



Kingsley Downtown Development Meeting

Special Meeting

207 South Brownson Ave, Kingsley, MI 49649

**9.12.2024 5:00pm**

Meeting called to order at 5:07p by DDA President / Chair Max Anderson

**Roll Call:** Allman X, Anderson X, Ascione\_AB, Ashmore X, G. Bogart AB, Burke X, McKellar AB, Lajko X, Steele X.

Note: Burke entered at 5:15p.

## Interviews

1. CIB: Provided proposal, attached. This would be a collaboration between CIB and Advanced Development Solutions. They provided an example of a current project they are working on in Farmington, MI for reference. Broken down into PHASE I which primarily focuses on the two main components of Plan Evaluation and Community Engagement. Do not have a large local presence. Estimated Total for Phase I; \$57,689 which is an up-to number. The team has many years of experience and has worked closely with Progressive A/E.
2. ECT: Has a local presence and came for in-person interview. Team make-up includes employees for ECT with many of those team members having experience in Brownfield and having worked closely with Progressive A/E. Broken down into PHASE I; Planning Activities and Community Engagement. Estimated Total for Phase I is estimated at

\$98,775 but could be less depending on exact scope of work. ECT also provided an all-in estimated cost including Project Management Services, Marketing and Development totaling \$195,735.

Jess to prepare a side by side from the (3) companies for comparison. Reminder for Monday's meeting where we will further discuss and vote.

***Motion by ALLMAN seconded by ASHMORE to adjourn at 7:29p. All approved.***



## Hillside Townes Redevelopment Project

### Former Public School and Residential Buildings

### Farmington, Michigan

**Total Capital Investment:** \$19.5 million

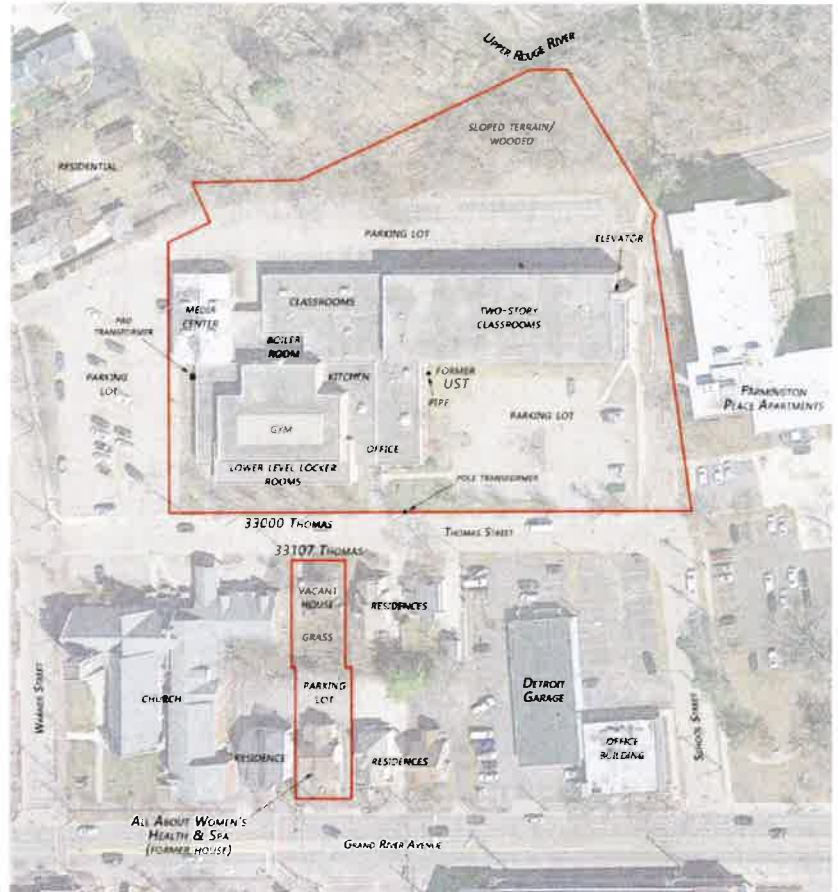
**Job Creation:** 280 temporary full-time construction jobs

