



7275 W. MAIN STREET, KALAMAZOO, MI 49009
269-216-5220 Fax 375-7180 TDD 375-7198
www.oshtemo.org

**DOWNTOWN DEVELOPMENT AUTHORITY
Board of Directors Regular Meeting**

Participate through this Zoom link:
<https://us02web.zoom.us/j/84459914911>

Or by calling: 1-929-205-6099
Meeting ID: 844 5991 4911

(See next page for Virtual Meeting Ground Rules)

Thursday, May 21, 2020
12:00 p.m. - 1:00 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: March 31, 2020
4. Treasurer's Report: March – April 2020 (unaudited)
5. Project Updates
 - a. Village Theme Development Plan
 - b. Stadium Drive Sidewalks - Mr. Russel with Prein&Newhof to give update
 - c. Gateway Project at Stadium and 9th - Mr. Skalski to give update
 - d. DDA COVID-19 Emergency Assistance Programs - Subcommittee Update
6. Initial 2021 Budget Discussion
 - a. DDA CIP Discussion
 - b. Potential DDA Executive Director Position - Subcommittee Update
7. Public Comment
8. Other Business
9. Announcements and Adjournment

Next Meeting **Thursday, July 16th, 2020**

Virtual Meeting Ground Rules:

- Plan to call in or join the meeting five minutes before it starts.
- Mute your phone or speaker when not speaking.
- Before making a comment or asking a question please identify yourself to help others understand the context of your comments and help staff keep accurate notes.
- Speak loudly and clearly.
- Address people by name when speaking to them.
- Speak one at a time.
- Avoid putting phones on hold (phone systems with music-on-hold will be disruptive) and turn off call waiting.
- If experiencing issues with the call, please email ilubbert@oshtemo.org and provide a number for her to reach you.

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

DRAFT MINUTES OF THE EMERGENCY MEETING HELD MARCH 31, 2020

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held an emergency meeting via tele-conference on Tuesday, March 31, 2020. The meeting was called to order at approximately 4:00 p.m.

Ms. Lubbert called the roll by voice:

Members present: Grant Taylor, Bruce Betzler, Bill Cekola, Themis Corakis, Libby Heiny-Cogswell, Rich MacDonald, and Dick Skalski.

Members absent: Mike Lutke, Jack Siegel, and Ryan Wieber.

Also present: Iris Lubbert, Planning Director, Martha Coash, Meeting Transcriptionist, and Josh Owens, Assistant to the Supervisor, and guests Larry Elwell and Mr. Miller.

Approval of Agenda

Chairperson Taylor called the meeting to order and asked for a motion to approve the agenda.

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

Approval of Minutes

Chairperson Taylor asked if there were additions or corrections to the Minutes of the Regular Meeting of March 19, 2020. Hearing none, he asked for a motion.

Mr. Corakis moved to approve the Minutes of the Regular Meeting of March 19, 2020 as presented. Mr. Cekola seconded the motion. The motion carried unanimously.

Public Comment

Chairperson Taylor determined neither Mr. Elwell nor Mr. Miller wished to comment.

DDA COVID-19 Emergency Assistance Grant

Ms. Lubbert provided some background on the requested discussion. She explained that the Governor's recent shelter in place executive order to maintain social distancing in an effort to flatten the curve will have significant implications for small

businesses. The Act will limit, or in some ways prohibit, routine business transactions from occurring. As a result, business owners will be unable to generate revenue as before, which will negatively impact their cash flows. If unaddressed, this issue can lead to business's needing to close, additional reductions in the workforce, the decline of property values, and ultimately will contribute to structure deterioration and growth of blight. Although the State is offering businesses various programs or loans to help address this issue, for example Economic Injury Disaster Loan (EIDL) and the Michigan Small Business Relief Program, merchants need assistance now to sustain operations.

Recognizing this need, she said Township Staff has conducted research on various programs other DDAs have implemented to help small businesses during this period. Considering current staffing levels and time needed to implement, Staff found a program they felt would be in within the Oshtemo DDA capability to implement to help businesses within the DDA boundaries cover their operating expenses and provided that example to members for consideration: small business emergency assistance grants.

She asked the Board to discuss this option, provide guidance to staff, and if deemed appropriate, create a new budget item for this program. She suggested \$100,000 as an initial amount to be provided through a budget amendment.

