



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**

**OSHTEMO COMMUNITY CENTER
6407 PARKVIEW AVENUE**

**THURSDAY, SEPTEMBER 16, 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: July 15, 2021
5. Treasurer's Report: July – August 2021 (unaudited)
6. Consideration of VC and Village Form Based Code Amendment Proposal
7. Consideration of Holiday Décor Proposal
8. CIP Discussion
9. Project Updates
 - A. Stadium Drive Sidewalks
 - B. Car Charging Stations
10. Virtual vs In-person meetings
11. Open House Coordination - December 1st
12. Other Items
13. Public Comment
14. Announcements and Adjournment

Next Meeting Thursday, November 18th, 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: 830 9405 3304**

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: **830 9405 3304#**

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



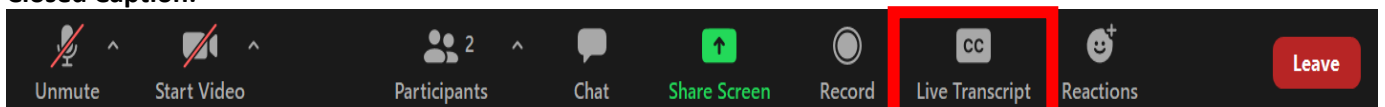
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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.

Closed Caption:



Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

1. Click on the “Live Transcription” button.
2. Then select “Show Subtitle”.

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

DRAFT MINUTES OF A VIRTUAL MEETING HELD JULY 15, 2021

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held meeting via tele-conference on Thursday, July 15, 2021. The meeting was called to order at approximately 12:02 p.m.

Roll Call Vote:

Grant Taylor
Bruce Betzler
Bill Cekola
Libby Heiny-Cogswell
Rich MacDonald
Dick Skalski
Ryan Wieber
Ryan Winfield

Location During Meeting

Portage
Leelanau County
Portage
Oshtemo
Grand Rapids
Kalamazoo
Kalamazoo
Oshtemo

Members absent: Themis Corakis, Julie Hite, Mike Lutke, and Jack Siegel

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

Agenda

Ms. Lubbert noted two date corrections to the agenda: the Minutes to be approved were from July 7, 2021, and the Financial Reports for May - June 2021.

Mr. Skalski made a motion to approve the agenda as presented with the corrections noted. Ms. Heiny-Cogswell seconded the motion. The motion carried unanimously by roll call vote.

Minutes

The Chair determined no one had additions or corrections to the Minutes of the Virtual Meeting of July 7, 2021.

Mr. Winfield made a motion to approve the Minutes of the Meeting of July 7, 2021, as presented. Mr. Cekola seconded the motion. The motion carried unanimously by roll call vote.

Treasurer's Report: May - June 2021 (unaudited)

Ms. Lubbert presented the Treasurer's Report for May - June 2021, unaudited, noting property tax revenue collected for the cycle totaled \$161,531.29 and total expenditures were \$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.

Audit Report: At the July 7th DDA special meeting questions arose regarding the DDA’s fund equity. According to the 2020 audit performed by CPA Steve Bryer, it was found the DDA has an additional \$55,779.09 in savings. An updated value of \$216,734.94 in fund equity was reflected in the Treasurer’s report.

Ms. Lubbart noted the budget amendment for the Stadium Drive Sidewalk project approved at the July 7 meeting will appear on the Treasurer’s Report for the next cycle.

Chairperson Taylor noted the reports were accepted without formal approval.

Car Charging Stations: Ms. Lubbart indicated a budget of \$20,000 for car charging stations is included in the 2021 budget. She noted Mr. Josh Owens, the Assistant to the Township Supervisor, has expertise in this area and has offered to support the DDA with this project. She asked if the group would be interested in pursuing installation of a car charging station this year with his assistance.

It was the feeling of the group that they would like to proceed this year and the appropriate location for a first car charging station would be the parking lot at Harding’s.

After discussion it was agreed to reach out to the Township to see if the DDA might be able to utilize Mr. Owens’ assistance and to reimburse the Township for his time from the consultant budget line item. Ms. Heiny-Cogswell suggested approving a maximum budget and then investigating what grant program opportunities might be available for installation of a car charging station.

Mr. Skalski made a motion to partner with the Township and ask Mr. Owens for his assistance as a consultant, to be funded with a cap of 15 hours and \$1000 from the consultant line item budget, and to approve a maximum budget of \$20,000 from the capital outlay budget for installation of a car charging station. Mr. Cekola seconded the motion. The motion was approved unanimously by roll call vote.

Project Update

a. Stadium Drive Sidewalks

Ms. Lubbart reported the sidewalk bid opening occurred on Wednesday, June 30th. Bids came in above budget. The lowest qualified bid of \$681,436 was accepted from Krohn Excavating. A budget amendment for \$231,436 was approved at a special DDA meeting on July 7th and forwarded to the July 13th Township Board meeting for

approval so the project can move forward. The sidewalks on the north side of Stadium Drive within the DDA can be constructed this year.

She noted the right of way permit should be completed by the Road Commission yet this week.

Chairperson Grant added when the contract was awarded, it was agreed to add one month for the work period so that the work could be completed in November if needed.

2022 Budget Discussion

Ms. Lubbert explained that as in previous years the process is for the DDA Board to recommend a draft budget to the Township Board which 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. She provided a draft budget in the amount of \$177,550 for 2022 expenditures, with the recommendation that any remaining funds be set aside toward sidewalk construction on the southern side of Stadium Drive within the DDA boundary. Revenues are estimated at \$201,000. She then walked the Board through the proposed budget line items.

