



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  
BOARD OF DIRECTORS**

**REGULAR MEETING – VIRTUAL**

Participate through this Zoom link:

<https://us02web.zoom.us/j/87385454260>

Or by calling: 1-929-205-6099

**Meeting ID: 873 8545 4260**

*(Refer to the [www.oshtemo.org](http://www.oshtemo.org) Home Page or the next page of this packet for additional Virtual Meeting Information)*

**THURSDAY, APRIL 15, 2021  
12:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call and Remote Location Identification
3. Approval of Agenda
4. Approval of Minutes: April 7, 2021
5. Treasurer's Report: March – April 2021 (unaudited)
  - A. 2020 Audit Report
  - B. Car Charging Stations
6. Project Updates
  - A. Stadium Drive Sidewalks
7. 2022 Budget Discussion
  - A. Snow removal from Stadium Drive sidewalk
  - B. Potential new hire
  - C. Holiday lights
  - D. Stadium Drive sidewalk: South side
8. Virtual vs In-person meetings
9. Other Items
10. Public Comment
11. Announcements and Adjournment

**Next Meeting Thursday, September 16<sup>th</sup>, 2021**

## Zoom Instructions for Participants

### Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

### To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 873 8545 4260**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet or smartphone then you can join via conference call by following instructions below.

### To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **892 3366 6185#**

### Participant controls in the lower-left corner of the Zoom screen:



Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press \*9 on your touchtone keypad.**

**Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.**

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

**DRAFT MINUTES OF A SPECIAL VIRTUAL MEETING HELD JULY 7, 2021**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors met virtually through Zoom on Wednesday, July 7, 2021. The meeting was called to order at approximately 4:02 p.m.

**Roll Call Vote:**

<u>Members present:</u>	<u>Location of Members during Meeting</u>
Grant Taylor	Oshtemo
Bruce Betzler	Oshtemo
Themi Corakis	Oshtemo
Libby Heiny-Cogswell	Oshtemo
Ryan Wieber	Kalamazoo
Ryan Winfield	Oshtemo

Members absent: Mike Lutke, Jack Siegel, Dick Skalski, Rich MacDonald, and Bill Cekola

Also present: Iris Lubbert, Planning Director, Marc Elliot, Public Works Director, and Ryan Russell, Prein & Newhof

**Agenda**

Chairperson Taylor confirmed with Ms. Lubbert there were no additions or corrections to the agenda.

Mr. Weiber made a motion to approve the agenda as presented. Mr. Cekola seconded the motion. The motion passed 5 – 1 by roll call vote, with Mr. Corakis not able to verbally vote due to computer issues.

**Minutes**

The Chair determined no one had additions or corrections to the Minutes of the Virtual Meeting of May 20, 2021.

Mr. Winfield made a motion to approve the Minutes of the Meeting of May 20, 2021 as presented. Mr. Cekola seconded the motion. The motion passed 5 – 1 by roll call vote, with Mr. Corakis not able to verbally vote due to computer issues.

## **Budget Amendment - Stadium Drive Sidewalk Project**

Ms. Lubbart noted that sidewalk bids were received, and a bid opening occurred on Wednesday, June 30<sup>th</sup>. She summarized that all bids received came in above budget and a budget amendment is required for the project to proceed. She asked Mr. Russell to share the details of the bid opening with the Board.

Mr. Russell shared that three bids were received. The lowest bid of \$519,870 was submitted by Chrome Excavating. However, he explained that since that time Chrome Excavating had requested two amendments be made to their bid. The first amendment was to move the completion date from October 15<sup>th</sup> to November 15<sup>th</sup>. Mr. Russell noted that he had no concerns with the date change. The second amendment was to correct the cost for the four-inch concrete sidewalk from \$2.70 to \$3.00. In effect, the amendments increased their total proposed construction price to \$526,320. Mr. Russell pointed out that even with the amendments the other two bids were significantly higher: one at \$827,482.50 and the other at \$962,009. He recommended that the Board accept and proceed with the lowest bid from Chrome Excavating.

Ms. Lubbart shared an excel sheet outlining the total project costs if the Board decided to move forward with Chrome Excavating's bid.

Design (N+S and landscaping)	\$	63,800.00
Construction Observation	\$	65,000.00
Construction	\$	526,320.00
Contingency (5% Construction)	\$	26,316.00
Total	\$	681,436.00

Current budget for project	\$	450,000.00
Budget amendment	\$	231,436.00

Ms. Lubbart summarized that the Board currently has \$450,000 allocated to this project in their 2021 budget. An amendment of \$231,436.00 would be needed. She then shared the May-June Treasurer's report noting that the Board does have adequate funding to move forward with the amendment.

Ms. Heiny-Cogswell commented that she was glad that the DDA had decided to just tackle construction of the northern section of the sidewalk this year.

Mr. Taylor agreed, adding that the DDA will most likely need to wait two years to move forward with the construction of the sidewalk on the south side. He noted that

based on his calculations this would mean that the DDA would have little fund equity left and the 2022 budget would most likely be limited to basic operation expenditures. Mr. Taylor noted that he was in favor of moving forward with the budget amendment and project. He asked what other Board members thought.

Mr. Corakis inquired about narrowing the scope of the project.

Mr. Taylor responded that the project would become more expensive overall if it were broken up into smaller phases.

Ms. Heiny-Cogswell questioned the fund equity, noting that the yearend audit showed a balance of 1.4 million. After discussion, it was agreed that staff would coordinate with the auditor to verify the DDA's actual fund equity.

Mr. Corakis inquired about the start date for the project.

Ms. Heiny-Cogswell noted that this project was bid with three other Township projects which were going to the July 13<sup>th</sup> Township Board meeting for review; so contracts could be signed on the 14<sup>th</sup> assuming all move forward.

Mr. Russell added that based on that timeline he expects construction work to start late July.

Mr. Corakis inquired about the Road Commissions timeline for approvals. He added that he was unhappy that the DDA was not invited to the bid opening.

Mr. Russell indicated that the Road Commission are due to provide feedback by Thursday July 8<sup>th</sup>. He added that if the DDA was not invited to the bid opening that was an oversight on his part. He apologized.

Mr. Corakis expressed concerns about the project as it would affect one of his properties. He requested a meeting between Mr. Russell, the Road Commission, and himself.

Mr. Taylor asked for a motion to approve the budget amendment of \$231,436 and a motion to approve the contract with Chrome Excavating for \$526,320.

Mr. Weiber made a motion to approve the budget amendment of \$231,436 and to approve the contract with Chrome Excavating for \$526,320. Mr. Winfield seconded the motion. The motion passed 5 – 1 by roll call vote, with Mr. Corakis voting no.

