for installation depending upon location.

Ms. Heiny-Cogswell indicated the Public Works Department could assist in determining specifics.

Mr. MacDonald said the group was interested in pursuing a charging station, with Harding’s parking lot as the preferred location.

**Budget Discussion**

Ms. Johnston walked the group through the budget. She indicated revenue was increased but given new construction felt it was probably a low estimate. She reported Mr. Taylor expects interest earned will be about $15,000.

The group discussed several items related to the sidewalk project, corner property and possible property acquisition and whether to include estimates as place holders or to do amendments later if necessary. They settled on leaving the budget as presented but with the removal of $235,000 for car wash property improvements from the carryover and capital outlay and $7500 for concept plan cost.

Mr. Skalski **moved** to approve the budget as presented with the removal of $235,000 for car wash property improvements and $7500 for concept plan costs. Mr. Betzler **seconded the motion.** The motion was **approved unanimously.**

**Village Theme Development Plan Discussion**

Ms. Johnston reported Chairperson Grant would like a discussion and motion to ask the Planning Commission to take up this item again to move the project forward.
Acting Chair MacDonald summarized the history for the group, saying the DDA questioned whether certain elements of the Form Based Code are still valid and if they should be revisited. They were moving toward a recommendation to loosen some of the requirements in the Village Core portion of the overall plan.

At a joint board meeting with the Township Board and Planning Commission on this subject, some Township Board members expressed concerns. Additional Planning Commission discussion was desired, but competing priorities caused this issue to be lost in the process.

He said the challenge is that what the DDA wants today regarding the corridor is different than zoning requirements. Desired is a slow pedestrian environment. What we have is quickly moving traffic. What needs to be decided is which it is to be and who should control the roads to accomplish the goal. The DDA wants to be sure this issue does not fall by the wayside with the Township.

Ms. Johnston explained the Planning Commission has discussed the issue but with no time frame. It is uncertain how much the DDA can accomplish with the time they have left within this current Development Plan. An influx of new cash is needed. The question is what the vision is for the DDA area and can the DDA see it through. What we have with the road as it is today is very different from the vision. To move forward with public input received, a formal motion requesting the Planning Commission take this up again would be in order.

Acting Chair MacDonald said re-engaging with the Planning Commission and Township Board would address unresolved recommendations.

Ms. Heiny-Cogswell felt it would be appropriate to approve a motion to send a recommendation to the Planning Commission to take this issue up again and let them decide whether to send a recommendation on to the Township Board. She noted when it was considered previously there were mixed opinions on its priority at the Board level.

Ms. Johnston said when the recommendation was made the plan was 90% done, but a final review was needed by the Planning Commission before it went to the Township Board. There were clear concerns from some Board members who weren’t ready to change the vision. She agreed the process would be to send a recommendation to the Planning Commission which could then be moved by the Commission to the Township Board. If the Board does not ultimately approve the recommendation at least we would have an answer.

Mr. Skalski made a motion requesting the Planning Commission to review the consultant’s report and recommendations regarding the Village Theme Development Plan generated by the DDA and Planning Commission subcommittee and to indicate
the DDA’s willingness to re-engage with the PC if they wish to discuss the issue further. Mr. Betzler **seconded the motion.** The **motion was approved unanimously.**

**Announcements and Adjournment**

Acting Chair MacDonald noted Ms. Johnston would be resigning from her position as Planning Director to accept a planning consultant position with a local firm. He and other Board members wished her well and thanked her for her DDA service and leadership.

There being no further business, Acting Chairperson MacDonald adjourned the meeting at 1:12 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: July 20, 2019
Minutes Approved:
To: DDA Board
From: Themi Corakis, Treasurer
Re: Treasurer’s Report

Attached you will find the Treasurer’s Report for July - August 2019, unaudited.

The main expenditures for this two-month period are related to the corner property improvements and the Stadium Drive sidewalk. Additional administrative expenses related to staff costs, accounting fees, and legal fees have also been invoiced during this timeframe. Finally, maintenance costs associated with the Community Center and the weed control at the corner property are included with this report.

