



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

**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS – REGULAR MEETING**

**MEETING WILL BE HELD IN PERSON
AT THE OSHTEMO COMMUNITY CENTER
6407 PARKVIEW AVENUE**

**THURSDAY, JANUARY 19, 2023
3:00 P.M.**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: December 15, 2022
4. Public Comment on Non-Agenda Items
5. Election of Officers - Chair, Vice-Chair, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer
6. Treasurer's Report:
 - A. November – December 2022 (unaudited)
7. Contract Renewal for DDA Seasonal Banners
8. Closed Session: Discussion of Potential Atlantic Avenue Extension Project
9. Other Items
10. Announcements and Adjournment

Next Meeting: March 16, 2023

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

DRAFT MINUTES OF A SPECIAL MEETING HELD DECEMBER 15, 2022

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a special meeting at the Oshtemo Community Center, on Thursday, December 15, 2022. The meeting was called to order at approximately 12:04 p.m.

Members Present: Grant Taylor, Chair, Bill Cekola, Libby Heiny-Cogswell, Rich MacDonald, Vice Chair, and Dick Skalski, Tom Sowell and Ryan Winfield

Members absent: Themis Corakis, Treasurer, and Stephen Dallas

Also present: Iris Lubbert, Planning Director, Anna Horner, Public Works Director, and Martha Coash, Assistant Secretary

Agenda

Mr. Skalski made a motion to approve the agenda as presented. Mr. MacDonald seconded the motion. The motion carried unanimously.

Approval of Minutes: November 17, 2022

Chairperson Taylor asked if there were additions or corrections to the Minutes of November 17, 2022. Hearing none, he asked for a motion.

Mr. Winfield made a motion to approve the Minutes of the Meeting of November 17, 2022 as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

Public Comment on Non-Agenda Items

No members of the public were present.

Continued Discussion on 2023 Meeting Time

At the November meeting it was proposed to change the regular meeting start time from noon to 3:00 p.m.

Ms. Lubbert provided the following draft DDA meeting dates schedule for consideration and approval for 2023:

Downtown Development Authority (DDA)

Third Thursday – every other month @ 3:00 p.m.
At the Oshtemo Community Center or Virtually

Proposed 2023 Meeting Dates

January 19
March 16
May 18
July 20
September 21
November 16

The group agreed a change to the start time for meetings to 3:00 p.m. was acceptable.

Mr. Taylor made a motion to approve the 2023 DDA meeting schedule as presented, with a change of meeting start times to 3:00 p.m. Mr. MacDonald seconded the motion. The motion was approved.

2022 Budget Amendment – Accounting and Auditing Fees

Ms. Lubbert reported that it was brought to staff's attention that the DDA's line item for Accounting and Auditing Fees had been overdrawn. \$2,000 dollars were budgeted for this item for 2022. To date \$3,070 are owed by the DDA for accounting and auditing fees. She asked for approval of a budget amendment increasing the line item for Accounting and Auditing fees to \$4,000 to cover outstanding and any potential other expenses to be incurred in this category over the remainder of 2022. She provided a listing of accounting and auditing expenses to date.

Mr. MacDonald made a motion to amend the Accounting and Auditing Fees line item to \$4,000 as recommended. Mr. Cekola seconded the motion. The motion was approved.

CLOSED SESSION: Discussion of Potential Atlantic Avenue Extension Project

Chairperson Taylor made a motion to move to closed session to discuss the potential Atlantic Avenue Extension Project. Mr. Skalski seconded the motion. The motion carried unanimously.

The meeting moved to closed session at 12:10 p.m.

Mr. MacDonald made a motion to return to open session. Ms. Heiny-Cogswell seconded the motion. The motion carried unanimously.

The meeting returned to open session at 1:00 p.m.

Mr. Skalski made a motion to proceed on the potential Atlantic Avenue Extension Project as discussed during the closed session. Mr. Cekola seconded the motion. The motion carried unanimously.

Other Items

There were no other items.

Announcements and Adjournment

With no further business to consider, Chairperson Taylor adjourned the meeting at approximately 1:04 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: December 16, 2022

Minutes Approved:

DRAFT



January 11, 2023

To: DDA Board

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

Re: November – December 2022 Treasurer’s Report

Attached you will find the Treasurer’s Report for November – December 2022, unaudited.

Total interest collected in 2022 was \$1,105.11. Total Property Tax Revenue collected in 2022 was \$218,099.81.

Year-end expenditures captured total \$17,224.86. Expenditures included P&N close out payments for the stadium sidewalk project, costs associated with due diligence efforts for the potential Atlantic Extension project, landscaping fees, and general operating expenditures. Approximately \$2,700 are still owed to Naylor Landscaping for the 2022 holiday décor contract.

It should be noted that in June of 2022 \$52.16 was spent by the Township Maintenance Department for sprinkler supplies to service the DDA’s corner site. This expense was reimbursed out of the DDA’s Repairs and Maintenance line item and documented under the project line ‘Lawn care and maintenance’. This additional expense is what brought this project line \$4.16 overbudget. A copy of this invoice has been included in this report for reference.

An overview of all consultant expenses from 2022 has also been attached for reference.

**Attachments: November – December 2022 Treasurer’s Report
Invoices
Overview of Consultant Expenses**

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DOWNTOWN DEVELOPMENT AUTHORITY
Treasurer's Report 12/31/22
Unaudited

| REVENUES | 2022 Budget | Previous Activity | Activity this Period | Total Actual Revenue |
|--|-----------------------|---------------------|----------------------|----------------------|
| Carryover (fund balance) | \$400,334.00 | \$400,334.00 | \$0.00 | \$400,334.00 |
| Property Tax Revenue | \$200,000.00 | \$218,099.81 | \$0.00 | \$218,099.81 |
| Interest Earned | \$1,000.00 | \$1,105.11 | \$0.00 | \$1,105.11 |
| Loans/Grants | \$600,000.00 | \$0.00 | \$0.00 | \$0.00 |
| Oshtemo Township - Southern Sidewalk Install | \$600,000.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL REVENUES | \$1,201,334.00 | \$619,538.92 | \$0.00 | \$619,538.92 |