Chairperson Grant added they should consider the scope of such a program, how it would work, and what budget would be appropriate. He supported helping businesses with overhead costs to allow them to stay open when the crisis is over and asked for thoughts from members.

Mr. Corakis felt such a program would be a good idea and asked what the DDA's bank statement looks like currently.

The Chair said there is roughly \$400,000 in fund equity outside of the budget, but the large capital improvement expenditure for sidewalks next year will cost about \$400,000. The Capital Improvement Plan (shared drive, walking path) will cost around \$1,000,000, with \$600,000 paid through grants. Additional revenues are projected at \$55,000.

Ms. Heiny-Cogswell said since MDOT changed the criteria for the expected grants we are no longer eligible, so they may not materialize.

Chairperson Grant said the DDA is less likely to receive the \$600,000 if we want to do a six-foot path. He still expects the CIP plan will end 2021 with a \$466,000 balance, but we shouldn't go near that amount with the proposed emergency assistance grants program.

Ms. Heiny-Cogswell supported establishing a grant assistance program but noted the City of Kalamazoo is providing short term loans and wondered whether the DDA should provide grants and/or loans.

Ms. Lubbert noted there are several programs providing loans and new ones are popping up. In terms of the DDA, she felt grants would be a better approach - faster to provide and requiring less staff time.

Mr. Cekola wondered how many small businesses are in the DDA.

Chairperson Grant thought the number of businesses is about 150.

Ms. Lubbert said staff is working to determine the number.

Mr. Cekola indicated he had applied for a grant from SW Michigan First for his business yesterday. Their application criteria may be helpful. They will provide assistance to businesses with 50 employees or less. The application form asks how much the business has lost, what the funds will be used for, what the need is, etc., and is available on their website.

Mr. MacDonald said SW Michigan First stopped taking applications which have far exceeded the amount of requests they can handle. They are looking for help from the State for another round of funding. The efforts have become focused on marketing. Small businesses are trying to submit applications, but the criteria continue to evolve. He felt it might be helpful for the DDA to partner with banks or accountants to help our DDA businesses apply for assistance and maximize grants from various sources. He supported small grants/loans for businesses with the greatest need.

Mr. Corakis said he tried to count the small businesses in the 9th Street/Stadium Drive main corridor area and counted 92, not including grocery stores, gas stations, funeral homes, banks or churches. He wants to help businesses, but asked if he would have a conflict of interest when voting since he owns a business within the DDA.

Chairperson Grant indicated if approved, a sub-committee would need to be established to review applications and when voting, he would need to recuse himself when voting on his own business.

Chairperson Grant added that the DDA does not have a lot of Township staff time allocated to DDA business. This would be a major project and needs to be kept as simple as possible: provide a simple application, review, and if approved, cut a check. Since a loan program would take much more administrative time, he supported a grant program only. He noted the TIF capture authority receives its funds through taxes paid by businesses within the DDA area. Those funds should be used to support those businesses. He suggested putting \$100,000 in a fund, put out publicity for the program,

provide a generic application to be completed by applicants and reviewed by a DDA sub-committee. Approved applications would receive funds.

Mr. MacDonald asked if the DDA has the legal authority to use funds in this manner and wondered if Township Board approval was required.

Ms. Lubbert said she talked with Township Attorney Jim Porter, who confirmed the TIF funds are intended to combat blight. If businesses close, buildings deteriorate. The DDA was formed to help businesses improve and further economic development. Such a grant program would contribute to those goals. This use is very appropriate for DDA funds. Other DDAs are providing similar programs. He did not feel establishing an assistance program would be a problem. If the program is approved by the DDA Board today, given the unique emergency situation, they have the authority to move forward with the program and make an official budget amendment through the Township Board at a later date, when possible.

Mr. Corakis felt allocating \$100,000 to a grant program would be appropriate.

The Chair said a sub-committee could determine the amount of funding per business that could be afforded; it may vary by business.

Mr. Cekola supported that approach, saying it is the right thing to do to give back to the businesses who have paid in. Fair and equitable criteria will need to be established, and the quicker a program can be put in place and money provided to qualifying businesses the better.

