



7275 W. MAIN STREET, KALAMAZOO, MI 49009
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www.oshtemo.org

**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS – REGULAR MEETING**

**MEETING WILL BE HELD IN PERSON
AT THE OSHTOMO COMMUNITY CENTER
6407 PARKVIEW AVENUE**

**THURSDAY, SEPTEMBER 15, 2022
12:00 P.M.**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: July 21, 2022
4. Public Comment on Non-Agenda Items
5. Treasurer's Report:
 - A. June – July 2022 (unaudited)
6. Discussion of Potential Atlantic Avenue Extension Project
7. Holiday Décor
8. Project Updates
 - A. Stadium Drive Sidewalks:
 - i. North Side
 - ii. South Side
9. CIP Discussion
10. Other Items
11. Announcements and Adjournment

Next Meeting: November 17, 2022

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

DRAFT MINUTES OF A MEETING HELD JULY 21, 2022

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting at the Oshtemo Community Center, on Thursday, July 21, 2022. The meeting was called to order at approximately 12:03 p.m.

Members Present: Grant Taylor, Chair, Bill Cekola, Themis Corakis, Treasurer, Libby Heiny-Cogswell, Rich MacDonald, Dick Skalski, Ryan Wieber, and Ryan Winfield, Secretary.

Member absent: Stephen Dallas

Also present: Iris Lubbert, Planning Director, Ryan Russell, Prein & Newhof, Anna Horner, Director of Public Works and Martha Coash, Recording Secretary.

Guests present: Mr. Robert Redman and Mrs. Phyllis Lubbert.

Agenda

Chairperson Taylor asked if there were any corrections or additions to the agenda. Hearing none, he asked for a motion.

Mr. Corakis made a motion to approve the agenda as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

Approval of Minutes: May 19, 2022

The Chair asked if there were additions or corrections to the Minutes of May 19, 2022.

Mr. Corakis noted he was referred to as "Secretary" throughout the minutes, which should be corrected to "Treasurer." He also noted a correction to the third paragraph on page 3, where he referred to a low spot in the concrete at the fire hydrant, but which is actually near Harmon Glass. He also noted the Minutes of the meeting reflected that Ms. Lubbert was to coordinate a separate meeting to consider the issue of who should maintain the driveway at Ted & Marie's.

Ms. Lubbert acknowledged she had not coordinated a meeting, but will do so.

Hearing no further corrections, the Chair asked for a motion.

Mr. Corakis made a motion to approve the Minutes of the Meeting of May 19, 2022 as corrected. Mr. Winfield seconded the motion. The motion carried unanimously.

Public Comment on Non-Agenda Items

There were no comments.

Treasurer's Report

May – June 2022 (audited)

Ms. Lubbert presented the May – June 2022 Treasurer's Report, explaining that \$371.56 was collected in interest this cycle. Total interest earned was \$1,332.81. She noted the income information has been audited; the actual carryover fund balance from 2021 is \$400,334 and has been updated and reflected in the report. Total property tax revenue collected is \$218,099.81. Expenditures from this cycle total \$225,486.39. The largest expenditure of \$195,055.59 was for the final construction phase of the sidewalk on the north side of Stadium. Other expenditures from this cycle included general operating expenditures, payments for the zoning amendment project, annual contribution to 'Music in the Park', and engineering design work for the stadium sidewalk project.

She noted new road millage funds were incorrectly collected and credited to the DDA. The DDA is not allowed to capture funds for new roads as they were not included in the original plan. Although the DDA will be allowed to keep the funds for 2022, such funds will not be credited to the DDA in the future. She will check with the Township Treasurer as to what the actual arrangement is for other new mileages.

Mr. Skalski made a motion to approve the Treasurer's Report for May - June, 2022 as presented. Mr. Cekola seconded the motion. The motion carried unanimously.

Façade Grant Application – Robert Redman

Ms. Lubbert explained Mr. Robert Redman submitted a Façade Grant Application to the DDA Board for consideration. The request was for \$5,000 to assist with the replacement of the roof, fascia, and gutters of the commercial building at 6672 Stadium Drive. The total estimated project cost is \$17,800. Staff reviewed the application and found it complete. The property and request meet the requirements of the DDA's façade grant program.

Members felt the application met the guidelines for the Façade Grant program.

Chairperson Taylor made a motion to approve grant the \$5,000 as requested. Mr. Corakis seconded the motion. The motion carried unanimously.

Mr. Redman thanked the group for their support and noted he is trying to improve a little stretch of Stadium Drive by renovating two additional houses. He hopes to be done by this fall.

Commissioners thanked him for his efforts.

Discussion of Potential Atlantic Avenue Extension Project

Ms. Lubbert reported, based on direction given during past DDA closed sessions, the property acquisition subcommittee negotiated and entered into a purchase agreement for the property located at 6227 Stadium Drive. The contract was provided in the meeting packet for reference and the record. Closing is to occur on or before December 21, 2022. The DDA has 180 days to conduct property inspection and other due diligence to determine if the DDA wishes to close. She asked the Board to discuss the potential project, financing, and to provide general direction. She noted the discussion would impact the DDA's budgeting for 2023.

Mr. MacDonald, on behalf of the property acquisition subcommittee, presented the latest updates regarding this potential project.

He acknowledged there will be a lot of unknowns when moving forward with the purchase, such as sources of funding, but the first step is to get the property under contract. He was directed to complete the contract and Chairperson Taylor to sign it. Improving public infrastructure is part of the Master Plan and the main reason for pursuing this project. Due diligence over the next 180 days will include engineering review and input, sourcing of funding and grants, review of title work combined with a survey, and an environmental study. These tasks will be worked on by the property acquisition subcommittee: Rich, Grant, Iris, Anna, and Libby.

They will need basic information to start planning: where the road exists, parcels that will be left over, what could become of value to recover some of the up-front costs. A closing will be scheduled, then the road will be improved, possible sales of property will come later. The Stadium south sidewalk project may be delayed in order to provide funding to help purchase the property.

The appraisal for the property was \$820,000; the purchase price is \$1,030,000, which did not surprise him. The real value of property is what a seller and buyer agree upon and this land is more valuable to the DDA than it might be to others.

If the DDA moves forward with the purchase, the next steps will be an environmental study and survey. The committee will start talking about what the remaining parcels could be and then their value, which will be critical to a financing

discussion. If the funding source recognizes a high value, they may see a lower potential risk.

Mr. MacDonald said part of the purchase agreement is for the occupant to stay at the property for two years from the date of closing, which gives the DDA an opportunity to build funds for two years. He noted TAP grants will not be available for some time.

Ms. Lubbert said the big picture steps are: 6/24 – sign contract; today – set draft budget for 2023 and review funding options. All other steps will be taken after due diligence is completed. The TAP grant application will be submitted in early spring of 2024. She noted the Road Commission is on board. The 2022 budget does not need to be amended at this time.

Mrs. Phyllis Lubbert said she hoped residents would be included in discussions.

Ms. Lubbert said there will be public meetings held for both DDA businesses and the general public.

