



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**

November 21, 2019
12:00 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: September 19th and October 10th special meeting
4. Treasurer's Report:
 - a. September – October 2019 (unaudited)
5. Streetscape Update:
 - a. Corner property development (OCBA presentation)
 - b. Street light conversion to LED discussion (Mr. Skalski to give update)
6. Village Theme Development Plan Update
7. 2020 Meeting Dates
8. Announcements and Adjournment

Next Meeting **Thursday, January 16, 2020**

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

MINUTES OF THE MEETING HELD SEPTEMBER 19, 2019

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, September 19, 2019. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview.

Members present: Grant Taylor, Bill Cekola, Themis Corakis, Libby Heiny-Cogswell, Dick Skalski and Ryan Wieber.

Members absent: Bruce Betzler, Julie Hite, Mike Lutke, Rich MacDonald, Jack Siegel.

Also present: Julie Johnston, Oshtemo Township Planning Director, Martha Coash, Meeting Transcriptionist and Brett Riggins, guest.

Approval of Agenda

Ms. Johnston noted that Mr. Riggins wished to speak to the board about Chime School and she wanted to discuss holiday decorations for the corner of Stadium and 9th Street and asked that they be added to the agenda at the end of the meeting.

Chairperson Taylor asked for a motion to approve the agenda as presented with the two requested additions.

Mr. Wieber moved to approve the agenda as amended. Mr. Skalski seconded the motion. The motion passed unanimously.

Approval of Minutes

Chairperson Taylor asked if there were additions or corrections to the minutes of the regular meeting of July 18, 2019.

Hearing none, he asked for a motion.

Mr. Skalski moved to approve the Minutes of the Regular Meeting of July 18, 2019 as presented, with the correction as noted. Mr. Wieber seconded the motion. The motion carried unanimously.

Treasurer's Reports for July - August, 2019 (unaudited)

Ms. Johnston reported the main expenditures for the period of July - August, 2019 were related to the corner property improvements and the Stadium Drive sidewalk. Additional administrative expenses related to staff costs and accounting and legal fees

were also invoiced during this timeframe. Maintenance costs associated with the Community Center and weed control at the corner property were also included.

The Chair said the fund balance of more than \$900,000 will cover both the corner improvements and sidewalk project. The state check related to personal property loss has not yet been received so the balance should still increase by approximately \$40,000, which was the amount received last year.

Mr. Wieber moved to approve the Treasurer's Reports for July - August, 2019 as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

Streetscape Update

a. Corner Property Development

i. Construction Update

Ms. Johnston told members that per the approval of the DDA, a contract was signed with Cripps Fontaine Excavating, Inc. for a total of \$194,500 and a charge of \$30 a cubic yard for removal and replacement of any unsatisfactory soils, if found. OCBA met with Staff, the DDA Chair, and a representative from Cripps Fontaine on site on September 5th for a pre-construction meeting. Cripps Fontaine has begun construction.

Approval of the final permits from the Road Commission of Kalamazoo County to complete work within the right-of-way were received with minor changes. The biggest change was to the elevation which needs to be moved back about four feet in order to provide a swale behind the sidewalk to accommodate Road Commission concerns about snow removal and storm water runoff.

She said Staff was able to secure a temporary cross access agreement with the Church to allow Cripps Fontaine to utilize the old car wash property as a staging area for construction. The temporary agreement has been signed by all parties and recorded with Kalamazoo County. The OCBA, Cripps Fontaine, and the Church have copies of the recorded document. A member of the Church attended the pre-construction meeting and walked the site with the project team. Pictures were taken to document the condition of the parcel prior to construction.

Ms. Johnston said Prein and Newhof are investigating the discovery of a monitoring well that was abandoned inappropriately; it will likely need to be filled and will cost a little extra to be done; Prein and Newhof will ensure it is done correctly. She will check to see if a contingency is available for the added cost.

She noted a final decision on the color of the three park benches needed to be made from a selection of color options provided by OCBA so the benches can be ordered in a timely manner.

The group felt the color should be consistent with the black bench located in front of the community building. They were unsure of the construction material. Their preference was for black if metal is used, but if they are constructed of recycled plastic black is not an available option, so in that case they would opt for gray.

Mr. Corakis moved to approve black as the color for the three benches if they are constructed from metal; gray if they are made of recycled plastic. Mr. Skalski seconded the motion. The motion carried unanimously.

