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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, NOVEMBER 17, 2022  
12:00 P.M.**

**AGENDA**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: September 19, 2022
4. Public Comment on Non-Agenda Items
5. Treasurer's Report:
  - A. September – October 2022 (unaudited)
  - B. 'Stadium Drive Shared Use Path: N Construction + S Design' Budget Amendment
6. 2023 Meeting Dates
7. Discussion of Potential Atlantic Avenue Extension Project
8. Project Updates
  - A. Stadium Drive Sidewalks:
    - i. Ribbon cutting
9. Open House Coordination
10. Other Items
11. Announcements and Adjournment

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

**DRAFT MINUTES OF A SPECIAL MEETING HELD SEPTEMBER 29, 2022**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a special meeting at the Oshtemo Community Center, on Thursday, September 29, 2022. The meeting was called to order at approximately 2:00 p.m.

Members Present: Grant Taylor, Chair, Bill Cekola, Themi Corakis, Treasurer, Libby Heiny-Cogswell (attended virtually), Rich MacDonald, Vice Chair, and Dick Skalski.

Members absent: Stephen Dallas, Ryan Wieber, Secretary, and Ryan Winfield.

Also present: Iris Lubbert, Planning Director and Martha Coash, Assistant Secretary.

**Agenda**

Chairperson Taylor called the meeting to order and asked if there were any corrections or additions to the agenda.

Ms. Lubbert said an item needed to be added before #6 (other items) to consider a request from Mr. Robert Redmond regarding a time extension for his approved façade grant.

Mr. Skalski made a motion to approve the agenda as presented with the addition of the one item requested. Mr. MacDonald seconded the motion. The motion carried unanimously.

**Approval of Minutes: September 15, 2022**

Chairperson Taylor asked if there were additions or corrections to the Minutes of September 15, 2022.

Mr. MacDonald noted he was referred to incorrectly as Vice President which needed to be changed to Vice Chair.

Hearing nothing further, the Chair asked for a motion.

Mr. Skalski made a motion to approve the Minutes of the Meeting of September 15, 2022 as presented, with the noted correction. Mr. MacDonald seconded the motion. The motion carried unanimously.



## **Public Comment**

As there were no members of the public present Chairperson Taylor moved to the next item.

## **CIP DISCUSSION**

Ms. Lubbert said every year the Township is required to prepare a Capital Improvement Plan (CIP) that outlines the public structures and improvements planned to be completed in the following six-year period. This document is intended to help municipalities develop intermediate action steps for achieving key objectives in the community and is an ongoing planning instrument that influences Township decisions. Part of the Township's CIP includes a section for the DDA.

The DDA's budget for 2023 was submitted to the Township Board for consideration. The next step is taking the proposed 2023 budget and projecting project decisions forward. A drafted CIP was provided for the DDA Board's consideration/discussion.

Extensive discussion by members included future uses for the property under consideration for purchase, sidewalk construction timing, and corner property possibilities in the future.

Changes to the proposed CIP budget were made to address the expected necessary expenditures regarding the potential property purchase and to better position the DDA to be "shovel ready" in order to be able to apply for possible grant opportunities for Atlantic Avenue traffic safety improvements. In addition, the Holiday Décor line item was increased to reflect the budget for 2023 – 2028.

Mr. MacDonald said the budget and plan need to reflect a "complete engineering project" in order to be eligible to apply for grants beginning in 2023.

The changes included the addition of:

- Other Revenues – new line item at \$1,200,000 in 2026
- Consultants - an addition of \$20,000 in 2024
- Road Development (Atlantic) TBD - new line item at \$50,000 in 2024, \$50,000 in 2025, and \$1,500,000 in 2026.
- Deletion of the Car Charging Station line item
- Holiday Décor - increased from \$5,000 to \$5,500 to reflect the approved budget for 2023 through 2028.

Ms. Lubbert noted amendments can be made in the future as needed.

Mr. MacDonald made a motion to approve the CIP Plan for 2023-2028 as presented with the changes listed above. Mr. Skalski seconded the motion. The motion carried unanimously.

Ms. Heiny-Cogswell indicated the Township Board is open to the property purchase but had questions they would like answered in a timely way to keep the process moving forward.

### **Façade Improvement Grant Extension Request**

Ms. Lubbert indicated Mr. Robert Redmond, who received a façade grant from the DDA for improvements to 6672 Stadium Drive, requested an extension for project completion due to issues with materials' receipt and contractor availability.

As there were no objections to granting an extension, Chairperson Taylor asked for a motion.

Mr. MacDonald made a motion to grant Mr. Redmond's request for an extension of the \$5,000 grant for completion of the project improvements at 6672 Stadium Drive until May 31, 2023. Mr. Skalski seconded the motion. The motion carried unanimously.

### **Other Items**

A draft of the Phase 1 Environmental Site Assessment of 6227 Stadium Drive provided by Prein & Newhof was received by members.

Mr. MacDonald provided an update regarding the progress on property acquisition. The property is currently being tested (Phase 2) for potential contamination from an old apple orchard and an underground storage tank to determine whether remediation is necessary. It is not thought remediation will be needed.

He has been in touch with the seller's attorney regarding the seller's participation in related costs if the DDA purchases the property.

Ms. Lubbert said a meeting is scheduled next week with Mr. MacDonald, Ms. Heiny-Cogswell, Anna Horner and Attorney Porter regarding moving forward with the property acquisition and road discussion.

She also said she would be meeting later in the afternoon with Prein & Newhof to develop a final punch list for items yet needing to be addressed for the north side sidewalk project.

Mr. Corakis asked what the status was of the ordinance amendment the DDA sent to the Planning Commission for consideration.

Ms. Lubbert said they are considering it along with other ordinance amendments they are tackling at the same time; the process is ongoing.

Ms. Heiny-Cogswell said the possible land purchase would be on the Township Board's agenda again on October 11 and encouraged DDA members to attend the work session at 6:00.

**Announcements and Adjournment**

There were no announcements and with no further business to consider, Chairperson Taylor adjourned the meeting at approximately 3:10 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: September 30, 2022

Minutes Approved:

DRAFT

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November 7, 2022



**To: DDA Board**

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

**Re: September – October 2022 Treasurer’s Report**

Attached you will find the Treasurer’s Report for September – October 2022, unaudited.

\$65.02 in interest were returned this cycle. Total interest collected is \$1,105.11. Total Property Tax Revenue collected is \$218,099.81.

Expenditures from this cycle total \$21,571.10. Expenditures included a close out payment to Krohn Construction of \$11,297.86, a \$2,746.97 deposit for holiday décor, \$1,309 for environmental phase 1 work, landscaping fees, and general operating expenditures.

Please note that the ‘Stadium Drive Shared Use Path: N Construction + S Design’ project is overbudget. A budget amendment will be needed, see attached memo.