Mr. Corakis expressed concern about the difference between the appraisal and the purchase price, stressing the need to be frugal and noting he had heard from people in the general public that they did not like money wasted, citing the cost of the corner lot work. The costs involved need to be looked at very closely.

Mr. MacDonald said he feels the purchase cost reflects the situation. The DDA is more motivated than the seller. The appraisal process is similar to situations where a municipality acquires land for road infrastructure for land that was not for sale and the purchase price is not surprising. The DDA was established specifically to do these types of things. Infrastructure improvement is part of the Master Plan, which was developed with public input. Land acquisition and creation is exactly what we are here for.

Mr. Winfield confirmed infrastructure would be put in as part of the project.

Ms. Lubbert said it would include water and sewer and that a lot of infrastructure costs, likely 1.16 million dollars, would be paid for by the city and other entities and that a Highway Safety Grant may also be possible.

The DDA's share, likely 1.4 million dollars, could come from DDA funds, possible partnership with the Township, with outside funding to be determined.

Mr. Cekola asked if a bank would support lending a higher cost than appraised.

Mr. MacDonald said a bank would consider loan to value and noted there have been several interest rate hikes and increases in construction costs since we began this project; numbers will need adjusting. There will be time prior to closing to consider that issue.

Chairperson Taylor said the first task is to identify the funds to acquire the property before the December 21, 2022 closing.

Ms. Lubbert said Township Attorney, Jim Porter, had prepared a memo regarding possible funding sources and was recommending bonding through a bank (10 years and kept under 1 million dollars to avoid increased lending costs). This method is allowed as a DDA. She read his memo (attached to these minutes) to the group. His recommendation was #3 on the list of options.

Mr. Cekola wondered whether the current owner would be responsible for property taxes during the two-year occupancy period.

Mr. MacDonald noted the owner will be responsible for any repairs needed during the two years, but the assessor will need to be consulted on the tax question.

The Chair suggested moving forward with the due diligence items, talking with a financial adviser regarding bonding options, and secure a bond in the fall.

Ms. Heiny-Cogswell said the Township Board needs to be brought into the loop on these plans. The last information they have is that the DDA would be moving ahead with their funding assistance on the Stadium Drive south sidewalk. Perhaps the best method would be to bring the acquisition/infrastructure plan to the Capital Improvement Committee which could then make a recommendation of support to the Township Board. She wondered when the appraisal would be shared with the owner.

Mr. MacDonald said he has not yet concluded his own review of the appraisal, but will share it with the owner very soon. Changes may be needed to proceed.

Ms. Horner noted environmental study cost will likely be around \$9,000.

Ms. Horner noted there are a trillion federal dollars available for infrastructure projects and Safe Streets and Roads for All. The outlook for infrastructure funding for this project, which for which safety is a concern is optimistic and could be very helpful.

Mr. MacDonald noted it would be very beneficial to be “shovel ready” especially since infrastructure projects are a priority for the federal government during times of recession.

Ms. Lubbert added the parcels to be sold could also be used as an economic development tool.

Mr. Wieber said time is squeezed as we would need to provide bond sale notice.

Chairperson Taylor said we will meet next in September and should have a decision on bonding then. We will inform the Board's Capital Improvement Committee of revised plans at their August 9 meeting. After that we will go to the Township Board.

Chairperson Taylor made a motion to move forward with the due diligence steps and to contact the municipal bond counsel. Mr. Cekola seconded the motion. The motion carried 7 – 1 (Mr. Corakis dissented due to the purchase price exceeding the appraised value.)

Project Updates

A. Stadium Drive Sidewalks

i. North Side

Ms. Lubbert indicated Ryan Russell of Prein & Newhof would provide an update of this project for the north side of Stadium Drive.

Mr. Russell said the project is complete. All that's needed is to be sure grass grows and erosion is controlled. \$10,000 is being held in case further work is needed. He indicated a walk-through had been done.

Mr. Corakis noted several items still needing to be addressed: a form board by Harding's needs to be removed, there is a big valley by the curb at the Harmon Glass side, a cement pop-up there that occurred during the winter and a 2 x 4 that needs to be removed. The storm drain along the curb by the church also needs to be addressed as well as the door on the church turnaround. He said the white vinyl railings at the church look very nice. He also said there is a water issue at the Harmon Glass curb change.

He strongly reiterated his request for a meeting to discuss the water issue which will be expensive to fix, as well as determining responsibility for the maintenance of the driveway at Ted & Marie's.

Chairperson Grant thanked Mr. Russell for his report.

ii. South Side

Mr. Russell said the decision was made at the last DDA meeting to delay work on the south sidewalk until 2023 due to a short timeline to request bids, and that the work would not be able to be done this fall. It was agreed to discuss this again at the September meeting.

Mr. MacDonald said some grants might become available with a delayed schedule and it was agreed a shovel ready design needs to be completed in order to be able to meet a timeline in case federal funding becomes available.

iii. VC and Village Form Based Code Amendment

Ms. Lubbert said at the last DDA meeting the subcommittee shared an overview of the code amendments they had been working on with Wade Trim and the Township Planning Director. Board members were provided the drafted language to review. As no additional changes were requested, the VC and Village Form Based Code amendments will be on the July 28 Planning Commission agenda for consideration.

2023 Budget Discussion

Ms. Lubbert said, as in previous years, the process is for the DDA Board to recommend a draft budget to the Township Board. She provided a copy of the draft budget for 2023 and indicated a draft is due to the Township Supervisor by the end of July. The Township will then incorporate the budget into their review and approval process. She highlighted numbers in the draft document requiring DDA Board discussion and action. They included a 2022 budget amendment to remove the \$600,000 grant from the revenue line which the Township Board granted to the DDA to construct sidewalk on the south side of Stadium Drive.

The group reviewed the budget draft dated July 14, 2022 and changed the following line items:

- Current Real Property Tax was changed from \$200,000 to \$190,000 due mostly to the incorrect collection of new road millage that will not be included.

- Capital Outlay/Obligated Projects was zeroed out from \$10,000.

- Loan Repayment: \$95,000 was budgeted for property bond repayment

- Property acquisition was zeroed out.

It was noted a budget amendment will be needed for 2022 to adjust for the delay in constructing the south sidewalk on Stadium Drive.

Ms. Heiny-Cogswell said before that happens, the Township Board needs to be brought up to speed on the change of priority and how that may affect payback to the Township.

Mr. Winfield made a motion to approve the 2023 Budget for referral to the Township Board with the changes as agreed upon by the group. Mr. Wieber seconded the motion. The motion carried unanimously.

Other Items

There were no other items to consider.

Announcements and Adjournment

Mrs. Phyllis Lubbert, a resident of Huntington Run, said she is excited about the increased safety the Atlantic Avenue changes will provide.