Mr. Corakis noted the sprinkler system would need to be out of the right of way.

Ms. Heiny-Cogswell asked that a complete set of the contract document and specs be provided to the Township for its records.

ii. Property Line Re-Description Update

Ms. Johnston said Prein & Newhof have been contacted to finalize the new legal descriptions for the property swap with the church. An application has been completed and will be sent to the Church representatives for signatures as soon as the legal descriptions are completed. It is hoped we will have the Church's signature and the application submitted by mid-October. It was noted the area within the new property line will be seeded with grass.

b. Car Wash Property

i. Property Negotiation Update

Ms. Johnston reported Mr. Selkirk, the church representative, signed the temporary cross-access agreement to provide access during construction. The church considered the new DDA proposal for purchase of the property as too low. The offer was \$92,000 plus closing costs and consideration for the \$30,000 the DDA spent on behalf of the church for their share of the demolition of the car wash. They felt the acquisition would be a benefit to the DDA and the Township and that the church should receive what they believe is the true value of about \$220,000.

The parking cross-access agreement does not extend past the construction period as it was hoped agreement could be reached on the property purchase.

The Chair said once construction work is done, we will talk with the church again.

c. **Stadium Drive Nonmotorized Update**

Ms. Johnston indicated the Stadium Drive nonmotorized project is progressing in a timely manner to meet an anticipated construction start in spring of 2021. Prein and Newhof provided these updates:

- The location of the path from the edge of the road has been agreed upon by the Road Commission of Kalamazoo County for the required right-of-way permit.
- Based on this agreement, three new temporary easements have been added to the project to ensure that driveways are reconstructed properly.
- Transportation Alternative Program (TAP) funded projects follow the Michigan Department of Transportation (MDOT) letting schedule which will require the project grant application to be submitted by September 30th.
- Easement acquisition and design continues as the project moves towards construction.

Chairperson Taylor said a grant was submitted for the 2020/21 grant cycle. It is expected sidewalks from 11th Street to Quail Run will be built in 2020 with the balance completed in 2021.

Ms. Heiny-Cogswell said two permanent easements are needed for the area between 8th and 11th streets and requested a set of plans for that stretch.

d. **Street Light Conversion to LED Discussion**

Chairperson Grant explained the Township is moving to convert street lights to LED. As lights fail, the Township is on a program to do the conversion to LED, but would like to accelerate the program. They are wondering if the DDA might be able to assist with conversion costs within the DDA.

The group was interested but wanted to have a calculation of the total cost of the project and the proportion of the lights/cost within the DDA area, which will be brought to the November meeting.

Village Theme Development Plan Updates

Ms. Johnston reported the Planning Commission reviewed and had a good discussion about the Village Theme Development Plan at its September 12 meeting.

The group leaned toward providing some flexibility from the Form Based Code in order to spur growth and development, but asked for more information for further discussion at their next meeting. They intend to come to conclusion and forward their findings to the Township Board for a decision.

Announcements and Adjournment

Ms. Johnston noted the corner project should be done ahead of the holiday season and asked whether the group wished to provide decorations this year.

After discussion it was agreed to provide lights on the sign only this year; Chairperson Taylor asked for a motion.

Mr. Corakis moved to approve a maximum budget of \$1000 to provide holiday lights on the sign at the corner to be in place December 1 – January 1. Mr. Skalski seconded the motion. The motion carried unanimously.

This prompted a discussion of the need for conduit under the sidewalk and an outlet for decorative lighting.

Mr. Skalski moved to approve a change order to provide conduit under the sidewalk and an outlet for decorative lighting. Mr. Corakis seconded the motion. The motion carried unanimously.

Mr. Brett Riggins, Connecthomebuyers.com, a small local residential development business, told the Board of his interest in preserving Chime School, one of the last historic buildings within the DDA. He would like to combine preservation with the development of 2 bedroom/1 bath apartments within the building and wondered if there might be interest and financial support for the project from the DDA.

The group was enthusiastic, and asked him to develop written materials with specifics to be reviewed by a sub-committee.

Chairperson Taylor and Ms. Johnston will be joined by volunteers Mr. Corakis and Mr. Cekola to the sub-committee. Absent members will be contacted to determine their interest in joining the sub-committee. They will meet with Mr. Riggins October 3 at noon.