| EXPENDITURES | 2022 Budget | Previous Activity | Activity this Period | Total Expenditure | Available Balance | Percent Used |
|---|---------------------|---------------------|----------------------|---------------------|---------------------|----------------|
| Staff | \$2,000.00 | \$0.00 | \$2,000.00 | \$2,000.00 | \$0.00 | 100.00% |
| Supplies | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 | 0.00% |
| Postage | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 | 0.00% |
| Community Events | \$1,050.00 | \$1,050.00 | \$0.00 | \$1,050.00 | \$0.00 | 100.00% |
| Consultants | \$31,908.00 | \$16,902.55 | \$12,165.00 | \$29,067.55 | \$2,840.45 | 91.10% |
| <i>Assistance with new projects</i> | <i>\$20,000.00</i> | <i>\$9,642.55</i> | <i>\$12,165.00</i> | <i>\$21,807.55</i> | <i>-\$1,807.55</i> | <i>109.04%</i> |
| <i>Zoning Amendment</i> | <i>\$11,908.00</i> | <i>\$7,260.00</i> | <i>\$0.00</i> | <i>\$7,260.00</i> | <i>\$0.00</i> | <i>60.97%</i> |
| Accounting & Auditing Fees | \$4,000.00 | \$2,820.00 | \$425.00 | \$3,245.00 | \$755.00 | 81.13% |
| Legal Fees | \$2,000.00 | \$885.00 | -\$480.00 | \$405.00 | \$1,595.00 | 20.25% |
| Legal Notices | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 | 0.00% |
| Water | \$1,200.00 | \$175.98 | \$62.10 | \$238.08 | \$961.92 | 19.84% |
| Electric | \$600.00 | \$462.53 | \$106.85 | \$569.38 | \$30.62 | 94.90% |
| Outdoor Decorations | \$5,500.00 | \$2,746.97 | \$0.00 | \$2,746.97 | \$2,753.03 | 49.94% |
| Repairs & Maintenance | \$17,800.00 | \$13,117.10 | \$1,928.81 | \$15,045.91 | \$2,754.09 | 84.53% |
| <i>Stadium Drive snow removal</i> | <i>\$2,000.00</i> | <i>\$380.00</i> | <i>\$595.14</i> | <i>\$975.14</i> | <i>\$1,024.86</i> | <i>0.00%</i> |
| <i>Banner rotation/storage/maintenance</i> | <i>\$2,000.00</i> | <i>\$760.00</i> | <i>\$380.00</i> | <i>\$1,140.00</i> | <i>\$860.00</i> | <i>57.00%</i> |
| <i>Lawn care and maintenance</i> | <i>\$12,800.00</i> | <i>\$11,977.10</i> | <i>\$827.06</i> | <i>\$12,804.16</i> | <i>-\$4.16</i> | <i>100.03%</i> |
| <i>Millard's Way snow removal</i> | <i>\$1,000.00</i> | <i>\$0.00</i> | <i>\$126.61</i> | <i>\$126.61</i> | <i>\$873.39</i> | <i>12.66%</i> |
| Capital Outlay/Obligated Projects | \$303,611.00 | \$249,793.10 | \$1,017.10 | \$250,810.20 | \$52,800.80 | 82.61% |
| <i>Stadium Drive Shared Use Path: N Construction + S Design</i> | <i>\$238,611.00</i> | <i>\$237,560.10</i> | <i>\$1,017.10</i> | <i>\$238,577.20</i> | <i>\$33.80</i> | <i>99.99%</i> |
| <i>Stadium Drive Shared Use Path: S Construction</i> | <i>N/A</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Loan Repayment</i> | <i>N/A</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>N/A</i> | <i>N/A</i> |
| <i>9th Street Sidewalk</i> | <i>\$30,000.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$30,000.00</i> | <i>0.00%</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> |
| <i>Car Charging Station</i> | <i>\$20,000.00</i> | <i>\$12,233.00</i> | <i>\$0.00</i> | <i>\$12,233.00</i> | <i>\$7,767.00</i> | <i>61.17%</i> |
| <i>OCC Wifi</i> | <i>\$5,000.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$5,000.00</i> | <i>0.00%</i> |
| Capital Outlay/Land Acquisition | \$60,000.00 | \$20,000.00 | \$0.00 | \$20,000.00 | \$40,000.00 | 50.00% |
| TOTAL EXPENDITURES | \$371,169.00 | \$307,953.23 | \$17,224.86 | \$325,178.09 | \$105,990.91 | 87.61% |

| | |
|------------------------|---------------------|
| Remaining Funds | \$294,360.83 |
|------------------------|---------------------|

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900 MONROE AVE NW
GRAND RAPIDS, MI 49503

PHONE (616) 632-8000
FAX (616) 632-8002
MIKAMEYERS.COM

Ref 15402

Mark E. Nettleton

Direct Dial/Fax (616) 632-8048
E-mail mnetteleton@mikameyers.com

Dusty Farmer, Clerk
Charter Township of Oshtemo
7275 W. Main St.
Kalamazoo, MI 49009

October 21, 2022

Dear Dusty:

Enclosed is our statement for services rendered to the Township's DDA in September regarding Acquisition & Financing of Property matter.

If you have questions, please call.

Very truly yours,

A handwritten signature in black ink that reads "Mark E. Nettleton".

Mark E. Nettleton

sgc
Enclosure



900 MONROE AVE NW
GRAND RAPIDS, MI 49503

PHONE (616) 632-8000
FAX (616) 632-8002
MIKAMEYERS.COM

FED-ID 38-1647107

October 20, 2022

Ohstemo Charter Township DDA
Attn: Libby Heiny-Cogswell
7275 W Main Street
Kalamazoo, MI USA 49009

Invoice No. 681371
Client No. 48382
Billing Attorney MEN

Invoice Summary

For professional services rendered through September 30, 2022

Re: **Oshtemo Charter Township Downtown**

| Matter # | Description | Legal Fees | Costs | Total |
|--------------|------------------------------------|--------------|------------|--------------|
| 62624 | Acquisition & Financing of Propert | 74.00 | .00 | 74.00 |
| Total | | 74.00 | .00 | 74.00 |

Total Current Invoice \$ 74.00

Oshtemo Charter Township Downtown
Client No. 48382-62624

October 20, 2022
Invoice No. 681371

Re: Acquisition & Financing of Property

Professional Fees

| Date | Description | Amount |
|-------------|--|-----------------|
| 9/27/22 | Email to and from A. Horner regarding proposed financing and debt limit and repayment issues | 74.00 |
| | Total Professional Fees | \$ 74.00 |
| | Total Current Matter | \$ 74.00 |
| | Total Current Invoice | \$ 74.00 |



900 MONROE AVE NW
GRAND RAPIDS, MI 49503

PHONE (616) 632-8000
FAX (616) 632-8002
MIKAMEYERS.COM

FED-ID 38-1647107

October 20, 2022

Ohstemo Charter Township DDA
Attn: Libby Heiny-Cogswell
7275 W Main Street
Kalamazoo, MI USA 49009

Invoice No. 681371
Client No. 48382
Billing Attorney MEN

Remittance Advice

Re: Oshtemo Charter Township Downtown

Balance Due Current Invoice

\$ 74.00

For all payments please reference: Invoice 681371, Client No. 48382

All checks should be made payable to:
(Please return this advice with payment.)

Mika Meyers
Attn: Accounting
900 Monroe Ave NW
Grand Rapids, MI 49503

For payment by wire or ACH in USD:
(Please reference invoice number)

United Bank of Michigan
900 East Paris Ave SE
Mika Meyers Beckett & Jones PLC
Routing No.: 072408805
Account No.: 21026599
Currency: USD
Account Type: Checking

Online payment information please visit:

<https://www.mikameyers.com/make-a-payment/>

Please note a 2% charge will be applied for credit card payments.

INVOICES ARE PAYABLE UPON RECEIPT
Thank you! Your business is greatly appreciated.



INVOICE

7275 West Main
 Kalamazoo, MI 49009
 Phone 269-375-4260 Fax 269-375-7180

DATE: December 14, 2022
INVOICE # 10171
FOR: *Millards Way Winter Maintenance*

Bill To:

Oshtemo DDA
 7275 West Main
 Kalamazoo MI 49009

| DESCRIPTION | Applications | Rate | Total | 25% Obligation |
|--|--------------|---------|----------|------------------|
| Millards Way 2021-2022 Winter Maintenance | | | | |
| Plowing (.7 hours X \$38.00 = \$26.60 per instance) | 12 | \$26.60 | \$319.20 | \$ 79.80 |
| Salt (.3 hours x \$38.00 = \$11.40 per instance) | 2 | \$11.40 | \$22.80 | \$ 5.70 |
| 100 lb bag of salt (1 bag used per instance) | 2 | \$12.52 | \$25.04 | \$ 6.26 |
| Walk Blow Out (870 ft x \$0.0178 per foot = \$15.49) | 9 | \$15.49 | \$139.41 | \$ 34.85 |
| See attached for list of dates of service | | | | |
| TOTAL DUE | | | | \$ 126.61 |

Make check payable to "Oshtemo Township"

Questions about this invoice should be directed to:

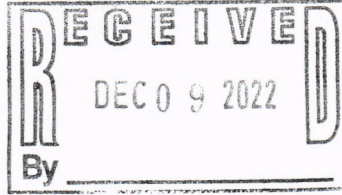
Oshtemo Township Maintenance

Millard Way Winter Maintenance
Oshtemo Township Maintenance Department

| Date | | Job | Plow instantances | Cost |
|------------|------|----------------|--|-----------------|
| 12/27/2021 | Salt | | .7 hours X \$38.00 | |
| 12/29/2021 | Plow | | | 12 \$319.20 |
| 1/2/2022 | Plow | | | |
| 1/3/2022 | | Blow Side walk | Salt Instances (inc cost of materials) | |
| 1/6/2022 | Plow | Blow Side walk | .3 hours X \$38.00 + \$12.52 (100# salt) | |
| 1/7/2022 | Plow | | | 2 \$47.84 |
| 1/18/2022 | Salt | | | |
| 1/23/2022 | Plow | Blow Side walk | Walk Blowing Instances | |
| 1/26/2022 | Plow | Blow Side walk | 870 ft X \$0.0178 per ft | |
| 2/2/2022 | Plow | | | 9 \$139.37 |
| 2/3/2022 | Plow | Blow Side walk | | |
| 2/11/2022 | Plow | Blow Side walk | | |
| 2/14/2022 | Plow | | | |
| 2/16/2022 | Plow | | Total seasonal cost | \$506.41 |
| 2/18/2022 | | Blow Side walk | | |
| 2/25/2022 | Plow | Blow Side walk | | |
| 3/11/2022 | | Blow Side walk | | |