With no further business to consider, Chairperson Taylor adjourned the meeting at approximately 1:35 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: July 22, 2022

Minutes Approved:

MEMORANDUM



Date: July 19, 2022
To: Downtown Development Authority
CC: Iris Lubbert
Libby Heiny-Cogswell
From: James Porter
Subject: DDA Financing Options for Purchase of Property

This Memo has been prepared a response to the DDA's inquiry as to whether it can borrow money for the purchase of the Kinney property on Stadium Drive. If the question is *may* the DDA borrow money from a bank like any other bower and sign a promissory note **the answer is no**. If the questions is whether the DDA *can finance* such a purchase, **the answer is maybe**. The DDA's only has the authority to borrow money via the issuance of bonds. There are three different methods of issuing bonds available to the DDA:

Option 1: To issue revenue bonds under the Revenue Bond Act (MCL 125.4213 and 125.4213a).

Option 2: Use the development program financing provisions of the Municipal Finance Act (MCL 125.4216, subsection 1), which allows the Township (by resolution) to issue and sell general obligation bonds and pledge its full faith and credit on behalf of the DDA.

Option 3: Use the Tax Increment Financing Act (MCL 125.4216) and sell tax increment bonds.

There are three hurdles associated with Option one. The first is that the bonds would be subject to the right of referendum (i.e., a citizen could circulate petitions and force a ballot issue to determine whether the bonds may be issued). The second is that issuing revenue bonds requires the approval of the Township Board. Third, the DDA will also have to then meet the statutory requirements of the Revenue Bond Act (this is fairly complicated). Accordingly, Option one is not

necessarily the easiest way to move this process ahead; if referendum petitions are filed, there could be a substantial delay in the ability to purchase the property.

Issuing bonds under Option two also has some issues. To issue these bonds, they have to meet the requirements of the Municipal Finance Act. In addition, the DDA will have to submit an estimate of the anticipated tax revenues, and other revenue, available for payment of the principal and interest on the bonds to the Township.

Option three is perhaps the most straightforward method is to use Tax Increment Financing Act. MCL 125.4216(2) would allow for the sale of tax increment bonds. The DDA would not require the approval of the Township Board, nor the pledge of the Township's full faith and credit to issue these bonds. However, after talking with bond counsel, Mark Nettleton, this option would require a municipal financial advisor (such as Bendzinski & Co.) to properly size the bonds and satisfy a bank that the bonds could be repaid. The DDA would also likely need the assistance of bond counsel to assist in the negotiated sale to the bank for the bonds. Please note that Mark Nettleton said if the DDA exceeds \$1 million in bonds the costs and expenses for the issue of the bonds will increase substantially; he strongly suggested that the amount of bonds be below \$1 million.

In order to move this project forward, I would strongly recommend that the DDA contact Mark Nettleton of Mika Meyers, PLC in Grand Rapids (mnettleton@mikameyers.com; 616-632-8048), or another attorney well versed in bond issues, and arrange to have them assist with any further financing issues. I am also providing the contact information for Bendzinski & Co. (<http://www.bendzinski.com>; 313-961-8222) out of Grosse Pointe, MI (who the Township has worked with in the past) so that the DDA can contact them regarding their services as a municipal financial advisor for this project.

September 7, 2022



To: DDA Board

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

Re: June – July 2022 Treasurer’s Report

Attached you will find the Treasurer’s Report for June – July 2022, unaudited.

\$162.68 in interest were returned this cycle. Total interest collected is \$1,170.13. Total Property tax revenue collected is \$218,099.81.

Expenditures from this cycle total \$32,334.84. Expenditures included the \$20,000 earnest money for the Atlantic Avenue expansion project property purchase, \$3,450 for a property appraisal, a banner swap, landscaping fees, general operating expenditures, and engineering work for the north side of the Stadium Drive sidewalk project.

Attachments: June – July 2022 Treasurer’s Report
Invoices

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DOWNTOWN DEVELOPMENT AUTHORITY
Treasurer's Report 9-7-2022
Unaudited

REVENUES	2022 Budget	Previous Activity	Activity this Period	Total Actual Revenue		
Carryover (fund balance)	\$400,334.00	\$400,334.00	\$0.00	\$400,334.00	actual 2021 end year	
Property Tax Revenue	\$200,000.00	\$218,099.81	\$0.00	\$218,099.81		
Interest Earned	\$1,000.00	\$1,332.81	-\$162.68	\$1,170.13		
Loans/Grants	\$600,000.00	\$0.00	\$0.00	\$0.00		
Oshtemo Township - Southern Sidewalk Install	\$600,000.00	\$0.00	\$0.00	\$0.00		
TOTAL REVENUES	\$1,201,334.00	\$619,766.62	-\$162.68	\$619,603.94		
EXPENDITURES	2022 Budget	Previous Activity	Activity this Period	Total Expenditure	Available Balance	Percent Used
Staff	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Supplies	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Postage	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Community Events	\$1,050.00	\$1,050.00	\$0.00	\$1,050.00	\$0.00	100.00%
Consultants	\$31,908.00	\$10,434.75	\$3,624.00	\$14,058.75	\$17,849.25	44.06%
Assistance with new projects	\$20,000.00	\$3,502.25	\$3,624.00	\$7,126.25	\$20,000.00	35.63%
Zoning Amendment	\$11,908.00	\$6,932.50	\$0.00	\$6,932.50	\$11,908.00	58.22%
Accounting & Auditing Fees	\$2,000.00	\$1,735.00	\$685.00	\$2,420.00	-\$420.00	121.00%
Legal Fees	\$2,000.00	\$0.00	\$405.00	\$405.00	\$1,595.00	20.25%
Legal Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Water	\$1,200.00	\$113.88	\$62.10	\$175.98	\$1,024.02	14.67%
Electric	\$600.00	\$293.72	\$78.84	\$372.56	\$227.44	62.09%
Outdoor Decorations	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
Repairs & Maintenance	\$17,800.00	\$5,785.00	\$4,010.10	\$9,795.10	\$8,004.90	55.03%
Stadium Drive snow removal	\$2,000.00	\$0.00	\$380.00	\$0.00	\$2,000.00	0.00%
Banner rotation/storage/maintenance	\$2,000.00	\$380.00	\$0.00	\$380.00	\$1,620.00	19.00%
Lawn care and maintenance	\$12,800.00	\$5,405.00	\$3,630.10	\$9,035.10	\$3,764.90	70.59%
Millard's Way snow removal	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Capital Outlay/Obligated Projects	\$1,096,111.00	\$235,025.44	\$3,469.80	\$238,495.24	\$857,615.76	21.76%
Stadium Drive Shared Use Path: N Construction + S Design	\$231,111.00	\$222,792.44	\$3,469.80	\$226,262.24	\$4,848.76	97.90%
Stadium Drive Shared Use Path: S Construction	\$600,000.00	\$0.00	\$0.00	\$0.00	\$600,000.00	0.00%
Loan Repayment	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00	0.00%
9th Street Sidewalk	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%
Façade grant program	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
Car Charging Station	\$20,000.00	\$12,233.00	\$0.00	\$12,233.00	\$7,767.00	61.17%
OCC Wifi	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
Capital Outlay/Land Acquisition	\$60,000.00	\$0.00	\$20,000.00	\$20,000.00	\$40,000.00	66.67%
TOTAL EXPENDITURES	\$1,161,169.00	\$254,437.79	\$32,334.84	\$286,772.63	\$934,396.37	24.70%