Mr. Corakis made a motion to amend the budget to approve up to \$100,000 to establish a COVID-19 Emergency Assistance Grant program to provide grants not to exceed \$2,500 to individual businesses.

Ms. Heiny-Cogswell said she liked Mr. MacDonald's ideas and agreed with Ms. Lubbert that DDA funds can be used in this way. She wondered if we could work with United Way to administer a loan program, allocating \$50,000 to a grant program and \$50,000 to a one percent loan program. Perhaps the SW Michigan First could also be helpful. She supported a marketing gift card to promote businesses.

Chairperson Taylor reiterated his concern for how difficult it would be for existing staff to administer a loan program and noted they would be discussing the need for a DDA executive director later in the meeting. However, he added that implementing a gift card program could be a good idea.

Mr. MacDonald suggested reimbursement for gift cards for DDA businesses similar to what the DKI is doing in Kalamazoo as an opportunity to support them and

wondered if United Way might be approached to see if they would match what the DDA might approve.

The Chair felt that was a great suggestion and said he and Ms. Lubbert would contact United Way to inquire whether there might be a matching opportunity. He indicated there was a motion on the floor and asked if the \$100,000 funding should be split or allocated in total for grants.

Mr. Corakis said he had talked to a couple of business owners regarding the gift cards and they felt it was a double-edged sword. The money is not received by businesses until the cards are turned in and if the business is closed they cannot be used until they re-open. If they are all turned in at once it can actually hurt the business.

Mr. Cekola said they are selling cards, but he would rather have the dollars now. He suggested selling gift cards with a 25% match and felt the grant program only should be established, as a loan program would be too complicated administer.

Chairperson Taylor asked if there were public comments on this subject.

Mr. Larry Elwell said he felt grants would be more helpful and are the way to go.

Mr. Cekola seconded the motion made by Mr. Corakis. The motion carried unanimously.

Chairperson Taylor asked whether the group wished to allocate additional dollars to a gift card program or to utilize part of the approved \$100,000 for that purpose.

Ms. Heiny-Cogswell felt part of the \$100,000 should be allocated for gift cards.

Mr. Cekola made a motion to use \$10,000 of the \$100,000 approved to establish a COVID-19 Emergency Assistance Grant program to establish a gift card matching program at the rate of 25%, not to exceed \$25.00 per card. Mr. Skalski supported the motion, with the stipulation that it is made clear that the program will only be available until funds run out. The motion carried unanimously.

It was agreed that the next step will be to send a letter to businesses within the DDA that a grant program and gift card match would be available. In addition, a press release will be sent. Options were discussed on how township staff could utilize social media to create buzz, examples included: utilizing the website, sending notices to radio stations, and linking the letter to the DDA section of the Township web page. United Way will be contacted to see whether they might be of assistance.

Chairperson Taylor determined the DDA budget includes \$500 for legal notices and that a press release and mailings can be done that will fit within that budget. Ms.

Lubbert will send an e-mail to determine board member interest in serving on the sub-committee.

Update on the DDA Executive Director Position

Ms. Lubbert said she and Chairperson Taylor discussed what a sub-committee might look like, and talked with Township HR staff who obtained initial information on the salaries of similar executive director positions with other DDAs.

Chairperson Taylor explained that with new state regulations, much more reporting is required for DDAs. In addition, the DDA has grown in size and scope. He felt a part-time position is appropriate. Dowagiac has a comparable part-time position and pays their director \$22,000 annually. Paw Paw has a full-time position with an annual salary of \$40,000. He added that the DDA currently spends a lot more for consultants and the Planning Director. He recommended a goal of July 1st as a starting date.

When Ms. Lubbert sends the e-mail to determine interest in serving on the emergency assistance sub-committee, she will also ask for volunteers to serve on the Executive Director sub-committee to further consider the proposed position and return to the Board with a job description and work load recommendations.

Other Business

There was no other business to consider.

Announcements and Adjournment

Mr. Corakis reported on progress at the corner property, saying the majority of the sidewalks are paved and the electrical manholes have been lowered.

The Chair indicated he has asked Mr. Skalski to be the point person for OCBA and Cripps to be sure we are hitting our milestones and things are running smoothly.

There being no further business, the Chair asked for a motion to adjourn.