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: 110646
Client ID: 6870

Date: 11/30/2022
Payable upon receipt

Professional services during the month of November 2022, which included the following:
Josh Gabrielse - accounting assistance (17 hours @ \$210) 3,570.00

Breakdown by fund:

- ✓101 - \$1,995 Gen 14468
- ✓107 - 175 Parks 14464
- ✓204 - 175 Road 204 506 82500
- ✓206 - 175 Fire 14465
- ✓207 - 175 Police 14460
- ✓211 - 175 Fire
- ✓249 - 175 14461
- ✓490 - 175 14459
- ✓491 - 175 14459
- 900 - 175 15324

\$3,570
=====

New Charges: ~~\$3,570.00~~
Plus Prior Balance: \$0.00
New Balance: ~~-\$3,570.00~~
\$175.60

| <u>11/30/2022</u> | <u>10/31/2022</u> | <u>09/30/2022</u> | <u>08/31/2022</u> | <u>07/31/2022+</u> |
|-------------------|-------------------|-------------------|-------------------|--------------------|
| 3,570.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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

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: 110486
Client ID: 6870

Date: 10/31/2022
Payable upon receipt

Professional services during the month of October 2022, which included the following:
Josh Gabrielse - accounting assistance (25 hours @ \$210/hour) 5,250.00

Breakdown by fund:

101 - \$2,775 14468
107 - 275 14464
204 - 275 local rd. 204-506-82500
206 - 275 14465
207 - 275 14460
211 - 275 14465
249 - 275 14461
490 - 275 14459
491 - 275 14459
900 - 275 14463

\$5,250
=====

| | |
|---------------------|------------|
| New Charges: | \$5,250.00 |
| Plus Prior Balance: | \$0.00 |
| New Balance: | \$5,250.00 |

| <u>10/31/2022</u> | <u>09/30/2022</u> | <u>08/31/2022</u> | <u>07/31/2022</u> | <u>06/30/2022+</u> |
|-------------------|-------------------|-------------------|-------------------|--------------------|
| 5,250.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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



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 010138
 Invoice Date 11/23/2022
 Sales Order 0008736
 Quotation # 0011450
 Customer PO -
 Customer ID OT04
 Salesperson Steve VanderSloot

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

ATTENTION

CONTACT IRIS LUBBERT

| Item | Qty | UM | Description of Work | Price | Extension |
|--|------|----|-----------------------|----------|-----------|
| 004 | 1.00 | EA | BANNER SWAP - 4 (NOV) | \$380.00 | \$380.00 |
| Using one (1) man and 30' bucket truck, remove from SignArt inventory and reinstall customer provided 2'6" x 5'0" banners. Swap out existing banners located on various utility poles in the village district. Return existing banners to SignArt inventory. | | | | | |

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

Prein&Newhof

Engineers • Surveyors • Environmental • Laboratory

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

Invoice

OSHTEMO CHARTER TOWNSHIP
ANNA HORNER
7275 W MAIN ST
KALAMAZOO, MI 49009-8210

Invoice number 70496
Date 10/11/2022

Project 2180386 STADIUM DRIVE-ONE WAY
PATH

Planning (PO 14930)

BILLING PERIOD: 8/28/22 TO 9/30/22

PROFESSIONAL SERVICES RELATED TO
PUNCHLIST WALK-THRU

DDA SIDEWALK CONSTRUCTION ENGINEERING

| | Hours | Rate | Billed Amount |
|-------------------|-------|---------------|------------------|
| ENGINEER II | 3.00 | 116.00 | 348.00 |
| OFFICE TECHNICIAN | 0.75 | 90.00 | 67.50 |
| Phase subtotal | | | 415.50 |
| | | Invoice total | 415.50 |

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



INVOICE

7275 West Main
 Kalamazoo, MI 49009
 Phone 269-375-4260 Fax 269-375-7180

DATE: December 13, 2022
INVOICE # 10166
FOR: 2021-2022 Snow
 Maintenance

Bill To:

Oshtemo Downtown Development Authority
 7275 West Main
 Kalamazoo MI 49009

| DESCRIPTION | Qty | Rate | Due |
|--|-----|----------|------------------|
| 2021-2022 Winter Maintenance | 1 | \$595.14 | \$ 595.14 |
| | | | \$ - |
| | | | \$ - |
| See attached for breakdown of dates and service provided | | | |
| | | | |
| | | | |
| | | | |
| TOTAL DUE | | | \$ 595.14 |

Make check payable to "Oshtemo Township"

Questions about this invoice should be directed to:
 Oshtemo Maintenance Staff

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

Invoice

OSHTEMO CHARTER TOWNSHIP
 ANNA HORNER
 7275 W MAIN ST
 KALAMAZOO, MI 49009-8210

Invoice number 71079
 Date 11/09/2022
 Project 2180386 STADIUM DRIVE-ONE WAY
 PATH

BILLING PERIOD: 10/01/22 TO 10/29/22

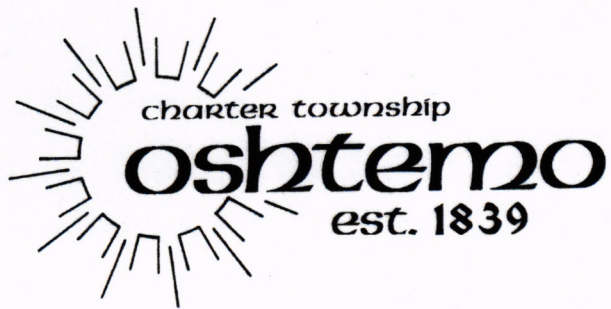
PROFESSIONAL SERVICES RELATED TO
 PROJECT CLOSEOUT AND CHURCH DOOR

DDA SIDEWALK CONSTRUCTION ENGINEERING

| | Hours | Rate | Billed Amount |
|----------------|-------|---------------|------------------|
| ENGINEER II | 5.00 | 116.00 | 580.00 |
| Miles | | | 21.60 |
| Phase subtotal | | | 601.60 |
| | | Invoice total | 601.60 |

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

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7275 W. MAIN STREET, KALAMAZOO, MI 49009-9334
269-375-4260 Fax 375-7180 TDD 375-7198
www.oshtemo.org

November 30, 2022

S&T Lawn Service
3393 South 6th Street
Kalamazoo, MI 49009

To Whom It May Concern,

Per the contract signed March 18th, 2022, this payment completes the 2022 contract amount of \$12,752.00 for lawn care with the Oshtemo Downtown Development Authority.

Please feel free to contact me at ilubbert@oshtemo.org or (269) 216-5232 if you have any questions or concerns.

Sincerely,

Iris Lubbert, AICP
Planning Director

Melissa Rugg

From: Iris Lubbert
Sent: Wednesday, November 30, 2022 10:26 AM
To: Melissa Rugg
Cc: Libby Heiny-Cogswell
Subject: RE: S & T Invoices
Attachments: Letter to S&T Landscaping.docx

Hi Melissa,

It turns out the amount for the blanket PO did not accurately reflect what was approved by the DDA for this item. "Vice Chair MacDonald made a **motion** to approve the contract with S & T Lawn Service at the proposed increased rate of **\$12,752.00**. Mr. Wieber **seconded the motion**. The **motion carried unanimously**." I went ahead and amended the blanket PO to the correct amount (I spoke to Libby and she signed off).

That said they are still over what was approved. Please send a check with the remaining balance of the PO and attach the attached letter to that check.

Please don't hesitate to contact me if you have any questions. Best,

Iris Lubbert, AICP

Planning Director for Oshtemo Charter Township
7275 W. Main Street, Kalamazoo MI 49009
Phone: (269) 216-5232
Fax: (269) 375-7180

From: Melissa Rugg <mrugg@oshtemo.org>
Sent: Wednesday, November 30, 2022 8:56 AM
To: Iris Lubbert <ilubbert@oshtemo.org>
Subject: S & T Invoices

Good morning Iris!

Do you want me to continue to hold these 3 invoices or were you able to review the contract?