Attachments: September – October 2022 Treasurer’s Report  
Memo for ‘Stadium Drive Shared Use Path’ budget amendment  
Invoices

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**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Treasurer's Report 11-4**  
**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	\$1,170.13	-\$65.02	\$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		
<b>TOTAL REVENUES</b>	<b>\$1,201,334.00</b>	<b>\$619,603.94</b>	<b>-\$65.02</b>	<b>\$619,538.92</b>		
EXPENDITURES	2022 Budget	Previous Activity	Activity this Period	Total Expenditure	Available Balance	Percent Used
Staff	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Supplies	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Postage	\$500.00	\$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	\$14,058.75	\$2,843.80	\$16,902.55	\$15,005.45	52.97%
Assistance with new projects	\$20,000.00	\$7,126.25	\$2,516.30	\$9,642.55	\$20,000.00	48.21%
Zoning Amendment	\$11,908.00	\$6,932.50	\$327.50	\$7,260.00	\$11,908.00	60.97%
Accounting & Auditing Fees	\$2,000.00	\$2,420.00	\$375.00	\$2,795.00	-\$795.00	139.75%
Legal Fees	\$2,000.00	\$405.00	\$480.00	\$885.00	\$1,115.00	44.25%
Legal Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Water	\$1,200.00	\$175.98	\$0.00	\$175.98	\$1,024.02	14.67%
Electric	\$600.00	\$372.56	\$89.97	\$462.53	\$137.47	77.09%
Outdoor Decorations	\$5,000.00	\$0.00	\$2,746.97	\$2,746.97	\$2,253.03	54.94%
Repairs & Maintenance	\$17,800.00	\$9,795.10	\$3,322.00	\$13,117.10	\$4,682.90	73.69%
Stadium Drive snow removal	\$2,000.00	\$380.00	\$0.00	\$0.00	\$2,000.00	0.00%
Banner rotation/storage/maintenance	\$2,000.00	\$380.00	\$0.00	\$380.00	\$1,620.00	19.00%
Lawn care and maintenance	\$12,800.00	\$9,035.10	\$3,322.00	\$12,357.10	\$442.90	96.54%
Millard's Way snow removal	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Capital Outlay/Obligated Projects	\$1,096,111.00	\$238,495.24	\$11,713.36	\$250,208.60	\$845,902.40	22.83%
Stadium Drive Shared Use Path: N Construction + S Design	\$231,111.00	\$226,262.24	\$11,713.36	\$237,975.60	-\$6,864.60	102.97%
Stadium Drive Shared Use Path: S Construction	\$600,000.00	\$0.00	\$0.00	\$0.00	\$600,000.00	0.00%
Loan Repayment	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00	0.00%
9th Street Sidewalk	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%
Façade grant program	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
Car Charging Station	\$20,000.00	\$12,233.00	\$0.00	\$12,233.00	\$7,767.00	61.17%
OCC Wifi	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
Capital Outlay/Land Acquisition	\$60,000.00	\$20,000.00	\$0.00	\$20,000.00	\$40,000.00	50.00%
<b>TOTAL EXPENDITURES</b>	<b>\$1,161,169.00</b>	<b>\$286,772.63</b>	<b>\$21,571.10</b>	<b>\$308,343.73</b>	<b>\$872,825.27</b>	<b>26.55%</b>

<b>Remaining Funds</b>	<b>\$311,195.19</b>
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November 7, 2022



**To: DDA Board**

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

**Re: 'Stadium Drive Shared Use Path: N Construction + S Design' Budget Amendment**

At their 11/17 DDA meeting the DDA Board is asked to approve a \$7,500 budget amendment for approximately \$6,700 for P&N's work on the Stadium Drive project and the remainder for costs associated with the installation of the new church door. With this budget amendment the project file for 2022 can be closed.

This amendment will cover the additional costs incurred by P&N for additional staking requests, project redesigns and coordination involving the church, RCKC permits guardrail request, meetings with the fire marshal, work to acquire easements for the south side (Easement exhibits were not included in the original contract), additional survey work required, additional coordination with consumers energy and other utilities.

Please note that all design work for the southern sidewalk segment has not been completed. This is partially due to uncertainties regarding the reconstruction and continuation of Atlantic Avenue. Once the DDA or Township is ready to proceed with the installation of the sidewalk on the south side of Stadium Drive, a new proposal/contract for the final design, permitting, bidding, and construction observation will be provided for review and approval.

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**Attention:** Iris Lubbert  
**AICP, Planning Director**  
**Oshtemo Charter Township**  
**7275 W. Main Street**  
**Kalamazoo, MI 49009**

**Invoice :** 2025055  
**Invoice Date :** 9/12/2022  
**Project :** OSH600501D  
**Project Name :** Zoning Amendments for DDA

**For Professional Services Rendered Through 8/26/2022**

Zoning Amendments for DDA

Fee	% Complete	Billings		
		To Date	Previous	Current
12,500.00	92.62	11,577.50	11,250.00	327.50
			<b>Current Billings</b>	327.50
			<b>Amount Due This Bill</b>	327.50

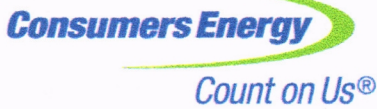
**Total Fee :** 12,500.00  
**To Date Billings :** 11,577.50  
**Total Remaining :** 922.50

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14649

Account: **1030 3845 5574**



**Questions:**  
Visit: [ConsumersEnergy.com](http://ConsumersEnergy.com)  
Call us: **800-805-0490**

**Amount Due: \$43.52**  
**Please pay by: October 03, 2022**

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



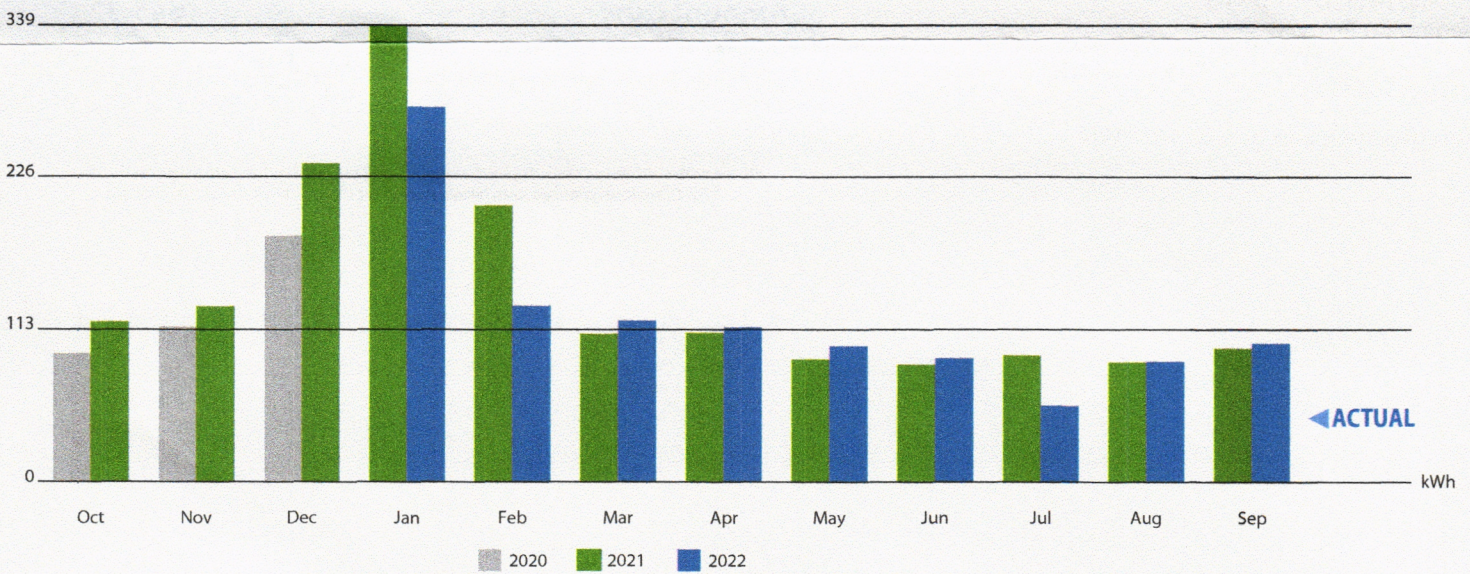
▶ **Thank You** - We received your last payment of **\$41.70** on **August 30, 2022**

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

**September Energy Bill**

Service dates: August 10, 2022 - September 08, 2022 (30 days)

**Total Electric Use (kWh - kilowatt-hour)**



**September Electric Use**

**103 kWh**  
September 2021 use: 99 kWh

Cost per day: **\$1.45**

kWh per day: **3**

Prior 12 months electric use: **1,572 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.