There being no further business, Acting Chairperson MacDonald adjourned the meeting at 1:06 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: September 21, 2019

Minutes Approved:

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

MINUTES OF THE MEETING HELD OCTOBER 10, 2019

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, October 10, 2019. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview.

Members present: Grant Taylor, Bill Cekola, Themis Corakis, Mike Lutke, Rich MacDonald, Jack Siegel, and Dick Skalski.

Members absent: Bruce Betzler, Libby Heiny-Cogswell, Julie Hite, and Ryan Wieber.

Also present: Julie Johnston, Oshtemo Township Planning Director and Martha Coash, Meeting Transcriptionist.

Approval of Agenda

Chairperson Taylor asked for a motion to approve the agenda.

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

6667 Stadium Drive Redevelopment Discussion

Ms. Johnston noted Mr. Brett Riggins, Connecthomebuyers.com, a small local residential development business, attended the last Board meeting to express his interest in preserving Chime School, located at 6667 Stadium Drive, one of the last historic buildings within the DDA. He would like to combine preservation with the development of 2 bedroom/1 bath apartments within the building and wondered if the DDA would be interested in financially supporting the project with a \$380,000 loan.

A sub-committee was formed to consider his request and met last week. It was indicated to the developer that a loan of that size was not feasible due to the DDA's current commitments. The developer's current request is for the DDA to purchase the property from the current owner, complete needed roof repairs, and then sell the property to the developer for \$1.00 to complete the rehabilitation.

Ms. Johnston provided a list of the DDA's current financial commitments to assist with deliberations. She noted the sale price negotiated by Connect.Homebuyers is \$100,000. The cost for a new roof will be approximately \$70,000. She said based on the increase in TIF revenue, this investment would be paid back in approximately eight to nine years. If the DDA covered only the cost of the building purchase, the repayment in TIF dollars would be approximately five years.

Ms. Johnston told the Board that discussion of a possible property purchase could be held in closed session if desired.

Mr. Skalski moved to go to closed session for the purpose of property purchase discussion. Mr. Siegel seconded the motion. The motion passed unanimously.

The meeting moved to closed session at 12:02 p.m. for discussion of possible property purchase.

Mr. Skalski moved to return to open session. Mr. MacDonald seconded the motion. The motion passed unanimously.

The meeting returned to open session at 12:30 p.m.

Ms. Johnston was directed to write a letter to the developer to include the following:

1. The group was very enthusiastic about the possibility of renovation and redevelopment to historical standards of the Chime School building and they support continued evaluation. However, they need more information. They are concerned about the condition of the property and encourage the developer to consult with a structural engineer to evaluate structural conditions and an environmental firm to determine what environmental remediation is needed.
2. They would like to see an updated proforma that addresses more concrete figures for sale price, tax capture, water/sewer hookup, tax credits, parking improvements, and site plan costs based on studies/quotes.
3. A soft letter of intent from a lender is requested.
4. A recommendation that temporary measures be taken to cover the roof in order to get through the winter.

There being no further business, Acting Chairperson MacDonald adjourned the meeting at approximately 12:50 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: October 12, 2019

Minutes Approved:



November 12, 2019

To: DDA Board

From: Themis Corakis, Treasurer

Re: Treasurer's Report

Attached you will find the Treasurer's Report for September - October 2019, unaudited.

The main expenditures for this two-month period are related to the corner property improvements and the Stadium Drive sidewalk. We received our first invoice request from the contractor in the amount of \$41,870.70 and two additional invoices from OCBA.

An expense that was applied to the DDA budget that was unexpected was a repayment to the County for taxes collected in error. An invoice is attached for the DDA's review, which totals \$11,224.12. The Township captured mills from the Juvenile Home fund that were not ours to capture.

Additional administrative expenses related to accounting fees and maintenance costs associated with the Community Center.

The DDA did receive additional revenue in the amount of \$7,855.89 in interest earned.