### **Other Board Items/Updates**

Chairperson Taylor asked if there were any other items to discuss or any Board updates. There were none.

## **Announcements and Adjournment**

Ms. Lubbert noted that the DDA has a regular meeting scheduled for Thursday July 15<sup>th</sup>.

As there were no other announcements, Mr. Taylor adjourned the meeting at approximately 4:42 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: July 9, 2021

Minutes Approved:

DRAFT

July 8, 2021



**To: DDA Board**

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

**Re: May – June 2021 Treasurer’s Report**

Attached you will find the Treasurer’s Report for May – June 2021, unaudited.

For revenues, \$161,531.29 in property tax revenue was collected this cycle.

Expenditures from this cycle total \$23,248.97. Payments included general operating expenditures, Stadium Drive Shared Use Path design and easement recording fees, landscaping fees, and a donation for the ‘Music in the Park’ raffle.

At the July 7<sup>th</sup> DDA special meeting questions arose as to the DDA’s fund equity. Accordingly, staff coordinated with CPA Steve Bryer regarding the DDA’s position. Per his 2020 audit it was found that the DDA has an additional \$55,779.09 in savings. An updated value of \$216,734.94 in fund equity is reflected in the Treasurer’s report.

Attachments: 2020 Audit documents  
March – April 2021 Treasurer’s Report  
Invoices

Charter Township of Oshtemo

STATEMENT OF ACTIVITIES

Year ended December 31, 2020

Functions/Programs	Net (expenses) revenues and changes in net position					
	Expenses	Program revenues		Governmental activities	Component units	
		Charges for services	Operating grants and contributions		Downtown Development Authority	South Drake Road Corridor Improvement Authority
Governmental activities:						
General government	\$ 2,175,029	\$ 581,149	\$ -	\$ (1,593,880)		
Public safety	3,712,053	4,442,654	57,844	788,445		
Public works	1,509,152	1,404,805	463,123	358,776		
Community and economic development	191,460	26,948	-	(164,512)		
Culture and recreation	320,857	25,222	153,155	(142,480)		
Total governmental activities	<u>7,908,551</u>	<u>6,480,778</u>	<u>674,122</u>	<u>(753,651)</u>		
Component units:						
Downtown Development Authority	\$ 127,205	\$ -	\$ -	\$ (127,205)	\$ -	
South Drake Road Corridor Improvement Authority	67,394	-	-	-	(67,394)	
Total component units	<u>\$ 194,599</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (127,205)</u>	<u>\$ (67,394)</u>	
General revenues:						
Taxes				814,926	189,041	63,522
State grants				1,985,243	-	-
Franchise fees				168,385	-	-
Investment income				41,370	8,258	848
Total general revenues				<u>3,009,924</u>	<u>197,299</u>	<u>64,370</u>
Changes in net position				2,256,273	70,094	(3,024)
Net position - beginning				<u>32,035,658</u>	<u>1,341,234</u>	<u>70,148</u>
Net position - ending				<u>\$ 34,291,931</u>	<u>\$ 1,411,328</u>	<u>\$ 67,124</u>

includes all assets

See notes to financial statements



**Charter Township of Oshtemo**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND**

**BALANCES - component units**

Year ended December 31, 2020

	<u>Downtown Development Authority</u>	<u>South Drake Road Corridor Improvement Authority</u>
<b>REVENUES</b>		
Property taxes	\$ 189,041	\$ 63,522
Interest	<u>8,258</u>	<u>848</u>
Total revenues	<u>197,299</u>	<u>64,370</u>
<b>EXPENDITURES</b>		
Current - public works	105,442	37,394
Capital outlay	<u>168,768</u>	<u>30,000</u>
Total expenditures	<u>274,210</u>	<u>67,394</u>
<b>NET CHANGES IN FUND BALANCES</b>	(76,911)	(3,024)
<b>FUND BALANCES - BEGINNING</b>	<u>797,400</u>	<u>70,148</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 720,489</u>	<u>\$ 67,124</u>
Reconciliation of the statement of revenues, expenditures, and changes in fund balances to the statement of activities:		
Net changes in fund balances - <i>component units</i>	\$ (76,911)	\$ (3,024)
Amounts reported for the <i>component units</i> in the statement of activities (page 12) are different because:		
Capital assets:		
Asset acquisitions	168,768	-
Depreciation provision	<u>(21,763)</u>	<u>-</u>
Changes in net position of <i>component units</i>	<u>\$ 70,094</u>	<u>\$ (3,024)</u>

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Treasurer's Report May - June 2021**  
**Unaudited**

REVENUES	2021 Budget	Previous Activity	Activity this Period	Total Actual Revenue
Carryover	\$500,000.00	\$500,000.00	\$0.00	\$500,000.00
Property Tax Revenue	\$189,476.00	\$57,774.84	\$161,531.29	\$219,306.13
Misc (Personal Property Loss)	\$35,000.00	\$0.00	\$0.00	\$0.00
Interest Earned	\$1,000.00	\$145.56	\$0.00	\$145.56
<b>TOTAL REVENUES</b>	<b>\$725,476.00</b>	<b>\$557,920.40</b>	<b>\$161,531.29</b>	<b>\$719,451.69</b>

EXPENDITURES	2021 Budget	Previous Activity	Activity this Period	Total Expenditure	Available Balance	Percent Used
Staff	\$2,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	50.00%
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	\$750.00	\$300.00	\$1,050.00	\$0.00	100.00%
Consultants	\$55,000.00	\$0.00	\$0.00	\$0.00	\$55,000.00	0.00%
<i>Assistance with new projects</i>	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
<i>DDA Executive Director</i>	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00%
Accounting & Auditing Fees	\$3,000.00	\$1,050.00	\$400.00	\$1,450.00	\$1,550.00	48.33%
Legal Fees	\$2,000.00	\$75.00	\$0.00	\$75.00	\$1,925.00	3.75%
Legal Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Water	\$1,200.00	\$49.38	\$49.51	\$98.89	\$1,101.11	8.24%
Electric	\$600.00	\$226.32	\$85.61	\$311.93	\$288.07	51.99%
Repairs & Maintenance	\$15,500.00	\$760.00	\$2,946.60	\$3,706.60	\$11,793.40	23.91%
<i>Banner rotation/storage/maintenance</i>	\$2,000.00	\$760.00	\$0.00	\$760.00	\$1,240.00	38.00%
<i>Lawn care and maintenance</i>	\$12,500.00	\$0.00	\$2,946.80	\$2,946.80	\$9,553.20	23.57%
<i>Millard's Way snow removal</i>	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Capital Outlay/Obligated Projects	\$516,356.00	\$15,539.31	\$19,467.25	\$35,006.56	\$481,349.44	6.78%
<i>Stadium Corner Project</i>	\$1,356.00	\$0.00	\$0.00	\$0.00	\$1,356.00	0.00%
<i>Stadium Drive Shared Use Path</i>	\$450,000.00	\$15,539.31	\$19,467.25	\$35,006.56	\$414,993.44	7.78%
<i>9th Street Sidewalk</i>	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%
<i>Façade grant program</i>	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
<i>Car Charging Station</i>	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
<i>OCC Wifi</i>	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
Property Acquisition	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$658,206.00</b>	<b>\$19,450.01</b>	<b>\$23,248.97</b>	<b>\$42,698.98</b>	<b>\$615,507.02</b>	<b>6.49%</b>