Melissa Rugg, Deputy Clerk
Oshtemo Township
269-216-5240



Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to which it is addressed and may contain legally privileged, confidential information, or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of the e-mail message is strictly prohibited. If you have received this message in error, please notify me by e-mail reply, and delete the original message from your system.

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to which it is addressed and may contain legally privileged, confidential information, or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of the e-mail message is strictly prohibited. If you have received this message in error, please notify me by e-mail reply, and delete the original message from your system.

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S&T Lawn Service Inc.

3393 South 6th Street
Kalamazoo, MI 49009

Invoice

10/4/22

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

| | |
|-------------------|------------|
| Date: | 10/31/2022 |
| Invoice #: | 21543 |
| Terms: | Net 15 |

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

| Date: | Description: | Quantity: | Rate: | Amount: |
|--------------|---|------------------|--------------|----------------|
| 10/1/2022 | Fertilizing and/or Weed Control Application | 1 | 0.00 | 0.00 |
| 10/30/2022 | Monthly Lawn Maintenance | 1 | 347.00 | 347.00 |
| | Temporary Fuel Recovery | 1 | 20.00 | 20.00 |

| | |
|--------------|---------------------|
| Total | \$367.00 |
|--------------|---------------------|

| | | |
|----------------|--------------|---------------------------|
| Phone # | Fax # | E-mail |
| 269.375.0334 | 269.375.2664 | ccrouch@stlawnservice.com |

S&T Lawn Service Inc.

3393 South 6th Street
Kalamazoo, MI 49009

Invoice

| |
|--|
| Bill To: |
| Parkview Hall - Village Corner Plaza 7275 West Main Street Kalamazoo, MI 49009 |

| | |
|-------------------|------------|
| Date: | 10/31/2022 |
| Invoice #: | 21556 |
| Terms: | Net 15 |

| | |
|-------------------|----------------|
| Regarding: | Village Corner |
|-------------------|----------------|

| <i>Date:</i> | <i>Description:</i> | <i>Quantity:</i> | <i>Rate:</i> | <i>Amount:</i> |
|--------------|---|------------------|--------------|----------------|
| 10/1/2022 | Fertilizing and/or Weed Control Application | 1 | 0.00 | 0.00 |
| 10/30/2022 | Monthly Lawn Maintenance | 1 | 654.00 | 654.00 |
| | Temporary Fuel Recovery | 1 | 30.00 | 30.00 |

| | |
|--------------|---------------------|
| Total | \$684.00 |
|--------------|---------------------|

| | | |
|----------------|--------------|---------------------------|
| Phone # | Fax # | E-mail |
| 269.375.0334 | 269.375.2664 | ccrouch@stlawnservice.com |

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: | 10/31/2022 |
| Invoice #: | 21539 |
| Terms: | Net 15 |

| | |
|-------------------|--------------|
| Regarding: | Millards Way |
|-------------------|--------------|

| Date: | Description: | Quantity: | Rate: | Amount: |
|------------|---|-----------|--------|---------|
| 10/1/2022 | Fertilizing and/or Weed Control Application | 1 | 0.00 | 0.00 |
| 10/5/2022 | Lawn Mowing & Trimming | 1 | 0.00 | 0.00 |
| 10/7/2022 | Weeding of stone and/or bark areas | 1 | 0.00 | 0.00 |
| 10/19/2022 | Lawn Mowing & Trimming | 1 | 0.00 | 0.00 |
| 10/28/2022 | Weeding of stone and/or bark areas | 1 | 0.00 | 0.00 |
| 10/30/2022 | Lawn Mowing & Trimming | 1 | 610.00 | 610.00 |
| | Temporary Fuel Recovery | 1 | 30.00 | 30.00 |

| | |
|--------------|---------------------|
| Total | \$640.00 |
|--------------|---------------------|

| | | |
|----------------|--------------|---------------------------|
| Phone # | Fax # | E-mail |
| 269.375.0334 | 269.375.2664 | ccrouch@stlawnservice.com |

Prein&Newhof

Engineers • Surveyors • Environmental • Laboratory

3355 Evergreen Drive NE Grand Rapids, MI 49525
t. 616-364-8491 f. 616-364-695 preinnewhof.com

reg 15403

Invoice

OSHTMO DDA
ANNA HORNER
7275 W, MAIN ST.
KALAMAZOO, MI 49009

Invoice number 70744
Date 10/19/2022

Project 2220939 PHASE I ESA-6227 STADIUM
DR

BILLING PERIOD: 8/28/22 TO 9/30/22

PROFESSIONAL SERVICES RELATED TO
COMPLETION OF PHASE I ESA

Invoice Total 1,391.00

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

Prein&Newhof

Engineers • Surveyors • Environmental • Laboratory

3355 Evergreen Drive NE Grand Rapids, MI 49525
t. 616-364-8491 f. 616-364-695 preinnewhof.com

Reg 15441

Invoice

OSHTEMO DDA
ANNA HORNER
7275 W. MAIN ST.
KALAMAZOO, MI 49009

Invoice number 71327
Date 11/15/2022

Project 2220939 PHASE I ESA-6227 STADIUM
DR

BILLING PERIOD: 10/01/22 TO 10/29/22

PROFESSIONAL SERVICES RELATED TO
SOIL SAMPLING AND PHASE II REPORT

Invoice Total 4,200.00

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

Prein&Newhof

Engineers • Surveyors • Environmental • Laboratory

3355 Evergreen Drive NE Grand Rapids, MI 49525
t. 616-364-8491 f. 616-364-695 preinnewhof.com

Invoice

OSHTEMO DDA
ANNA HORNER
7275 W, MAIN ST.
KALAMAZOO, MI 49009

Invoice number 70966
Date 11/04/2022

Project 2220940 ALTA-6227 STADIUM DR-SEC.
26, OSHTEMO TWP

BILLING PERIOD: 10/01/22 TO 10/29/22

PROFESSIONAL SERVICES RELATED TO
ALTA/NSPS LAND TITLE SURVEY OF
PROPERTY LOCATED AT 6227 STADIUM DR

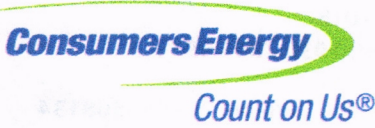
SEE ENCLOSED DRAWINGS

Invoice Total 6,500.00

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

14649

Account: **1030 3845 5574**



Questions:
Visit: ConsumersEnergy.com
Call us: **800-805-0490**

Amount Due: **\$45.33**

Please pay by: **December 05, 2022**



**GATEWAY ATTN DUSTY FARMER
OSHTEMO TOWNSHIP
7275 W MAIN ST
KALAMAZOO MI 49009-8210**



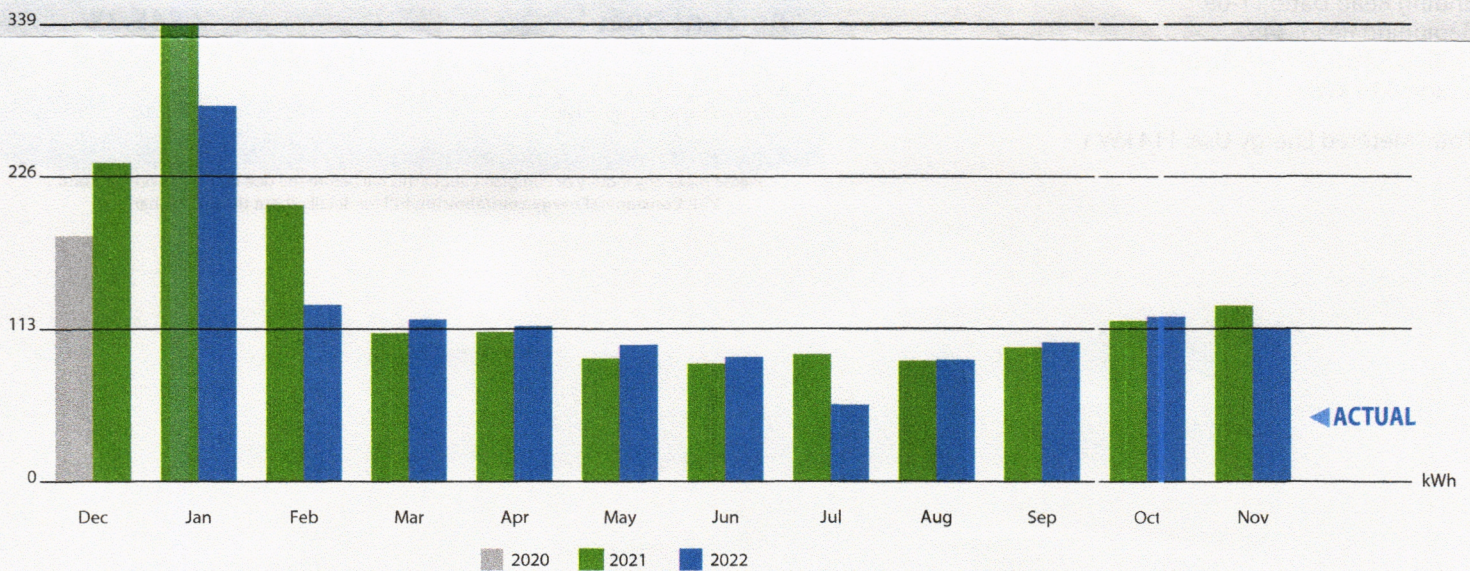
▶ **Thank You** - We received your last payment of **\$46.45** on **October 27, 2022**