**Type:** Residential, Public Infrastructure Improvements, Public Park Creation, New Construction

**Description:** *CIB Planning and Advanced Redevelopment Solutions were integral consultants to the City of Farmington for the overall redevelopment of this area, including the planned redevelopment.* The Project is the cornerstone and priority redevelopment in the city. The Project will involve the demolition of the functionally obsolete and blighted former school building and remediation of environmentally contaminated soil starting in July 2024. The existing building is 44,609 square feet in size, which had been used as a school facility since initial use of the property. The building is functionally obsolete and blighted and no longer useful in its current state, and the city

has long seen the parcel as a candidate for redevelopment. A portion of the site contains non-indigenous contaminated fill soil which will be removed to allow for the owner-occupied homes to be built. There are several public benefits to the project, including but not limited to, an integral public path that will connect Grand River Avenue with Shiawassee Park, major infrastructure improvements, repaving of an existing parking lot used by the city, and removal of aerial cable lines, in addition to providing much needed missing middle housing that will create a critical mass of new owner-occupied homeowners to the downtown corridor and adding property taxes to a current non-revenue generating property. The Hillside Townes homes will be coupled with green building methods and all homes provide for 15% to 20% annual energy savings from a traditional code compliant home.

Hillside Townes is a new residential community that will feature 53 for-sale attached family townhomes that will add a quality new housing product that is currently unavailable in the area. All the homes will be 1,330 square feet in size with two bedrooms and two and a half baths plus an included one-car





attached private garage.

Previous use and prior development of the school property resulted in an area with identified non-indigenous fill that that appears to have been imported to the property in the past by others that has resulted in environmental impacts that will soil removal to achieve EGLE Generic Residential Criteria for unrestricted residential use. Environmental costs for soil removal (excavation, transport, disposal) of contaminated soil are anticipated to exceed \$832,000. In addition, the existing two residential dwellings, the former school building, and all existing site features will be demolished to facilitate redevelopment. Based on completed pre-demolition asbestos containing materials and hazmat surveys, asbestos containing materials are present in the buildings which will need to be abated prior to demolition, with abatement and demolition costs exceeding \$807,000.

The redevelopment integrates design elements, environmental activities, and economic development to further goals of the city and EGLE. It will result in: (1) the community and municipal benefits of increased property taxes on the property; (2) due care activities that will address the contamination on the property, reducing the threat to human health and the environment; and (3) a substantial improvement to the appearance and aesthetics of the property which will assist in increasing the property values of the neighboring community. This long vacant structure has been a blight on the community for many years. The long-term impact of activating this property will be multifaceted. The elimination of blight will improve the quality of life for residents in the adjacent neighborhood. Additionally, the activation of the street level with new residences will help transform this property into a vibrant and welcoming part of downtown Farmington.



**Incentives Secured:**



PRELIMINARY GANTT CHART (August 27, 2024)  
CIB Planning and ARS

Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
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### 1. Planning Activities

- a. Review existing DPA plans and policies and make recommendations as to potential improvements, which may be needed for the successful redevelopment of the site
- b. Such as site reuse vision including design concepts, renderings, visioning sessions, compatibility of and connectivity to existing and planned nearby land uses and infrastructure
- c. Preparation of various cost estimates for clean up activities, demolition, and other costs associated with redevelopment activities

## 2. Engagement

- a. Community outreach in the form of at least one in-person public engagement session in collaboration with the Village of Empire's Mainline Plan Public Engagement Session to occur in November 2024
- b. Public outreach with community organizations, business leaders, public officials, nonprofit leaders, property owners, and potential developers.
- c. Establish two-way communication with stakeholders
- d. Rural community engagement strategies – smaller scale, in person traditional community engagement methods

### 3. Marketing

- b. Marketing material development**

#### 4. Development

- a. Identify and apply for grant opportunities for eligible activities such as demarcation, site preparation, etc. Address environmental conditions, ensure necessary infrastructure improvements are made, and land use restrictions are addressed