Mr. Skalski moved to adjourn the meeting. Ms. Heiny-Cogswell seconded the motion. The motion passed unanimously.

Chairperson Taylor adjourned the meeting at approximately 5:07 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: April 2, 2020
Minutes Approved:



May 13, 2020

To: DDA Board

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

Re: March – April Treasurer’s Report

Attached you will find the Treasurer’s Report for March – April 2020, unaudited.

You will note that the Treasure’s Report for this cycle shows an increase in carryover funds, from \$380,000 to \$480,000, and a new expenditure line item. These changes, highlighted in red in the report, are due to the recently approved budget amendment to fund the DDA’s two new Emergency Assistance Programs created in response to COVID-19. The report also reflects the awards granted and issued from round one of the DDA’s Small Business Emergency Assistance Grant Program which occurred in mid-April, see summary below.

Applicant	Amount Awarded
Round 1	
Betzler Funeral Homes, Inc	\$ 2,500.00
Stadium Drive Company	\$ 2,500.00
Schley Nelson Architects	\$ 2,500.00
Master Siegels Martial Arts Academy	\$ 1,250.00
Snyder Dojo LLC	\$ 1,500.00
Technical Packaging Systems Inc	\$ 2,500.00
Glas Associates Inc	\$ 2,500.00
Ted and Maries Restaurant	\$ 2,500.00
Ware House Distribution Inc.	\$ 2,500.00
Shears to ya!	\$ 1,730.00
Total:	\$ 21,980.00

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

Attachments: March – April 2020 Treasurer’s Report
Invoices

DOWNTOWN DEVELOPMENT AUTHORITY
Treasurer's Report March - April, 2020
Unaudited

REVENUES	2020 Budget	Previous Activity	Activity this Period	Actual Available Balance
Carryover	\$480,000.00	\$50.00	\$30,239.60	\$449,710.40
Property Tax Revenue	\$170,000.00	\$0.00	\$0.00	\$0.00
Interest Earned	\$15,000.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$665,000.00	\$50.00	\$30,239.60	\$449,710.40

EXPENDITURES	2020 Budget	Previous Activity	Activity this Period	Total Expenditure	Available Balance per 2020 Budget	Percent Used
Staff	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Supplies	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Postage	\$500.00	\$0.00	\$298.40	\$298.40	\$201.60	59.68%
Community Events	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
Consultants	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
Accounting & Auditing Fees	\$2,000.00	\$50.00	\$600.00	\$650.00	\$1,350.00	32.50%
Legal Fees	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Legal Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Repairs & Maintenance	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0.00%
<i>Banner rotation/storage/maintenance</i>	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
<i>Lawn care and maintenance</i>	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%
<i>Millard's Way snow removal</i>	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Capital Outlay/Obligated Projects	\$400,000.00	\$0.00	\$29,341.20	\$29,341.20	\$370,658.80	7.34%
<i>Corner site improvement construction/documents/admin.</i>	\$380,000.00	\$0.00	\$29,341.20	\$29,341.20	\$350,658.80	7.72%
<i>Stadium Drive sidewalk documents</i>	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
<i>Façade grant program</i>	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
Capital Outlay/Obligated Projects	\$110,000.00	\$0.00	\$0.00	\$0.00	\$110,000.00	0.00%
<i>Property Acquisition</i>	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0.00%
<i>Stadium Drive sidewalk easement acquisition</i>	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
Emergency Assistance Programs	\$100,000.00	\$0.00	\$21,980.00	\$21,980.00	\$78,020.00	21.98%
<i>Small Business Emergency Assistance Grants</i>	\$90,000.00	\$0.00	\$21,980.00	\$21,980.00	\$68,020.00	24.42%
<i>Gift Card program</i>	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
TOTAL EXPENDITURES	\$546,250.00	\$50.00	\$30,239.60	\$52,269.60	\$593,980.40	9.57%

Actual Available Balance	\$449,710.40
FUND EQUITY	\$308,178.33
TOTAL CASH BALANCE	\$757,888.73