▶ **Service Address:**
6520 STADIUM DR
KALAMAZOO MI 49009-2018

November Energy Bill

Service dates: **October 11, 2022 - November 09, 2022 (30 days)**

Total Electric Use (kWh - kilowatt-hour)



November Electric Use

114 kWh
November 2021 use: 130 kWh

Cost per day:
\$1.51

kWh per day:
4

Prior 12 months electric use:
1,559 kWh

STAY SAFE: Call 9-1-1 and 800-477-5050. We'll respond day or night.



Downed power lines.
Stay 25 feet away. Call from a safe location.



If you smell natural gas.
If the "rotten egg" odor of gas is apparent, call from a safe location.



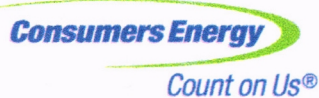
Save Energy and Money This Winter

We all know just how unpredictable Michigan weather can be. Temperature swings can impact your monthly bill. Manage your energy use with energy saving tips and rebates.

Did You Know? Higher energy bills may be caused by extensive cold snaps, expanded shifts or a larger facility.

Learn more at
www.ConsumersEnergy.com/startsaving

Fold, detach and mail this portion with your check made payable to Consumers Energy. Please write your account number on your check.



You can pay your bill by mail, by phone or online
See reverse side for more information

Account: **1030 3845 5574**

Service Address:
OSHTEMO TOWNSHIP
6520 STADIUM DR
KALAMAZOO MI 49009-2018

PAYMENT CENTER
PO BOX 740309
CINCINNATI OH 45274-0309

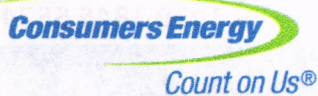
Amount Due: **\$45.33**

Please pay by: **December 05, 2022**

Enclosed:

I 103038455574 000000045336 0000 2056 5 000000000000

H



Need to talk to us? Visit ConsumersEnergy.com
or call **800-805-0490**
Hearing/speech impaired: Call 7-1-1

Service Address:
6520 STADIUM DR; KALAMAZOO MI
49009-2018
Account: **1030 3845 5574**

Account Information

Bill Month: November
Service dates: 10/11/2022 - 11/09/2022
Days Billed: 30
Portion: 12 11/22

Rate Information

Elec Gen Sec Rate GS Com
Rate: 1100

Meter Information

Your next scheduled meter read date is on or around 12/09/2022

Electric Service:

Smart Meter
Meter Number: 31641858
POD Number: 0000003870323
Beginning Read Date: 10-11
Ending Read Date: 11-09
Beginning Read: 3462
Ending Read: 3576 (Actual)
Usage: 114 kWh

Total Metered Energy Use: 114 kWh

November Energy Bill

Invoice: 201986568134

Account Summary

| | |
|------------------------------|---------------|
| Balance Forward | \$0.00 |
| Last Month's Account Balance | \$46.45 |
| Payment on October 27, 2022 | \$46.45- |

Payments applied after Nov 10, 2022 are not included.

Electric Charges

| | | |
|----------------------------|---------------|---------------|
| Energy | 114@ 0.091482 | \$10.43 |
| PSCR | 114@ 0.001760 | \$0.20 |
| System Access | | \$28.37 |
| Distribution | 114@ 0.046251 | \$5.27 |
| FCM Incentive | 114@ 0.000098 | \$0.01 |
| Power Plant Securitization | 114@ 0.001277 | \$0.15 |
| Low-Income Assist Fund | | <u>\$0.90</u> |

Total Electric **\$45.33**

Total Energy Charges **\$45.33**

Amount Due: \$45.33
by December 05, 2022

If you pay after the due date, a 2% late payment charge will be added to your next bill.

Please make any inquiry or complaint about this bill before the due date listed on the front. Visit ConsumersEnergy.com/aboutmybill for details about the above charges.

NEWS AND INFORMATION

Understanding Your Electric Bill: Power supply charges include electric generation and transmission costs based on the amount of

kilowatt-hours (kWh) used. Different rates are charged depending on the time of year and the amount of energy used. Consumers Energy does not

make a profit on the cost of fuel or purchased power. More at www.ConsumersEnergy.com/ratesbiz.

Consumer's Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

Ways to pay your energy bill:



Auto-pay
Checking or savings

Auto-pay
Discover® MasterCard®
or Visa®
(Eligibility varies)



eLockbox
via ACH

Secure electronic payment with emailed remittance



Same-day payment
ConsumersEnergy.com

Discover® MasterCard®
or Visa® or eCheck



Same-day payment
866-329-9593

Discover® MasterCard®
or Visa® or eCheck



By mail
Check, money order

Consumers Energy
Payment Center
P.O. Box 740309
Cincinnati, OH 45274-0309



In person
Cash, check, card
or money order

Varies by authorized payment location
Fee may apply

Sales Invoice



Kalamazoo MI #737
 6395 Technology Ave Ste D
 Kalamazoo, MI 49009-8185
 W: (269)544-1396

PO# 14947

Sold To:

Charter Township of Oshtemo (#1884600)
 7275 W Main St
 Kalamazoo, MI 49009-8210
 C: (269)216-5243

Ship To:

Charter Township of Oshtemo (#1884600)
 7275 W Main St
 Kalamazoo, MI 49009-8210
 C: (269)216-5243

| Ordered | Order# | PO# | Invoiced | Invoice# |
|------------|---------------|------|------------|---------------|
| 06/14/2022 | 120355517-001 | Rick | 06/30/2022 | 120355517-001 |

| Printed | Requested for | Ship Via | Customer Contact | Sales Associate |
|------------|---------------|------------------|------------------|-----------------|
| 06/30/2022 | | Customer Pick up | Rick Everett | David Lindner |

For Chemical Emergency Spill, Leak, Fire, Exposure, or Accident Emergency Response Assistance, call: CHEMTREC Day or Night- 1 (800) 424-9300

| LN | Item # | Description | Qty Ordered | Qty Shipped | Qty Open | Net Price | Ext. Price |
|----|----------|--|-------------|-------------|----------|-------------|------------|
| 1 | 1812 | Rain Bird 1812 Spray Body Side Inlet 12 in. Pop Up | 4 | 4 | 0 | 10.221 / EA | 40.88 |
| 2 | 1804R | Rain Bird 1804 Spray Body NSI 4 in. Pop Up | 1 | 1 | 0 | 1.518 / EA | 1.52 |
| 3 | MP100090 | Hunter MP Rotator MP1000 Nozzle 8 - 15 ft. Radius 90 Degree - 210 Degree | 1 | 1 | 0 | 5.723 / EA | 5.72 |
| 4 | R4VAN | Rain Bird VAN Nozzle 4 ft. Radius Variable Arc | 4 | 4 | 0 | 1.010 / EA | 4.04 |

Subtotal: \$52.16
 Sales Tax: \$0.00
 Freight: \$0.00
 Total: \$52.16
 Total Payment: \$52.16
 Amount Due: \$0.00

PAYMENT: Visa \$52.16
 Acct#: *****4287
 Auth# 030737

DL3

CUSTOMER SIGNATURE:

SiteOne Landscape Supply warrants that all products conform to the description on the label. Because conditions of use, which are of critical importance are beyond our control, seller makes no warranty, expressed or implied, concerning the use of these products. No employee of the company is authorized to make any warranty or representation, expressed or implied, concerning our products. Always follow directions and carefully observe all precautions on the label or manufacturer's instructions. Products used contrary to directions may cause serious plant or personal injury. Buyer assumes all risk of use of handling whether in accordance with direction or not and accepts the products sold to them by this company on these conditions.