## 5. Project Management

3. **Project Management**  
 a. The consultant will ensure full compliance with the terms of the Development Agreement as set forth in Exhibit B. This includes submitting progress reports containing short summaries of progress made for all phases of work, data, and findings along with any other required data for quarterly reporting as defined in the Development Agreement between the DDA and the Grand Traverse County Landbank Authority. In the event of a schedule risk, the consultant will collaborate with all entities involved in the project to make corrective action necessary to meet the schedule. The creation and use of a Gantt chart is requested for the management of this project.
- b. Consultant will submit regular billing with costs tracked by phase and task, with backup documentation.
- c. The consultant will develop, manage, and update the budget for the project. This also includes identifying any concerns with the budget and addressing the DDA with evaluating the costs of various building components, attending, sustainability options, and providing suggestions for cost savings.
- d. The consultant will coordinate and expedite the flow of art installation between the DDA's project team and the outside consultants, vendors, and contractors.
- e. The consultant will attend DDA meetings, Landbank Authority meetings, Streetcar Authority meetings, and Village Center meetings and Village Center meetings when requested by the Project Team and as needed. This will include providing input to the Village Center meetings as needed.

Evaluate Landbank CCA Development Agreement (NE-CA) (C) Accessory

Marketing - Hart, Grand Blanc TWP, Virgunes, Ishpeming, Muskegon Heights, Hamtramck, Inkster, Romulus, Farmington, Village of Okemos

Project Specific TIF - Farmington, Dexter, Swartz Creek, Meridian Township (Okemos)

Master Plan Adoption - Feb 25  
RRC - Certification 12-1-25

# Kingsley DDA Budget

DRAFT as of 9-12-2024

	CIB Planning			Advanced Redevelopment Solutions	
	C. Avantini \$163	J. Sprague \$149	E. Moeller-Younger \$142	E. Helzer \$220	J. Peckham/ K. Perkowski \$110
<b>Project Administration</b>					
Misc. Project Coordination	8	8	16		
<b>Phase 1: Project Kick-off and Planning Activities</b>					
1.1 Kick-off meeting w/staff (virtual).	6	6		6	
1.2 Review existing DDA plans and policies and make recommendations as to potential amendments, which may be needed for the successful redevelopment of the site.		10	2	10	2
1.3 Such as site reuse vision including design concepts, renderings, visioning sessions; compatibility of and connectivity to existing and planned nearby land uses and infrastructure.		5		5	
1.4 Preparation of various cost estimates for clean-up activities, demolition, and other costs associated with predevelopment activities		5		20	20
1.5 Identification of potential project incentives and other sources of potential funds.		5		8	8
<b>Phase 2: Engagement</b>					
2.1 Community outreach in the form of at least one in-person public engagement session in collaboration with the Village of Kingsley's Master Plan Public Engagement Session to occur in November 2024 (In person)		6		6	
2.2 Public outreach with community organizations, business leaders, public officials, nonprofit leaders, property owners, and potential developers.		6	6	6	2
2.3 Establish two-way communication with stakeholders.		10		5	2
2.4 Rural community engagement strategies – smaller-scale, in-person, traditional community engagement methods.		6		6	
2.5 Memorandum of Understanding with taxing jurisdictions (dependent upon each taxing jurisdictions needed level of engagement, limited engagement assumed for budget).		4		20	5
<b>Task 3: Final Report and Implementation</b>					
3.1 Assemble Draft Plan (Does not include TIF Revenue forecasts)		8	8	4	2
3.2 Edits based upon review comments		4	4	4	2
3.3 Implementation Plan		10	4	4	2
<b>Task 4: DDA Meetings</b>					
4.1 Board Presentation of Draft Plan		6		6	
4.2 One (1) round of revision		6	2	4	
4.3 Final Plan Presentation		6	2	6	
<b>Hour Totals</b>					
	14	111	44	120	45
	\$2,282.00	\$16,539.00	\$6,248.00	\$26,400.00	\$4,950.00
Firms Labor Subtotal				\$56,419.00	
Expenses (mileage, hotel, meals, printing)				\$1,270.00	
<b>Estimated Total =</b>				<b>\$57,689.00</b>	



## Village of Kingsley

Sept 12, 2024

Project Management Services to Advance Brownfield Eligible Properties in Downtown Kingsley