Attachment: July - August budget spreadsheet
Invoice
## DOWNTOWN DEVELOPMENT AUTHORITY

### Treasurer’s Report July - August, 2019

### unaudited

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| CARRYOVER 2019 | $457,250.00 |
| REVENUES EARNED 2019 | $129,514.63 |
| EXPENDITURES 2019 | $51,292.81 |
| NET BALANCE 2019 | $535,471.82 |

FUND BALANCE: $920,741.82
Hi Amanda –

Will you please have a check cut for the County Clerk so I can record the attached DDA document. The PO number is 12200. Please hold the check so I can collect it and take it with me to the County.

Thanks!

Julie Johnston, AICP
Planning Director
Oshtemo Charter Township
7275 W. Main Street
Kalamazoo, MI 49009
269.216.5223
269.375.7180 (fax)

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TEMPORARY CROSS ACCESS AGREEMENT

This TEMPORARY CROSS ACCESS AGREEMENT ("Agreement") is entered into as of the 6th day of August, 2019 by and between Oshtemo Charter Township Downtown Development Authority ("DDA"), established pursuant to Public Act 197 of 1975, whose address is 7275 West Main Street, Kalamazoo, Michigan 49009 and Oshtemo United Methodist Church ("Church"), a 501c3 tax-exempt religious organization, whose address is 6574 Stadium Drive, Kalamazoo, Michigan 49009.

Background

1. The DDA owns a parcel of real property in Oshtemo Township, Kalamazoo County, Michigan, which is addressed as 6520 Stadium Drive. The DDA intends to develop the parcel as a natural gateway feature to the Oshtemo Village, including such items as sidewalks, landscaping, irrigation, pedestrian features, and lighting, which will be managed and maintained by the DDA.

2. The contractor approved by the DDA needs access to this parcel and a staging area for their construction equipment.

3. The Church owns a parcel of real property in Oshtemo Township, Kalamazoo County, Michigan, which is addressed as 6532 Stadium Drive. The DDA has requested a temporary cross access easement to this parcel to allow the contractor to access the DDA property from the curb cut on South 9th Street and utilize the paved area of this parcel for the staging of construction equipment and materials.

Agreements

NOW THEREFORE, the DDA and Church agree as follows:

1. Ingress and Egress: The Church permits the construction contractor and their designees hired by the DDA the temporary right to access the parcel owned by the Church addressed as 6532 Stadium Drive for the intention of completing improvements to the DDA property. This temporary access shall only occur during the construction of the DDA property, which is expected to occur between July and December of 2019.
30 April 2019

Mr. Grant Taylor, Chairperson  
Downtown Development of Oshtemo Township  
c/o 7275 West Main Street  
Kalamazoo, MI 49009

Sent via e-mail ONLY to: Grant Taylor at gtaylor@oshtemo.org  
Copied to: Julie Johnston at JJohnston@oshtemo.org

RE: Oshtemo Village Corner Plaza - Final Design through Construction Administration

**Invoice #41801.00 - 10**  
**Billing Period: through 4/30/2019**

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**Disbursements Made on Behalf of the Project**  
Mileage - 4/4/19, 12 miles @ $0.58  

| Amount Due this Invoice | $4,386.96 |

Thank you,  
Kenneth W. Peregon
July 31, 2019

Mr. Grant Taylor, Chairperson
Downtown Development of Oshtemo Township
c/o 7275 West Main Street
Kalamazoo, MI 49009

RE: Oshtemo Village Corner Plaza - Final Design through Construction Administration

Invoice #41801.00 - 13
Billing Period: through 7/31/2019

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Thank you,
Kenneth W. Peregon
June 30, 2019

Mr. Grant Taylor, Chairperson
Downtown Development of Oshtemo Township
c/o 7275 West Main Street
Kalamazoo, MI 49009

Sent via e-mail ONLY to: Grant Taylor at gtaylor@oshtemo.org
Copied to: Julie Johnston at JJohnston@oshtemo.org

RE: Oshtemo Village Corner Plaza - Final Design through Construction Administration