It was agreed the Holiday Décor line item budget of \$5,000 for 2022 should be included as recommended and that an amendment to provide \$5,000 in the 2021 budget for Holiday Décor should be made to allow early planning with the vendor which should result in savings. The vendor will store items purchased for future use.

Mr. Skalski made a motion to amend the 2021 budget to include \$5,000 for Holiday Decor. Mr. Cekola seconded the motion. The motion was approved unanimously by roll call vote.

Ms. Lubbert noted concern was expressed by business owners at the DDA open house about who would be responsible for sidewalk maintenance and snow removal for the new northern sidewalk.

The group agreed funding at the proposed \$2,000 level for 2022 would be appropriate for that purpose. It will be explored with Township maintenance staff as to whether they have the equipment and staffing to undertake the maintenance and snow removal within the DDA boundary. Quail Run through 11th Street cannot be funded by the DDA. Options, including a third party solution will be explored for that area.

Chairperson Grant requested a motion.

Mr. Skalski made a motion to approve the 2022 budget as presented, eliminating the \$20,000 from capital outlay for implementation of a charging station, with the intent

to install it during the 2021 budget year. Mr. Wieber seconded the motion. The motion was approved unanimously by roll call vote.

Virtual In-person Meetings

Ms. Lubbert indicated 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 group discussed whether they preferred to return to in-person meetings or continue virtual meetings. They agreed there were pros and cons to each method, but the consensus was that it is desirable to return to in-person meetings in September with the provision of a hybrid option if available.

Mr. Skalski made a motion to return to in-person meetings beginning with the regularly scheduled September 2021 meeting, with the provision of a hybrid option if available. Mr. Cekola seconded the motion. The motion was approved unanimously by roll call vote.

Other Board Items/Updates

There were no other items or updates.

Public Comment

Mr. Kurt DeVries of Hardings Market, told the group that the expected traffic for the drive-thru pharmacy added when the store was remodeled did not materialize and asked for guidance on the desire to include possible Biggby's coffee drive-thru in that space.

Ms. Lubbert explained that Hardings is within a overlay zone that does not allow restaurant drive-thrus by ordinance and that special exception uses cannot be granted. An ordinance change would be necessary if the DDA supported a change.

Mr. MacDonald noted several years ago the DDA was approached about a coffee shop at the old corner law office, which was denied for the same reason stated. At the time it did not meet the expectations for the village. After the reality check from the road commission regarding what the potential for the village really is, as much as they would like to achieve the goal of the village as a destination, it really is a critical infrastructure intersection. The zoning should continue to be evaluated to better reflect the needs of customers. He completely supported revisiting the issue of restaurant drive-thrus. The group agreed.

He noted drive-thrus are permitted in side and rear yards, but he was not sure of the uses.

Ms. Heiny-Cogswell noted the Village plan was approved but new zoning has not yet been implemented.

Ms. Lubbert said the Master Plan has been adopted but the Planning Commission has not yet addressed actual zoning due to time constraints; she doubted a request from the DDA to expedite implementation will help, that maybe it would be best to tweak the code to allow restaurant drive-thrus.

Ms. Heiny-Cogswell said she was in support if it is supported by the Master Plan.

Ms. Lubbert will doublecheck the current language of the Village Theme Plan.

Mr. MacDonald made a motion to recommend the Planning Commission consider removing language prohibiting drive-thru restaurants from the overlay zone if that is consistent with the Master Plan. Mr. Wieber seconded the motion. The motion was approved unanimously by roll call vote.

Mr. MacDonald made a motion to authorize the DDA to investigate hiring a consultant to draft an amendment to the ordinance to update the language so it is consistent with the newly approved Village Theme Plan. Mr. Wieber seconded the motion. The motion was approved 7-1 by roll call vote, with Ms. Heiny-Cogswell dissenting.

Ms. Lubbert will follow up with details to see if the second motion needs to be amended.

Announcements and Adjournment

As there were no announcements, Chairperson Taylor adjourned the meeting at approximately 1:11 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: July 16, 2021

Minutes Approved:

September 10, 2021



To: DDA Board

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

Re: July – August 2021 Treasurer’s Report

Attached you will find the Treasurer’s Report for July – August 2021, unaudited.

No revenues were collected this cycle.

Expenditures from this cycle total \$39,867.70. Payments included general operating expenditures, Stadium Drive Shared Use Path work and easement recording fees, banner swap fees, the sun burst removal from the village monument sign, and landscaping fees.

Attachments: July – August 2021 Treasurer’s Report
Invoices

DOWNTOWN DEVELOPMENT AUTHORITY
Treasurer's Report July - August 2021
Unaudited

REVENUES	2021 Budget	Previous Activity	Activity this Period	Total Actual Revenue
Carryover	\$500,000.00	\$500,000.00	\$176,434.31	\$676,434.31
Property Tax Revenue	\$189,476.00	\$219,306.13	\$0.00	\$219,306.13
Misc (Personal Property Loss)	\$35,000.00	\$0.00	\$0.00	\$0.00
Interest Earned	\$1,000.00	\$145.56	\$251.82	\$397.38
TOTAL REVENUES	\$725,476.00	\$719,451.69	\$176,686.13	\$896,137.82