Note: Returns subject to 25% restock charge.



CUSTOMER OBSESSED

MIKE MCCLURE | Area Business Manager
 616-954-0660 | MMcClure@SiteOne.com

We are 100% committed to your success. Please do not hesitate to contact me directly at the number above with feedback and input regarding your visit to our store today.

Check out the New SiteOne.com

Shop our Catalog, Get Pricing, and Place an Order 24/7/365.

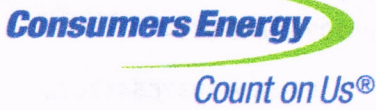
Visit today at siteone.com.

Get 5% off your first order up to \$500 off when you use promo code WELCOME at checkout.

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14649
EXC

Account: 1030 3845 5574



Questions:
Visit: ConsumersEnergy.com
Call us: 800-805-0490

Amount Due: **\$61.52**

Please pay by: **January 03, 2023**

▶ **Thank You** - We received your last payment of **\$45.33** on **November 28, 2022**

▶ **Service Address:**
6520 STADIUM DR
KALAMAZOO MI 49009-2018

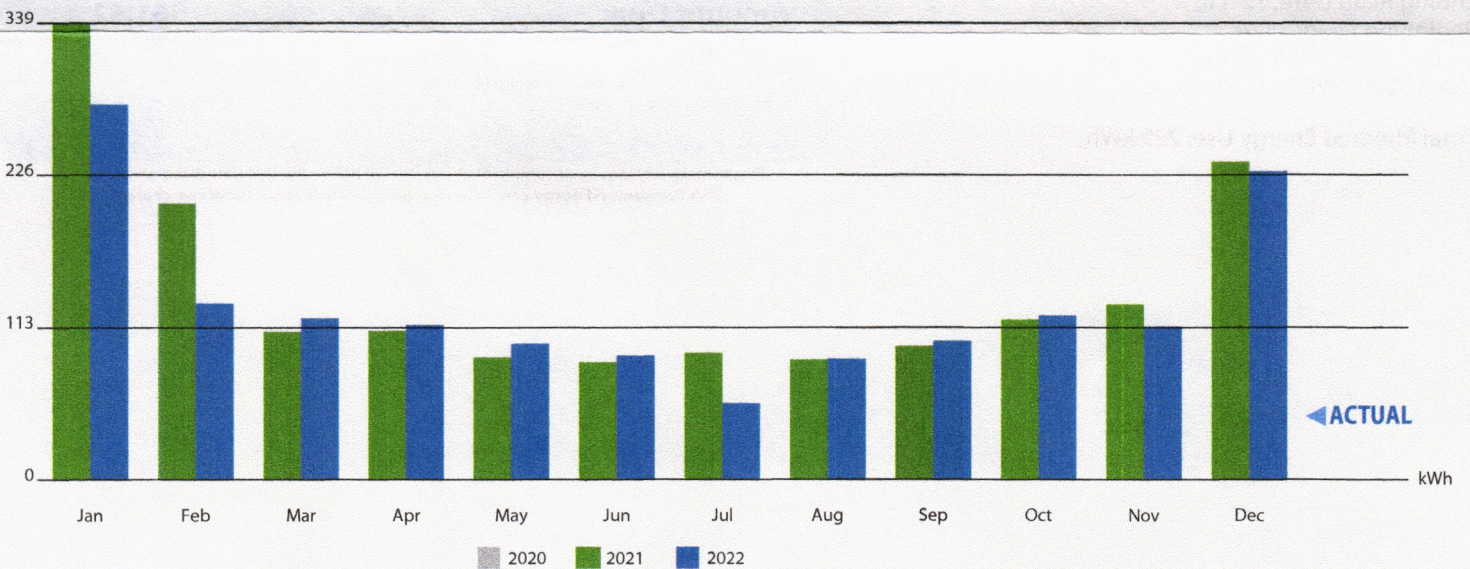
GATEWAY ATTN DUSTY FARMER
OSHTEMO TOWNSHIP
7275 W MAIN ST
KALAMAZOO MI 49009-8210



December Energy Bill

Service dates: November 10, 2022 - December 11, 2022 (32 days)

Total Electric Use (kWh - kilowatt-hour)



December Electric Use

229 kWh
December 2021 use: 236 kWh

Cost per day: **\$1.92**

kWh per day: **7**

Prior 12 months electric use: **1,552 kWh**

STAY SAFE: Call 9-1-1 and 800-477-5050. We'll respond day or night.



Downed power lines.
Stay 25 feet away. Call from a safe location.



If you smell natural gas.
If the "rotten egg" odor of gas is apparent, call from a safe location.



Save Energy and Money This Winter

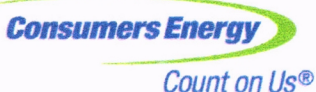
We all know just how unpredictable Michigan weather can be. Temperature swings can impact your monthly bill. Manage your energy use with energy saving tips and rebates.



Did You Know? Higher energy bills may be caused by extensive cold snaps, expanded shifts or a larger facility.

Learn more at
www.ConsumersEnergy.com/startsaving

Fold, detach and mail this portion with your check made payable to Consumers Energy. Please write your account number on your check.



You can pay your bill by mail, by phone or online
See reverse side for more information

Account: 1030 3845 5574

Service Address:
OSHTEMO TOWNSHIP
6520 STADIUM DR
KALAMAZOO MI 49009-2018

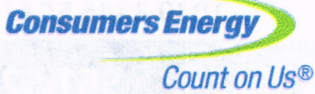
PAYMENT CENTER
PO BOX 740309
CINCINNATI OH 45274-0309

Amount Due: **\$61.52**

Please pay by: **January 03, 2023**

Enclosed: **61.52**

I 103038455574 000000061523 0000 2056 7 000000000000



Need to talk to us? Visit ConsumersEnergy.com
or call **800-805-0490**
Hearing/speech impaired: Call 7-1-1

Service Address:
6520 STADIUM DR; KALAMAZOO MI
49009-2018
Account: **1030 3845 5574**

Account Information

Bill Month: December
Service dates: 11/10/2022 - 12/11/2022
Days Billed: 32
Portion: 12 12/22

Rate Information

Elec Gen Sec Rate GS Com
Rate: 1100

Meter Information

Your next scheduled meter read
date is on or around 01/10/2023

Electric Service:

Smart Meter
Meter Number: 31641858
POD Number: 0000003870323
Beginning Read Date: 11-10
Ending Read Date: 12-11
Beginning Read: 3576
Ending Read: 3805 (Actual)
Usage: 229 kWh

Total Metered Energy Use: 229 kWh

December Energy Bill

Invoice: 203766412056

Account Summary

| | |
|------------------------------|-----------------|
| Last Month's Account Balance | \$45.33 |
| Payment on November 28, 2022 | <u>\$45.33-</u> |
| Balance Forward | \$0.00 |

Payments applied after Dec 12, 2022 are not included.

Electric Charges

| | | |
|----------------------------|---------------|---------------|
| Energy | 229@ 0.091482 | \$20.95 |
| PSCR | 229@ 0.001760 | \$0.40 |
| System Access | | \$28.37 |
| Distribution | 229@ 0.046251 | \$10.59 |
| FCM Incentive | 229@ 0.000098 | \$0.02 |
| Power Plant Securitization | 229@ 0.001277 | \$0.29 |
| Low-Income Assist Fund | | <u>\$0.90</u> |

Total Electric **\$61.52**

Total Energy Charges **\$61.52**

Amount Due: \$61.52
by January 03, 2023

If you pay after the due date, a 2% late payment charge
will be added to your next bill.

Please make any inquiry or complaint about this bill before the due date listed on the front.
Visit ConsumersEnergy.com/aboutmybill for details about the above charges.

NEWS AND INFORMATION

Carbon Monoxide (CO) is known as the silent killer.
It is invisible, odorless, colorless and tasteless.