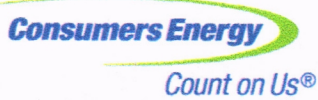
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Fold, detach and mail this portion with your check made payable to Consumers Energy. Please write your account number on your check.



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

Account: **1030 3845 5574**

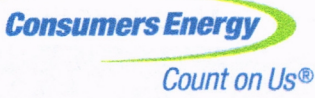
**Service Address:**  
OSHTEMO TOWNSHIP  
6520 STADIUM DR  
KALAMAZOO MI 49009-2018

**PAYMENT CENTER**  
PO BOX 740309  
CINCINNATI OH 45274-0309

**Amount Due: \$43.52**  
**Please pay by: October 03, 2022**  
**Enclosed:**

I 103038455574 000000043521 0000 2056 4 000000000000





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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: September  
Service dates: 08/10/2022 - 09/08/2022  
Days Billed: 30  
Portion: 12 09/22

### Rate Information

Elec Gen Sec Rate GS Com  
Rate: 1100

### Meter Information

Your next scheduled meter read  
date is on or around 10/07/2022

#### Electric Service:

Smart Meter  
Meter Number: 31641858  
POD Number: 0000003870323  
Beginning Read Date: 08-10  
Ending Read Date: 09-08  
Beginning Read: 3237  
Ending Read: 3340 (Actual)  
Usage: 103 kWh

Total Metered Energy Use: 103 kWh

## September Energy Bill

Invoice: 201808477396

### Account Summary

Last Month's Account Balance	\$41.70
Payment on August 30, 2022	<del>\$41.70-</del>
<b>Balance Forward</b>	<b>\$0.00</b>

Payments applied after Sep 09, 2022 are not included.

### Electric Charges

Energy	103@ 0.089056	\$9.17
PSCR	103@ 0.001760	\$0.18
System Access		\$28.37
Distribution	103@ 0.046251	\$4.76
FCM Incentive	103@ 0.000098	\$0.01
Power Plant Securitization	103@ 0.001277	\$0.13
Low-Income Assist Fund		<u>\$0.90</u>

**Total Electric** **\$43.52**

**Total Energy Charges** **\$43.52**

**Amount Due:** **\$43.52**  
**by October 03, 2022**

If you pay after the due date, a 2% late payment charge  
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or Visa®  
(Eligibility varies)



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via ACH

Secure electronic  
payment with  
emailed remittance



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[ConsumersEnergy.com](http://ConsumersEnergy.com)

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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

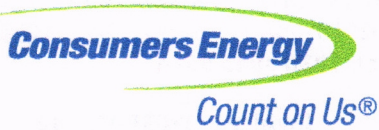


**In person**  
Cash, check, card  
or money order

Varies by authorized  
payment location  
Fee may apply



14649 <sup>street</sup> <sup>lights</sup> <sub>elect</sub>  
Account: 1030 3845 5574



**Questions:**  
Visit: [ConsumersEnergy.com](http://ConsumersEnergy.com)  
Call us: 800-805-0490

**Amount Due: \$46.45**  
**Please pay by: November 02, 2022**

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



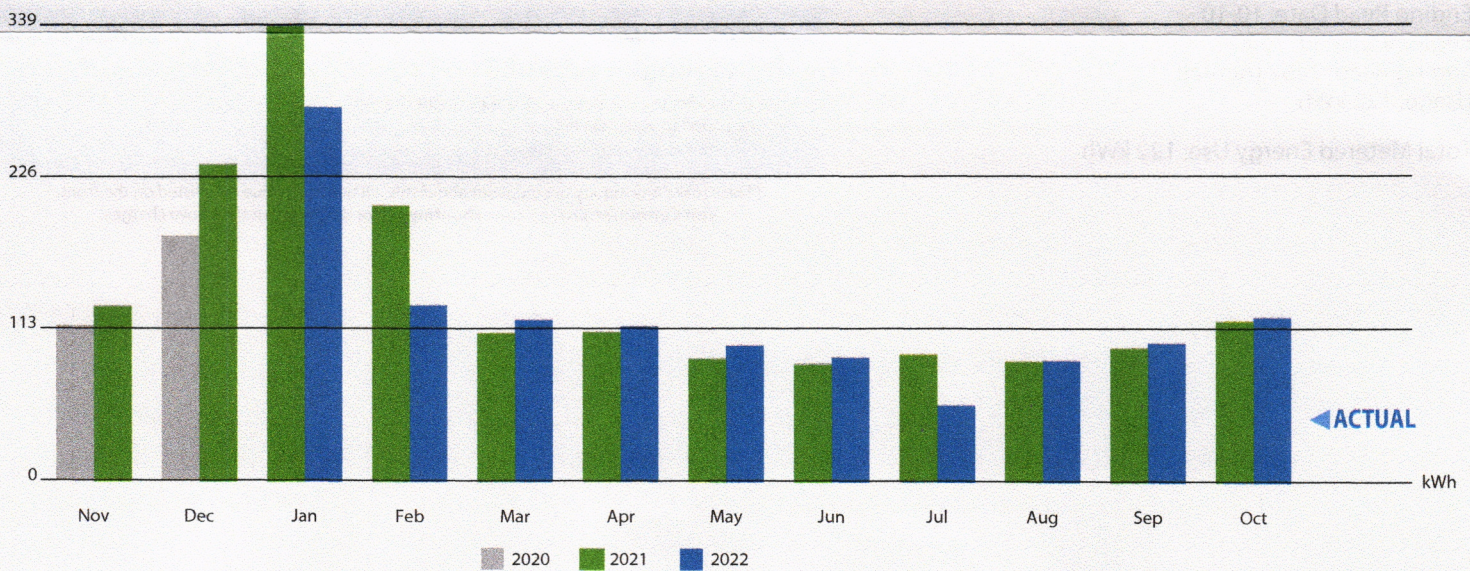
▶ **Thank You** - We received your last payment of **\$43.52** on **September 30, 2022**

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

### October Energy Bill

Service dates: September 09, 2022 - October 10, 2022 (32 days)

#### Total Electric Use (kWh - kilowatt-hour)



#### October Electric Use

**122 kWh**  
October 2021 use: 119 kWh

#### Cost per day:

**\$1.45**

#### kWh per day:

**4**

#### Prior 12 months electric use:

**1,575 kWh**

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



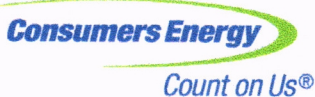
**If you smell natural gas.**  
If the "rotten egg" odor of gas is apparent, call from a safe location.



### Consumers Energy Employee Identification

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



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See reverse side for more information

Account: 1030 3845 5574

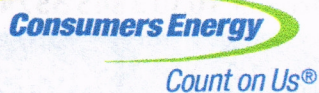
**Service Address:**  
OSHTEMO TOWNSHIP  
6520 STADIUM DR  
KALAMAZOO MI 49009-2018

**PAYMENT CENTER**  
PO BOX 740309  
CINCINNATI OH 45274-0309

**Amount Due: \$46.45**  
**Please pay by: November 02, 2022**  
**Enclosed: 46.45**

I 103038455574 000000046458 0000 2056 6 000000000000 H





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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: October  
Service dates: 09/09/2022 - 10/10/2022  
Days Billed: 32  
Portion: 12 10/22

### Rate Information

Elec Gen Sec Rate GS Com  
Rate: 1100

### Meter Information

Your next scheduled meter read  
date is on or around 11/09/2022

#### Electric Service:

Smart Meter  
Meter Number: 31641858  
POD Number: 0000003870323  
Beginning Read Date: 09-09  
Ending Read Date: 10-10  
Beginning Read: 3340  
Ending Read: 3462 (Actual)  
Usage: 122 kWh

Total Metered Energy Use: 122 kWh

## October Energy Bill

Invoice: 205635075382

### Account Summary

<b>Balance Forward</b>	<b>\$0.00</b>
Last Month's Account Balance	\$43.52
Payment on September 30, 2022	\$43.52-

Payments applied after Oct 11, 2022 are not included.