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	\$1,050.00	\$0.00	\$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>	<i>\$20,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$20,000.00</i>	<i>0.00%</i>
<i>DDA Executive Director</i>	<i>\$35,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$35,000.00</i>	<i>0.00%</i>
Accounting & Auditing Fees	\$3,000.00	\$1,450.00	\$800.00	\$2,250.00	\$750.00	75.00%
Legal Fees	\$2,000.00	\$120.00	\$0.00	\$120.00	\$1,880.00	6.00%
Legal Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Water	\$1,200.00	\$98.89	\$334.62	\$433.51	\$766.49	36.13%
Electric	\$600.00	\$311.93	\$85.47	\$397.40	\$202.60	66.23%
Outdoor Decorations	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
Repairs & Maintenance	\$17,500.00	\$3,706.60	\$3,706.60	\$7,413.20	\$10,086.80	42.36%
<i>Stadium Drive snow removal</i>	<i>\$2,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$2,000.00</i>	<i>0.00%</i>
<i>Banner rotation/storage/maintenance</i>	<i>\$2,000.00</i>	<i>\$760.00</i>	<i>\$760.00</i>	<i>\$1,520.00</i>	<i>\$480.00</i>	<i>76.00%</i>
<i>Lawn care and maintenance</i>	<i>\$12,500.00</i>	<i>\$2,946.80</i>	<i>\$2,946.60</i>	<i>\$5,893.40</i>	<i>\$6,606.60</i>	<i>47.15%</i>
<i>Millard's Way snow removal</i>	<i>\$1,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,000.00</i>	<i>0.00%</i>
Capital Outlay/Obligated Projects	\$747,792.00	\$15,539.31	\$34,941.01	\$50,480.32	\$697,311.68	6.75%
<i>Stadium Corner Project</i>	<i>\$1,356.00</i>	<i>\$0.00</i>	<i>\$500.00</i>	<i>\$500.00</i>	<i>\$1,356.00</i>	<i>0.00%</i>
<i>Stadium Drive Shared Use Path</i>	<i>\$681,436.00</i>	<i>\$35,006.56</i>	<i>\$34,441.01</i>	<i>\$69,447.57</i>	<i>\$611,988.43</i>	<i>10.19%</i>
<i>9th Street Sidewalk</i>	<i>\$30,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$30,000.00</i>	<i>0.00%</i>
<i>Façade grant program</i>	<i>\$10,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$10,000.00</i>	<i>0.00%</i>
<i>Car Charging Station</i>	<i>\$20,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$20,000.00</i>	<i>0.00%</i>
<i>OCC Wifi</i>	<i>\$5,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$5,000.00</i>	<i>0.00%</i>
Property Acquisition	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0.00%
TOTAL EXPENDITURES	\$896,642.00	\$23,276.73	\$39,867.70	\$63,144.43	\$833,497.57	7.04%

Actual Available Balance (Total Actual Revenue - Total Expenditure)	\$832,993.39
FUND EQUITY	\$44,054.69
TOTAL CASH BALANCE	\$877,048.08

SiegfriedCrandallPC

Certified Public Accountants & Advisors

14141

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: 104418
Client ID: 6870

Date: 12/31/2020

Payable upon receipt

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

J Frederickson - July and August bank reconciliations - 12 hours @ \$150	1,800.00
A Knafel - bank reconciliations - 4.75 hours @ \$125	593.75
Less: discount	(93.75)

Breakdown by fund:

101 - \$1,500
 107 - 100
 206 - 100
 207 - 100
 211 - 100
 249 - 100
 490 - 100
 491 - 100
 900 - 100

\$2,300
=====

New Charges:	\$2,300.00
Plus Prior Balance:	\$6,300.00
New Balance:	<u>\$8,600.00</u>

<u>12/31/2020</u>	<u>11/30/2020</u>	<u>10/31/2020</u>	<u>09/30/2020</u>	<u>08/31/2020+</u>
2,300.00	2,300.00	4,000.00	0.00	0.00

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

SiegfriedCrandallPC

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Fax 269-349-1344

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

Invoice Number: 106759
Client ID: 6870

Date: 07/31/2021
Payable upon receipt

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

J Frederickson (8.75 hours @ \$160) May and June bank reconciliations	1,400.00
S Bryer (5 hours @ \$210) DDA, SODA reports; Top line budget calculation	1,050.00
A Knafel (4 hours @ \$135) - bank account reconciliation assistance/research	540.00

Breakdown by fund:

- 101 - \$ ~~700~~ 790 - Per Elmitra 7/4/21
 - 107 - 200
 - 206 - 200
 - 207 - 200
 - 211 - 200
 - 249 - 200
 - 490 - 200
 - 491 - 200
 - SODA - 300
 - 900 - 500

~~\$2,900~~ 2,990
 =====

New Charges:	\$2,990.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$2,990.00</u>

<u>07/31/2021</u>	<u>06/30/2021</u>	<u>05/31/2021</u>	<u>04/30/2021</u>	<u>03/31/2021+</u>
2,990.00	0.00	0.00	0.00	0.00

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

SiegfriedCrandallPC

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

Invoice Number: 106652
Client ID: 6870

Date: 06/30/2021
Payable upon receipt

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

Ann - assistance with May cash reconciliations (2.50 hours @ \$135)	337.50
Less: discount	(277.50)
Joel - assistance with April cash - (2.50 hours @ \$160)	400.00
Steve - assistance with 5572, 5047, F-64 Forms - (3 hours @ \$210)	630.00
Steve - assistance with auditor spreadsheets, financial statement modifications (9 hours @ \$210)	1,890.00
Steve - assistance with 5 year spreadsheet modifications/updates (2 hours @ \$210)	420.00