<b>Actual Available Balance</b> (Total Actual Revenue - Total Expenditure)	<b>\$676,752.71</b>
<b>FUND EQUITY</b>	<b>\$220,489.00</b>
<b>TOTAL CASH BALANCE</b>	<b>\$897,241.71</b>

**S&T Lawn Service Inc.**

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

**Invoice**

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

<b>Date:</b>	4/30/2021
<b>Invoice #:</b>	18606
<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>
4/30/2021	Lawn Service - Monthly Installment	1	605.00	605.00

<b>Total</b>	\$605.00
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Account: **1030 3845 5574**



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

Amount Due: **\$88.48**  
Please pay by: **June 03, 2021**

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



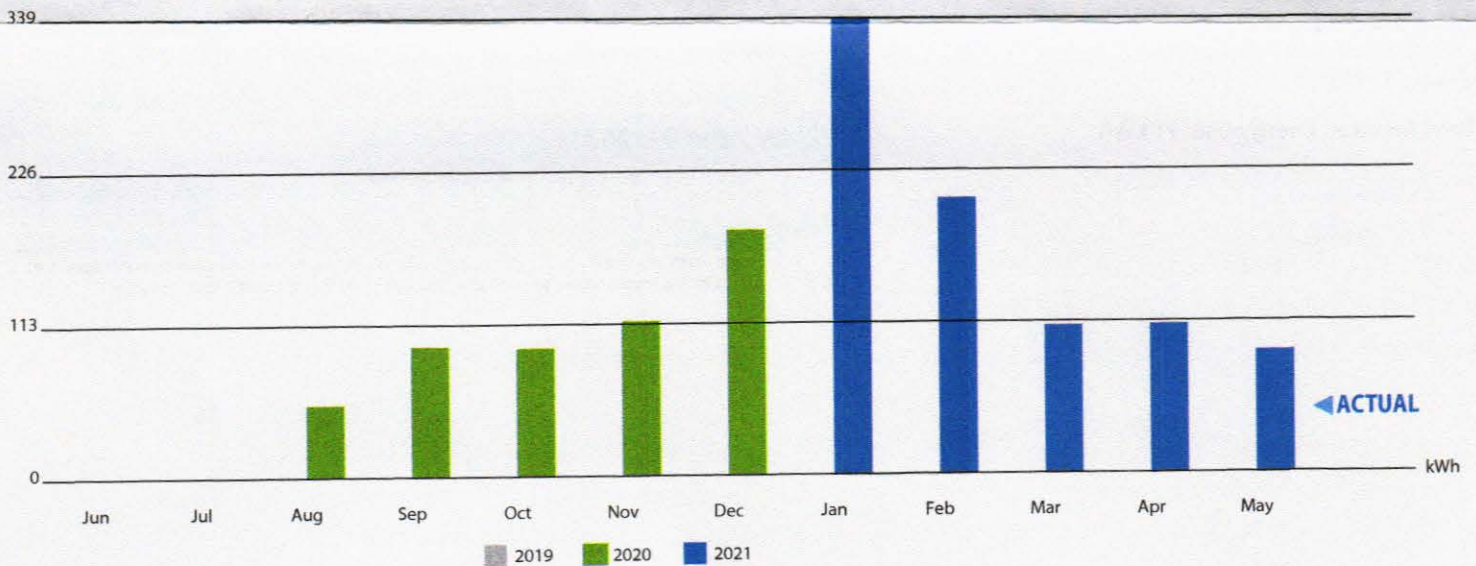
▶ **Reminder - previous amount due 05/05/21. Please pay your previous amount to avoid credit action. Thank you.**

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

**May Energy Bill**

Service dates: April 13, 2021 - May 11, 2021 (29 days)

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



**May Electric Use**

**91 kWh**  
May 2020 use: 0 kWh

Cost per day:

**\$1.47**

kWh per day:

**3**

Prior 12 months electric use:

**1,399 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.



**COVID-19:** The latest information can be found at [www.ConsumersEnergy.com/coronavirus](http://www.ConsumersEnergy.com/coronavirus). We are committed to the health and safety of our co-workers, customers and communities.

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: **\$88.48**  
Please pay by: **June 03, 2021**  
**Enclosed:**





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

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

### Account Information

Bill Month: May  
Service dates: 04/13/2021 - 05/11/2021  
Days Billed: 29  
Portion: 12 05/21

### Rate Information

Elec Gen Sec Rate GS Com  
Rate: 1100

### Meter Information

Your next scheduled meter read  
date is on or around 06/10/2021

#### Electric Service:

Smart Meter  
Meter Number: 31641858  
POD Number: 000003870323  
Beginning Read Date: 04-13  
Ending Read Date: 05-11  
Beginning Read: 1308  
Ending Read: 1399 (Actual)  
Usage: 91 kWh

Total Metered Energy Use: 91 kWh

### May Energy Bill

Invoice: 205812317644

#### Account Summary

Last Month's Account Balance	<u>\$45.00</u>
<b>Balance Forward</b>	<b>\$45.00</b>
Late Payment Charge	\$0.90

Reminder - previous amount due 05/05/21. Please pay your previous amount to avoid credit action. Thank you.

Payments applied after May 12, 2021 are not included.

#### Electric Charges

Energy	91@ 0.091224	\$8.30
PSCR	91@ 0.006830	\$0.62
System Access		\$28.22
U20697 Deferral Surcharge	91@ 0.000555	\$0.05
Distribution	91@ 0.047786	\$4.35
FCM Incentive	91@ 0.000098	\$0.01
Power Plant Securitization	91@ 0.001342	\$0.12
Low-Income Assist Fund		<u>\$0.91</u>
<b>Total Electric</b>		<b>\$42.58</b>

**Total Energy Charges** **\$42.58**

**Amount Due:** **\$88.48**  
**by June 03, 2021**

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

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

### NEWS AND INFORMATION

**ALERT - Beware of phone and email scams regarding utility payments:** Consumers Energy

never demands payment using only a prepaid card. Many options at [www.ConsumersEnergy.com/waystopay](http://www.ConsumersEnergy.com/waystopay).