### Electric Charges

Energy	122@ 0.091482	\$11.16
PSCR	122@ 0.001760	\$0.21
System Access		\$28.37
Distribution	122@ 0.046251	\$5.64
FCM Incentive	122@ 0.000098	\$0.01
Power Plant Securitization	122@ 0.001277	\$0.16
Low-Income Assist Fund		\$0.90

**Total Electric** **\$46.45**

**Total Energy Charges** **\$46.45**

**Amount Due:** **\$46.45**  
**by November 02, 2022**

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 <b>Auto-pay</b> Checking or savings  <b>Auto-pay</b> Discover® MasterCard® or Visa® (Eligibility varies)	 <b>eLockbox</b> via ACH  Secure electronic payment with emailed remittance	 <b>Same-day payment</b> <a href="http://ConsumersEnergy.com">ConsumersEnergy.com</a>  Discover® MasterCard® Visa® or eCheck	 <b>Same-day payment</b> 866-329-9593  Discover® MasterCard® Visa® or eCheck	 <b>By mail</b> Check, money order  Consumers Energy Payment Center P.O. Box 740309 Cincinnati, OH 45274-0309	 <b>In person</b> Cash, check, card or money order  Varies by authorized payment location Fee may apply
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For more information, visit [ConsumersEnergy.com/waystopay](http://ConsumersEnergy.com/waystopay)



# 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: 110014  
Client ID: 6870

**Date: 08/31/2022**  
Payable upon receipt

Professional services during the month of August 2022, which included the following: 1,890.00  
Josh Gabrielse - 9 hours (\$210/hour) accounting assistance

Breakdown by fund:

101 - \$ 990 *14468*  
107 - 100  
204 - 100  
206 - 100  
207 - 100  
211 - 100  
249 - 100  
490 - 100  
491 - 100  
900 - 100

-----  
\$1,890  
=====

New Charges:	\$1,890.00
Plus Prior Balance:	\$0.00
New Balance:	\$1,890.00

<u>08/31/2022</u>	<u>07/31/2022</u>	<u>06/30/2022</u>	<u>05/31/2022</u>	<u>04/30/2022+</u>
1,890.00	0.00	0.00	0.00	0.00

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

# 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  
7275 W MAIN ST  
KALAMAZOO, MI 49009-8210

Invoice number 70519  
Date 10/11/2022

Project 2220298 ATLANTIC AVE REALIGNMENT  
& STADIUM CONNECTION

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

PROFESSIONAL SERVICES RELATED TO  
DDA MEETING

	Hours	Rate	Billed Amount
SENIOR PROJECT MANAGER II	2.00	168.00	336.00
Miles			6.60
		Invoice total	<b>342.60</b>

50/50 PO ~~14687~~ 14687  
PO 14888

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

# 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: 110217  
Client ID: 6870

Date: **09/30/2022**  
Payable upon receipt

Professional services during the month of September 2022, which included the following:  
Josh Gabrielse - 27 hours (\$210/hour) accounting assistance 5,670.00

Breakdown by fund:

101 - \$3,195 14468  
107 - 275 14464  
204 - 275 Local Road 204-506-82500  
206 - 275 14465  
207 - 275 14460  
211 - 275 14465  
249 - 275 14461  
490 - 275 14459  
491 - 275 14459  
900 - 275 14463

-----  
\$5,670  
=====

New Charges: \$5,670.00  
Plus Prior Balance: \$1,890.00  
New Balance: \$7,560.00

*CKS  
39466 +  
39516  
waited 10/7/22*

09/30/2022	08/31/2022	07/31/2022	06/30/2022	05/31/2022+
5,670.00	1,890.00	0.00	0.00	0.00

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

**S&T Lawn Service Inc.**

3393 South 6th Street  
Kalamazoo, MI 49009

14448

**Invoice**

<b>Bill To:</b>
Oshtemo Charter Township 7275 West Main Street Kalamazoo, MI 49009

<b>Date:</b>	8/31/2022
<b>Invoice #:</b>	21226
<b>Terms:</b>	Net 15

<b>Regarding:</b>	Parkview Hall
-------------------	---------------

<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
8/1/2022	Fertilizing and/or Weed Control Application	1	0.00	0.00
8/30/2022	Monthly Lawn Maintenance	1	347.00	347.00
	Temporary Fuel Recovery	1	10.00	10.00

<b>Total</b>	\$357.00
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**S&T Lawn Service Inc.**

3393 South 6th Street  
Kalamazoo, MI 49009

**Invoice**

14448

<b>Bill To:</b>
Oshtemo Charter Township 7275 West Main Street Kalamazoo, MI 49009

<b>Date:</b>	9/30/2022
<b>Invoice #:</b>	21459
<b>Terms:</b>	Net 15

<b>Regarding:</b>	Parkview Hall
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<b>Date:</b>	<b>Description:</b>	<b>Quantity:</b>	<b>Rate:</b>	<b>Amount:</b>
9/1/2022	Fertilizing and/or Weed Control Application	1	0.00	0.00
9/30/2022	Monthly Lawn Maintenance	1	347.00	347.00
	Temporary Fuel Recovery	1	20.00	20.00

<b>Total</b>	\$367.00
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# 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	<b>415.50</b>

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

**S&T Lawn Service Inc.**

3393 South 6th Street  
Kalamazoo, MI 49009

14448

**Invoice**

<b>Bill To:</b>
Oshtemo Charter Township 7275 West Main Street Kalamazoo, MI 49009

<b>Date:</b>	8/31/2022
<b>Invoice #:</b>	21139
<b>Terms:</b>	Net 15

<b>Regarding:</b>	Millards Way
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<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
8/1/2022	Fertilizing and/or Weed Control Application	1	0.00	0.00
8/3/2022	Lawn Mowing & Trimming	1	0.00	0.00
8/10/2022	Lawn Mowing & Trimming	1	0.00	0.00
8/11/2022	Weeding of stone and/or bark areas	1	0.00	0.00
8/17/2022	Lawn Mowing & Trimming	1	0.00	0.00
8/24/2022	Lawn Mowing & Trimming	1	0.00	0.00
8/25/2022	Weeding of stone and/or bark areas	1	0.00	0.00
8/30/2022	Lawn Mowing & Trimming	1	610.00	610.00
	Temporary Fuel Recovery	1	20.00	20.00

<b>Total</b>	\$630.00
--------------	----------

**S&T Lawn Service Inc.**

3393 South 6th Street  
Kalamazoo, MI 49009

14448

**Invoice**

<b>Bill To:</b>
Oshtemo Charter Township 7275 West Main Street Kalamazoo, MI 49009

<b>Date:</b>	9/30/2022
<b>Invoice #:</b>	21431
<b>Terms:</b>	Net 15

<b>Regarding:</b>	Millards Way
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<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
9/1/2022	Fertilizing and/or Weed Control Application	1	0.00	0.00
9/7/2022	Lawn Mowing & Trimming	1	0.00	0.00
9/14/2022	Lawn Mowing & Trimming	1	0.00	0.00
9/21/2022	Lawn Mowing & Trimming	1	0.00	0.00
9/23/2022	Weeding of stone and/or bark areas	1	0.00	0.00
9/28/2022	Lawn Mowing & Trimming	1	0.00	0.00
9/30/2022	Lawn Mowing & Trimming	1	610.00	610.00
	Temporary Fuel Recovery	1	20.00	20.00