Breakdown by fund:

101 - \$1,600	Gen ✓
107 - 200	Parks ✓
206 - 250	FD ✓
207 - 200	Police ✓
211 - 200	FD ✓
249 - 350	Bldg ✓
490 - 200	7 PW ✓
491 - 200	
900 - 200	DDA ✓

\$3,400
=====

PO#

14141

New Charges:	\$3,400.00
Plus Prior Balance:	\$2,300.00
New Balance:	<u>\$5,700.00</u>

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

PO 13144 \$ 2030.00
 PO 1427 \$ 6434.70

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

Invoice number 62443
 Date 08/05/2021

Project 2180386 STADIUM DRIVE-ONE WAY
 PATH

BILLING PERIOD: 6/27/21 TO 7/31/21

PROFESSIONAL SERVICES RELATED TO
 PROJECT CLOSEOUT ON RCKC 2020 PROJECT,
 SIDEWALK DESIGN 2021 PROJECT, OCBA DESIGN
 2021 PROJECT, AND EASEMENT NEGOTIATIONS
 2021 PROJECT

RCKC CONSTRUCTION ENGINEERING

SENIOR ENGINEER
 DDA SIDEWALK ENGINEERING

Hours	Rate	Billed Amount
17.50	116.00	2,030.00

PO 13144

SENIOR PROJECT MANAGER II
 ENGINEER
 OFFICE TECHNICIAN

Hours	Rate	Billed Amount
4.75	157.00	745.75
2.75	100.00	275.00
5.00	84.00	420.00

Binders
 Copies
 POSTAGE

Billed Amount
2.00
80.80
16.00

Phase subtotal 1,539.55

DDA SIDEWALK OCBA

CONSULTANT
 O' BOYLE COWELL BLALOCK &
 ASSOCIATES INC

Billed Amount
2,796.75

DDA SIDEWALK CONSTRUCTION ENGINEERING

ENGINEER
 OFFICE TECHNICIAN

Hours	Rate	Billed Amount
20.00	100.00	2,000.00
0.50	84.00	42.00

POSTAGE
 Miles

Billed Amount
6.00
50.40

Phase subtotal 2,098.40

Prein&Newhof

Engineers • Surveyors • Environmental • Laboratory

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

OSHTEMO CHARTER TOWNSHIP
Project 2180386 STADIUM DRIVE-ONE WAY PATH

Invoice

Invoice number 62443
Date 08/05/2021

Invoice total **8,464.70**

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

Melissa Rugg

From: Iris Lubbert
Sent: Monday, August 9, 2021 10:58 AM
To: Melissa Rugg
Cc: Marc Elliott
Subject: RE: Prein Invoice 62443
Attachments: Image_001.pdf

Hi Melissa,

I am unsure about the \$2,030 for the RCKC 2020 Project closeout... thinking that is Public Works? **Marc, please take a look and let us know.** But yes, the rest should definitely come out of PO 14127.

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: Melissa Rugg <mrugg@oshtemo.org>
Sent: Friday, August 6, 2021 9:41 AM
To: Iris Lubbert <ilubbert@oshtemo.org>
Subject: Prein Invoice 62443

Hi Iris!

Does this invoice all go to PO 14127?

Melissa

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Prein & Newhof

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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			18,857.25

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

Prein & Newhof

Engineers • Surveyors • Environmental • Laboratory

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

14121

Invoice

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

Invoice number 61969
 Date 07/02/2021
 Project 2180386 STADIUM DRIVE-ONE WAY
 PATH

BILLING PERIOD: 5/30/21 TO 6/26/21

PROFESSIONAL SERVICES RELATED TO
 SIDEWALK DESIGN

DDA SIDEWALK ENGINEERING

	Hours	Rate	Billed Amount
SENIOR TECHNICIAN IV	3.00	132.00	396.00
SENIOR PROJECT MANAGER	4.50	144.00	648.00
ENGINEER	20.00	100.00	2,000.00
OFFICE TECHNICIAN	7.00	84.00	588.00
			<u>Billed Amount</u>
Binders			0.50
Copies			19.80
PRINTS			367.00
POSTAGE			8.00
Miles			<u>8.40</u>
		Phase subtotal	<u>4,035.70</u>

DDA SIDEWALK CONSTRUCTION ENGINEERING

	Hours	Rate	Billed Amount
ENGINEER	7.00	100.00	700.00
			<u>Billed Amount</u>
Miles			<u>14.40</u>
		Phase subtotal	<u>714.40</u>

Invoice total **4,750.10**

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



5757 E. Cork St, Kalamazoo, MI 49048
 Phone: 800.422.3030 Fax: 269.381.0999

Remit to: **SIGN ART INC. / DRAWER #2476**
PO BOX 5935, TROY, MI 48007-5935

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

INVOICE 008512
Invoice Date 7/12/2021
Sales Order 0007425
Quotation # 0009923
Customer PO BANNER SWAP
Customer ID OT04
Salesperson Steve VanderSloot

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

ATTENTION

CONTACT IRIS LUBBERT

Item	Qty	UM	Description of Work	Price	Extension
003	1.00	EA	BANNER SWAP - 3 (JULY)	\$380.00	\$380.00
Using one (1) man and 30' bucket truck, removed from SignArt inventory and reinstalled customer provided 2'6" x 5'0" banners. Swapped out existing banners located on various utility poles in the village district. Returned existing banners to SignArt inventory.					