800.653.3121

customerservice@maranagroup.com

Daily Mail Account Invoice Summary

Account: O3106 - Charter Township of Oshtemo

Start Invoice Date: 4/22/2020 End Invoice Date: 4/28/2020

Account	Name	Qty	Postage	Service Fee	Total
03106E	Oshtemo Township Elections	633	\$402.90	\$474.08	\$876.98
O3106	Oshtemo Township	63	\$24.06	\$80.42	\$104.48
O3106DD	Oshtemo DDA	373	\$145.10	\$153.30	\$298.40
Grand Total		1,069	\$572.06	\$707.80	\$1,279.86

Election - PO#12705
DDA - PO#12932

Siegfried Crandall PC

Certified Public Accountants & Advisors

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

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

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

Invoice Number: 101872
Client ID: 6870

Date: 02/29/2020
Payable upon receipt

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

Ann - assistance with bank reconciliations - tax (10.50 hours @ \$125)	1,312.50
Steve - meeting on 2/3 (1.50 hours @ \$200)	300.00
Joel - October and November bank reconciliations; questions on legal billings, MERS payment, bank reconciliations - 12 hours @ \$150	1,800.00
Less: discount	(112.50)

Breakdown as follows:

✓ 12776 - 101 - \$2,500 - 12757 ✓
✓ 12764 - 107 - 100
206 - 100
207 - 100 } - 12760 ✓
211 - 100
249 - 100 - 12793 ✓
✓ 12770 - 490 - 100
491 - 100
900 - 100 - 12785

\$3,300
=====

New Charges:	\$3,300.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$3,900.00</u>

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 800-876-0979
 Fax 269-349-1344

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

Invoice Number: 102368
 Client ID: 6870

Date: 03/31/2020
 Payable upon receipt

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

Ann's assistance with audit files (8.25 hours @ \$125/hour)	1,031.25
Joel's assistance with December Bank reconciliation (9.25 hours @ \$150/hour)	1,387.50
Joel's assistance with audit preparation (8.50 hours @ \$150/hour)	1,275.00
Steve's assistance with audit preparation (19.50 hours @ \$200/hour)	3,900.00
Josh's assistance with audit preparation (18 hours @ \$200/hour)	3,600.00
Less: discount	(93.75)

Breakdown by fund:

101 - \$5,100 - PO#12757
 PO#12776 - 107 - 500
 206 - 1,000
 PO#12764 - 207 - 1,000 } PO#12760
 211 - 500
 249 - 500 - PO#12793
 PO#12770 - 490 - 1,000
 491 - 1,000
 900 - 500 - PO#12785

\$11,100
 =====

New Charges:	\$11,100.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$11,100.00</u>

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 54849
 Date 04/07/2020

Project 2200136 GENERAL ENGINEERING 2020
 - OSHTEMO TWP.

BILLING PERIOD: 3/01/20 TO 3//30/20

PROFESSIONAL SERVICES RELATED TO
 CIC MEETING (\$459.00), D&N SPORTS ADA
 REVIEW (\$196.00), WEST POINT SHARED
 USE PATH EVALUATION (\$294.00), AND
 DDA CORNER SIDEWALK REVIEW (\$147.00)

[PO#12960](#)

SENIOR PROJECT MANAGER II
 ENGINEER

	Hours	Rate	Billed Amount
	3.00	153.00	459.00
	6.50	98.00	637.00
subtotal	9.50		1,096.00

Invoice total **1,096.00**

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



November 21, 2019

Mr. Grant Taylor
Oshtemo Downtown Development Authority
7275 West Main Street
Kalamazoo, MI 49009

Re: Oshtemo Village Corner Plaza Pay Application No. 2

Dear Grant

Enclosed is the Application and Certificate for Payment No. 2 from Cripps-Fontaine Excavating Inc. for project work completed to date for the referenced project.

The work to date has been observed, and to our knowledge, the work has been completed according to the contract documents. We recommend payment to the Contractor in the amount of \$29,194.20

If you have any questions regarding the Application, please do not hesitate to call.

Sincerely,

O'BOYLE, COWELL, BLALOCK & ASSOCIATES, INC.

A handwritten signature in cursive script that reads "Paul Warnick".