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

### Ways to pay your energy bill:



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



**eLockbox**  
via ACH  
Secure electronic  
payment with  
emailed remittance



**Same-day payment**  
[ConsumersEnergy.com](http://ConsumersEnergy.com)  
Discover® MasterCard®  
Visa® or eCheck



**Same-day payment**  
866-329-9593  
Discover® MasterCard®  
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

13685

**S&T Lawn Service Inc.**

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

**Invoice**

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

<i>Date:</i>	5/31/2021
<i>Invoice #:</i>	18742
<i>Terms:</i>	Net 15

<i>Regarding:</i>	Millards Way
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<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
5/13/2021	Weeding of stone and/or bark areas		0.00	0.00
5/14/2021	Weeding of stone and/or bark areas		0.00	0.00
5/27/2021	Weeding of stone and/or bark areas		0.00	0.00
5/30/2021	Monthly Lawn Maintenance	1	564.00	564.00

<b>Total</b>	\$564.00
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**S&T Lawn Service Inc.**

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

**Invoice**

COMPLETED

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

<b>Date:</b>	4/30/2021
<b>Invoice #:</b>	18605
<b>Terms:</b>	Net 15

132055 april

<b>Regarding:</b>	Parkview Hall
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<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
4/30/2021	Lawn Service - Monthly Installment	1	304.30	304.30

<b>Total</b>	\$304.30
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**S&T Lawn Service Inc.**

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

P.O.  
137 (crossed out)  
285  
2021 PDA  
Lawn Care

# Invoice

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

<b>Date:</b>	4/30/2021
<b>Invoice #:</b>	18670
<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>
4/30/2021	Lawn Service - Monthly Installment	1	564.00	564.00

<b>Total</b>	\$564.00
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13685

**S&T Lawn Service Inc.**

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

**Invoice**

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

<i>Date:</i>	5/31/2021
<i>Invoice #:</i>	18750
<i>Terms:</i>	Net 15

<i>Regarding:</i>	Village Corner
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<i>Date</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
5/4/2021	Lawn Mowing & Trimming	1	0.00	0.00
5/11/2021	Lawn Mowing & Trimming	1	0.00	0.00
5/13/2021	Weeding of stone and/or bark areas	1	0.00	0.00
5/18/2021	Lawn Mowing & Trimming	1	0.00	0.00
5/25/2021	Mulching of Property	1	0.00	0.00
5/30/2021	Monthly Lawn Maintenance	1	605.00	605.00

<b>Total</b>	\$605.00
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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  
 MARC ELLIOTT  
 7275 W MAIN ST  
 KALAMAZOO, MI 49009-8210

Invoice number 60639 Resubmitted  
 Date 04/19/2021

Project 2180386 STADIUM DRIVE-ONE WAY  
 PATH

BILLING PERIOD: 2/28/21 TO 3/27/21

PROFESSIONAL SERVICES RELATED TO  
 DESIGN

RCKC CONSTRUCTION ENGINEERING

	Hours	Rate	Billed Amount
TECHNICIAN III	0.75	84.00	63.00
SENIOR PROJECT MANAGER II	1.00	157.00	157.00
SENIOR ENGINEER	4.00	116.00	464.00
ENGINEER	2.00	100.00	200.00
<b>Phase subtotal</b>			<b>884.00</b>

DDA SIDEWALK ENGINEERING

PO 13144

	Hours	Rate	Billed Amount
SURVEYOR II	7.00	116.00	812.00
SENIOR TECHNICIAN IV	27.00	132.00	3,564.00
SENIOR PROJECT MANAGER II	0.50	157.00	78.50
ENGINEER	40.50	100.00	4,050.00
<b>Phase subtotal</b>			<b>8,504.50</b>

PO 13680

**Invoice total 9,388.50**

*Shorted  
 400.00 error  
 PO 13680  
 pd 5/10/21  
 check  
 run  
 5/20/21*

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

# Statement

PREIN & NEWHOF  
 3355 EVERGREEN DRIVE NE  
 GRAND RAPIDS, MI 49525-9703  
 616-364-8491

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

Statement date: 5/8/2021

Invoice Number	Invoice Date	Receipt	Receipt Date	Receipt Method	Amount
<b>OSHTEMO CHARTER TOWNSHIP</b>					
<b>2180386 STADIUM DRIVE-ONE WAY PATH</b>					
60639	4/19/2021				9,388.50
		37056	4/28/2021	Check	-8,988.50
				<b>Invoice Total</b>	<u>400.00</u>
				<b>Client Outstanding</b>	<u>400.00</u>

OSHTEMO CHARTER TOWNSHIP						
Outstanding	Current	31-60 Days	61-90 Days	91-120 Days	121+ Days	Prepayment
400.00	400.00	0.00	0.00	0.00	0.00	0.00

## Melissa Rugg

---

**From:** Lisa Ford <LFord@preinnewhof.com>  
**Sent:** Saturday, May 08, 2021 11:04 AM  
**To:** Clerk  
**Cc:** Ryan Russell  
**Subject:** FW: revised invoice - Stadium Dr Path  
**Attachments:** 2180386revised.pdf; 60334.pdf; oshtemo stmt 2180.pdf

Thank you for the recent payment. It looks like the payment we received referenced invoice # 60334, however, and was \$400.00 less than the invoice amount. Please see the attached items:

Revised invoice for Stadium Drive # 60639  
Original invoice for Stadium Drive # 60334  
Statement for this project showing amt due/amt due

On the revised invoice, the \$400 that was originally in the DDA Tap phase for \$400 was moved to the DDA Sidewalk Eng phase.

Please let me know if you have any questions. I can be reached on my cell at 616-485-8722.

Thank you.

**Lisa Ford**  
**Prein&Newhof**  
t. 616-364-8491  
f. 616-364-6955  
[Website](#) | [Blog](#) | [LinkedIn](#)

---

**From:** Lisa Ford  
**Sent:** Monday, April 19, 2021 10:51 AM  
**To:** clerk@oshtemo.org  
**Cc:** Ryan Russell <rrussell@preinnewhof.com>  
**Subject:** revised invoice - Stadium Dr Path

Please replace the prior invoice for Stadium Drive – One Way Path with the attached invoice.

Thank you.