SignArt, Inc. Is An Equal Opportunity Employer

* indicates a taxed item

AMOUNT DUE UPON RECEIPT

ALL ACCOUNTS PAST DUE MORE THAN 10 DAYS WILL BE SUBJECT TO A SERVICE CHARGE OF 1 1/2% PER MONTH ON THE UNPAID BALANCE (18% per annum).

IN THE EVENT THIS INVOICE IS PLACED FOR COLLECTION OR IF COLLECTED BY SUIT, REASONABLE ATTORNEY'S FEES AND/OR COLLECTION COSTS SHALL BE ADDED.

PLEASE REMIT PAYMENT TO:
SIGN ART INC.
DRAWER #2476
PO BOX 5935
TROY, MI 48007-5935

Total Amount: \$380.00



5757 E. Cork St, Kalamazoo, MI 49048
 Phone: 800.422.3030 Fax: 269.381.0999

Remit to: SIGN ART INC. / DRAWER #2476
 PO BOX 5935, TROY, MI 48007-5935

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

ATTENTION *Accounts Payable*

13679

INVOICE 007666
 Invoice Date 1/26/2021
 Sales Order 0007425
 Quotation # 0009923
 Customer PO BANNER SWAP
 Customer ID OT04
 Salesperson Steve VanderSloot

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

CONTACT IRIS LUBBERT

Item	Qty	UM	Description of Work	Price	Extension
001	1.00	EA	BANNER SWAP - 1 (JAN)	\$380.00	\$380.00

Using one (1) man and 30' bucket truck, removed from SignArt inventory and reinstalled customer provided 2'6" x 5'0" banners. Swapped out existing banners located on various utility poles in the village district. Returned existing banners to SignArt inventory.

just a reminder... amount due!

SignArt, Inc. Is An Equal Opportunity Employer

* indicates a taxed item

AMOUNT DUE UPON RECEIPT

ALL ACCOUNTS PAST DUE MORE THAN 10 DAYS WILL BE SUBJECT TO A SERVICE CHARGE OF 1 1/2% PER MONTH ON THE UNPAID BALANCE (18% per annum).

IN THE EVENT THIS INVOICE IS PLACED FOR COLLECTION OR IF COLLECTED BY SUIT, REASONABLE ATTORNEY'S FEES AND/OR COLLECTION COSTS SHALL BE ADDED.

PLEASE REMIT PAYMENT TO:
 SIGN ART INC.
 DRAWER #2476
 PO BOX 5935
 TROY, MI 48007-5935

Total Amount:

\$380.00

Thank you!

Vandermay Construction Company, Inc.

302 West Vine Street
 Kalamazoo, MI 49001

Invoice

Date	Invoice #
4/2/2021	4672

Bill To
Oshtemo DDA 7275 West Main Street Kalamazoo, mi 49009

Ship To
Oshtemo Village sign per quote dated 1-27-2021 Starburst removal/patch

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			4/2/2021			
Quantity	Item Code	Description			Price Each	Amount
	05 Masonry	Contract amount and work completed to date			500.00	500.00
					Total	\$500.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/04/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lighthouse Insurance Group, Inc. 527 S Rose St Kalamazoo MI 49007		CONTACT NAME: Chris Armstrong PHONE (A/C, No, Ext): (269) 381-4643 FAX (A/C, No): (269) 381-0827 E-MAIL ADDRESS:	
INSURED Vandermay Construction Co Inc 302 W Vine St Kalamazoo MI 49001-2648		INSURER(S) AFFORDING COVERAGE INSURER A: Michigan Millers Mutual Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 14508	

COVERAGES**CERTIFICATE NUMBER:** 21-22 Master**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			C0124392	03/02/2021	03/02/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			C0124392	03/02/2021	03/02/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			L0104846	03/02/2021	03/02/2022	COMBINED SINGLE LIMIT (Ea occurrence) \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	W0509569	03/02/2021	03/02/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

If Special Provisions Apply, Endorsements Will Be Attached.

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Vandermay Construction Co., Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
302 West Vine Street

6 City, state, and ZIP code
Kalamazoo, MI 49001

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

or

Employer identification number

3	8	-	1	9	0	9	4	4	1
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ 

Date ▶ **8-9-2021**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

13685

S&T Lawn Service Inc.

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

Invoice

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

Date:	6/30/2021
Invoice #:	18651
Terms:	Net 15

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

<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
6/3/2021	Lawn Mowing & Trimming	1	0.00	0.00
6/10/2021	Lawn Mowing & Trimming	1	0.00	0.00
6/17/2021	Weeding of stone and/or bark areas	1	0.00	0.00
6/17/2021	Lawn Mowing & Trimming	1	0.00	0.00
6/24/2021	Lawn Mowing & Trimming	1	0.00	0.00
6/30/2021	Monthly Lawn Maintenance - Village Corner Plaza	1	605.00	605.00

Total	\$605.00
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13655

S&T Lawn Service Inc.

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

Invoice

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

Date:	6/30/2021
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Invoice #:	18652
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Terms:	Net 15
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Regarding:	Millards Way
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<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
6/4/2021	Lawn Mowing & Trimming	1	0.00	0.00
6/11/2021	Lawn Mowing & Trimming	1	0.00	0.00
6/18/2021	Lawn Mowing & Trimming	1	0.00	0.00
6/25/2021	Lawn Mowing & Trimming	1	0.00	0.00
6/30/2021	Monthly Lawn Maintenance -Millards Way	1	564.00	564.00

Total	\$564.00
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S&T Lawn Service Inc.