<b>Total</b>	\$630.00
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**S&T Lawn Service Inc.**

3393 South 6th Street  
Kalamazoo, MI 49009

14448

**Invoice**

<b>Bill To:</b>
Parkview Hall - Village Corner Plaza 7275 West Main Street Kalamazoo, MI 49009

<b>Date:</b>	8/31/2022
<b>Invoice #:</b>	21231
<b>Terms:</b>	Net 15

<b>Regarding:</b>	Village Corner
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<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
8/1/2022	Fertilizing and/or Weed Control Application	1	0.00	0.00
8/30/2022	Monthly Lawn Maintenance	1	654.00	654.00
	Temporary Fuel Recovery	1	10.00	10.00

<b>Total</b>	\$664.00
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**S&T Lawn Service Inc.**

3393 South 6th Street  
Kalamazoo, MI 49009

14448

**Invoice**

<b>Bill To:</b>
Parkview Hall - Village Corner Plaza 7275 West Main Street Kalamazoo, MI 49009

<b>Date:</b>	9/30/2022
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<b>Invoice #:</b>	21441
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<b>Terms:</b>	Net 15
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<b>Regarding:</b>	Village Corner
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<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
9/1/2022	Fertilizing and/or Weed Control Application	1	0.00	0.00
9/9/2022	Weeding of stone and/or bark areas	1	0.00	0.00
9/30/2022	Monthly Lawn Maintenance	1	654.00	654.00
	Temporary Fuel Recovery	1	20.00	20.00

<b>Total</b>	\$674.00
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900 MONROE AVE NW  
GRAND RAPIDS, MI 49503

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

**Mark E. Nettleton**

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

15142

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

September 15, 2022

Dear Dusty:

Enclosed is our statement for services rendered to the Township's DDA in August 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". The signature is written in a cursive style with a large initial "M".

Mark E. Nettleton

sgc  
Enclosure



800 MONROE AVE NW  
GRAND RAPIDS, MI 49503

PHONE (816) 632-8000  
FAX (816) 632-8002  
MIKAMEYERS.COM

FED-ID 38-1647107

September 13, 2022

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

Invoice No. 679978  
Client No. 48382  
Billing Attorney MEN

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### Invoice Summary

For professional services rendered through August 31, 2022

Re: Oshtemo Charter Township Downtown

Matter #	Description	Legal Fees	Costs	Total
62624	Acquisition & Financing of Propert	1,036.00	.00	1,036.00
	<b>Total</b>	<b>1,036.00</b>	<b>.00</b>	<b>1,036.00</b>

**Total Current Invoice \$ 1,036.00**

Oshtemo Charter Township Downtown  
Client No. 48382-62624

September 13, 2022  
Invoice No. 679978

**Re: Acquisition & Financing of Property**

**Professional Fees**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
8/01/22	Emails with I. Lubbert regarding financing of property acquisition	37.00
8/03/22	Emails with I. Lubbert regarding DDA plan; review plan	444.00
8/09/22	Conference call with I. Lubbert, Supervisor and Township Attorney regarding financing options; email to I. Lubbert following call	481.00
8/23/22	Telephone conference with R. Bendzinski regarding financing of property purchase and email regarding same	74.00
<b>Total Professional Fees</b>		<b>\$ 1,036.00</b>
<b>Total Current Matter</b>		<b>\$ 1,036.00</b>
<b>Total Current Invoice</b>		<b>\$ 1,036.00</b>



900 MONROE AVE NW  
GRAND RAPIDS, MI 49503

PHONE (616) 832-8000  
FAX (616) 832-8002  
MIKAMEYERS.COM

FED-ID 38-1647107

September 13, 2022

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

Invoice No. 679978  
Client No. 48382  
Billing Attorney MEN

**Remittance Advice**

Re: **Oshtemo Charter Township Downtown**

**Balance Due Current Invoice \$ 1,036.00**

*For all payments please reference: Invoice 679978, 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 via credit card or banking information please visit [www.mikameyers.com/payments](http://www.mikameyers.com/payments)**

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

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

# 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

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

Invoice number 70077  
Date 09/15/2022

Project 2220939 PHASE I ESA-6227 STADIUM  
DR

BILLING PERIOD: 7/31/22 TO 8/27/22

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PROFESSIONAL SERVICES RELATED TO  
PHASE I ESA ABOUT 7 HOURS PREPARING  
REPORT PLUS PAID EDR DATABASE

Invoice Total 1,309.00

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



Iris Lubbert  
 Oshtemo Township  
 7275 W. Main Street  
 Kalamazoo, Michigan 49009  
 gtaylor@oshtemo.org  
 (269) 216-5232



Christmas Decor by Naylor  
 Landscape Management  
 1300 S. 8th Street  
 Kalamazoo, MI 49009  
 info@naylorlandscape.com  
 www.naylorlandscape.com  
 W: (269) 375-0084  
 F: (269) 375-0363

## Decorating Renewal

Service Address: 9th & Stadium Drive Corner Park

Category	Description	Location	Color	N/R	Regular Price	Discounted
<b>Your Current Display (Items Installed Last Season (Early Installation Incentive 6/30/2021 SAVE 20.00%))</b>						
<b>Tree/Shrub Light</b>						
<input type="checkbox"/>	T Canopy w/ Mini LED 6"	Three Small Crabapples Canopies	Green LED	R	\$369.00	\$295.20
<input type="checkbox"/>	T Canopy w/ Mini LED 6"	Two 3" cal. Oak Tree Canopies	Cool White LED	R	\$370.00	\$296.00
<input type="checkbox"/>	T Trunk Wrap w/ Mini LED	Two 3" cal. Oak Trees	Red LED	R	\$180.00	\$144.00
<input type="checkbox"/>	T Trunk Wrap Mini 3.5 LED	Three Small Crabapple Trunks	Cool White LED	R	\$273.00	\$218.40
<b>Ground</b>						
<input type="checkbox"/>	Stake Lighting C9 15" LED	Oval Bed in Front of Sign (WW/R)	Custom LED	R	\$257.64	\$206.11
<b>Garland</b>						
<input type="checkbox"/>	Deluxe Unlit 14" w/Picks	14" Deluxe Garland with Picks & Orn. Picks on Sign		R	\$410.40	\$328.32
<b>XMAs Trees</b>						
<input type="checkbox"/>	Woodland Lit 14'	14' Sequoia Tree		N	\$3,750.00	\$3,000.00
<b>Electrical</b>						
<input type="checkbox"/>	Timer - Digital	Digital Timer		R	\$132.00	\$105.60
<b>Ornaments</b>						
<input type="checkbox"/>	100 MM Classic Red, w/UV protector	For SequoiaTree		R	\$375.12	\$300.10
<input type="checkbox"/>	100 MM Classic Silver, w/UV protection	For SequoiaTree		R	\$375.12	\$300.10
<input type="checkbox"/>	100 MM Satin Gold, w/UV protection	For SequoiaTree		R	\$375.12	\$300.10
		Reinstallation Total			\$3,117.40	\$2,493.93
		New Items Total			\$3,750.00	\$3,000.00
		Sales Tax			\$0.00	\$0.00
		<b>YOUR Total</b>			<b>\$6,867.40</b>	<b>\$5,493.93</b>

Your savings for an early installation: **\$(1,373.47)**

<b>Payment Options: Deposit Requested</b>	<b>\$3,433.70</b>	<b>\$2,746.97</b>
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**Notes:**

This is a 3-year contract from 10/17/2022 - 4/1/2025. The price will stay the same and will be automatically renewed each year. You will be responsible for the deposit (or full payment) each October and final payment due upon installation.