Attachment: September – October budget spreadsheet
Invoices

DOWNTOWN DEVELOPMENT AUTHORITY
Treasurer's Report September - October, 2019
unaudited

REVENUES	2019 Budget	Previous Activity	Activity this Period	Available Balance
Carryover	\$457,250.00	\$0.00	\$0.00	\$457,250.00
Current Real Property Tax	\$106,000.00	\$126,216.65	\$0.00	\$126,216.65
Miscellaneous	\$40,000.00	\$0.00	\$0.00	\$0.00
Interest Earned	\$3,000.00	\$0.00	\$7,855.89	\$7,855.89
TOTAL REVENUES	\$606,250.00	\$126,216.65	\$7,855.89	\$591,322.54

EXPENDITURES	2019 Budget	Previous Activity	Activity this Period	Total Activity	Available Balance per Original Budget	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	\$750.00	\$750.00	\$0.00	\$750.00	\$0.00	100.00%
Consultants	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%
Accounting & Auditing Fees	\$2,000.00	\$1,050.00	\$200.00	\$1,250.00	\$750.00	62.50%
Legal Fees	\$2,000.00	\$322.50	\$0.00	\$322.50	\$1,677.50	16.13%
Legal Notices	\$500.00	\$60.00	\$0.00	\$60.00	\$440.00	12.00%
Miscellaneous	\$0.00	\$0.00	\$11,224.12	\$11,224.12	-\$11,224.12	0.00%
Repairs & Maintenance	\$8,000.00	\$1,336.89	\$536.00	\$1,872.89	\$6,127.11	23.41%
<i>Banner rotation/storage/maintenance</i>	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
<i>Lawn care and maintenance</i>	\$4,000.00	\$1,192.00	\$536.00	\$1,728.00	\$2,272.00	43.20%
<i>Millard's Way snow removal</i>	\$2,000.00	\$144.89	\$0.00	\$144.89	\$1,855.11	7.24%
Capital Outlay/Obligated Projects	\$510,000.00	\$46,833.42	\$56,547.12	\$103,380.54	\$406,619.46	20.27%
<i>Corner site improvement construction</i>	\$400,000.00	\$0.00	\$41,870.70	\$41,870.70	\$358,129.30	10.47%
<i>Corner site improvement construction docs & admin</i>	\$70,000.00	\$39,816.97	\$4,229.20	\$44,046.17	\$25,953.83	62.92%
<i>Stadium Drive sidewalk documents</i>	\$30,000.00	\$7,016.45	\$10,447.22	\$17,463.67	\$12,536.33	58.21%
<i>Façade grant program</i>	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
Capital Outlay/Obligated Projects	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
<i>Stadium Drive sidewalk easement acquisition</i>	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
TOTAL EXPENDITURES	\$606,250.00	\$51,352.81	\$57,283.12	\$119,860.05	\$486,389.95	19.77%

CARRYOVER 2019	\$457,250.00
REVENUES EARNED 2019	\$134,072.54
EXPENDITURES 2019	\$119,860.05
NET BALANCE 2019	\$471,462.49

FUND BALANCE: \$716,121.71

Siegfried Crandall PC

Certified Public Accountants & Advisors

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

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

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

Invoice Number: 100731
Client ID: 6870

Date: 09/30/2019
Payable upon receipt

Professional services during the month of September 2019, which included the following:

Ann's assistance with tax reconciliation (3.50 hours)	437.50
Joel's assistance with cash reconciliations & assistance with USDA questions (6.25 hrs)	937.50
Steve's assistance with budget & CIP (3 hours on 9/4)	600.00
Less: discount	(175.00)

Breakdown by fund:

✓ PO# 11651 101 - \$1,000 - PO# 11624 ✓
107 - 100
✓ PO# 11677 206 - 100 } PO# 11630 ✓
207 - 100 }
211 - 100 } PO# 11642 ✓
249 - 100 }
✓ PO# 11689 490 - 100
491 - 100 } PO# 11618
900 - 100 }

\$1,800
=====

New Charges:	\$1,800.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$1,800.00</u>

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

Invoice Number: 100597
Client ID: 6870

Date: 08/31/2019
Payable upon receipt

Professional services during the month of August 2019, which included the following:

Steve - meetings/work on CIP, question, etc. (18.50 @ \$200)	3,700.00
Ann - assistance (5.75 hours @ \$125)	718.75
Less: discount	(143.75)

Breakdown by fund:

101 - \$3,175 - PO# 11624 ✓
107 - 100 PO# 11651 ✓
PO# 11630 - [206 - 200
207 - 100 - PO# 11677 ✓
211 - 100
249 - 100 - PO# 11642 ✓
✓ PO# 11689 - [490 - 200
491 - 200
900 - 100 - PO# 11618 ✓

\$4,275
=====

New Charges:	\$4,275.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$4,275.00</u>

08/31/2019	07/31/2019	06/30/2019	05/31/2019	04/30/2019+
4,275.00	0.00	0.00	0.00	0.00

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



October 23, 2019

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

Re: Oshtemo Village Corner Plaza Pay Application No. 1

Dear Grant

Enclosed is the Application and Certificate for Payment No. 1 from Cripps-Fontaine Excavating Inc. for project work completed to date for the referenced project.