## > Meet the Team

Lead by Locals with Statewide Experienced Professionals



Tonya Lewandowski  
Project Manager



Dirk Mammen  
Project Director



Anne Jamieson-Urena  
Economic Planning &  
Development Specialist



Lindsay Mason, P.E.  
Engagement & Market  
Support



## > Multidisciplinary Team

### Collaboration Among Technical Experts

- Local Presence
- National Experience
- ECTs expert team is ready to work for you
  - Community Outreach Leaders
  - Developer Representative Specialist
  - Brownfield Redevelopment Specialist
  - Gap Financing and Grant Securing Experts
  - Environmental Services
  - Permitting & Cultural Resources
  - Construction Management
  - Civil & Water Resources Engineering
  - Landscape Architecture
  - Ecology and Wetland Specialists



## > Finding Solutions for Kingsley

Our Team Adapts and Works Together to Find Solutions

**ECT is a place where progress leads the way.**

- ECT meets clients on the path to a better tomorrow.
- We inspire environmental and economic advancement for a more resilient future.
- Together, we create value, positive change, and effective solutions that provide opportunities for sustainable growth.

**ECT**

# > Scope of Work & Cost Adjustment Request

## Phase I Considerations

1. Planning activities (from RFP schedule)
2. Engagement activities (from RFP schedule)

### Request from the Village:

- Additionally, please include in the Phase 1 cost estimate the following:
  - Developing a Memorandum of Understanding (MOU) with local governmental stakeholders regarding the project,
  - Identifying incentives and tools for the project,
  - Creating a final vision document from the visioning sessions,
  - An implementation plan to take the vision to developers.





## > Planning – Collaboration and Preparation



## > Planning Activities

### Team Collaboration

- Project Partner Collaboration
  - Village
  - DDA
  - State Partners
  - Other Consulting Firms
- Develop Memorandum of Understanding (MOU)
  - Formal Agreement with local government and stakeholders
  - Agree on expectations, roles and common goals

## > Planning Activities

### Existing Knowledge and Potential Recommendations

- Review Existing Plans and Policies in collaboration with Project Partners to alleviate duplication of efforts
- Make recommendations to accommodate for a successful redevelopment of the site(s)
  - May include:
    - Concept drawings,
    - Renderings,
    - Visioning sessions to strengthen public and private partnerships,
    - Connectivity to existing & planned nearby land uses / infrastructure

## > Planning Activities

### Planning Documents & Funding Needs

- Creating a final vision document from the visioning sessions
- Develop an implementation plan to take the vision to developers.
- Preparation of various cost estimates
  - Focus on:
    - Clean-up activities,
    - Demolition,
    - Other costs associated with redevelopment, and
    - Gap funding analysis modeling
- Identifying gap financing, incentives and tools for the project
  - Gap financing options and incentives
  - Development of a financial model

## > Planning Activities

ECT Proposed Costs – Includes Requested Add'l Tasks

Planning Activities	
Project Partner Collaboration & Develop MOU	\$9,750
Review Existing DDA/Zoning Plans & Policies	\$7,300
Prepare Cost Estimates for Redevelopment Activities	\$8,750
Identifying Gap Financing, Incentives and Tools	\$22,625
Site Reuse Visioning & Summary Document	\$16,050
Development of Vision Implementation Plan	\$8,950
<b>Planning Activities Total</b>	<b>\$73,425</b>





## > Engagement - Community Input Matters

## > Engagement

### Developing Relationships and Building Trust

- Establish 2-way Communication with Stakeholders
  - Build off Planning Efforts
  - Imperative Collaboration for the project to continue progress
  - Anticipated monthly check-in meetings
- Public Engagement Sessions
  - At least two in-person events
  - Facetime with the community to discuss ideas
  - Shared visioning

## > Engagement

### Developing Relationships and Building Trust

- Public Outreach Activities
  - Develop effective methods to reach the public in meaningful ways – businesses, organizations, public officials, nonprofits, developers, etc.
    - Public notices/community newsletters,
    - Surveys,
    - Online information websites, etc.