Remaining Funds	\$332,831.31
Estimated 2022 year end	\$350,000.00

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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 OSHTOMO
7275 WEST MAIN STREET
KALAMAZOO, MI 49009

Invoice Number: 109957
Client ID: 6870

Date: 07/31/2022
Payable upon receipt

Professional services during the month of July 2022, which included the following:

J Gabrielse - 19.50 hours of accounting assistance, and board meeting 4,095.00

Breakdown by fund:

101 - \$3,015 14468
107 - 135 14464
206 - 135 14465
207 - 135 14460
211 - 135 14465
249 - 135 14461
490 - 135 14459
491 - 135 14459
900 - 135 14463

\$4,095
=====

New Charges: \$4,095.00

Plus Prior Balance: \$0.00

New Balance: \$4,095.00

<u>07/31/2022</u>	<u>06/30/2022</u>	<u>05/31/2022</u>	<u>04/30/2022</u>	<u>03/31/2022+</u>
4,095.00	0.00	0.00	0.00	0.00

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

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

Invoice number 69192
Date 08/08/2022

Project 2220298 ATLANTIC AVE REALIGNMENT
& STADIUM CONNECTION

BILLING PERIOD: 6/26/22 TO 7/30/22

PROFESSIONAL SERVICES RELATED TO
DDA MEETING PREPARATION AND ATTENDANCE

	Hours	Rate	Billed Amount
ENGINEER II	3.00	116.00	348.00
Invoice total			348.00

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

S&T Lawn Service Inc.

3393 South 6th Street
Kalamazoo, MI 49009

Invoice**Bill To:**

Oshtemo Charter Township
7275 West Main Street
Kalamazoo, MI 49009

Date:

6/30/2022

Invoice #:

19218

Terms:

Net 15

JUL 11 2022

Regarding:

Parkview Hall

<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
6/6/2022	Lawn Mowing & Trimming	1	0.00	0.00
6/20/2022	Lawn Mowing & Trimming	1	0.00	0.00
6/30/2022	Monthly Lawn Maintenance	1	347.00	347.00
	Temporary Fuel Recovery	1	17.00	17.00

Total

\$364.00

3393 South 6th Street
Kalamazoo, MI 49009

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

Date:

7/31/2022

Invoice #:

21115

Terms:

Net 15

Regarding:

Parkview Hall

[illegible]**Total**

\$364.00



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 OSHTIMO CHARTER TOWNSHIP
7275 W. MAIN ST.
KALAMAZOO, MI 49009

P2814620

INVOICE 009812
Invoice Date 7/11/2022
Sales Order 0008736
Quotation # 0011450
Customer PO -
Customer ID OT04
Salesperson Steve VanderSloot

Page 1 of 1

LOCATION OSHTIMO 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) 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.	\$380.00	\$380.00

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

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 OSHTOMO
7275 WEST MAIN STREET
KALAMAZOO, MI 49009

Invoice Number: 109711
Client ID: 6870

Date: 06/30/2022

Payable upon receipt

Professional services during the month of June 2022, which included the following:
J Gabrielse - 20.50 hours of accounting assistance, preparation of F-65, Form 5572,
annual DDA reports and audit assistance @ 210 per hour for year-end assistance

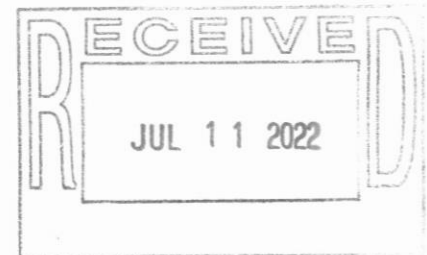
4,305.00

Breakdown by fund:

101 - \$2,810 14468
107 - 135 14464
206 - 135 14465
207 - 135 14460 > 210
211 - 135 14465
249 - 135 14461
490 - 135 14459
491 - 135 210
900 - 550 14463

\$4,305

=====



New Charges: \$4,305.00

Plus Prior Balance: \$0.00

New Balance: \$4,305.00

<u>06/30/2022</u>	<u>05/31/2022</u>	<u>04/30/2022</u>	<u>03/31/2022</u>	<u>02/28/2022+</u>
4,305.00	0.00	0.00	0.00	0.00

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

3393 South 6th Street
Kalamazoo, MI 49009

Bill To:

Oshtemo Charter Township
7275 West Main Street
Kalamazoo, MI 49009

Date:

7/31/2022

Invoice #:

21017

Terms:

Net 15

Regarding:

Millards Way

Total

\$640.00

S&T Lawn Service Inc.

3393 South 6th Street
Kalamazoo, MI 49009

Invoice

14448

Bill To:

Oshtemo Charter Township
7275 West Main Street
Kalamazoo, MI 49009

JUL 11 2022

Date:

6/30/2022

Invoice #:

20697

Terms:

Net 15

Regarding:

Millards Way

<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
6/1/2022	Weeding of stone and/or bark areas	1	0.00	0.00
6/1/2022	Lawn Mowing & Trimming	1	0.00	0.00
6/1/2022	Fertilizing and/or Weed Control Application	1	0.00	0.00
6/15/2022	Lawn Mowing & Trimming	1	0.00	0.00
6/29/2022	Lawn Mowing & Trimming	1	0.00	0.00
	Monthly Lawn Maintenance	1	610.00	610.00
	Temporary Fuel Recovery	1	31.00	31.00

Total

\$641.00

3393 South 6th Street
Kalamazoo, MI 49009

Bill To:

Parkview Hall - Village Corner Plaza
7275 West Main Street
Kalamazoo, MI 49009

Date:

7/31/2022

Invoice #:

21098

Terms:

Net 15

Regarding:

Village Corner

Total

\$686.00

S&T Lawn Service Inc.

3393 South 6th Street
Kalamazoo, MI 49009

Invoice**Bill To:**

Parkview Hall - Village Corner Plaza
7275 West Main Street
Kalamazoo, MI 49009

Date:

6/30/2022

Invoice #:

19217

Terms:

Net 15

JUL 11 2022

Regarding:

Village Corner

<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
6/1/2022	Fertilizing and/or Weed Control Application		0.00	0.00
6/1/2022	Lawn Mowing & Trimming		0.00	0.00
6/16/2022	Lawn Mowing & Trimming	1	0.00	0.00
6/17/2022	Weeding of stone and/or bark areas	1	0.00	0.00
6/20/2022	Sprinkling system repair Replace (2) Hunter 12" spray, (2) 6" hunter spray, and a 12" adjustable arc	1	195.94	195.94
6/30/2022	Lawn Mowing & Trimming	1	0.00	0.00
6/30/2022	Monthly Lawn Maintenance	1	654.00	654.00
	Temporary Fuel Recovery	1	33.00	33.00

Total

\$882.94



ESTIMATE

Quote for EV Charging Equipment & Installation

HAGE AUTOMOTIVE
2475 W GRAND BLVD
DETROIT, Michigan 48208
United States

Phone: 313-262-6722
Mobile: 313-209-1261
www.hageauto.com

BILL TO
Oshtemo Charter Township
Josh Owens
7275 W. Main Street
Kalamazoo, Michigan 49009
United States

jowens@oshtemo.org

Estimate Number: 350

Estimate Date: January 21, 2022

Expires On: February 28, 2022

Grand Total (USD): \$1,204.00

Items	Quantity	Price	Amount
JuiceRouter Connectivity for JuiceBoxes	1	\$499.00	\$499.00
Data Connectivity 1-year Charger Data Connectivity	1	\$180.00	\$180.00
Shipping - JuiceRouter JuiceRouter Shipping	1	\$25.00	\$25.00
Installation (Misc Materials) Installation of Router for Pedestal connectivity	1	\$500.00	\$500.00
Total:			\$1,204.00
Grand Total (USD):			\$1,204.00

Integra Realty Resources
Grand Rapids

1009 44th Street SW, Suite 107
Grand Rapids, MI 49509

Reg-15190

T 616-261-5000
F 616-261-5045
www.irr.com



- INVOICE -

July 19, 2022

VIA EMAIL: Clerk@oshtemo.org.