Invoice #41801.00 - 12
Billing Period: through 6/30/2019

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<th>Services Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Design through Construction Administration Lump Sum Fee (excluding reimbursable expenses)</td>
<td>$42,000.00</td>
</tr>
<tr>
<td>Percent of Services Complete</td>
<td>80%</td>
</tr>
<tr>
<td>Total Earned to Date</td>
<td>$33,624.00</td>
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<tr>
<td>Less Previous Invoices</td>
<td>$29,768.00</td>
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<tr>
<td>Fee Billed this Invoice</td>
<td>$3,856.00</td>
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<tr>
<td>Reimbursable Expenses Estimated Not to Exceed</td>
<td>$1,000.00</td>
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<td>Total Billed to Date</td>
<td>$114.56</td>
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<td>Percentage Billed to Date</td>
<td>11%</td>
</tr>
</tbody>
</table>

Disbursements Made on Behalf of the Project

| Amount Due this Invoice | $3,856.00 |

Thank you,
Kenneth W. Peregon
31 May 2019

Mr. Grant Taylor, Chairperson  
Downtown Development of Oshtemo Township  
c/o 7275 West Main Street  
Kalamazoo, MI 49009

Sent via e-mail ONLY to: Grant Taylor at gtaylor@oshtemo.org  
Copied to: Julie Johnston at JJohnston@oshtemo.org

RE: Oshtemo Village Corner Plaza - Final Design through Construction Administration

Invoice #41801.00 - 11  
Billing Period: through 5/31/2019

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Final Design through Construction Administration Lump Sum Fee (excluding reimbursable expenses)</td>
<td>$42,000.00</td>
</tr>
<tr>
<td>Percent of Services Complete</td>
<td>71%</td>
</tr>
<tr>
<td>Total Earned to Date</td>
<td>$29,768.00</td>
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<td>Less Previous Invoices</td>
<td>$(19,725.00)</td>
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<tr>
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<td>Disbursements Made on Behalf of the Project</td>
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<tr>
<td>Mileage - 5/17 &amp; 5/21/19, 24 miles total @ $0.58</td>
<td>$13.92</td>
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<tr>
<td>Plots (11 12&quot;x18&quot; plots @ $1.50)</td>
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<tr>
<td></td>
<td>$30.42</td>
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Amount Due this Invoice  
$10,073.42

Thank you,  
Kenneth W. Peregon
OSHTEMO CHARTER TOWNSHIP
LIBBY HEINY-COGSWELL
7275 W MAIN ST
KALAMAZOO, MI 49009-8210

Invoice number 50960
Date 08/05/2019
Project 2180386 STADIUM DRIVE-ONE WAY PATH

BILLING PERIOD: 7/01/19 TO 7/27/19

PROFESSIONAL SERVICES RELATED TO
RIGHT-OF-WAY ACQUISITION AND DESIGN

RCKC TAP = $ 47.50
DDA TAP  = $ 950.00

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<tr>
<th>Engineer</th>
<th>Hours</th>
<th>Rate</th>
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<tbody>
<tr>
<td>ENGINEER</td>
<td>10.50</td>
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<td>997.50</td>
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Invoice total 997.50

TERMS: NET 30: 1-1/2% PER MONTH SERVICE CHARGE ON PAST DUE ACCOUNTS
OSHTEMO CHARTER TOWNSHIP
LIBBY HEINY-COGSWELL
7275 W MAIN ST
KALAMAZOO, MI 49009-8210

Invoice number 50429
Date 07/09/2019
Project 2180386 STADIUM DRIVE-ONE WAY PATH

BILLING PERIOD: 6/01/19 TO 6/29/19

PROFESSIONAL SERVICES RELATED TO EASEMENT ACQUISITION AND UTILITY COORDINATION

RCKC TAP = $ 1,866.00
DDA TAP = $ 863.50

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<tr>
<td>TECHNICIAN II</td>
<td>7.00</td>
<td>70.00</td>
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<td>TECHNICIAN</td>
<td>7.00</td>
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<td>ENGINEER</td>
<td>18.00</td>
<td>95.00</td>
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<td>PROJECT MANAGER</td>
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subtotal 33.00 2,723.50