## > Engagement

### Developing Relationships and Building Trust

- Rural Community Engagement
  - Traditional Community Engagement Methods
    - Smaller-scale
    - Paper flyers / Informational pamphlets mailed to rural areas
    - Opportunity to provide input / be notified
    - Offer personal communication



## > Engagement

### ECT Proposed Costs

Engagement Activities	
Public Engagement Sessions (up to two)	\$9,725
Public Outreach Activities	\$7,500
Rural Community Engagement	\$5,950
Establish Two-Way Communication	\$2,175
<b>Engagement Activities Total</b>	<b>\$25,350</b>

## > Budget – Phase I Including Adjusted SOW

Phase I - \$98,775

Phase	Fee
<b>Planning Activities</b>	
Project Partner Collaboration & Develop MOU	\$9,750
Review Existing DDA/Zoning Plans & Policies	\$7,300
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# Q & A

A hand holding a red marker is writing on a yellow sticky note. Several other sticky notes in yellow, pink, and purple are attached to a surface. In the background, there are project management charts, including a pie chart with segments in red, blue, and yellow, and a bar chart with blue and red bars. The overall scene suggests a collaborative workspace for project management.

## > Project Management – It Matters



# > Project Management

## Reporting and Schedule

- Ensure compliance with the terms of the Development and Reimbursement Agreement
  - Collaboration with Redevelopment Ready Certification Consultants
  - Submitting Progress and Quarterly Reports
  - Summaries of work
- Manage Scheduling, including any risk to the schedule
  - Collaborate with all entities involved
  - Make corrective action if necessary to meet the schedule
  - Use of Gantt chart for schedule management

## > Project Management

### Budgets & Billing

- Manage and submit billings
  - Costs tracked by site and task, with backup documentation.
- Develop, manage, and update the budget for the project.
  - Identify any concerns with the budget.
- Provide suggestions for cost savings.

## > Project Management

### Meetings & Sharing Information

- Meeting Attendance including:
  - DDA meetings,
  - Land Bank Authority Meetings,
  - Brownfield Redevelopment Authority meetings, and
  - Village Council meetings when requested /as needed.
- Coordinate and expedite the flow of information
- Presentations to stakeholders as needed
  - Continue to ensure progress updates and communication

## > Project Management

### Proposed Project Management Costs

Project Management	
Contract Award	\$1,200
Kickoff Meeting	\$2,500
Submit Billing with Costs/Budget Tracked	\$4,060
Attend Meetings As Needed (up to 30 hrs)	\$6,500
<b>Project Management Total</b>	<b>\$14,260</b>





# > Marketing – Effectively Engaging

## > Marketing

### Increase Awareness and Raise Interest

- Engage with Potential Developers and other Potential End Users
  - Seek those interested in acquiring and developing the site
- Develop Marketing Materials
  - Prepare diverse marketing materials to maximize selling potential
  - Speak to different types of buyers and end users

## > Marketing

### Potential Buyer Assistance – Making the Sale

- Prepare Necessary Requests for Proposal Related to Sale of Site
  - Develop documents to assist potential buyers
  - Ensure a positive experience for all
  - Responsiveness is imperative

## > Marketing

### Proposed Marketing Costs

Marketing	
Engage with Potential End Users	\$12,850
Marketing	\$9,500
Prepare RFPs/Sale Documents with selected Broker based on RFP	\$14,450
<b>Marketing Total</b>	<b>\$36,800</b>





# > Development – Making Change Happen

## > Development

### Funding & Environmental Review Assistance

- Apply for grant and gap funding opportunities
- Address Environmental Conditions.
  - Ensure necessary infrastructure improvements are made,
  - Ensure land use restrictions are addressed,
  - Review of existing reports and make recommendation,
  - Evaluate Due Care Planning activities and exposure risks.