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

RE: Invoice for Appraisal Services

Property: Mary Jane Kinney Revocable Trust, 6227 Stadium Drive,
Kalamazoo, Michigan 49009

Fee:	\$3,450
<u>Less Retainer:</u>	<u>-\$ 0</u>
Balance Due:	\$3,450

Payment Due: 8/3/2022

Invoice No. 213-2022-0218

Please make check payable to Integra Realty Resources – Grand Rapids
(Federal Tax ID #38-3563126).

A late charge of 1-1/2% per month will be charged on unpaid balances.

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

Invoice

15101

OSHTMO CHARTER TOWNSHIP
ANNA HORNER
7275 W MAIN ST
KALAMAZOO, MI 49009-8210

Invoice number 68465
Date 07/07/2022

Project 2180386 STADIUM DRIVE-ONE WAY
PATH

BILLING PERIOD: 5/29/22 TO 6/25/22

PROFESSIONAL SERVICES RELATED TO
CONSTRUCTION OBSERVATION AND
PROJECT CLOSE OUT

DDA SIDEWALK CONSTRUCTION ENGINEERING

SENIOR PROJECT MANAGER II
ENGINEER II
OFFICE TECHNICIAN

Hours	Rate	Billed Amount
1.00	168.00	168.00
27.00	116.00	3,132.00
1.00	90.00	90.00

Miles

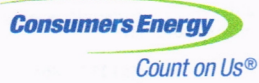
Billed Amount
79.80

Phase subtotal

3,469.80

Invoice total **3,469.80**

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



Questions:
Visit: [ConsumersEnergy.com](https://www.consumersenergy.com)
Call us: 800-805-0490

Amount Due: **\$37.14**
Please pay by: **August 03, 2022**

► **Thank You** - We received your last payment of **\$41.98** on **July 08, 2022**

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

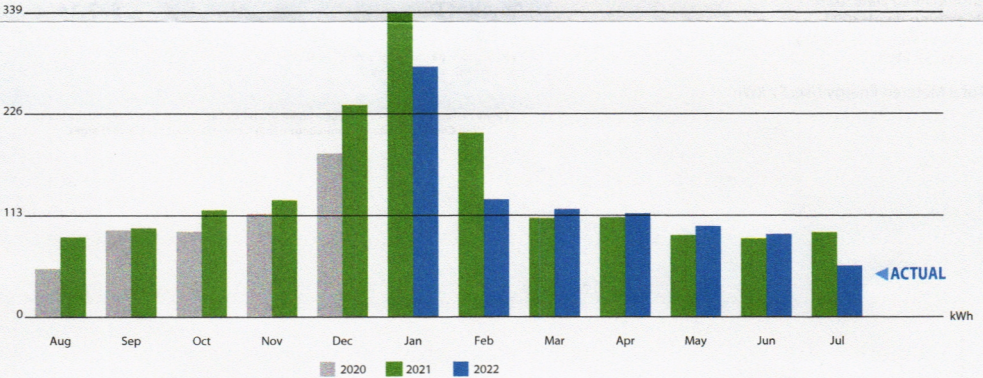
GATEWAY ATTN DUSTY FARMER
OSHTOMO TOWNSHIP
7275 W MAIN ST
KALAMAZOO MI 49009-8210



July Energy Bill

Service dates: June 10, 2022 - July 11, 2022 (32 days)

Total Electric Use (kWh - kilowatt-hour)



July Electric Use

57 kWh
July 2021 use: 94 kWh

Cost per day:

\$1.16

kWh per day:

2

Prior 12 months electric use:

1,567 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.



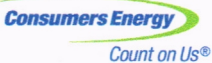
Be Prepared with Outage Alerts

To help you **stay informed during an outage**, we can now text you with an estimated restoration time and keep you updated if anything changes.

Sign up for text alerts by texting REG to 232273 and providing your account number when prompted.

Learn more at www.consumersenergy.com/alerts.

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

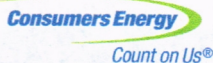
Account: **1030 3845 5574**

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

PAYMENT CENTER
PO BOX 740309
CINCINNATI OH 45274-0309

Amount Due: **\$37.14**
Please pay by: **August 03, 2022**
Enclosed:

I 103038455574 000000037143 0000 2056 5 000000000000 30 H



Need to talk to us? Visit **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: July
Service dates: 06/10/2022 - 07/11/2022
Days Billed: 32
Portion: 12 07/22

Rate Information

Elec Gen Sec Rate GS Com
Rate: 1100

Meter Information

Your next scheduled meter read
date is on or around 08/09/2022

Electric Service:

Smart Meter
Meter Number: 31641858
POD Number: 0000003870323
Beginning Read Date: 06-10
Ending Read Date: 07-11
Beginning Read: 3090
Ending Read: 3147 (Actual)
Usage: 57 kWh

Total Metered Energy Use: 57 kWh

July Energy Bill

Invoice: 205101030864

Account Summary

Last Month's Account Balance	\$41.98
Payment on July 08, 2022	\$41.98
Balance Forward	\$0.00

Payments applied after Jul 12, 2022 are not included.

Electric Charges

Energy	57@ 0.089056	\$5.08
PSCR	57@ 0.001760	\$0.10
System Access		\$28.37
Distribution	57@ 0.046251	\$2.64
FCM Incentive	57@ 0.000098	\$0.01
Power Plant Securitization	57@ 0.001256	\$0.07
Low-Income Assist Fund		\$0.87
Total Electric		\$37.14

Total Energy Charges **\$37.14**

Amount Due: **\$37.14**
by August 03, 2022

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** for details about the above charges.