**Earn Elf Dollars for Next Year - 10% of This Season's Purchases!**

We are pleased to remind you that you will be earning *Elf Dollars* equal to 10% of every dollar invested in your display this season. *Elf Dollars* can be redeemed and used to add items to your display next season or can be gifted to a friend or family member at any time.

Please tell us how we can improve your service at [www.naylorlandscape.com](http://www.naylorlandscape.com). To contact the corporate office [www.christmasdecor.net](http://www.christmasdecor.net).



Iris Lubbert  
Oshtemo Township  
7275 W. Main Street  
Kalamazoo, Michigan 49009  
gtaylor@oshtemo.org  
(269) 216-5232



Christmas Decor by Naylor  
Landscape Management  
1300 S. 8th Street  
Kalamazoo, MI 49009  
info@naylorlandscape.com  
www.naylorlandscape.com  
W: (269) 375-0084  
F: (269) 375-0363

## Decorating Renewal

**Service Address:** 9th & Stadium Drive Corner Park

Category	Description	Location	Color	N/R	Regular Price	Discounted
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### Service Is Included

Your Holiday Decorating Service includes customized installation, service, take down, and storage.

### Service Call Policy

Christmas Decor guarantees that your display will be functioning and looking great at the completion of installation. If you see anything that is not working between our Pro-Active service visits, please call to let us know. Except for cases of vandalism, damage caused by acts of individuals or animals, and some extraordinary weather conditions, there is never an additional charge for service required to keep you display working properly.

### Scheduling, Incentives, and Approvals

Our schedule fills very quickly. Please initial check boxes for approved items and sign. Please return your order as soon as possible for timely scheduling and early incentives.

### Customer Agreement

Naylor Landscape Management, Inc. will do the work automatically. All work is to be completed in a workmanlike manner according to standard practices. I understand that trees and shrubs that have grown may require additional new lights to achieve desired appearance. I agree to pay for additional light sets as needed to complete decor installation.

All charges will be billed on completion of the installation and are payable in 15 days. In the event any portion of the payment not paid when due or any bill is not paid within 30 days of its date, such amounts owing will bear a 2% service charge and in addition Naylor Landscape Management, Inc. reserves the right to cancel this agreement. The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

Check One:  Visa  Master  AMX  Discover      Card #: \_\_\_\_\_  
Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_      CVV: \_\_\_\_\_      Deposit Amount: \$ \_\_\_\_\_      Signature: \_\_\_\_\_

Please tell us how we can improve your service at [www.naylorlandscape.com](http://www.naylorlandscape.com). To contact the corporate office  
[www.christmasdecor.net](http://www.christmasdecor.net).

Req 15357  
15177

September 13, 2022  
2180386

Ms. Elizabeth Heiny-Cogswell  
Supervisor  
Charter Township of Oshtemo  
7275 W. Main Street  
Kalamazoo, MI 49009-8210

RE: Sidewalk Improvements (DDA North) – Section A

Dear Ms. Heiny-Cogswell:

Enclosed please find Payment Request #7 & Final on the contract for the Sidewalk Improvements (DDA North) Section A project with Krohn Excavating, LLC. All work has been completed in general conformance with the plans and specifications. Also attached are the Certificate of Substantial Completion and the Affidavit and Consent of Surety.

We therefore recommend payment in the amount of \$11,297.86. This figure represents a release of retainage

Sincerely,

**Prein&Newhof**



Ryan M. Russell, P.E.

RMR:dlj

Enclosure

cc: Steve Krohn, Krohn Excavating, LLC (via email)



SECA07

**Contractor's Application for Payment**

<b>Owner:</b>	<u>Charter Township of Oshtemo</u>	<b>Owner's Project No.:</b>	<u>                    </u>
<b>Engineer:</b>	<u>Prein&amp;Newhof</u>	<b>Engineer's Project No.:</b>	<u>2180386</u>
<b>Contractor:</b>	<u>Krohn Excavating, LLC</u>	<b>Contractor's Project No.:</b>	<u>                    </u>
<b>Project:</b>	<u>Sidewalk Improvements (DDA North)</u>		
<b>Contract:</b>	<u>Section A</u>		
<b>Application No.:</b>	<u>7</u> & Final	<b>Application Date:</b>	<u>9/13/2022</u>
<b>Application Period:</b>	From <u>6/7/2022</u>	to	<u>9/13/2022</u>

1. Original Contract Price	\$	526,320.00
2. Net change by Change Orders	\$	13,400.00
3. Current Contract Price (Line 1 + Line 2)	\$	539,720.00
4. Total Work completed and materials stored to date (Column L Unit Price Total)	\$	564,893.18
5. Retainage		
a. <u>0.00</u> % X \$ <u>564,893.18</u> Work Completed	\$	-
b. <u>          </u> % X \$ <u>-</u> Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	564,893.18
7. Less previous payments (Line 6 from prior application)	\$	553,595.32
8. Amount due this application	\$	11,297.86
9. Balance to finish, including retainage (Line 3 - Line 6)	\$	-

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor:** KROHN EXCAVATING LLC

**Signature:** *Steve Krohn* **Date:** 9-13-22

<b>Recommended by Engineer</b>		<b>Approved by Owner</b>	
<b>By:</b>	<u><i>[Signature]</i></u>	<b>By:</b>	<u>                    </u>
<b>Title:</b>	<u>Project Engineer</u>	<b>Title:</b>	<u>                    </u>
<b>Date:</b>	<u>9/13/2022</u>	<b>Date:</b>	<u>                    </u>
<b>Approved by Funding Agency (if applicable)</b>			
<b>By:</b>	<u>                    </u>	<b>By:</b>	<u>                    </u>
<b>Title:</b>	<u>                    </u>	<b>Title:</b>	<u>                    </u>
<b>Date:</b>	<u>                    </u>	<b>Date:</b>	<u>                    </u>

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**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

<b>Owner:</b> Charter Township of Oshtemo	<b>Owner's Project No.:</b>
<b>Engineer:</b> Prein&Newhof	<b>Engineer's Project No.:</b> 2180386
<b>Contractor:</b> Krohn Excavating, LLC	<b>Contractor's Project No.:</b>
<b>Project:</b> Sidewalk Improvements (DDA North)	
<b>Contract:</b> Section A	

Application No.: 7 & Final Period: From 6/7/2022 to 9/13/2022 Application Date: 9/13/2022