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

Invoice

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

Date:	7/30/2021
Invoice #:	19166
Terms:	Net 15

Regarding:	Millards Way
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<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
7/1/2021	Lawn Mowing & Trimming	1	0.00	0.00
7/8/2021	Lawn Mowing & Trimming	1	0.00	0.00
7/15/2021	Lawn Mowing & Trimming	1	0.00	0.00
7/22/2021	Lawn Mowing & Trimming	1	0.00	0.00
7/29/2021	Weeding of stone and/or bark areas	1	0.00	0.00
7/30/2021	Lawn Service - Monthly Installment	1	564.00	564.00

Total	\$564.00
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S&T Lawn Service Inc.

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

Invoice

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

Date:	7/30/2021
Invoice #:	19167
Terms:	Net 15

Regarding:	Village Corner
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<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
7/5/2021	Lawn Mowing & Trimming	1	0.00	0.00
7/12/2021	Lawn Mowing & Trimming	1	0.00	0.00
7/19/2021	Lawn Mowing & Trimming	1	0.00	0.00
7/26/2021	Lawn Mowing & Trimming	1	0.00	0.00
7/30/2021	Weeding of stone and/or bark areas	1	0.00	0.00
7/30/2021	Lawn Service - Monthly Installment	1	605.00	605.00

Total	\$605.00
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September 10, 2021



To: DDA Board

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

Re: Consideration of VC and Village Form Based Code Amendment Proposal

Per the DDA Board's request, Wade Trim has submitted a proposal for \$12,500 to prepare amendments to the Oshtemo Township Zoning Ordinance that implement the recommendations outlined in the 2019 Village Theme Development Plan Update. The Board is requested to consider the attached proposal at their regular September 16th meeting. If approved, no budget amendment is needed and the existing DDA's Consultant budget will be utilized

Attachments: Proposal for Professional Assistance to Prepare Zoning Ordinance Amendments As Recommended by the 2019 Village Theme Development Plan Update



September 9, 2021

Oshtemo Charter Township
7275 W. Main Street
Kalamazoo, MI 49009

Attention: Downtown Development Authority

Re: Proposal for Professional Assistance to Prepare Zoning Ordinance Amendments
As Recommended by the 2019 Village Theme Development Plan Update

Dear DDA Board Members:

As requested, we are providing a Scope of Work and Cost Estimate to assist the Downtown Development Authority (DDA) in the preparation of amendments to the Oshtemo Township Zoning Ordinance. These amendments are intended to implement the recommendations outlined in the 2019 Village Theme Development Plan Update – a plan guiding future growth and development of the DDA District surrounding Stadium Drive and 9th Street. As you may recall, Wade Trim assisted the DDA in the preparation of this update to the Village Theme Development Plan.

Scope of Work

The specific zoning ordinance amendment recommendations are outlined in the Implementation chapter of the Village Theme Development Plan (pages 49-51). These recommendations provide the basis for our scope of work for this project, which is as follows:

1. Build-To-Line Table (Table 34.2): Wade Trim will develop amendments allowing flexibility on the required build-to-lines to permit consistency with established setbacks of neighboring developments and allow for limited vehicular access/parking.
2. Street Types and Standards (Section 34.70, A-C): We will prepare amendments to largely eliminate the requirements of this section. Instead, we will develop language that refers to the street circulation and design standards outlined within the Village Theme Plan.
3. Other Street Design Standards & Access Management (Section 34.70, D-E): Wade Trim will prepare amendments to largely eliminate the street design standards which are outside of the Township's jurisdiction (i.e., RCKC jurisdiction). We will review and prepare amendments, as necessary, to the standards controlling the interface between the private realm and public street, such as clear vision, sidewalk crossings/pass-throughs, required streetscape improvements, and access management standards.
4. Parking Setbacks (Section 34.80, B): We will prepare amendments that incorporate flexibility to allow limited vehicular access and parking within the front and side yards (one stall only). Additionally, we will develop amendments that require public benefits, such as enhanced landscaping, to be provided and design standards to be followed if vehicular access/parking is provided in front.
5. Drive Throughs (Section 34.80, B, 6): We will prepare amendments to eliminate special use approval for drive-throughs, unless allowed only as a special use in the underlying zoning district. We will also prepare amendments to allow drive-throughs in the side yards only, including design standards to be followed if drive-throughs are within in the side yard.

6. Density (multiple sections): We will prepare amendments that increase the maximum allowable density from eight dwelling units per acre to as much as 12 to 15 dwelling units per acre. These density “bonuses” are likely to be implemented only within certain portions of the Village (i.e., Village Core and Village Fringe). We will prepare supplementary language on eligibility and minimum requirements to qualify for a density bonus.
7. Modifiable Standards (multiple sections): We will review the Village Form-Based Code Overlay Zone (Article 34) to identify where the Planning Commission should be given additional authority to modify standards. We will prepare supplementary language on eligibility and minimum requirements to qualify for such modifications.
8. Wade Trim will conduct a detailed review of the Village Commercial District (Article 19) and Village Form-Based Code Overlay Zone (Article 34) to identify any additional amendments that:
 - Are necessary to eliminate conflicting language. (For example, most of the development standards of the VC District conflict with the development standards of the Form-Based Code Overlay Zone.)
 - Are necessary to accomplish the scope items listed above.
 - Would support the overall recommendations of the Village Theme Plan.

Following the review, we will prepare the zoning ordinance amendment language, as necessary.