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
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

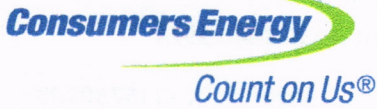


In person
Cash, check, card
or money order
Varies by authorized
payment location
31 fee may apply

For more information, visit **ConsumersEnergy.com/waystopay**

14649 gke

Account: 1030 3845 5574



Questions:
Visit: ConsumersEnergy.com
Call us: 800-805-0490

Amount Due: **\$41.70**

Please pay by: **September 01, 2022**

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



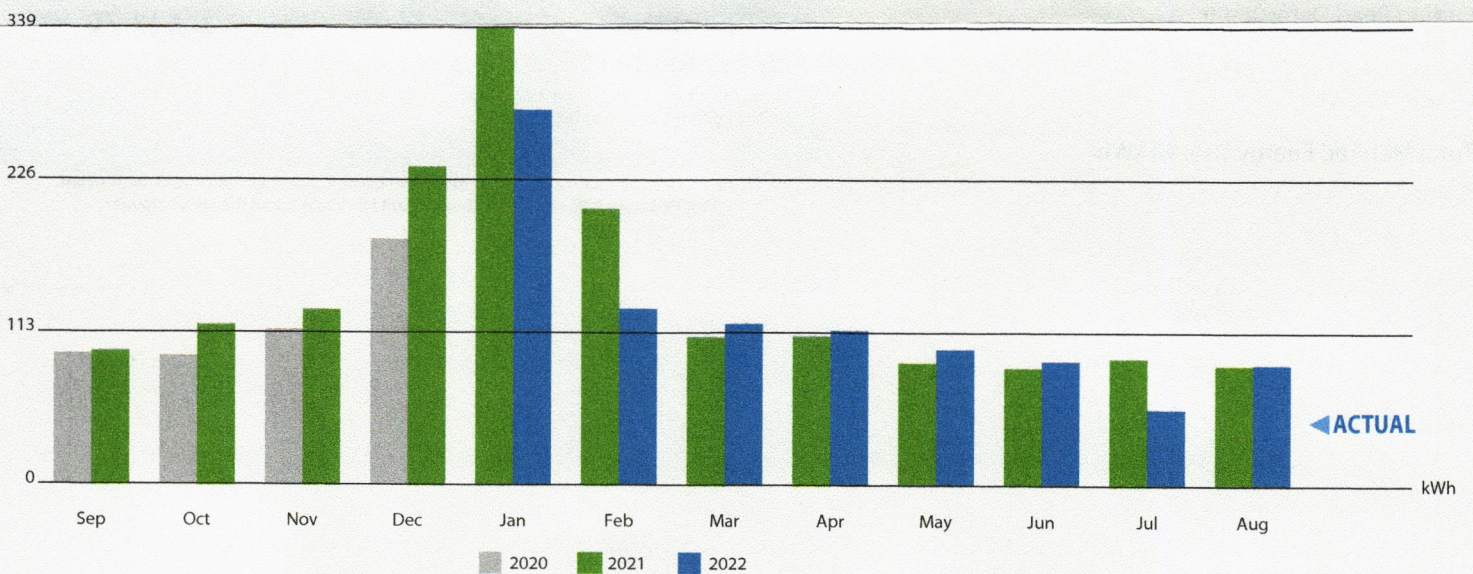
► **Thank You** - We received your last payment of **\$37.14** on **August 08, 2022**

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

August Energy Bill

Service dates: July 12, 2022 - August 09, 2022 (29 days)

Total Electric Use (kWh - kilowatt-hour)



August Electric Use

90 kWh

August 2021 use: 89 kWh

Cost per day:

\$1.44

kWh per day:

3

Prior 12 months electric use:

1,568 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.



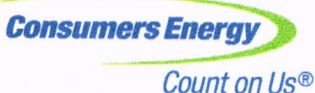
Explore Energy Efficiency Solutions for Your Business

Discover the many ways your business can save, or tell us a little about your business to find the solutions best suited to you.

Get started

www.ConsumersEnergy.com/startsaving

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:
OSHTMO TOWNSHIP
6520 STADIUM DR
KALAMAZOO MI 49009-2018

PAYMENT CENTER
PO BOX 740309
CINCINNATI OH 45274-0309

Amount Due: **\$41.70**

Please pay by: **September 01, 2022**

Enclosed:

41.70

I 103038455574 000000041707 0000 2056 1 000000000000

H 32

Account Information

Bill Month: August
Service dates: 07/12/2022 - 08/09/2022
Days Billed: 29
Portion: 12 08/22

Rate Information

Elec Gen Sec Rate GS Com
Rate: 1100

Meter Information

Your next scheduled meter read
date is on or around 09/08/2022

Electric Service:

Smart Meter
Meter Number: 31641858
POD Number: 0000003870323
Beginning Read Date: 07-12
Ending Read Date: 08-09
Beginning Read: 3147
Ending Read: 3237 (Actual)
Usage: 90 kWh

Total Metered Energy Use: 90 kWh

August Energy Bill

Invoice: 206346739398

Account Summary

Last Month's Account Balance	\$37.14
Payment on August 08, 2022	\$37.14-
Balance Forward	\$0.00

Payments applied after Aug 10, 2022 are not included.

Electric Charges

Energy	90@ 0.089056	\$8.02
PSCR	90@ 0.001760	\$0.16
System Access		\$28.37
Distribution	90@ 0.046251	\$4.16
FCM Incentive	90@ 0.000098	\$0.01
Power Plant Securitization	90@ 0.001277	\$0.11
Low-Income Assist Fund		\$0.87
Total Electric		\$41.70

Total Energy Charges \$41.70

Amount Due: \$41.70
by September 01, 2022

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](https://www.consumersenergy.com/aboutmybill) for details about the above charges.

NEWS AND INFORMATION

Please see the insert for details on the
environmental characteristics of electricity delivered
to customers.

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](https://www.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

Sales Invoice



Kalamazoo MI #737
6395 Technology Ave Ste D
Kalamazoo, MI 49009-8185
W: (269)544-1396

*ANC
PO# 14947*

Ordered	Order#	PO#	Invoiced	Invoice#
06/14/2022	120355517-001	Rick	06/30/2022	120355517-001

Printed	Requested for	Ship Via	Customer Contact	Sales Associate
06/30/2022		Customer Pick up	Rick Everett	David Lindner

Sold To:

Charter Township of Oshtemo (#1884600)
7275 W Main St
Kalamazoo, MI 49009-8210
C: (269)216-5243

Ship To:

Charter Township of Oshtemo (#1884600)
7275 W Main St
Kalamazoo, MI 49009-8210
C: (269)216-5243

For Chemical Emergency Spill, Leak, Fire, Exposure, or Accident Emergency Response Assistance, call: CHEMTREC Day or Night- 1 (800) 424-9300

LN	Item #	Description	Qty Ordered	Qty Shipped	Qty Open	Net Price	Ext. Price
1	1812	Rain Bird 1812 Spray Body Side Inlet 12 in. Pop Up	4	4	0	10.221 / EA	40.88
2	1804R	Rain Bird 1804 Spray Body NSI 4 in. Pop Up	1	1	0	1.518 / EA	1.52
3	MP100090	Hunter MP Rotator MP1000 Nozzle 8 - 15 ft. Radius 90 Degree - 210 Degree	1	1	0	5.723 / EA	5.72
4	R4VAN	Rain Bird VAN Nozzle 4 ft. Radius Variable Arc	4	4	0	1.010 / EA	4.04

PAYMENT: Visa \$52.16
Acct#: *****4287
Auth# 030737

Subtotal: \$52.16
Sales Tax: \$0.00
Freight: \$0.00
Total: \$52.16
Total Payment: \$52.16
Amount Due: \$0.00

DL3

CUSTOMER SIGNATURE:

SiteOne Landscape Supply warrants that all products conform to the description on the label. Because conditions of use, which are of critical importance are beyond our control, seller makes no warranty, expressed or implied, concerning the use of these products. No employee of the company is authorized to make any warranty or representation, expressed or implied, concerning our products. Always follow directions and carefully observe all precautions on the label or manufacturer's instructions. Products used contrary to directions may cause serious plant or personal injury. Buyer assumes all risk of use of handling whether in accordance with direction or not and accepts the products sold to them by this company on these conditions.