Paul Warnick, LLA ASLA

Copies : Fred Langeland, Cripps-Fontaine Excavating Inc., Ken Peregon, OCBA Inc., Julie Johnston, Oshtemo DDA

**AIA Type Document
Application and Certification for Payment**

TO (OWNER): Oshtemo Downtown Dev. Auth.
Charter Township of Oshtemo
7275 W. Main Street
Kalamazoo, MI 49009

PROJECT: Oshtemo Village Corner
6520 Stadium Drive
Kalamazoo, MI 49009

FROM (CONTRACTOR): Cripps Fontaine Excavating
7729 Douglas Ave
Kalamazoo, MI 49009

VIA (ARCHITECT): OCBA
350 E. Michigan Avenue
Suite 415
Kalamazoo, MI 49009

APPLICATION NO: 2
PERIOD TO: 11/30/2019

ARCHITECT'S PROJECT NO:

DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR

CONTRACT FOR: Village Corner Plaza
CONTRACT DATE: 7/31/2019

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$ 194,500.00
2. Net Change by Change Orders	\$ 4,806.29
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 199,306.29
4. TOTAL COMPLETED AND STORED TO DATE	\$ 78,961.00

5. RETAINAGE:

a. 10.00% of Completed Work	\$ 7,896.10
b. 0.00% of Stored Material	\$ 0.00
Total retainage (Line 5a + 5b)	\$ 7,896.10

6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) align="right">\$ 71,064.90

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) align="right">\$ 41,870.70

8. CURRENT PAYMENT DUE align="right">\$ 29,194.20


9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) align="right">\$ 128,241.39

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	4,806.29	0.00
TOTALS	4,806.29	0.00
NET CHANGES by Change Order	4,806.29	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Cripps Fontaine Excavating
7729 Douglas Ave Kalamazoo, MI 49009

By:  Date: 4/25/2019
Fred Langeland Agent
State of: MI
County of: Kalamazoo

Subscribed and Sworn to before me this 20th Day of November 2019
Notary Public:  JESSICA HALLISON
NOTARY PUBLIC
KALAMAZOO COUNTY, MICHIGAN
MY COMMISSION EXPIRES 09/07/2024

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 29,194.20
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:  Date: 11-21-2019

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**AIA Type Document
Application and Certification for Payment**

TO (OWNER): Oshremo Downtown Dev. Auth.
Charter Township of Oshremo
7275 W. Main Street
Kalamazoo, MI 49009

PROJECT: Oshremo Village Corner
6520 Stadium Drive
Kalamazoo, MI 49009

APPLICATION NO: 2
PERIOD TO: 11/30/2019

DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): Cripps Fontaine Excavating
7729 Douglas Ave
Kalamazoo, MI 49009

VIA (ARCHITECT): OCBA
350 E. Michigan Avenue
Suite 415
Kalamazoo, MI 49009

ARCHITECT'S PROJECT NO:

CONTRACT FOR: Village Corner Plaza

CONTRACT DATE: 7/31/2019

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	Mobilization & general conditions	24,442.00	11,902.00	4,500.00	0.00	16,402.00	67.11	8,040.00	1,640.20
2	Bond	2,105.00	2,105.00	0.00	0.00	2,105.00	100.00	0.00	210.50
3	Layout & staking	5,635.00	1,500.00	1,500.00	0.00	3,000.00	53.24	2,635.00	300.00
4	Site demolition	5,856.00	4,500.00	1,356.00	0.00	5,856.00	100.00	0.00	585.60
5	Temporary SESC	1,485.00	1,485.00	0.00	0.00	1,485.00	100.00	0.00	148.50
6	Site excavation & fill	14,175.00	2,500.00	8,000.00	0.00	10,500.00	74.07	3,675.00	1,050.00
7	Site subgrading	3,974.00	0.00	2,500.00	0.00	2,500.00	62.91	1,474.00	250.00
8	Topsoil	7,304.00	0.00	0.00	0.00	0.00	0.00	7,304.00	0.00
9	Sleeves & misc utilities/conduits	5,061.00	0.00	0.00	0.00	0.00	0.00	5,061.00	0.00
10	Site concrete - sign base	4,627.00	4,627.00	0.00	0.00	4,627.00	100.00	0.00	462.70
11	Site concrete - sidewalks	25,016.00	0.00	0.00	0.00	0.00	0.00	25,016.00	0.00
12	Masonry	27,545.00	17,904.00	2,755.00	0.00	20,659.00	75.00	6,886.00	2,065.90
13	Signage	6,827.00	0.00	6,827.00	0.00	6,827.00	100.00	0.00	682.70
14	Site electrical	11,994.00	0.00	5,000.00	0.00	5,000.00	41.69	6,994.00	500.00
15	Landscaping & irrigation	41,872.00	0.00	0.00	0.00	0.00	0.00	41,872.00	0.00
16	Site furnishings	6,582.00	0.00	0.00	0.00	0.00	0.00	6,582.00	0.00
17	Change Order No. 1	4,806.29	0.00	0.00	0.00	0.00	0.00	4,806.29	0.00
REPORT TOTALS		\$199,306.29	\$46,523.00	\$32,438.00	\$0.00	\$78,961.00	39.62	\$120,345.29	\$7,896.10