As recommended by the Village Theme Plan, our scope of work does not include the elimination or significant alterations to the overall structure of the Village Form-Based Code Overlay Zone.

We will present the proposed amendments in an easy-to-use report format that contains the existing ordinance language, while highlighting the language that is proposed to be deleted and the language that is proposed to be added.

Process / Meetings / Schedule

We recommend the Downtown Development Authority appoint a working committee, comprised of a combination of DDA, Planning Commission and/or Township Board members, to provide guidance to Wade Trim throughout this effort. Wade Trim will meet (in-person) with the working committee on not more than three (3) occasions to review the proposed zoning ordinance amendments.

After the recommended amendments are finalized, we will assemble a complete draft of proposed amendments and provide it to the Downtown Development Authority (Word and Adobe PDF formats). We anticipate completing this process within an approximately 4-to-5-month timeframe.

Cost Estimate

Wade Trim proposes to complete the above-described scope of work for a **lump sum fee of \$12,500**. This cost includes Wade Trim’s attendance (in-person) at up to three (3) working committee meetings. This cost is also inclusive of all project related expenses, such as copies, travel costs, and shipping.

Adoption Process (not included in our scope/cost)

We understand that the Downtown Development Authority intends to forward the finalized amendments report to the Planning Commission for their consideration and action. Ultimately, the Planning Commission would need to schedule and hold a public hearing on the proposed amendments and would provide a recommendation of adoption to the Township Board. The Township Board has final authority for adopting the amendments.

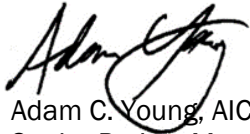
Our scope of work and cost does not include effort to prepare revisions or additional amendments requested by the Planning Commission or Township Board, nor the effort to attend additional meetings

with the Planning Commission or Township Board. The Township can either handle these revisions and meetings on their own, or the Township may request us to assist. Depending on the scope of the changes and number of meetings requested, we would provide a cost estimate for the Township's or DDA's consideration and approval.

We look forward to working with the Downtown Development Authority on this important project. If you have any questions concerning the work plan, please contact us.

Very truly yours,

Wade Trim Associates, Inc.



Adam C. Young, AICP
Senior Project Manager

ACY:lkf
AAA 8140-21
20210909_DDABoardMembers-Ltr.docx

cc: Ms. Iris Lubbert, AICP
Planning Director for Oshtemo Charter Township

September 10, 2021



To: DDA Board

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

Re: Consideration of Holiday Décor Proposal

Naylor Landscaping's renewal proposal for decorating the 9th and Stadium corner park is attached for the DDA Board's review. The work proposed comes to \$4,440.30 which is under the \$5,000 budgeted for this project.

Attachments: Holiday Décor Proposal

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
Your Current Display (Items Installed Last Season (Early Installation Incentive 6/30/2021 SAVE 20.00%))						
Tree/Shrub Light						
<input type="checkbox"/>	T Canopy w/ Mini LED 6"	Three Small Crabapples Canopies	Green LED	R	\$324.00	\$259.20
<input type="checkbox"/>	T Canopy w/ Mini LED 6"	Add to Everest Tree	Red LED	R	\$360.00	\$288.00
<input type="checkbox"/>	T Canopy w/ Mini LED 6"	Two 3" cal. Oak Tree Canopies	Cool White LED	R	\$360.00	\$288.00
<input type="checkbox"/>	T Trunk Wrap w/ Mini LED	Two 3" cal. Oak Trees	Red LED	R	\$156.00	\$124.80
<input type="checkbox"/>	T Trunk Wrap Mini 3.5 LED	Three Small Crabapple Trunks	Cool White LED	R	\$164.00	\$131.20
Ground						
<input type="checkbox"/>	Stake Lighting C9 15" LED	Oaval Bed in Front of Sign (WW/R)	Custom LED	R	\$239.97	\$191.98
Garland						
<input type="checkbox"/>	Deluxe Unlit 14" w/Picks	14" Deluxe Garland with Picks & Orn. Picks on Sign		R	\$410.40	\$328.32
Electrical						
<input type="checkbox"/>	Timer - Digital	Digital Timer		R	\$132.00	\$105.60
Displays						
<input type="checkbox"/>	Tree of Lights 9ft	9ft. Animated Tree	Red LED	R	\$600.00	\$480.00
Ornaments						
<input type="checkbox"/>	100 MM Classic Red, w/UV protector	For Everest Tree		R	\$282.00	\$225.60
<input type="checkbox"/>	100 MM Classic Silver, w/UV protection	For Everest tree		R	\$282.00	\$225.60
<input type="checkbox"/>	100 MM Satin Gold, w/UV protection	For Everest tree		R	\$270.00	\$216.00
Tree-Outdoor						
<input type="checkbox"/>	12 FT BRECKENRIDGE LED TREE	12ft Pre-Lit Everest Tree -Slin add Gold Decomesh		R	\$1,970.00	\$1,576.00
Reinstallation Total					\$5,550.37	\$4,440.30
Sales Tax					\$0.00	\$0.00
YOUR Total					\$5,550.37	\$4,440.30

Your savings for an early installation: \$(1,110.07)

Payment Options: Deposit Requested	\$2,775.19	\$2,220.15
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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 ask your Christmas Decor Decorating Consultant about *Elf Dollars*, or call our office with additional questions.

Please tell us how we can improve your service at www.naylorlandscape.com. To contact the corporate office 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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*By renewing your entire display each season, you qualify for *Elf Dollar* redemption. This program is only available through participating franchises. Some exceptions may apply.