A	B	C	D	E	F	G		H	I	J	K	L
						Contract Information	Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (G X E) (\$)	Quantity From Previous Application	\$ From Previous Application (\$)	Total Quantity (G + I)	Total Paid to Date (K X E) (\$)	
<b>Original Contract</b>												
<b>SECTION A</b>												
1	Mobilization, Max 5%	1	LS	\$29,800.00	29,800.00	0.00	0.00	1.00	29,800.00	1.00	29,800.00	
2	Tree, Rem, 37 inch or larger	1	EA	\$2,000.00	2,000.00	0.00	0.00	1.00	2,000.00	1.00	2,000.00	
3	Tree, Rem, 6 inch to 18 inch	40	EA	\$400.00	16,000.00	0.00	0.00	40.00	16,000.00	40.00	16,000.00	
4	Stump, Rem, 6 inch to 18 inch	40	EA	\$50.00	2,000.00	0.00	0.00	40.00	2,000.00	40.00	2,000.00	
5	Stump, Rem, 37 inch or larger	1	EA	\$500.00	500.00	0.00	0.00	1.00	500.00	1.00	500.00	
6	Clearing	0.5	ACRE	\$8,200.00	4,100.00	0.00	0.00	0.50	4,100.00	0.50	4,100.00	
7	Curb and Gutter, Rem	2,700	FT	\$5.00	13,500.00	0.00	0.00	3,115.00	15,575.00	3,115.00	15,575.00	
8	Sidewalk, Rem	350	SYD	\$14.00	4,900.00	0.00	0.00	431.00	6,034.00	431.00	6,034.00	
9	Pavt, Rem	275	SYD	\$12.00	3,300.00	0.00	0.00	291.00	3,492.00	291.00	3,492.00	
10	Structures, Rem	1	LS	\$6,900.00	6,900.00	0.00	0.00	1.00	6,900.00	1.00	6,900.00	
11	Embankment, CIP	3,500	CYD	\$20.00	70,000.00	0.00	0.00	4,340.00	86,800.00	4,340.00	86,800.00	
12	Sidewalk Grading	4,550	LF	\$15.00	68,250.00	0.00	0.00	4,512.00	67,680.00	4,512.00	67,680.00	
13	Erosion Control, Inlet Protection, Silt Bag	12	EA	\$100.00	1,200.00	0.00	0.00	13.00	1,300.00	13.00	1,300.00	
14	Erosion Control, Silt Fence	400	FT	\$3.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	
15	Subbase, CIP	330	CYD	\$14.00	4,620.00	0.00	0.00	316.00	4,424.00	316.00	4,424.00	
16	Maintenance Gravel, LM	70	CYD	\$30.00	2,100.00	0.00	0.00	80.00	2,400.00	80.00	2,400.00	
17	Dr Structure Cover, Adj, Case 1	6	EA	\$300.00	1,800.00	0.00	0.00	6.00	1,800.00	6.00	1,800.00	
18	HMA Surface, Rem	3,000	SYD	\$6.00	18,000.00	0.00	0.00	3,397.00	20,382.00	3,397.00	20,382.00	
19	Hand Patching	3	TON	\$430.00	1,290.00	0.00	0.00	7.11	3,057.30	7.11	3,057.30	
20	HMA, 13A	25	TON	\$430.00	10,750.00	0.00	0.00	0.00	0.00	0.00	0.00	
21	HMA, 36A	25	TON	\$430.00	10,750.00	0.00	0.00	0.00	0.00	0.00	0.00	
22	Driveway, Nonreinf Conc, 6 inch	920	SYD	\$45.00	41,400.00	0.00	0.00	1,234.25	55,541.25	1,234.25	55,541.25	
23	Curb, Conc, Det E4	25	FT	\$30.00	750.00	0.00	0.00	62.50	1,875.00	62.50	1,875.00	
24	Curb, Conc, Det D2	50	FT	\$25.00	1,250.00	0.00	0.00	63.00	1,575.00	63.00	1,575.00	
25	Curb, Conc, Det F4	2,100	FT	\$24.00	50,400.00	0.00	0.00	2,048.50	49,164.00	2,048.50	49,164.00	
26	Sidewalk Ramp, Conc, 6 inch	1,550	SFT	\$6.50	10,075.00	0.00	0.00	1,212.25	7,879.63	1,212.25	7,879.63	
27	Sidewalk, Conc, 4 inch	21,500	SFT	\$3.00	64,500.00	0.00	0.00	22,837.00	68,511.00	22,837.00	68,511.00	
28	Sidewalk, Conc, 6 inch	4,100	SFT	\$5.00	20,500.00	0.00	0.00	5,205.00	26,025.00	5,205.00	26,025.00	
29	Detectable Warning Surface, Cast Iron	80	SFT	\$55.00	4,400.00	0.00	0.00	0.00	0.00	0.00	0.00	
30*	Reinforced Concrete Ramp (Detail Section B)	0	LS	\$10,000.00	-	0.00	0.00	0.00	0.00	0.00	0.00	
31*	Reinforced Concrete Ramp (Detail Section A)	1	LS	\$10,500.00	10,500.00	0.00	0.00	1.00	10,500.00	1.00	10,500.00	
32	Traffic Control Devices	1	LS	\$10,000.00	10,000.00	0.00	0.00	1.00	10,000.00	1.00	10,000.00	
33	Turf Establishment	11,000	SYD	\$2.00	22,000.00	0.00	0.00	13,489.00	26,978.00	13,489.00	26,978.00	
34	Gate Box, Adj, Case 2	3	EA	\$300.00	900.00	0.00	0.00	3.00	900.00	3.00	900.00	
35	Gate Box, Adj, Case 1	2	EA	\$300.00	600.00	0.00	0.00	2.00	600.00	2.00	600.00	
36	Hydrant, Relocate, Case 1	1	EA	\$1,800.00	1,800.00	0.00	0.00	1.00	1,800.00	1.00	1,800.00	
<b>Landscaping</b>												
37	Malus sargentii 'Firebird' 2" cal	5	EA	\$5.00	25.00	0.00	0.00	5.00	25.00	5.00	25.00	
38	Asclepias tuberosa 1 gal	40	EA	\$12.00	480.00	0.00	0.00	40.00	480.00	40.00	480.00	
39	Allium 'Globemaster' 1 gal	20	EA	\$13.00	260.00	0.00	0.00	20.00	260.00	20.00	260.00	
40	Hemerocallis 'Primal Scream' 1 gal	20	EA	\$12.00	240.00	0.00	0.00	20.00	240.00	20.00	240.00	



Application No.:		7 & Final		Period:		From		6/7/2022		to		9/13/2022		Application Date:		9/13/2022	
A	B	C	D	E	F	G	H	I	J	K	L						
Bid Item No.	Description	Contract Information				Work Completed		Quantity From Previous Application	\$ From Previous Application (\$)	Total Quantity (G + I)	Total Paid to Date (K X E) (\$)						
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (G X E) (\$)										
<b>Original Contract</b>																	
41	Helictotrichon sempervirens 1 gal	24	EA	\$15.00	360.00	0.00	0.00	24.00	360.00	24.00	360.00						
42	Peroviskia atripicifolia 'Little Spire' 1 gal	16	EA	\$15.00	240.00	0.00	0.00	16.00	240.00	16.00	240.00						
43	Rudbeckia fulgida var deamii 1 gal	32	EA	\$15.00	480.00	0.00	0.00	32.00	480.00	32.00	480.00						
44	Schizachyrium scoparium 'The Blues' 1 gal	30	EA	\$15.00	450.00	0.00	0.00	30.00	450.00	30.00	450.00						
45	Site Preparation	1	LS	\$3,000.00	3,000.00	0.00	0.00	1.00	3,000.00	1.00	3,000.00						
46	Metal Landscape Edging	50	LF	\$6.00	300.00	0.00	0.00	50.00	300.00	50.00	300.00						
47	Planting Soil	20	CYD	\$70.00	1,400.00	0.00	0.00	20.00	1,400.00	20.00	1,400.00						
48	Bark Mulch	70	SY	\$15.00	1,050.00	0.00	0.00	70.00	1,050.00	70.00	1,050.00						
49	Watering and Cultivating 1st Season	1	LS	\$3,500.00	3,500.00	0.00	0.00	1.00	3,500.00	1.00	3,500.00						
<b>EXTRA'S</b>																	
EX 1	Pine Tree	1	LS	\$450.00		0.00	0.00	1.00	450.00	1.00	450.00						
EX 2	RCKC Conduit Relocate	1	LS	\$185.00		0.00	0.00	1.00	185.00	1.00	185.00						
EX 3	Subgrade Undercut	1	LS	\$980.00		0.00	0.00	1.00	980.00	1.00	980.00						
<b>Original Contract Totals*</b>					<b>\$ 523,820.00</b>			<b>\$ -</b>		<b>\$ 548,993.18</b>	<b>0%</b>	<b>\$ 548,993.18</b>					
<b>Change Orders</b>																	
<b>Change Order No. 1</b>																	
50	Concrete Steps (Front Side)	1	LS	\$5,000.00	5,000.00	0.00	0.00	1.00	5,000.00	1.00	5,000.00						
51	Concrete Step Removal (Back Side)	1	LS	\$5,900.00	5,900.00	0.00	0.00	1.00	5,900.00	1.00	5,900.00						
52	Fencing	1	LS	\$5,000.00	5,000.00	0.00	0.00	1.00	5,000.00	1.00	5,000.00						
<b>Change Order Totals</b>					<b>\$ 15,900.00</b>			<b>\$ -</b>		<b>\$ 15,900.00</b>		<b>\$ 15,900.00</b>					
<b>Original Contract and Change Orders</b>																	
<b>Project Totals</b>					<b>\$ 539,720.00</b>			<b>\$ -</b>		<b>\$ 564,893.18</b>		<b>\$ 564,893.18</b>					

\* Denotes change in quantity, unit price or total per Change Order No. 1.



## CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: Charter Township of Oshtemo                      Owner's Project No.:  
Engineer: Prein&Newhof                                      Engineer's Project No.: 2180386  
Contractor: Krohn Excavating, LLC                      Contractor's Project No.:  
Project: Sidewalk Improvements (DDA North) – Section A  
Contract Name:

This  Preliminary  Final Certificate of Substantial Completion applies to:

All Work  The following specified portions of the Work: Section A

Date of Substantial Completion: June 6, 2022

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

~~A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.~~

Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work must be as provided in the Contract, except as amended as follows:

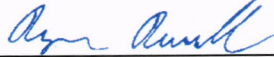
Amendments to Owner's Responsibilities:  None  As follows:

Amendments to Contractor's Responsibilities:  None  As follows:

The following documents are attached to and made a part of this Certificate: N/A

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

Engineer

By (signature):   
Name (printed): Ryan M. Russell, P.E.  
Title: Project Engineer

Affidavit and Consent of Surety

Project: 2180386

STATE OF MICHIGAN )  
 ) SS  
COUNTY OF VAN BUREN )

The undersigned contractor ("Contractor"), being duly sworn, deposes and says that he entered into a contract ("Contract") with Charter Township of Oshtemo ("Owner"), dated as of the 28th day of July, 2021 for the performance of certain work generally described as follows:

Charter Township of Oshtemo  
Kalamazoo County, Michigan  
Sidewalk Improvements (DDA North)

Contractor further says that the work under the terms of the Contract has been completed and all sums due to contractors, subcontractors, suppliers, and laborers with whom Contractor has contracted for performance under the Contract have been paid in full.

Furthermore, in consideration of final payment under the Contract, Contractor hereby waives and releases any and all claims or rights which Contractor may have in connection with the Contract against Owner or the premises upon which the Contract work was performed, and agrees to indemnify Owner against any and all such claims or rights which may be asserted by contractors, subcontractors, suppliers, or laborers with whom Contractor has contracted for performance under the contract.

Signed in the Presence of:

*[Signature]*

CONTRACTOR:

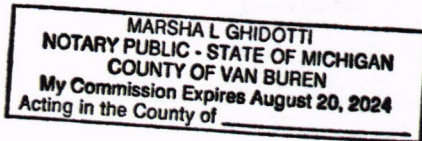
Krohn Excavating, LLC

By: *Steve Krohn*

Title: *V.P.*

Date: *9-13-22*

Subscribed and sworn to before me this 13<sup>th</sup> day of September, 2022.



*Marsha L Ghidotti*

Notary Public

*Van Buren*

County, MI

My Commission Expires: 08.20.2024

CONSENT OF SURETY

The undersigned, as Surety on the Contract, hereby consents to the making of final payment to the Contractor under the Contract.

Date: September 13th, 2022

Granite Re, Inc.

Surety By: *Connie Smith*

Connie Smith (Attorney-In-Fact)

(Attach copy of Power of Attorney certified to date of consent.)



**GRANITE RE, INC.**  
**GENERAL POWER OF ATTORNEY**

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of MINNESOTA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

MICHAEL J. DOUGLAS; CHRIS STEINAGEL; CHRISTOPHER M. KEMP; KARLA HEFFRON; SAMUEL DUCHOW; ROBERT DOWNEY; JULIA DOUGLAS; CONNIE SMITH; KORY MORTEL; ELIOT MOTU its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

MICHAEL J. DOUGLAS; CHRIS STEINAGEL; CHRISTOPHER M. KEMP; KARLA HEFFRON; SAMUEL DUCHOW; ROBERT DOWNEY; JULIA DOUGLAS; CONNIE SMITH; KORY MORTEL; ELIOT MOTU may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Assistant Secretary, this 3<sup>rd</sup> day of January, 2020.

STATE OF OKLAHOMA )  
                                  ) SS:  
COUNTY OF OKLAHOMA )



Kenneth D. Whittington, President  
  
Kyle P. McDonald, Assistant Secretary

On this 3<sup>rd</sup> day of January, 2020, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Assistant Secretary of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Assistant Secretary of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Assistant Secretary, respectively, of the Company.

My Commission Expires:  
April 21, 2023  
Commission #: 11003620



Notary Public

**GRANITE RE, INC.**  
Certificate

THE UNDERSIGNED, being the duly elected and acting Assistant Secretary of Granite Re, Inc., a Minnesota Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

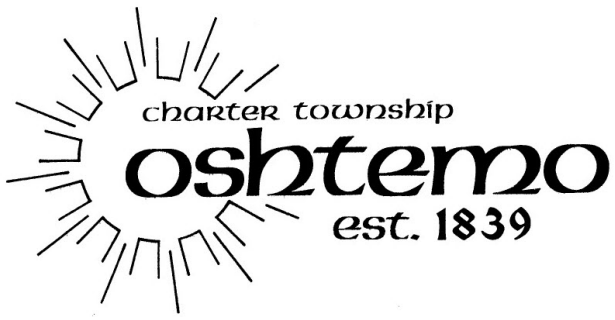
"RESOLVED, that the President, any Vice President, the Assistant Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this 13<sup>th</sup> day of September, 2022.



Kyle P. McDonald, Assistant Secretary

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7275 W. MAIN STREET, KALAMAZOO, MI 49009  
269-216-5220 Fax 375-7180 TDD 375-7198  
[www.oshtemo.org](http://www.oshtemo.org)

**Downtown Development Authority (DDA)**

**Third Thursday- every other month @ noon**

**At the Oshtemo Community Center or virtually**

**Proposed 2023 Meeting Dates**

**January 19<sup>th</sup>**

**March 16<sup>th</sup>**

**May 18<sup>th</sup>**

**July 20<sup>th</sup>**

**September 21<sup>st</sup>**

**November 16<sup>th</sup>**

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November 10, 2022

**To: DDA Board**

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

**Re: Discussion of Potential Atlantic Avenue Extension Project**

The final stages of negotiation and details for a land contract for the purchase of 6227 Stadium Drive are underway and anticipated to be finalized in the next few days. The property acquisition subcommittee will provide the DDA Board an update, outlining any necessary actions, at their November 17<sup>th</sup> meeting.

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November 10, 2022

**To: DDA Board**

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

**Re: Project Update: Stadium Drive Sidewalks**

Ryan Russell with Prein&Newhof will be present to provide a summary of project closeout to the DDA Board on the north side of this project and help answer any questions.

The DDA Board is asked to consider if they wish to hold a ribbon cutting. If so, a date and time will need to be set and advertised.

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November 10, 2022

**To: DDA Board**

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

**Re: Open House Coordination**

Public Act 57 of 2018 requires that Downtown Development Authorities hold at least two informational meetings a year. These meetings do not have to be official Board meetings but can be designed as open houses to inform the public of the goals of the Board and the projects that the DDA is financing. The DDA held their first open house in 2022 on February 16<sup>th</sup>, 2022. The second required open house needs to be coordinated and scheduled.

At this time, staff is looking for direction from the Board on what information should be included or topics covered in the second open house of 2022.