May 13, 2020



To: DDA Board

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

Re: Village Theme Development Plan Update

On April 28th, 2020 the Village Theme Development Plan 2019 Update was reviewed and unanimously approved by the Township Board. The approved plan can be found on the Township's website: <https://oshtemo.org/wp-content/uploads/2020/04/Village-Theme-Development-Plan-2019-Update.pdf>.

May 13, 2020



To: DDA Board

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

Re: Stadium Drive Sidewalks Update

Staff has started the process of attaining easements for the DDA's section of the Stadium Drive sidewalks.

There have recently been some changes to the grant programs that the DDA was planning to apply to for assistance in funding their portion of the Stadium Drive sidewalk project. Mr. Russel, with Prein&Newhof, will present these changes and their implications to the DDA Board at their regular May 21st meeting.

May 13, 2020



To: DDA Board

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

Re: Gateway Project at Stadium and 9th Update

Mr. Skalski was recently asked and graciously agreed to help staff coordinate the construction efforts related to the Gateway Project at Stadium and 9th. He will present an update to the Board at their regular May 21st meeting on the project's progress. Part of the discussion will be about the entry sign. In response to additional complaints received about its verbiage and design, Mr. Skalski would like to present the Board some options that would address public concerns. To help with discussion, I have attached images of possible modifications to the entry sign that Mr. Skalski provided.

Attachments: Possible modifications to the entry sign



oshtemo village
AREA

5" custom made letter



oshtemo village
AREA

4" standard cast letter



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JOB DESCRIPTION:

revised sign layout

ALL THE IDEAS, DESIGNS, ARRANGEMENTS, DRAWINGS AND SPECIFICATIONS ARE OWNED BY, AND THE PROPERTY OF SIGN IMPRESSIONS INC., KALAMAZOO, MI 49006 AND WERE CREATED, EVOLVED AND DEVELOPED FOR USE ON AND IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS, DRAWINGS OR SPECIFICATIONS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF SIGN IMPRESSIONS INC., KALAMAZOO, MI 49006.

DRAWN BY: **PH**

APPROVED BY: 21

DATE: **04-28-20**

ph. 269-382-5152
3929 Ravine Road, Kalamazoo, MI

Collage

5" custom made letter



38"



319"

4" standard cast letter



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23k Gold Leaf
3-D Carved Lettering
Screen Printing & Embroidery
Digital Printing
Vehicle Lettering & Graphics

JOB DESCRIPTION:

village lettering

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DRAWN BY: **PH**

APPROVED BY: 23

DATE: **05-08-20**

ph. 269-382-5152
3929 Ravine Road, Kalamazoo, MI

May 13, 2020



To: DDA Board

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

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

The DDA subcommittee is comprised of the following members: Grant Taylor, Libby Heiny-Cogswell, Rich MacDonald, and Themis Corakis. The subcommittee has written and sent out letters to all individuals located within the DDA boundary advertising the small business emergency assistance grant program and gauging interest in a potential gift card program.

At this time, the group has reviewed a number of applications and awarded 16 grants, see attached summary. Awards from Round Two of the grant award cycle will appear in the next meeting's Treasurer's Report. The program has had immediate impacts and businesses within the DDA have expressed their sincerest gratitude for the DDA's support during this hard time. One message of gratitude in particular that I would like to share with the Board is a voicemail received from Justin representing LaRue's: <https://m.soundcloud.com/user-983936634/justin-from-larues-gratitude-to-oshtemo-dda>.