**Lisa Ford**  
**Prein&Newhof**  
t. 616-364-8491  
f. 616-364-6955  
[Website](#) | [Blog](#) | [LinkedIn](#)

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

# Prein & Newhof

Engineers • Surveyors • Environmental • Laboratory

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

P013680

## Invoice

OSHTEMO CHARTER TOWNSHIP  
 MARC ELLIOTT  
 7275 W MAIN ST  
 KALAMAZOO, MI 49009-8210

Invoice number 60895  
 Date 05/12/2021  
 Project 2180386 STADIUM DRIVE-ONE WAY  
 PATH

BILLING PERIOD: 3/28/21 TO 4/30/21

PROFESSIONAL SERVICES RELATED TO  
 DESIGN

RCKC CONSTRUCTION ENGINEERING

	Hours	Rate	Billed Amount
SENIOR ENGINEER	0.75	116.00	87.00
DDA SIDEWALK ENGINEERING			

	Hours	Rate	Billed Amount
SURVEYOR II	12.25	116.00	1,421.00
TECHNICIAN IV	3.50	92.00	322.00
SENIOR TECHNICIAN IV	57.50	132.00	7,590.00
SENIOR PROJECT MANAGER	0.50	144.00	72.00
ENGINEER	93.00	100.00	9,300.00
OFFICE TECHNICIAN	0.25	84.00	21.00
PRINTS			5.00
Phase subtotal			18,731.00

DDA SIDEWALK CONSTRUCTION ENGINEERING

	Hours	Rate	Billed Amount
SENIOR PROJECT MANAGER II	0.25	157.00	39.25
Invoice total			<b>18,857.25</b>

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

## Melissa Rugg

---

**From:** Iris Lubbert  
**Sent:** Monday, June 21, 2021 9:34 AM  
**To:** Clerk  
**Cc:** Emily Westervelt; Karen High; Kathy Barnes  
**Subject:** POs for Stadium Drive Sidewalk Project (recording fees)

Good morning All,

Please process the following POs for the recording fees tied to the DDA Stadium Drive sidewalk project. Please give all checks to Emily W.

- Temporary Permit 6200 Stadium Drive LLC: Req # 000014243 14096
- Temporary Easement Pinehurst: Req # 000014244 14097
- Temporary Easement Church: Req # 000014245 14098
- Temporary Easement Ted and Maries: Req # 000014246 14099
- Temporary Easement Orchard Place: Req # 000014247 14100
- Temporary Easement Amkatt: Req # 000014248 14101
- Permanent Easement Amkatt: Req # 000014249 14102

Thank you!

### Iris Lubbert, AICP

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

---

**From:** Karen High <khigh@oshtemo.org>  
**Sent:** Thursday, June 17, 2021 2:17 PM  
**To:** Iris Lubbert <ilubbert@oshtemo.org>  
**Cc:** Kathy Barnes <kboshtwp@oshtemo.org>; Emily Westervelt <ewestervelt@oshtemo.org>  
**Subject:** Please enter po for \$30 - Temporary Permit - 3905-26-440-013 - 6200 Stadium Drive LLC to Oshtemo Township  
**Importance:** High

Hi Iris,

Would you please enter a po/check request for this document to be recorded? It is for Stadium Drive sidewalk. While you are at it, you could request five separate checks for \$30 each, all for recording of easements for Stadium Drive sidewalk. They should all be rolling in soon. There will be six total, but I think we've already requested one check.

In summary – 1 for Pinehurst (there are two temp easements but we can combine into one recorded document), 1 for church, 1 for Ted and Maries, 1 for Orchard Place, 2 for Amkatt, these must be recorded separately because one is perm and one is temp.

Karen

---

**From:** Kathy Barnes <kboshtwp@oshtemo.org>  
**Sent:** Thursday, June 17, 2021 9:04 AM

**To:** Karen High <[khigh@oshtemo.org](mailto:khigh@oshtemo.org)>

**Cc:** Iris Lubbert <[ilubbert@oshtemo.org](mailto:ilubbert@oshtemo.org)>; Emily Westervelt <[ewestervelt@oshtemo.org](mailto:ewestervelt@oshtemo.org)>

**Subject:** Temporary Permit - 3905-26-440-013 - 6200 Stadium Drive LLC to Oshtemo Township

**Importance:** High

Karen,

I found the above document in my box this morning. I assume someone, maybe you, want it recorded.

Please put in a \$30 check request because I do not have the GL#.

By the time a check is issued, I will be retired as I am only working 6/21, 6/22 and 6/24, so I am copying Emily with this email.

Thanks,

P.S. Also, thanks for the great time on Tuesday and for all your preparations.

Kathy

Kathy K. Barnes  
Paralegal Administrative Assistant  
to James W. Porter, Township Attorney  
Oshtemo Charter Township  
7275 West Main Street  
Kalamazoo, MI 49009  
(269) 375-7195  
(269) 375-7180 (Fax)

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# 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: 106506  
Client ID: 6870

Date: 05/31/2021  
Payable upon receipt

Professional services during the month of May 2021, which included the following:

Steve - assistance with questions from auditors, 2 meetings, SODA report, 5 year expense analysis spreadsheet, responses to Seber Tans questions, 2020 Financial Statement Updates (12.50 hours @ \$210 per hour)	2,625.00
Ann - assistance with cash reconciliation's (4 hours @ \$135 per hour)	540.00
Joel - assistance with cash reconciliation's - March & April (7.25 hours @ \$160 per hour)	1,160.00
Tyler - F65 preparation - 1 hour @ \$125 per hour	125.00

Breakdown by Fund

101 - \$2,000	<del>13792</del>
107 - 150	13801
206 - 150	13800
207 - 150	13793
211 - 150	13795
247 - 400	SODA
249 - 1,000	13795
490 - 150	13753
491 - 150	13753
900 - 150	13794

-----  
\$4,450  
=====

New Charges:	\$4,450.00
Plus Prior Balance:	\$7,800.00
New Balance:	<u>\$12,250.00</u>



# SiegfriedCrandallPC

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800-876-0979  
Fax 269-349-1344

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

Invoice Number: 106181  
Client ID: 6870

Date: 04/30/2021  
Payable upon receipt

Professional services during the month of April 2021, which included the following:

A Knafel (6.50 hours @ \$135) assistance with bank reconciliations	877.50
J Frederickson (3.50 hours @ \$160) for audit and financial statement preparation	560.00
S Bryer (19 hours @ \$210) for audit preparation, financial statement preparation and review, & meeting	3,990.00
K Todd (5 hours @ \$95) for formatting/checking financial statements	475.00
Less: discount	(402.50)

Breakdown by Fund:

101 - \$3,000	<del>13792</del> Gen
107 - 250	Parks 13801
206 - 250	FD 13800
207 - 250	Police 13793
211 - 250	FD 13800
249 - 250	Ord. Ent. 13795
490 - 250	PW 7 13753
491 - 250	PW
219 - 250	Streetlight PW
247 - 250	SODA Fund
900 - 250	Planning 13794

-----  
\$5,500  
=====

New Charges:	\$5,500.00
Plus Prior Balance:	\$2,300.00
New Balance:	<u>\$7,800.00</u>



July 8, 2021

**To: DDA Board**

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

**Re: Stadium Drive Sidewalk Project Update**

Sidewalk bid opening occurred on Wednesday, June 30<sup>th</sup>. Bids came in above budget. Going with the lowest qualified bid, the total project cost is \$681,436.00. A budget amendment for \$231,436.00 was approved at a special DDA meeting on July 7<sup>th</sup> and forwarded to the July 13<sup>th</sup> Township Board meeting for approval so that the project can move forward and the sidewalks on the north side of Stadium Drive within the DDA can be constructed this year. A breakdown for project costs is outlined below.