Note: Returns subject to 25% restock charge.



CUSTOMER OBSESSED

MIKE MCCLURE | Area Business Manager
616-954-0660 | MMcClure@SiteOne.com

We are 100% committed to your success. Please do not hesitate to contact me directly at the number above with feedback and input regarding your visit to our store today.

Check out the New SiteOne.com

Shop our Catalog, Get Pricing, and Place an Order 24/7/365.

Visit today at siteone.com.

Get 5% off your first order up to \$500 off when you use promo code WELCOME at checkout.



City of Kalamazoo
Treasurer's Office
241 W. South Street
Kalamazoo, MI 49007-4750
269-337-8000

14680

City of Kalamazoo Utility Bill

Account Number:	SDK00652002	Bill Date:	08/05/2022
Unique ID:	163648	Due Date:	08/26/2022
Customer Name:	OSHTEMO TOWNSHIP		
Service Address:	6520 STADIUM DR	Cycle:	3C

Special Message:

COMMUNITY ACTION HAS ASSISTANCE TO HELP LOW-INCOME INDIVIDUALS AND FAMILIES WITH PAST-DUE WATER BILLS THROUGH THE LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP). PLEASE CALL 877-422-2726 FOR AN APPLICATION.

02667

OSHTEMO TOWNSHIP

7275 W MAIN ST
KALAMAZOO, MI 49009-9334

Prior Balance	\$62.10
Paid Since Last Bill	\$(62.10)
Adjustments	\$0.00
Penalties	\$0.00
PAST DUE BALANCE	\$0.00

Office Open:

Monday - Friday
8:00 am - 4:30 pm

Email Address:
utilities@kalamazoo-city.org

Visit our website:
www.kalamazoo-city.org

Meter #	Prev Date	Curr Date	Previous Reading	Current Reading	Usage
1566502634	05/04/22	08/02/22	355	355	0
-	-	-	-	-	-

Service	Usage	Charges
OSH-SURCHARGE-WATER		\$2.39
WATER OMR QT OS 1"		\$59.71

Please see reverse side for additional information.

TOTAL CURRENT CHARGES	\$62.10
BALANCE FORWARD	\$0.00
TOTAL AMOUNT DUE	\$62.10

Total due if after due date: \$65.09

Any payments applied after 08/05/2022 are not included

IF PAST DUE IS NOT PAID WITHIN 15 DAYS, SERVICE WILL BE DISCONNECTED. NO FURTHER NOTICE WILL BE MAILED.

DUE DATE APPLIES TO NEW CHARGES ONLY. A LATE CHARGE OF 5% WILL APPLY IF PAYMENT IS NOT RECEIVED BY DUE DATE.

Return Lower Portion With Your Payment, Retain Upper Portion For Your Records.

OSHTEMO TOWNSHIP

7275 W MAIN ST
KALAMAZOO, MI 49009-9334

PAY YOUR BILL ONLINE AT WWW.KALAMAZOOCITY.ORG

Cycle: 3C



ACCOUNT NUMBER	BILL DATE	DUE DATE
SDK00652002	08/05/2022	08/26/2022
TOTAL CURRENT CHARGES	PAST DUE BALANCE	TOTAL AMOUNT DUE
\$62.10	\$0.00	\$62.10

☐ Please Check This Box If Completing Back of Coupon.



REMIT TO ---->

CITY OF KALAMAZOO TREASURER
241 W. SOUTH ST
KALAMAZOO, MI 49007-4750

THE CITY OF



0000000000000000SDK00652002U000000062



NNNNNN

For City Information Visit: www.kalamazoo-city.org

To authorize Direct Debit, complete the information below, attach your voided check and return it to us. Allow 4-6 weeks for your application to be processed. Continue to pay your bill by check until you see a message on your bill stating your bank account will be debited for payment. If completing the application below, please check the box on the front of the payment coupon.

City of Kalamazoo Utility Debit Billing Authorization

I hereby authorize the City of Kalamazoo to initiate utility bill payment deductions from my checking account on the **attached VOIDED check**. I understand the payment will be initiated approximately on the bill due date (15 days after the bill date). If the due date does not fall on a business day, the charge will be initiated on the first business day following the due date. This authorization is to remain in full force and effect until the City of Kalamazoo and my financial institution has received written notification of its termination in such time and in such manner as to afford both the City and my financial institution a reasonable opportunity (estimated to be 30 days) to act upon such termination. I understand it is my responsibility to ensure there are sufficient funds in the account at all times to make the required payments.

Print Name _____

Utility Account Number _____
(See front of statment for your account number.)

Service Address _____

Phone Number _____

Email Address _____

Mobile Number _____

Signature _____

Date _____

Signature _____

Date _____

Note: If joint account, both parties must sign.

METHODS OF PAYMENT

Direct Debit: See information above to enroll

Pay Online by Credit Card or e-Check: Access options with your utility account number located on the front of your bill at www.kalamazoo-city.org

Pay by Phone: By calling Point & Pay at 866-273-5523

A convenience fee will be collected by Point & Pay for the use of a debit card, credit card or e-Check.

Payments by Mail: Kalamazoo City Treasurer 241 W. South Street Kalamazoo, MI 49007-4750

Drop Box: Available at the front of City Hall on the west side of the door.

In Person: City Hall, 241 W. South Street, Monday through Friday, 8:00 AM - 4:30 PM

Online Payment with Your Bank: Allow 5-7 business days for us to receive the payment.

CUSTOMER INQUIRIES: Water, Sewer and Solid Waste Customer Service - (269) 337-8036

PLEASE CONSERVE WATER - Every drop counts at Kalamazoo!

For more information about water use and water conservation, please visit the City's website at www.kalamazoo-city.org

CITY OF KALAMAZOO TREASURER
241 W. SOUTH ST
KALAMAZOO, MI 49007-4750

CITY OF KALAMAZOO TREASURER
241 W. SOUTH ST
KALAMAZOO, MI 49007-4750



September 7, 2022

To: DDA Board

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

Re: Discussion of Potential Atlantic Avenue Extension Project

Based on direction given during past DDA closed sessions, the property acquisition subcommittee negotiated and entered into a purchase agreement for the property located at 6227 STADIUM DR. The DDA has 180 days to conduct a property inspection and other due diligence to determine if the DDA wishes to close. The property acquisition subcommittee will present the latest updates regarding this potential project to the DDA Board at their regular September 15th meeting.