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<tr>
<td>Miles</td>
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</table>

Invoice total 2,729.50

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

**S&T Lawn Service Inc.**

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

---

**Bill To:**

Oshtemo Charter Township  
7275 West Main Street  
Kalamazoo, MI 49009

---

**Date:** 7/31/2019  
**Invoice #:** 16839  
**Terms:** Net 15

---

**Regarding:**

9th Street and Stadium Dr. Lot

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Rate:</th>
<th>Amount:</th>
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<td>7/1/2019</td>
<td>07/01/2019 -- Fertilizing</td>
<td>1</td>
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<td>7/5/2019</td>
<td>07/05/2019 -- Weeding</td>
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<td>0.00</td>
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<td>7/5/2019</td>
<td>07/05/2019 -- Lawn Mowing &amp; Trimming</td>
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<tr>
<td>7/31/2019</td>
<td>07/31/2019 -- Lawn Service - Monthly Installment</td>
<td>1</td>
<td>268.00</td>
<td>268.00</td>
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</table>

**Total**  
$268.00

---

Thank you for your business.
### Invoice

S&T Lawn Service Inc.
(269) 375-0334
3393 South 6th Street
Kalamazoo, MI 49009

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

**Date:** 7/22/2019
**Invoice #:** 16353
**Terms:** Net 15

**Regarding:** 9th Street and Stadium Dr. Lot

<table>
<thead>
<tr>
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<th>Rate</th>
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</tbody>
</table>

Att: Julie Johnston

**Total** $120.00
S&T Lawn Service Inc.
(269) 375-0334
3393 South 6th Street
Kalamazoo, MI 49009

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

Date: 6/30/2019
Invoice #: 16667
Terms: Net 15

Regarding: Parkview Hall

<table>
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<td>0.00</td>
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<td>6/21/2019</td>
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<td>06/28/2019 -- Weeding</td>
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<td>06/28/2019 -- Lawn Mowing &amp; Trimming</td>
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<tr>
<td>6/30/2019</td>
<td>06/30/2019 -- Lawn Service - Monthly Installment</td>
<td>1</td>
<td>268.00</td>
<td>268.00</td>
</tr>
</tbody>
</table>

Total $268.00

Thank you for your business.
CHARTER TOWNSHIP OF OSHTEMO  
7275 WEST MAIN STREET  
KALAMAZOO, MI 49009

Invoice Number: 100381  
Client ID: 6870  
Date: 07/31/2019  
Payable upon receipt

Professional services during the month of July 2019, which included the following:  
A. Knafel (3 hours @ $125) - tax and T&A assistance  
J. Frederickson (5.75 hours @ $150) February/March Cash reconciliations  
S. Bryer (2 hours @ $200) assistance with T&A and other questions  
Less: discount  
375.00  
862.50  
400.00  
(200.00)

Breakdown by fund:  
101 - $ 637.50  
107 - 100.00  
206 - 100.00  
207 - 100.00  
211 - 100.00  
249 - 100.00  
490 - 100.00  
491 - 100.00  
900 - 100.00  
$1,437.50  

New Charges: $1,437.50  
Plus Prior Balance: $0.00  
New Balance: $1,437.50

<table>
<thead>
<tr>
<th>Date</th>
<th>07/31/2019</th>
<th>06/30/2019</th>
<th>05/31/2019</th>
<th>04/30/2019</th>
<th>03/31/2019+</th>
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<tbody>
<tr>
<td>Amount</td>
<td>1,437.50</td>
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<td>0.00</td>
<td>0.00</td>
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Unpaid balances after 60 days subject to interest at 1% per month, minimum of $1.00
CHARTER TOWNSHIP OF OSHTEMO  
7275 WEST MAIN STREET  
KALAMAZOO, MI  49009

Professional services during the month of June 2019, which included the following:

Ann's assistance with tax fund (1.50 hours @ $125)  
187.50

Less: discount  
(87.50)

Joel's assistance with cash - February (4 hours @ $150)  
600.00

Steve's assistance with audit, answer ST questions, complete & file  
state forms (F-65, 5572, 5047) (9 hours @ $200)  
1,800.00