*Loyalty Incentive pertains only to items that were displayed in the previous year.

Service Is Included

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

Service Call Policy

Christmas Decor guarantees that your display will be functioning and looking great at the completion of installation. If you see that anything 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 your display working properly.

Scheduling, Incentives, and Approvals

Our schedule fills very quickly. Please initial check boxes for approved items and sign. Please call, mail, e-mail or fax in your order as soon as possible for timely scheduling and early incentives (if applicable).

Client Signature: _____

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. To contact the corporate office
www.christmasdecor.net.

September 10, 2021



To: DDA Board

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

Re: CIP Discussion

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 Townships CIP includes a section for the DDA.

At the DDA's last meeting, the DDA's budget for 2022 was discussed and submitted to the Township Board for consideration. The next step is taking the proposed 2022 budget and projecting project decisions forward. A drafted CIP is attached for the Board's consideration. For reference the DDA's current proposed 2022 budget is also attached.

Attachments: Proposed CIP
Proposed 2022 DDA Budget

DDA CIP PLAN (2022-2027)

	2021 Budgeted	2021 Actual*	CAPITAL IMPROVEMENT PLAN	2022 - 2027 ILLUSTRATIVE CAPITAL IM		
			2022	2023	2024	2025
REVENUES:						
Property tax captures	\$ 189,476.00	\$ 219,306.13	\$ 200,000.00	\$ 204,000.00	\$ 208,080.00	\$ 212,241.60
Interest	\$ 1,000.00	\$ 397.82	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
Total Revenues:	\$ 190,476.00	\$ 219,703.95	\$ 201,000.00	\$ 205,020.00	\$ 209,120.40	\$ 213,302.81
EXPENDITURES:						
Operating expenditures	\$ 26,850.00	\$ 23,550.00	\$ 27,550.00	\$ 28,101.00	\$ 28,663.02	\$ 29,236.28
Consultants	\$ 55,000.00	\$ 13,500.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Holiday Décor	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Capital expenditures:	\$ 747,792.00	\$ 702,792.00	\$ 45,000.00	\$ 610,000.00	\$ 10,000.00	\$ 10,000.00
Corner Site Improvements/Parking	\$ 1,356.00	\$ 1,356.00	\$ -	\$ -	\$ -	\$ -
Stadium Drive Shared Use Path	\$ 681,436.00	\$ 681,436.00		\$ 600,000.00		
9th St Path	\$ 30,000.00	\$ -	\$ 30,000.00		\$ -	
OCC Wifi	\$ 5,000.00	\$ -	\$ 5,000.00			
Car Charging Station	\$ 20,000.00	\$ 20,000.00				
Façade Improvement Program	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Property Acquisition	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 60,000.00
Total Expenditures:	\$ 894,642.00	\$ 744,842.00	\$ 157,550.00	\$ 663,101.00	\$ 123,663.02	\$ 124,236.28
FUND BALANCE:						
Net change in fund balance	\$ (704,166.00)	\$ (525,138.05)	\$ 43,450.00	\$ (458,081.00)	\$ 85,457.38	\$ 89,066.53
Beginning fund balance (Estimated)	\$ 920,900.94	\$ 885,900.94	\$ 360,762.89	\$ 404,212.89	\$ (53,868.11)	\$ 31,589.27
Ending Fund Balance:	\$ 216,734.94	\$ 360,762.89	\$ 404,212.89	\$ (53,868.11)	\$ 31,589.27	\$ 120,655.80

*based on July August 2021 Treasurer report + staff projection

PROVEMENTS PLAN	
2026	2027
\$ 216,486.43	\$ 220,816.16
\$ 1,082.43	\$ 1,104.08
\$ 217,568.86	\$ 221,920.24
\$ 29,821.01	\$ 30,417.43
\$ 20,000.00	\$ 20,000.00
\$ 5,000.00	\$ 5,000.00
\$ 10,000.00	\$ 10,000.00
\$ -	\$ -
\$ 10,000.00	\$ 10,000.00
\$ 60,000.00	\$ 60,000.00
\$ 124,821.01	\$ 125,417.43
\$ 92,747.86	\$ 96,502.82
\$ 120,655.80	\$ 213,403.66
\$ 213,403.66	\$ 309,906.47

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Approved 2022 DDA Budget
approved by DDA on 7-15-2021

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
TOTAL REVENUES	\$ 725,000.00	\$ 274,210.00	\$ 889,140.43	\$ 201,000.00

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
Assistance 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	\$ -	\$ -	\$ -	\$ 2,000.00
Holiday Décor	\$ 5,000.00	\$ 4,999.89	\$ 5,000.00	\$ 5,000.00
Capital Outlay/Obligated Projects	\$ 460,000.00	\$ 168,767.61	\$ 747,792.00	\$ 45,000.00
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 improvement	\$ 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	\$ -
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 easement 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	\$ -	\$ -
TOTAL EXPENDITURES	\$ 732,500.00	\$ 274,210.00	\$ 894,642.00	\$ 157,550.00

September 10, 2021



To: DDA Board

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

Re: Project Update: Stadium Drive Sidewalks

Ryan Russell with Prein&Newhof will provide an update to the DDA Board on this project at their regular September 16th meeting.

September 10, 2021



To: DDA Board

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

Re: Project Update: Car Charging Stations

Josh Owens will provide an update to the DDA Board on this project at their regular September 16th meeting.