Design (N+S and landscaping)	\$	63,800.00
Construction Observation	\$	65,000.00
Construction	\$	526,320.00
Contingency (5% const)	\$	26,316.00
<b>Total</b>	<b>\$</b>	<b>681,436.00</b>

Current budget for project	\$	450,000.00
Budget amendment	\$	231,436.00

Attachments: Bid Tab 2021-06-30

Owner:				1st		2nd		3rd		
Charter Township of Oshtemo				Krohn Excavating 55365 M-43 Bangor, MI 49013		Peters Construction 3325 E Kilgore Road Kalamazoo, MI 49001		Northern Construction Services PO Box 1299 Niles, MI 49120		
Project Title:										
Sidewalk Improvements (DDA North)										
Bid Date & Time:			Project #:							
June 30, 2021 at 10:00 am			2180386							
Item No.	Description	Quantity	Unit	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	
<b>Section A</b>										
1	Mobilization, Max 5%	1	LS	\$29,800.00	\$29,800.00	\$35,000.00	\$35,000.00	\$45,000.00	\$45,000.00	
2	Tree, Rem, 37 inch or larger	1	EA	\$2,000.00	\$2,000.00	\$2,464.00	\$2,464.00	\$4,500.00	\$4,500.00	
3	Tree, Rem, 6 inch to 18 inch	40	EA	\$400.00	\$16,000.00	\$176.00	\$7,040.00	\$250.00	\$10,000.00	
4	Stump, Rem, 6 inch to 18 inch	40	EA	\$50.00	\$2,000.00	\$457.00	\$18,280.00	\$25.00	\$1,000.00	
5	Stump, Rem, 37 inch or larger	1	EA	\$500.00	\$500.00	\$1,142.00	\$1,142.00	\$250.00	\$250.00	
6	Clearing	0.5	ACRE	\$8,200.00	\$4,100.00	\$6,572.00	\$3,286.00	\$20,000.00	\$10,000.00	
7	Curb and Gutter, Rem	2,700	FT	\$5.00	\$13,500.00	\$9.25	\$24,975.00	\$15.00	\$40,500.00	
8	Sidewalk, Rem	350	SYD	\$14.00	\$4,900.00	\$18.00	\$6,300.00	\$27.00	\$9,450.00	
9	Pavt, Rem	275	SYD	\$12.00	\$3,300.00	\$16.00	\$4,400.00	\$27.00	\$7,425.00	
10	Structures, Rem	1	LS	\$6,900.00	\$6,900.00	\$10,752.00	\$10,752.00	\$13,000.00	\$13,000.00	
11	Embankment, CIP	3,500	CYD	\$20.00	\$70,000.00	\$24.25	\$84,875.00	\$6.00	\$21,000.00	
12	Sidewalk Grading	4,550	LF	\$15.00	\$68,250.00	\$13.50	\$61,425.00	\$53.00	\$241,150.00	
13	Erosion Control, Inlet Protection, Silt Bag	12	EA	\$100.00	\$1,200.00	\$130.00	\$1,560.00	\$111.00	\$1,332.00	
14	Erosion Control, Silt Fence	400	FT	\$3.00	\$1,200.00	\$4.50	\$1,800.00	\$4.00	\$1,600.00	
15	Subbase, CIP	330	CYD	\$14.00	\$4,620.00	\$26.50	\$8,745.00	\$20.00	\$6,600.00	
16	Maintenance Gravel, LM	70	CYD	\$30.00	\$2,100.00	\$45.00	\$3,150.00	\$15.00	\$1,050.00	
17	Dr Structure Cover, Adj, Case 1	6	EA	\$300.00	\$1,800.00	\$552.00	\$3,312.00	\$400.00	\$2,400.00	
18	HMA Surface, Rem	3,000	SYD	\$6.00	\$18,000.00	\$9.50	\$28,500.00	\$27.00	\$81,000.00	
19	Hand Patching	3	TON	\$430.00	\$1,290.00	\$481.00	\$1,443.00	\$350.00	\$1,050.00	
20	HMA, 13A	25	TON	\$430.00	\$10,750.00	\$280.00	\$7,000.00	\$350.00	\$8,750.00	
21	HMA, 36A	25	TON	\$430.00	\$10,750.00	\$280.00	\$7,000.00	\$350.00	\$8,750.00	
22	Driveway, Nonreinf Conc, 6 inch	920	SYD	\$45.00	\$41,400.00	\$49.00	\$45,080.00	\$54.00	\$49,680.00	
23	Curb, Conc, Det E4	25	FT	\$30.00	\$750.00	\$29.00	\$725.00	\$30.00	\$750.00	
24	Curb, Conc, Det D2	50	FT	\$25.00	\$1,250.00	\$32.00	\$1,600.00	\$27.00	\$1,350.00	
25	Curb, Conc, Det F4	2,100	FT	\$24.00	\$50,400.00	\$25.50	\$53,550.00	\$26.00	\$54,600.00	
26	Sidewalk Ramp, Conc, 6 inch	1,550	SFT	\$6.50	\$10,075.00	\$8.75	\$13,562.50	\$6.00	\$9,300.00	
27	Sidewalk, Conc, 4 inch	21,500	SFT	\$2.70	\$58,050.00 *	\$5.00	\$107,500.00	\$4.50	\$96,750.00	