Breakdown as follows:

101 - $1,300  
107 - 100 - PO# 11024 -

206 - 300

207 - 100 - PO# 11077 -

211 - 100

249 - 100 - PO# 11042 -

490 - 200

491 - 200

900 - 100 - PO# 11018

$2,500

New Charges: $2,500.00

Plus Prior Balance: $0.00

New Balance: $2,500.00
Oshtemo Township
7275 W. Main
Kalamazoo MI, 49009

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

INVOICE # 10070
Date: July 10, 2019

**STATEMENT**

<table>
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<th>Description</th>
<th>Rate</th>
<th>Quantity</th>
<th>Due</th>
<th>Balance</th>
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<tbody>
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<td>10070</td>
<td>Planning Staff</td>
<td>$500</td>
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<td>$500.00</td>
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<tr>
<td></td>
<td>2\textsuperscript{nd} Quarter 2019</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>2\textsuperscript{nd} Quarter 2019 Legal Support</td>
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<td></td>
<td>April 2019</td>
<td>$150</td>
<td>.75</td>
<td>$112.50</td>
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<td></td>
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<td></td>
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Total Due $702.50

**PAST DUE BALANCE**

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<th>30-60</th>
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<tr>
<td>10070</td>
<td>$702.50</td>
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</table>

Please make all checks payable to: **Oshtemo Township**
**Invoice # 10070**

Attention:
Oshtemo Twp Treasurer’s Office
7275 W Main
Kalamazoo MI, 49009

Total Due: $702.50
To: DDA Board  
From: Julie Johnston, AICP  
Planning Director  
Re: Corner Property Improvements  

Construction Update  

Per the approval of the DDA, a contract was signed with Cripps Fontaine Excavating, Inc. for a total of $194,500 and a charge of $30 a cubic yard for removal and replacement of any unsatisfactory soils, if found. OCBA met with staff, the DDA Chair, and a representative from Cripps Fontaine on site on September 5th for a pre-construction meeting. Cripps Fontaine expects to begin construction the week of September 16th.

Unfortunately, as of the date of this memo, the final permits from the Road Commission of Kalamazoo County to complete work within the right-of-way have not been released. However, final revisions (3rd iteration) were sent to the Road Commission on September 10th so we expect approval very soon. Based on Road Commission concerns related to snow storage and storm water run-off, the plan had to change slightly. Attached is an overview from OCBA on the changes to the design plan.

Staff was able to secure the temporary cross access agreement with the Church to allow Cripps Fontaine to utilize the old car wash property as a staging area for construction. The temporary agreement has been signed by all parties and recorded with Kalamazoo County. The OCBA, Cripps Fontaine, and the Church have copies of the recorded document. A member of the Church attended the pre-construction meeting and walked the site with the project team. Pictures were taken to document the condition of the parcel prior to construction.

A decision related to the color of the park benches needs to be determined by the DDA. OCBA has provided the attached color options for your review. We will need a final decision at the meeting so the benches can be ordered in a timely manner.

Property Line Re-Description Update  

Staff has contacted Prein & Newhof to finalize the new legal descriptions for the property swap. An application has been completed and will be sent to the Church representatives for signatures as soon as the legal descriptions are completed. We hope to have the Church’s signature and the application submitted by the mid-October.

Attachment:  
RCKC permit review  
Revised design plan  
Dumor color options
September 11, 2019

OSHTEMO VILLAGE CORNER PLAZA

Summary of requests, and our response to, the Kalamazoo County Road Commission for the R.O.W. Permit Review

1. RCKC policy does not allow irrigation in the road R.O.W.
   - Irrigation in the R.O.W. has been deleted.

2. Re-align concrete walk along the 9th Street and Stadium Drive R.O.W. to be inside and on the R.O.W line to allow future traffic control devices to be placed between the walk and curb.
   - Stadium Drive: the walk is aligned at the R.O.W line near the church entry drive. As the walk proceeds easterly, it curves around a utility pole, then proceeds into the DDA property. The utility pole would be in the middle of the walk, if the walk were to continue along the R.O.W. line as requested. If the walk were move north of the pole it would be on property not owned by the DDA.
     The Road Commission has accepted this solution.
   - 9th Street walk: The walk is placed on and inside the R.O.W. as requested.