The work to date has been observed, and to our knowledge, the work has been completed according to the contract documents. We recommend payment to the Contractor in the amount of \$41,870.70.

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

Sincerely,

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

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

Paul Warnick, LLA ASLA

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

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

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

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

APPLICATION NO: 1
PERIOD TO: 10/31/2019

DISTRIBUTION TO:
_ OWNER
 ARCHITECT
_ CONTRACTOR

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

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

ARCHITECT'S PROJECT NO: 41801

CONTRACT FOR: Village Corner Plaza

CONTRACT DATE: 7/31/2019

CONTRACTOR'S APPLICATION FOR PAYMENT


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

1. ORIGINAL CONTRACT SUM	\$	<u>194,500.00</u>
2. Net Change by Change Orders	\$	<u>0.00</u>
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	<u>194,500.00</u>
4. TOTAL COMPLETED AND STORED TO DATE	\$	<u>46,523.00</u>
5. RETAINAGE:		
a. <u>10.00</u> % of Completed Work	\$	<u>4,652.30</u>
b. <u>0.00</u> % of Stored Material	\$	<u>0.00</u>
Total retainage (Line 5a + 5b)	\$	<u>4,652.30</u>
6. TOTAL EARNED LESS RETAINAGE	\$	<u>41,870.70</u>
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>0.00</u>
8. CURRENT PAYMENT DUE	\$	<u>41,870.70</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>152,629.30</u>

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

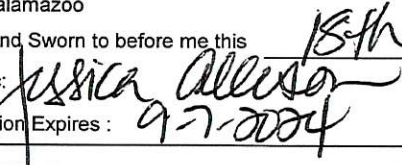
The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates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

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

By:  / Agent Date: 10/18/19

State of: MI

County of: Kalamazoo

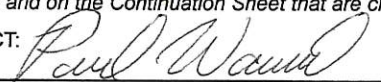
Subscribed and Sworn to before me this 18th Day of October 20 19
Notary Public:  JESSICA ALLISON
NOTARY PUBLIC
My Commission Expires: 9-7-2024 KALAMAZOO COUNTY, MICHIGAN
MY COMMISSION EXPIRES 9/07/2024

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED: \$ 41,870.70

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:  Date: OCTOBER 23, 2019

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



Invoice

Date	Invoice #
8/30/2019	41801.00-15

Bill To
Downtown Development of Oshtemo Township c/o Charter Township of Oshtemo Grant Taylor 7275 West Main Street Kalamazoo MI 49009

Project		P.O. No.	Terms
041801 Oshtemo Village Corner Plaza			
Quantity	Description	Rate	Amount
0.5	Landscape Designer, Reports/Letters/Memos-Aug Work	70.00	35.00
17.5	Landscape Architect, Drafting, Project Management-Aug Work	80.00	1,400.00
4.5	Principal Landscape Architect, Project Management, Reports/Letters-Aug Work	105.00	472.50
1	Prien/Newhof-Ongoing right of way permit work-July Work	518.25	518.25
1	EPI-Electrical Design, Electrical CADD-Aug Work	738.00	738.00
1	Prein&Newhof-Professional Services Related to Permitting Issues-Aug Work	478.75	478.75
			3,642.50
	Reimbursable Expenses:		
1	Printing/Reprographics	26.70	26.70
#41801.00 Current Invoice 560.00 Previously Billed Invoices 39,345.50		Total	\$3,669.20

O'Boyle, Cowell, Blalock & Associates, Inc.
 350 E. Michigan Ave, Suite 415
 Kalamazoo, MI 49007
 Ph. (269) 381-3357 / Fx. (269) 381-2944
 bookkeeping@ocba.com



PO# 11532

Invoice

Date	Invoice #
9/30/2019	41801.00-14

Bill To
Downtown Development of Oshtemo Township c/o Charter Township of Oshtemo Grant Taylor 7275 West Main Street Kalamazoo MI 49009