Learn about the many ways to prevent carbon
monoxide poisoning by visiting
www.ConsumersEnergy.com/cosafety.

If you suspect CO poisoning, leave your business
immediately and contact 9-1-1.

Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

Ways to pay your energy bill:



Auto-pay
Checking or savings
Auto-pay
Discover® MasterCard®
or Visa®
(Eligibility varies)



eLockbox
via ACH
Secure electronic
payment with
emailed remittance



Same-day payment
ConsumersEnergy.com
Discover® MasterCard®
or Visa® or eCheck



Same-day payment
866-329-9593
Discover® MasterCard®
or Visa® or eCheck



By mail
Check, money order
Consumers Energy
Payment Center
P.O. Box 740309
Cincinnati, OH 45274-0309



In person
Cash, check, card
or money order
Varies by authorized
payment location
Fee may apply

For more information, visit ConsumersEnergy.com/waystopay



City of Kalamazoo
Treasurer's Office
241 W. South Street
Kalamazoo, MI 49007-4750
269-337-8000

14680 DDA Stadium

City of Kalamazoo Utility Bill

| | | | |
|------------------|------------------|------------|------------|
| Account Number: | SDK00652002 | Bill Date: | 11/07/2022 |
| Unique ID: | 163648 | Due Date: | 11/28/2022 |
| Customer Name: | OSHTEMO TOWNSHIP | | |
| Service Address: | 6520 STADIUM DR | Cycle: | 3C |

Special Message:
 THE CITY OF KALAMAZOO HAS PASSED RATE INCREASES FOR WASTEWATER EFFECTIVE 10/1/2022, AND WATER EFFECTIVE 1/1/2023. IF YOU NEED PAYMENT ASSISTANCE, PLEASE VISIT WWW.KALAMAZOOCITY.ORG FOR OPTIONS.

*****AUTO**5-DIGIT 49009
 OSHTEMO TOWNSHIP
 7275 W MAIN ST # #
 KALAMAZOO, MI 49009-9334



| | |
|-------------------------|---------------|
| Prior Balance | \$62.10 |
| Paid Since Last Bill | \$(62.10) |
| Adjustments | \$0.00 |
| Penalties | \$0.00 |
| PAST DUE BALANCE | \$0.00 |

Office Open:
Monday - Friday
8:00 am - 4:30 pm

Email Address:
utilities@kalamazoo.org

Visit our website:
www.kalamazoo.org

| Meter # | Prev Date | Curr Date | Previous Reading | Current Reading | Usage |
|------------|-----------|-----------|------------------|-----------------|-------|
| 1566502634 | 08/02/22 | 11/02/22 | 355 | 355 | 0 |
| - | - | - | - | - | - |

| | | |
|---------------------|-------|---------|
| Service | Usage | Charges |
| OSH-SURCHARGE-WATER | | \$2.39 |
| WATER OMR QT OS 1" | | \$59.71 |

Please see reverse side for additional information.

| | |
|-------------------------|----------------|
| TOTAL CURRENT CHARGES | \$62.10 |
| BALANCE FORWARD | \$0.00 |
| TOTAL AMOUNT DUE | \$62.10 |

Total due if after due date: \$65.09

Any payments applied after 11/07/2022 are not included

IF PAST DUE IS NOT PAID WITHIN 15 DAYS, SERVICE WILL BE DISCONNECTED. NO FURTHER NOTICE WILL BE MAILED.

DUE DATE APPLIES TO NEW CHARGES ONLY. A LATE CHARGE OF 5% WILL APPLY IF PAYMENT IS NOT RECEIVED BY DUE DATE.

Return Lower Portion With Your Payment, Retain Upper Portion For Your Records.

OSHTEMO TOWNSHIP
 ##
 7275 W MAIN ST
 KALAMAZOO, MI 49009-9334

PAY YOUR BILL ONLINE AT WWW.KALAMAZOOCITY.ORG

| | | | | | |
|-----------------------|------------------|------------------|------------------|------------|--------|
| Cycle: 3C | VISA | AMERICAN EXPRESS | DISCOVER NETWORK | MasterCard | echeck |
| ACCOUNT NUMBER | BILL DATE | DUE DATE | | | |
| SDK00652002 | 11/07/2022 | 11/28/2022 | | | |
| TOTAL CURRENT CHARGES | PAST DUE BALANCE | TOTAL AMOUNT DUE | | | |
| \$62.10 | \$0.00 | \$62.10 | | | |

Please Check This Box If Completing Back of Coupon.



REMIT CITY OF KALAMAZOO TREASURER
 TO ---> 241 W. SOUTH ST
 KALAMAZOO, MI 49007-4750



00000000000000000000SDK00652002U00000006

To authorize Direct Debit, complete the information below, attach your voided check and return it to us. Allow 4-6 weeks for your application to be processed. Continue to pay your bill by check until you see a message on your bill stating your bank account will be debited for payment. If completing the application below, please check the box on the front of the payment coupon.

City of Kalamazoo Utility Debit Billing Authorization

I hereby authorize the City of Kalamazoo to initiate utility bill payment deductions from my checking account on the **attached VOIDED check**. I understand the payment will be initiated approximately on the bill due date (21 days after the bill date). If the due date does not fall on a business day, the charge will be initiated on the first business day following the due date. This authorization is to remain in full force and effect until the City of Kalamazoo and my financial institution has received written notification of its termination in such time and in such manner as to afford both the City and my financial institution a reasonable opportunity (estimated to be 30 days) to act upon such termination. I understand it is my responsibility to ensure there are sufficient funds in the account at all times to make the required payments.

Print Name _____

Utility Account Number _____

(See front of statement for your account number.)

Service Address _____

Phone Number _____

Email Address _____

Mobile Number _____

Signature _____

Date _____

Signature _____

Date _____

Note: If joint account, both parties must sign.

METHODS OF PAYMENT

Direct Debit: See information above to enroll

Pay Online by Credit Card or e-Check: Access options with your utility account number located on the front of your bill at www.kalamazoocity.org

Pay by Phone By calling Point & Pay at 866-273-5523

A convenience fee will be collected by Point & Pay for the use of debit card, credit card, or e-Check.

Payments by Mail: Kalamazoo City Treasurer 241 W. South Street, Kalamazoo, MI 49007-4750

Drop Box: Available at the front of City Hall on the west side of the door.

In Person: City Hall, 241 W. South Street, Monday through Friday 8:00 AM - 4:30 PM

Online Payment with Your Bank: Allow 5-7 business days for us to receive the payment.

Customer Inquiries: Water, Sewer and Solid Waste Customer Service - (269) 337-8000

PLEASE CONSERVE WATER - Every drop counts at Kalamazoo!

For more information about water use and water conservation, please visit the City's website at www.kalamazoocity.org

CITY OF KALAMAZOO TREASURER
241 W. SOUTH ST
KALAMAZOO, MI 49007-4750

CITY OF KALAMAZOO TREASURER
241 W. SOUTH ST
KALAMAZOO, MI 49007-4750

GL Activity



GL Number: 900-728-80800 Start Date: 2022 Beginning End Date: 12/31/2022

AP Journals - Print: Invoice Description CR Journals - Print: Jnl Line Description