3. RCKC does not allow additional stormwater runoff from DDA property to shed into the R.O.W.
   - Grading inside the DDA property has been revised to flow inward into the property. A minor swale is created at the base of the berm, and inside the 9th Street and Stadium Drive walk to collect runoff before it can shed into the R.O.W. A small rain garden would be crated in this swale and plant material in this swale has been revised to be more adaptable.
     Utilizing a rain garden to collect this small amount of run-off will be more cost effective than catch basins and pipe. The sign wall and berm was shifted 4’ to the west to accommodate this grade change.

4. A sight distance triangle for the driveway on 9th Street is needed due to ornamental grasses planted in the R.O.W.
   - Plant material is no longer in the R.O.W. from the changes noted above. A clear sight triangle has been accepted by RCKC.

Paul Warnick, ASLA
COLOR AND MATERIAL OPTIONS

POWDER COAT COLOR OPTIONS

Most DuMor products are available in your choice of several color options in a super durable baked-on polyester powder finish.

- RECYCLE RED
- RECYCLE BLUE
- RECYCLE GREEN
- WHITE
- ALMOND
- DEEP RED
- BLUE
- HUNTER GREEN
- FOREST GREEN
- GREEN
- CARLSBAD
- SUDAN
- HERITAGE BROWN
- BRONZE
- ARGENTO
- CHARCOAL
- BLACK
- SAFETY YELLOW

Additional RAL colors are available at an extra cost—consult your local DuMor representative.

COATING METHOD

DuMor recognizes the importance of a high quality finish on our site furnishings. That’s why we offer a state-of-the-art polyester powder finish on all metal components. Three key elements are essential to achieving an attractive, durable finish: proper surface preparation, proper application of the powder, and proper curing. All metal components offered by DuMor are coated using an exhaustive 16 step powder coat process.

WOOD

IPE

DOUGLAS FIR

DuMor has selected the highest grade woods available for use on our products. "C" & Better Douglas Fir and Ipe are offered as standard wood options. Douglas Fir will be delivered coated in a clear preservative. Due to its density and estimated longevity left uncoated, Ipe will be delivered in its natural state without preservative. As a natural product of our environment, wood will weather when placed outdoors. Signs of weathering include splitting, checking, and changing color. These are not covered by DuMor’s warranty. Wood colors will vary.

RECYCLED PLASTIC

WALNUT CEDAR GREY REDWOOD

The high-density polyethylene raw material utilized in our recycled plastic furnishings is derived from post-consumer bottle waste resulting in a product that is over 90% recycled.

Please note that due to variations in photographic reproducions, natural wood grains and colors shown throughout may not be exact. Please contact your local DuMor representative for color and wood grain samples.
September 11, 2019

To: DDA Board

From: Julie Johnston, AICP
Planning Director

Re: Stadium Drive Nonmotorized Updates

The Stadium Drive nonmotorized project is progressing in a timely manner to meet an anticipated construction start of spring 2021. Prein and Newhof have the following updates:

- The location of the path from the edge of the road has been agreed upon by the Road Commission of Kalamazoo County for the required right-of-way permit.

- Based on this agreement, three new temporary easements have been added to the project to ensure that driveways are reconstructed properly.

- Transportation Alternative Program (TAP) funded projects follow the Michigan Department of Transportation (MDOT) letting schedule which will require the project grant application to be submitted by September 30th.

- Easement acquisition and design continues as the project moves towards construction.

Based on these updates, staff would recommend the DDA consider a motion to allow the Chair to sign any all required application documents of the TAP program for submittal to MDOT.
September 11, 2019

To: DDA Board

From: Julie Johnston, AICP  
      Planning Director

Re: Village Theme Development Plan Updates

The Village Theme Development Plan is on the Planning Commission’s September 12th agenda. Staff anticipates having more information to share with the DDA after this discussion, which will be provided at the DDA’s September 19th meeting.