Project		P.O. No.	Terms
041801 Oshtemo Village Corner Plaza			
Quantity	Description	Rate	Amount
7	Landscape Architect, Project Management, Meetings, On-Site Recon-Sept Work	80.00	560.00
#41801.00 Current Invoice 560.00 Previously Billed Invoices 39,345.50		Total	\$560.00

O'Boyle, Cowell, Blalock & Associates, Inc.
 350 E. Michigan Ave, Suite 415
 Kalamazoo, MI 49007
 Ph. (269) 381-3357 / Fx. (269) 381-2944
 bookkeeping@ocba.com

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

Invoice

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

Invoice number 51882
 Date 10/07/2019

Project 2180386 STADIUM DRIVE-ONE WAY
 PATH

BILLING PERIOD: 9/01/19 TO 9/28/19

PROFESSIONAL SERVICES RELATED TO
 DESIGN AND PROJECT ADMINISTRATION

RCKC TAP = \$ 7,883.75
 DDA TAP = \$ 300.00

	Hours	Rate	Billed Amount
SENIOR TECHNICIAN	29.25	95.00	2,778.75
SURVEYOR II	0.50	110.00	55.00
SENIOR PROJECT MANAGER II	4.00	150.00	600.00
ENGINEER	39.50	95.00	3,752.50
SURVEYOR	10.50	95.00	997.50
subtotal	83.75		8,183.75
		Invoice total	8,183.75

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

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

Invoice

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

Invoice number 51453
 Date 09/10/2019

Project 2180386 STADIUM DRIVE-ONE WAY
 PATH

BILLING PERIOD: 7/28/19 TO 8/31/19

PROFESSIONAL SERVICES RELATED TO
 ON-GOING DESIGN AND EASEMENT
 PREPARATION

RCKC TAP = \$ 6,609.85
 DDA TAP = \$ 131.00

	Hours	Rate	Billed Amount
SURVEYOR II	3.50	110.00	385.00
TECHNICIAN II	8.50	70.00	595.00
TECHNICIAN	8.50	58.00	493.00
ENGINEER	37.50	95.00	3,562.50
SURVEYOR	17.25	95.00	1,638.75
OFFICE TECHNICIAN	0.75	80.00	60.00
subtotal	76.00		6,734.25
Miles			6.60
		Invoice total	6,740.85

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

PO#11809

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:	9/30/2019
Invoice #:	17060
Terms:	Net 15

Regarding:	9th Street and Stadium Dr. Lot
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<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
9/1/2019	09/01/2019 -- Fertilizing	1	0.00	0.00
9/6/2019	09/06/2019 -- Lawn Mowing & Trimming	1	0.00	0.00
9/9/2019	Planting of Annuals	1	0.00	0.00
9/13/2019	09/13/2019 -- Lawn Mowing & Trimming	1	0.00	0.00
9/20/2019	09/20/2019 -- Weeding	1	0.00	0.00
9/20/2019	09/20/2019 -- Lawn Mowing & Trimming	1	0.00	0.00
9/27/2019	09/27/2019 -- Weeding	1	0.00	0.00
9/27/2019	09/27/2019 -- Lawn Mowing & Trimming	1	0.00	0.00
9/30/2019	09/30/2019 -- Lawn Service - Monthly Installment	1	268.00	268.00

Total	\$268.00
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Thank you for your business.

PO# 11809

S&T Lawn Service Inc.

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

Invoice

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

Date:	8/31/2019
Invoice #:	17006
Terms:	Net 15

Regarding:	9th Street and Stadium Dr. Lot
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<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
8/1/2019	08/01/2019 -- Fertilizing	1	0.00	0.00
8/2/2019	08/02/2019 -- Lawn Mowing & Trimming	1	0.00	0.00
8/9/2019	08/09/2019 -- Lawn Mowing & Trimming	1	0.00	0.00
8/16/2019	08/16/2019 -- Lawn Mowing & Trimming	1	0.00	0.00
8/23/2019	08/23/2019 -- Lawn Mowing & Trimming	1	0.00	0.00
8/30/2019	08/30/2019 -- Lawn Mowing & Trimming	1	0.00	0.00
8/31/2019	08/31/2019 -- Lawn Service - Monthly Installment	1	268.00	268.00

Total	\$268.00
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Thank you for your business.



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

Downtown Development Authority (DDA)

Third Thursday- every other month @ noon

At the Oshtemo Community Center

2020 Meeting Dates

January 16th

March 19th

May 21st

July 16th

September 17th

November 19th