## > Development

### Proposed Development Costs

Development	
Address Environmental Conditions	\$14,625
Apply for Economic Development Gap Financing Opportunities	\$31,275
<b>Development Total</b>	<b>\$45,900</b>

## > Budget & Schedule – Including Adjusted Phase I SOW

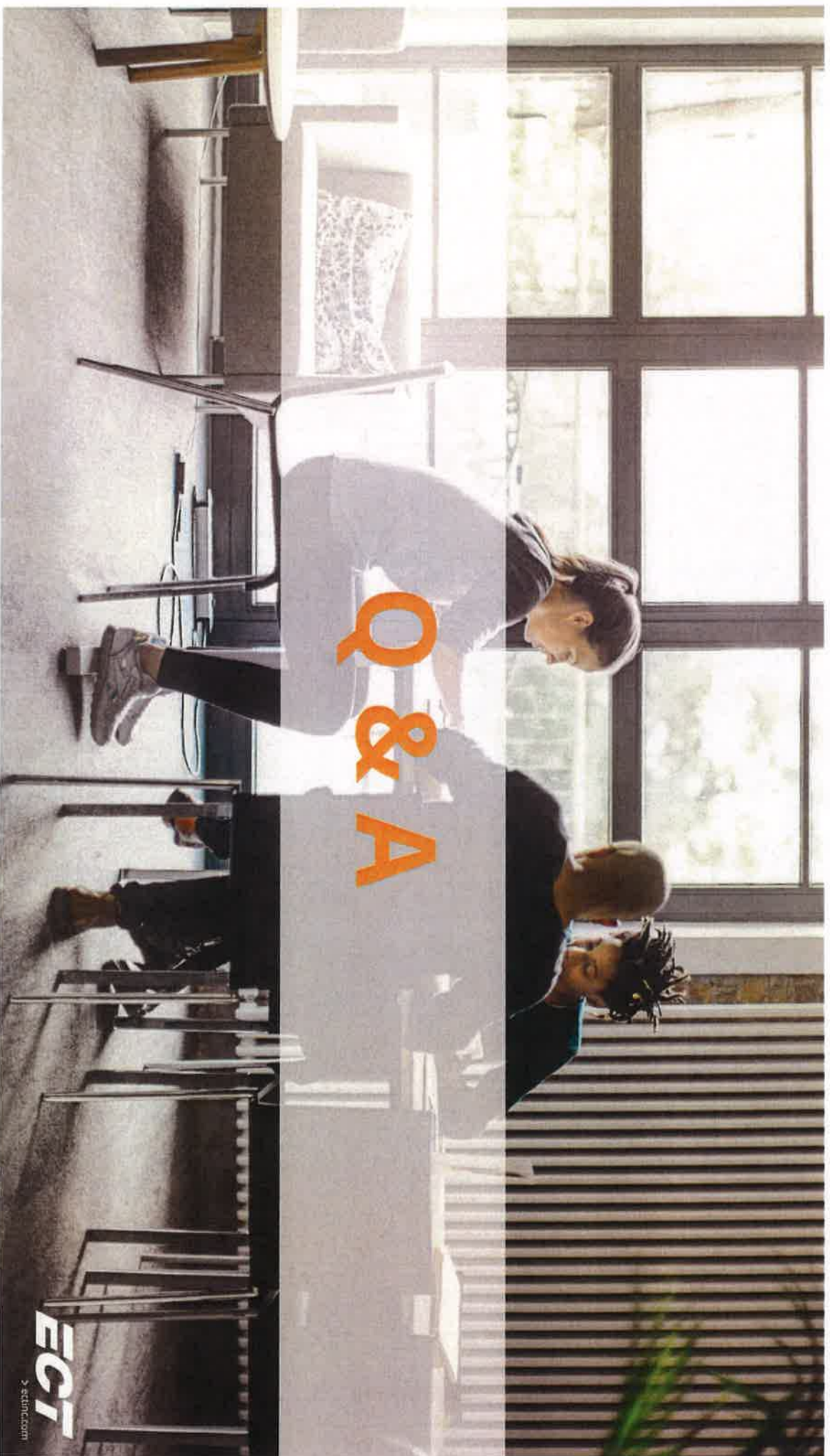
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Apply for Economic Development Gap Financing Opportunities	\$31,275
<b>Development Total</b>	<b>\$45,900</b>
<b>Totals</b>	<b>\$195,735</b>

Anticipated  
12-month  
Timeline

Overall  
Budget  
\$195,735





# Q & A

**ECT**

> [ectinc.com](http://ectinc.com)