Owner:				1sr		2nd		3rd		
Charter Township of Oshtemo				Krohn Excavating 55365 M-43 Bangor, MI 49013		Peters Construction 3325 E Kilgore Road Kalamazoo, MI 49001		Northern Construction Services PO Box 1299 Niles, MI 49120		
Project Title:										
Sidewalk Improvements (DDA North)										
Bid Date & Time:			Project #:							
June 30, 2021 at 10:00 am			2180386							
Item No.	Description	Quantity	Unit	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	
28	Sidewalk, Conc, 6 inch	4,100	SFT	\$5.00	\$20,500.00	\$6.25	\$25,625.00	\$6.00	\$24,600.00	
29	Detectable Warning Surface, Cast Iron	80	SFT	\$55.00	\$4,400.00	\$71.00	\$5,680.00	\$50.00	\$4,000.00	
30	Reinforced Concrete Ramp (Detail Section B)	1	LS	\$10,000.00	\$10,000.00	\$104,000.00	\$104,000.00	\$90,000.00	\$90,000.00	
31	Reinforced Concrete Ramp (Detail Section A)	1	LS	\$3,000.00	\$3,000.00	\$9,600.00	\$9,600.00	\$15,000.00	\$15,000.00	
32	Traffic Control Devices	1	LS	\$10,000.00	\$10,000.00	\$10,900.00	\$10,900.00	\$39,000.00	\$39,000.00	
33	Turf Establishment	11,000	SYD	\$2.00	\$22,000.00	\$9.25	\$101,750.00	\$3.00	\$33,000.00	
34	Gate Box, Adj, Case 2	3	EA	\$300.00	\$900.00	\$370.00	\$1,110.00	\$400.00	\$1,200.00	
35	Gate Box, Adj, Case 1	2	EA	\$300.00	\$600.00	\$450.00	\$900.00	\$400.00	\$800.00	
36	Hydrant, Relocate, Case 1	1	EA	\$1,800.00	\$1,800.00	\$2,200.00	\$2,200.00	\$3,500.00	\$3,500.00	
<b>Landscaping</b>										
37	Malus sargentii `Firebird` 2" cal	5	EA	\$5.00	\$25.00	\$585.00	\$2,925.00	\$550.00	\$2,750.00	
38	Asclepias tuberosa 1 gal	40	EA	\$12.00	\$480.00	\$19.50	\$780.00	\$30.00	\$1,200.00	
39	Allium `Globemaster` 1 gal	20	EA	\$13.00	\$260.00	\$40.00	\$800.00	\$30.00	\$600.00	
40	Hemerocallis `Primal Scream` 1 gal	20	EA	\$12.00	\$240.00	\$21.00	\$420.00	\$33.00	\$660.00	
41	Helictotrichon sempervirens 1 gal	24	EA	\$15.00	\$360.00	\$21.00	\$504.00	\$33.00	\$792.00	
42	Peroviskia atripicifolia `Little Spire` 1 gal	16	EA	\$15.00	\$240.00	\$18.00	\$288.00	\$25.00	\$400.00	
43	Rudbeckia fulgida var deamii 1 gal	32	EA	\$15.00	\$480.00	\$17.00	\$544.00	\$35.00	\$1,120.00	
44	Schizachyrium scoparium `The Blues` 1 gal	30	EA	\$15.00	\$450.00	\$21.00	\$630.00	\$35.00	\$1,050.00	
45	Site Preparation	1	LS	\$3,000.00	\$3,000.00	\$3,800.00	\$3,800.00	\$6,000.00	\$6,000.00	
46	Metal Landscape Edging	50	LF	\$6.00	\$300.00	\$18.00	\$900.00	\$14.00	\$700.00	
47	Planting Soil	20	CYD	\$70.00	\$1,400.00	\$75.00	\$1,500.00	\$100.00	\$2,000.00	
48	Bark Mulch	70	SY	\$15.00	\$1,050.00	\$18.00	\$1,260.00	\$20.00	\$1,400.00	
49	Watering and Cultivating 1st Season	1	LS	\$3,500.00	\$3,500.00	\$6,900.00	\$6,900.00	\$4,000.00	\$4,000.00	
<b>Section A Sub-total Bid:</b>					\$519,870.00 *	\$827,482.50		\$962,009.00		
<b>Section B</b>										
1	Mobilization, Max 5%	1	LS	\$20,200.00	\$20,200.00	\$25,000.00	\$25,000.00	\$32,000.00	\$32,000.00	
2	Tree, Rem, 6 inch to 18 inch	17	EA	\$400.00	\$6,800.00	\$160.00	\$2,720.00	\$300.00	\$5,100.00	
3	Stump, Rem, 6 inch to 18 inch	17	EA	\$50.00	\$850.00	\$550.00	\$9,350.00	\$25.00	\$425.00	

## Bid Tabulation

Owner:				1st		2nd		3rd		
Charter Township of Oshtemo				Krohn Excavating 55365 M-43 Bangor, MI 49013		Peters Construction 3325 E Kilgore Road Kalamazoo, MI 49001		Northern Construction Services PO Box 1299 Niles, MI 49120		
Project Title:										
Sidewalk Improvements (DDA North)										
Bid Date & Time:			Project #:							
June 30, 2021 at 10:00 am			2180386							
Item No.	Description	Quantity	Unit	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	
4	Tree, Rem, 19 inch to 36 inch	15	EA	\$750.00	\$11,250.00	\$750.00	\$11,250.00	\$650.00	\$9,750.00	
5	Stump, Rem, 19 inch to 36 inch	15	EA	\$75.00	\$1,125.00	\$950.00	\$14,250.00	\$210.00	\$3,150.00	
6	Pavt, Rem	400	SYD	\$12.00	\$4,800.00	\$15.00	\$6,000.00	\$27.00	\$10,800.00	
7	Sidewalk Grading	6,600	LF	\$8.00	\$52,800.00	\$13.50	\$89,100.00	\$35.00	\$231,000.00	
8	Erosion Control, Inlet Protection, Silt Bag	15	EA	\$100.00	\$1,500.00	\$130.00	\$1,950.00	\$111.00	\$1,665.00	
9	Subbase CIP	400	CYD	\$14.00	\$5,600.00	\$26.00	\$10,400.00	\$30.00	\$12,000.00	
10	Sidewalk, Conc, 4 inch	31,100	SFT	\$3.00	\$93,300.00	\$5.00	\$155,500.00	\$5.00	\$155,500.00	
11	Sidewalk, Conc, 6 inch	1,300	SFT	\$5.00	\$6,500.00	\$6.00	\$7,800.00	\$6.00	\$7,800.00	
12	Sidewalk Ramp, Conc, 6 inch	400	SFT	\$6.50	\$2,600.00	\$11.00	\$4,400.00	\$6.00	\$2,400.00	
13	Detectable Warning Surface, Cast Iron	40	LFT	\$120.00	\$4,800.00	\$142.00	\$5,680.00	\$100.00	\$4,000.00	
14	Conduit, DB, 1, 3 Inch	400	LFT	\$16.00	\$6,400.00	\$10.00	\$4,000.00	\$17.00	\$6,800.00	
15	Driveway, Nonreinf Conc, 6 inch	320	SYD	\$45.00	\$14,400.00	\$53.50	\$17,120.00	\$54.00	\$17,280.00	
16	Curb & Gutter, Rem	600	LFT	\$9.00	\$5,400.00	\$11.00	\$6,600.00	\$35.00	\$21,000.00	
17	Curb & Gutter, Conc, Det F4	600	LFT	\$24.00	\$14,400.00	\$26.00	\$15,600.00	\$35.00	\$21,000.00	
18	Conc Base Cse, Nonreinf, 6 inch	120	SYD	\$45.00	\$5,400.00	\$52.00	\$6,240.00	\$54.00	\$6,480.00	
19	Hand Patching	20	TON	\$430.00	\$8,600.00	\$482.00	\$9,640.00	\$400.00	\$8,000.00	
20	Gate Box, Adj, Case 2	2	EA	\$300.00	\$600.00	\$450.00	\$900.00	\$400.00	\$800.00	
21	Sign, Replace, Salv	6	EA	\$120.00	\$720.00	\$60.00	\$360.00	\$60.00	\$360.00	
22	Turf Establishment	15,000	SYD	\$2.00	\$30,000.00	\$9.50	\$142,500.00	\$3.00	\$45,000.00	
23	Clearing	1.5	Acre	\$6,700.00	\$10,050.00	\$2,500.00	\$3,750.00	\$15,000.00	\$22,500.00	
24	Maintaining Traffic, Minor Street	1	LS	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$29,000.00	\$29,000.00	
<b>Section B Sub-total Bid:</b>						\$323,095.00		\$565,110.00		\$653,810.00
<b>Total Bid</b>						\$842,965.00 *		\$1,392,592.50		\$1,615,819.00