Unfortunately, the attempt to start a gift card program has not been as successful. As of today, only one business has officially reached out to staff with interest in participating.

Attachment: Summary of Small Business Emergency Assistance Grants Awarded

Summary of Small Business Emergency Assistance Grants Awarded:

Applicant	Amount Awarded	Reserved Award \$
Round 1		
Betzler Funeral Homes, Inc	\$ 2,500.00	
Stadium Drive Company	\$ 2,500.00	
Schley Nelson Architects	\$ 2,500.00	
Master Siegels Martial Arts Academy	\$ 1,250.00	\$ 1,250.00
Snyder Dojo LLC	\$ 1,500.00	\$ 1,000.00
Technical Packaging Systems Inc	\$ 2,500.00	
Glas Associates Inc	\$ 2,500.00	
Ted and Maries Restaurant	\$ 2,500.00	
Ware House Distribution Inc.	\$ 2,500.00	
Shears to ya!	\$ 1,730.00	\$ 770.00
Round 2		
Jac's Cekola's Pizza	\$ 2,500.00	
Herbert Machnik Law Firm	\$ 2,500.00	
Island Heat LLC	\$ 2,500.00	
Langeland Family Funeral Homes Westsid	\$ 2,500.00	
Platinum Paws LLC	\$ 2,500.00	
Mill Creek Apartments	\$ 2,500.00	
	Total Budget	\$ 90,000.00
	Remaining	\$ 50,000.00

May 14, 2020



To: DDA Board

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

Re: Initial 2021 Budget Discussion

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

Potential DDA Executive Director Position – Subcommittee Update:

The DDA subcommittee is comprised of the following members: Grant Taylor, Libby Heiny-Cogswell, Rich MacDonald, and Themis Corakis. After research and discussion, the subcommittee agreed that the discussion for a potential Executive Director was occurring prematurely and should be revisited once the DDA has a better understanding for where they see themselves in the future (projects, growth, etc). It was recommended to revisit this topic after the DDA's May 21st meeting with additional direction from the Board.

Attachment: DDA CIP

DDA FUND

	CAPITAL IMPROVEMENT PLAN	2021 - 2025 ILLUSTRATIVE CAPITAL IMPROVEMENTS PLAN				
REVENUES:	2020	2021	2022	2023	2024	2025
Property tax captures	\$ 130,000	\$ 132,600	\$ 135,252	\$ 137,957	\$ 140,716	\$ 143,550
Miscellaneous (Personal Property Loss)	\$ 40,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Interest	\$ 15,000	\$ 15,300	\$ 15,605	\$ 15,915	\$ 16,235	\$ 16,550
Grants	\$ -	\$ 603,000	\$ -	\$ -	\$ -	\$ -
Total Revenues:	\$ 185,000	\$ 780,900	\$ 180,857	\$ 183,872	\$ 186,951	\$ 190,100
EXPENDITURES:						
Operating expenditures	\$ 36,250	\$ 36,975	\$ 37,715	\$ 38,469	\$ 39,238	\$ 40,023
Capital expenditures:						
Corner Site Improvements/Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stadium Drive Shared Use Path	\$ 60,000	\$ 1,005,000	\$ -	\$ -	\$ -	\$ -
9th St Path (Erie to Quail Run) (Twp cost share)	\$ -	\$ -	\$ 10,000	\$ 137,632	\$ -	\$ -
Streetscape Projects	\$ -	\$ -	\$ 60,000	\$ 80,000	\$ 80,000	\$ -
Property Acquisition	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
Grants Loan Program	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total Expenditures:	\$ 166,250	\$ 1,051,975	\$ 117,715	\$ 266,101	\$ 129,238	\$ 50,023
FUND BALANCE:						
Net change in fund balance	\$ 18,750	\$ (271,075)	\$ 63,142	\$ (82,229)	\$ 57,713	\$ 140,077
Beginning fund balance (Estimated)	\$ 625,995	\$ 644,745	\$ 373,670	\$ 436,812	\$ 354,583	\$ 412,296
Ending Fund Balance:	\$ 644,745	\$ 373,670	\$ 436,812	\$ 354,583	\$ 412,296	\$ 552,373

9th St Shared Use Path (Erie St to Quail Run Dr) (DDA cost share)