CD Journals - Print: Check Number GJ Journals - Print: Default

| Date | JNL | Description | Reference # | Debits |
|------------|-----|--|---------------|-----------|
| 01/01/2022 | | 900-728-80800 Consultants | | |
| 02/08/2022 | AP | 2022 JANUARY ZONING AMENDMENTS FOR DDA | 2023018 | 1,606.25 |
| 02/09/2022 | AP | DISCUSSIONS AND COST ESTIMATES REGARDING | 65929 | 300.00 |
| 03/01/2022 | AP | ZONING AMENDMENTS FOR DDA | 2023323 | 2,327.50 |
| 03/23/2022 | AP | DDA - ATLANTIC AVE REALIGNMENT PROJECT | 65942 | 319.00 |
| 04/05/2022 | AP | DDA - ATLANTIC AVE REALIGNMENT PROJECT | 66468 | 1,706.25 |
| 04/19/2022 | AP | ZONING AMENDMENTS FOR DDA | 2023581 | 291.25 |
| 04/20/2022 | AP | DDA - ATLANTIC AVE REALIGNMENT PROJECT | 67088 | 712.00 |
| 05/13/2022 | AP | ZONING AMENDMENTS FOR DDA | 2023842 | 1,891.25 |
| 06/07/2022 | AP | DDA - ATLANTIC AVE REALIGNMENT PROJECT | 67313 | 72.50 |
| 06/08/2022 | AP | ZONING AMENDMENTS FOR DDA | 2024099 | 1,208.75 |
| 07/26/2022 | AP | APPRAISAL SERVICES - 6227 STADIUM DRIVE | 213-2022-0218 | 3,450.00 |
| 08/11/2022 | AP | DDA - ATLANTIC AVE REALIGNMENT PROJECT | 69192 | 174.00 |
| 09/20/2022 | AP | ZONING AMENDMENTS FOR DDA | 2025055 | 327.50 |
| 10/04/2022 | AP | DDA ACQISITION AND FINANCING OF PROPERTY | 679978 | 1,036.00 |
| 10/14/2022 | AP | DDA PHASE I - 6227 STADIUM | 70077 | 1,309.00 |
| 11/02/2022 | AP | DDA - ATLANTIC AVE REALIGNMENT PROJECT | 70519 | 171.30 |
| 11/15/2022 | AP | PROFESSIONAL SERVICES FOR DDA FINANCING | 681371 | 74.00 |
| 11/15/2022 | AP | DDA PHASE I COMPLETION - 6227 STADIUM | 70744 | 1,391.00 |
| 11/15/2022 | AP | DDA - ALTA SURVEY - 6227 STADIUM DR | 70966 | 6,500.00 |
| 12/13/2022 | AP | DDA - PROFESSIONAL SERVICES RELATED TO S | 71327 | 4,200.00 |
| 12/31/2022 | | 900-728-80800 | END BALANCE | 29,067.55 |

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January 10, 2023

To: DDA Board

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

Re: Contract renewal for DDA Seasonal Banners

For the past number of years the DDA Board has contracted with SignArt to store and rotate the DDA's seasonal banners. With a new year a new contract needs to be entered into for their services. The proposed 2023 contract with SignArt is attached. The contact amount has increased from the previous years' contract amount of \$380 per banner swap to \$410 per banner swap. The total amount for the 2023 contract from SignArt is \$1,640. The DDA budgeted \$2,000 for banner rotation/storage in 2023. If the contract is approved, no budget amendment would be needed.

Attachment – 2023 SignArt Contract

Oshtemo Township Banner Swap 2020



January 1 - April 1



April 1 - June 30

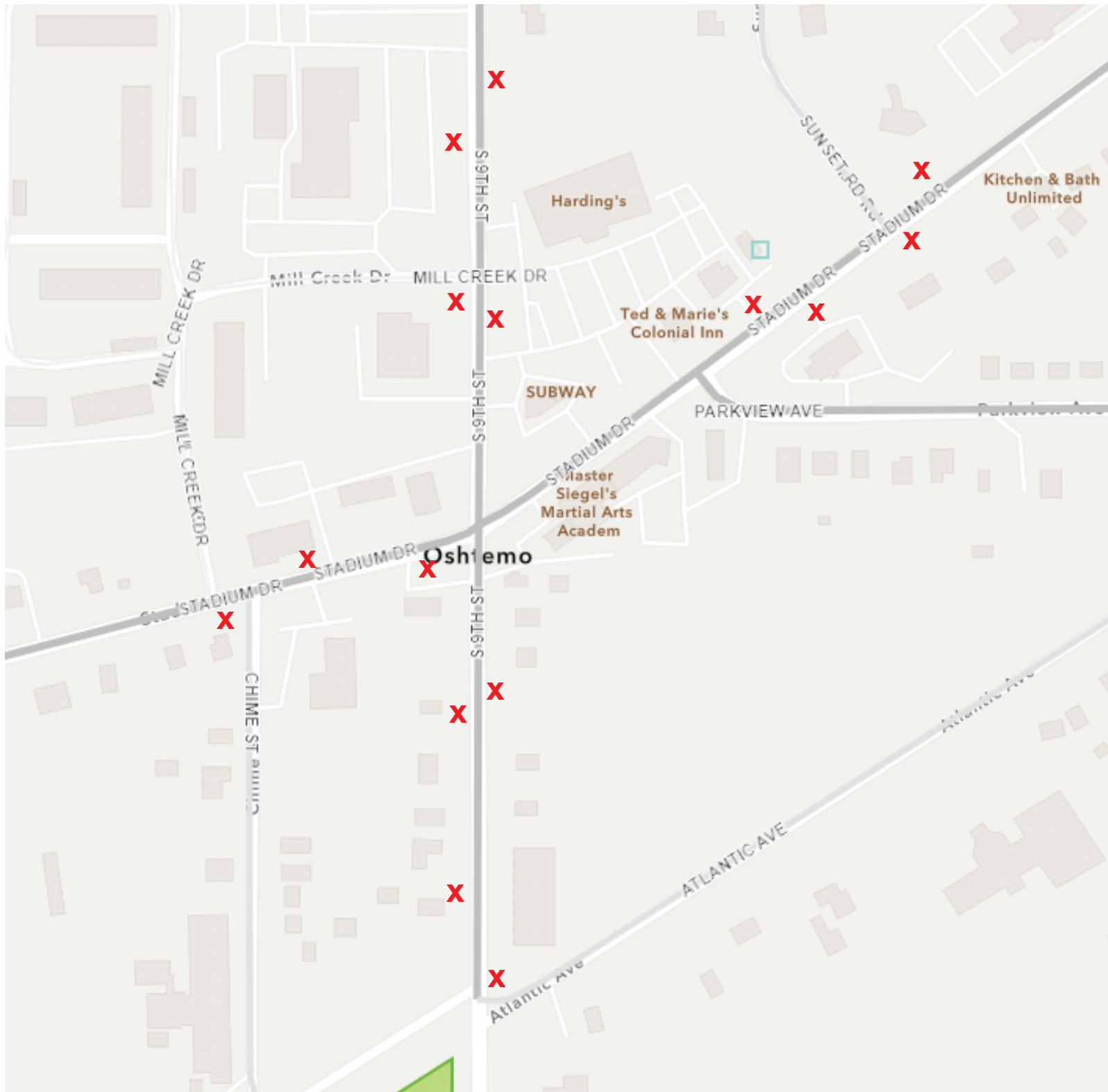


July 1 - November 16



November 16 - January 4 2021

Oshtemo Township 15 Banners





QUOTATION & PURCHASE CONTRACT

COMPANY SignArt, Inc.
5757 EAST CORK STREET
KALAMAZOO, MICHIGAN 49048
Phone: 800.422.3030 Fax: 269.381.0999

CONTRACT # 0012652
QUOTATION DATE 1/1/2023 Page 1 of 1
SALESPERSON SJV
Salesperson Email svandersloot@signartinc.com
Cust PO#/Reference BANNER SWAP

PURCHASER OSHTEMO CHARTER TOWNSHIP OT04
7275 W. MAIN ST.
KALAMAZOO, MI 49009

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

ATTENTION IRIS LUBBERT (269)375-4260 CONTACT IRIS LUBBERT (269) 216-5232

SignArt, Inc., a Michigan Corporation, proposes to manufacture, and or deliver, and or install and maintain for the above-named customer, the items described below subject to the terms and conditions set for on the last page hereof. Prices quoted are for items listed only and do not reflect any quotations or contractual arrangements for freight, installation, connection foundations or steel support structures unless specifically itemized.

Table with 7 columns: Item, Qty, UM, Description of Work, Part #, Price, Extension. Contains 5 rows of banner swap items and notes.

See attached SignArt, Inc. Warranty Statement and Additional Terms and Conditions, dated August, 2014

Accepted for Purchaser and Payment Personally Guaranteed by:

TOTAL AMOUNT: \$1,640.00

X Signature Print Title Date

DEPOSIT:

Accepted for SignArt, Inc. by:

BALANCE:

(to be paid upon completion)

Signature Print Title Date



January 12, 2023

To: DDA Board

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

Re: Closed Session: Discussion of Potential Atlantic Avenue Extension Project

The final stages of negotiation and details for the purchase of 6227 Stadium Drive are underway. During closed session, the property acquisition subcommittee will provide the DDA Board an update and discuss next steps.