\* Denotes correction made by Engineer

July 8, 2021



**To:** Downtown Development Authority

**From:** Iris Lubbert, AICP

**RE:** 2022 Draft Budget

As with previous years, the process is for the DDA Board to recommend a draft budget to the Township Board. The Township will then incorporate the budget into their review and approval process. Draft budgets are requested to be provided to the Township Supervisor by the end of July. A draft budget for 2022 is attached. A budget of \$177,550.00 is proposed with the recommendation that any remaining funds be set aside to go toward the construction of the sidewalk on the southern side of Stadium Drive within the DDA boundary.

Iris Lubbert will walk the Board through the proposed budget at their regular July 15<sup>th</sup> meeting.

Attachments: Proposed 2022 Budget

2022 DDA Budget

DRAFT: 07-8-2021

REVENUES	2020 Budget	2020 Actual	2021 Budget Amended	2022 Proposed Budget
Carryover	\$ 540,000.00	\$ 76,911.00	\$ 668,834.30	\$ -
Current Real Property Tax	\$ 170,000.00	\$ 189,041.00	\$ 219,306.13	\$ 200,000.00
Interest Earned	\$ 15,000.00	\$ 8,258.00	\$ 1,000.00	\$ 1,000.00
<b>TOTAL REVENUES</b>	<b>\$ 725,000.00</b>	<b>\$ 274,210.00</b>	<b>\$ 889,140.43</b>	<b>\$ 201,000.00</b>

EXPENDITURES	2020 Budget	2020 Actual	2021 Budget Amended	2022 Proposed Budget
Staff	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Supplies	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
Postage	\$ 500.00	\$ 298.40	\$ 500.00	\$ 500.00
Community Events	\$ 750.00	\$ 750.00	\$ 1,050.00	\$ 750.00
Consultants	\$ 20,000.00	\$ -	\$ 55,000.00	\$ 20,000.00
Assitance with new projects	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00
DDA Executive Director	\$ -	\$ -	\$ 35,000.00	\$ -
Accounting & Auditing Fees	\$ 2,000.00	\$ 1,850.00	\$ 3,000.00	\$ 2,000.00
Legal Fees	\$ 2,000.00	\$ 592.50	\$ 2,000.00	\$ 2,000.00
Water	\$ 850.00	\$ 801.38	\$ 1,200.00	\$ 1,200.00
Electric	\$ 400.00	\$ 209.08	\$ 600.00	\$ 600.00
Legal Notices	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
Repairs & Maintenance	\$ 8,000.00	\$ 3,492.38	\$ 15,500.00	\$ 17,500.00
Banner rotation/storage	\$ 2,000.00	\$ 1,520.00	\$ 2,000.00	\$ 2,000.00
Lawn care and maintenance	\$ 4,000.00	\$ 1,876.00	\$ 12,500.00	\$ 12,500.00
Millards Way snow removal	\$ 2,000.00	\$ 96.38	\$ 1,000.00	\$ 1,000.00
Stadium drive sidewalk snow removal	\$ -	\$ -	\$ -	\$ 5,000.00
Holiday Décor	\$ 5,000.00	\$ 4,999.89	\$ -	\$ 5,000.00
Capital Outlay/Obligated Projects	\$ 460,000.00	\$ 168,767.61	\$ 747,792.00	\$ 65,000.00
Corner site	\$ 380,000.00	\$ 162,099.93	\$ 1,356.00	\$ -
Stadium drive sidewalk (design/construction)	\$ 70,000.00	\$ 6,667.68	\$ 681,436.00	\$ -
Facade improvmnt	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00
OCC Wifi	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
9th Street sidewalk	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00
Car Charging Station	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00
Capital Outlay/Acquisition	\$ 110,000.00	\$ -	\$ 60,000.00	\$ 60,000.00
Property Acquisition	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 60,000.00
Stadium drive easment acquisition	\$ 50,000.00	\$ -	\$ -	\$ -
Emergency Assistance Program	\$ 100,000.00	\$ 82,500.00	\$ -	\$ -
Gift Card Program	\$ 10,000.00	\$ -	\$ -	\$ -
Emergency Assistance grants	\$ 90,000.00	\$ 82,500.00	\$ -	\$ -
Misc (2020 AJE 9 To Aqj Tax recb and def rev)	\$ -	\$ 7,948.76	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 732,500.00</b>	<b>\$ 274,210.00</b>	<b>\$ 889,642.00</b>	<b>\$ 177,550.00</b>

current fund equity = \$220,489.00  
 esitamted 2021 end fund balance = \$235,000

July 9, 2021



**To:** Downtown Development Authority

**From:** Iris Lubbert, AICP

**RE:** Virtual vs In-person meetings

Following State and County legislation the DDA Board can now meet in person or continue to meet virtually through the end of this year. The Community Center has been opened by the Township for use. The Board is asked to discuss how they would like to meet through the remainder of 2021.