As requested, Staff has been in communication with Mark Nettleton and Bendzinski & Co to discuss financing options and project feasibility. Mark Nettleton outlined two potential options for financing, see attached email, recommending the second. Based on Mark's recommendation Bendzinski & Co created a Schedule of Debt Service Requirements and a Schedule of Projected Revenues, Expenditures, Debt Service Requirements and Coverage. The assumptions were that the total land purchase will cost \$1,200,000 and the cost to issue the Installment Purchase Contract ("IPC") will be \$25,000.00. \$300,000 were deducted that the DDA indicated they could contribute to come up with an IPC of \$925,000. The DDA would be able to meet the Debt Service Requirements based on the assumptions described. See attached.

The DDA Board is asked to discuss the potential project, financing, and provide direction.

Attachments: Email from Mark Nettleton, DSR memo from Bendzinski & Co.

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From: [Mark E. Nettleton](#)
To: [Iris Lubbert](#)
Cc: [Libby Heiny-Cogswell](#); [James Porter](#)
Subject: Oshtemo Township DDA - Property Acquisition and Financing Options
Date: Tuesday, August 9, 2022 4:41:24 PM
Attachments: [image001.png](#)

CAUTION: External Email

Iris:

Good to speak with you, Libby and Jim this afternoon. In our call we discussed two options with respect to the proposed Stadium Drive/Parkview Ave property acquisition.

I noted that the current DDA Development Plan and Tax Increment Financing Plan (the "Plan"), which expires in 2034, only authorizes the DDA to issue revenue bonds to finance the DDA's activities. Given the proposed property acquisition will facilitate a longer-term road reconfiguration project, it does not seem likely that there will be revenues generated that will enable the DDA to pay the debt service on revenue bonds. As a result, the first option we discussed would be to have the DDA/Township amend the Plan to expressly add that the DDA is authorized to issue *tax increment bonds* to finance its activities, as permitted by the DDA statute (Part 2 of Act 57 of 2018 as amended). I noted, however, that amending the Plan will take time (several months) and may take more time than is provided under the current real estate purchase agreement with the property seller. Once the DDA is authorized to issue tax increment revenue bonds, the DDA could sell and issue the bonds and obtain the funds necessary to pay all or a portion of the purchase price of the property.

The other option we discussed would be to have the Township Board acquire the property from the property seller and then lease the property to the DDA (and the DDA could then sub-lease the property to the property seller (as is contemplated by the current purchase agreement)). If the Township acquired the property, the Township could then use an installment purchase agreement ("IPA") under the provisions of Act 99 of 1933, as amended ("Act 99") to finance the acquisition of the property. A DDA is not authorized to acquire property using an Act 99 IPA. An IPA is a three-party agreement between the Township, the property seller, and a bank or lending institution selected by the Township to provide the funds to the Township to enable the Township to acquire the property from the property seller in accordance with the property purchase agreement.

I will prepare and send to you a letter or memo that can be provided to the DDA Board (and/or Township Board) with respect to the options. I will send the communication to you prior to my departure for vacation on August 30.



Mark E. Nettleton
Attorney

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[Download vCard](#)

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\$925,000
CHARTER TOWNSHIP OF OSTHEMO
COUNTY OF KALAMAZOO, STATE OF MICHIGAN
INSTALLMENT PURCHASE AGREEMENT

SCHEDULE OF DEBT SERVICE REQUIREMENTS

On a Calendar Year Basis

Year	Principal Due April 1	Interest Rate	Interest Due April 1	Interest Due October 1	Total Principal & Interest Requirements
2023	\$ 60,000	3.500%	\$ 14,928	\$ 15,138	\$ 90,066
2024	60,000	3.500%	15,138	14,088	89,225
2025	60,000	3.500%	14,088	13,038	87,125
2026	65,000	3.500%	13,038	11,900	89,938
2027	65,000	3.500%	11,900	10,763	87,663
2028	70,000	3.500%	10,763	9,538	90,300
2029	70,000	3.500%	9,538	8,313	87,850
2030	70,000	3.500%	8,313	7,088	85,400
2031	75,000	3.500%	7,088	5,775	87,863
2032	80,000	3.500%	5,775	4,375	90,150
2033	80,000	3.500%	4,375	2,975	87,350
2034	85,000	3.500%	2,975	1,488	89,463
2035	85,000	3.500%	1,488	-	86,488
	<u>\$ 925,000</u>		<u>\$ 119,403</u>	<u>\$ 104,475</u>	<u>\$ 1,148,878</u>

Assumptions:

Bonds Dated:	10/15/2022
First Interest Payment:	04/01/2023
Number of Days:	166
Subsequent Interest Payment:	10/01/2023
Number of Days:	180
First Principal Payment:	04/01/2023
Projected Interest Rate	3.50%

17000 Kercheval Ave. Suite 230, Grosse Pointe, Michigan 48230
PHONE: (313) 961-8222

The information contained herein was derived from sources generally recognized as reliable and does not make any representations as to correctness or completeness and has in no way been altered except to the extent that some information may be summarized, and is in no way intended to be a solicitation for orders.

\$925,000

CHARTER TOWNSHIP OF OSTHEMO
 COUNTY OF KALAMAZOO, STATE OF MICHIGAN
 INSTALLMENT PURCHASE AGREEMENT

**SCHEDULE OF PROJECTED REVENUES, EXPENDITURES,
 DEBT SERVICE REQUIREMENTS AND COVERAGE**

Year	(1) Projected Tax Increment Revenues	(2) Operating Expenses	Amount Avaivable For Debt Service	(3) Next Year's Debt Service Requirements	Coverage
2021	\$217,268	N/A	N/A	0	
2022	218,100	\$53,550	\$164,550	\$90,066	1.83
2023	222,462	55,157	167,306	89,225	1.88
2024	226,911	56,811	170,100	87,125	1.95
2025	231,449	58,516	172,934	89,938	1.92
2026	236,078	60,271	175,807	87,663	2.01
2027	240,800	62,079	178,721	90,300	1.98
2028	245,616	63,942	181,675	87,850	2.07
2029	250,528	65,860	184,669	85,400	2.16
2030	255,539	67,836	187,703	87,863	2.14
2031	260,650	69,871	190,779	90,150	2.12
2032	265,863	71,967	193,896	87,350	2.22
2033	271,180	74,126	197,054	89,463	2.20
2034	276,604	76,349	200,254	86,488	2.32

(1) Based on the 2021 actual and the 2022 parroved budget and adding two percent each year growth factor.

(2) Based on increasing operating eapenditures by three percent per year. We have not included Capital Expenditures.

(3) Based on the attached Schedule of Debt Service Requirements.

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PHONE: (313) 961-8222

The information contained herein was derived from sources generally recognized as reliable and does not make any representations as to correctness or completeness and has in no way been altered except to the extent that some information may be summarized, and is in no way intended to be a solicitation for orders.

September 7, 2022



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 will be provided to the DDA Board for consideration at their September 15th meeting.

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September 7, 2022

To: DDA Board

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

Re: Project Update: Stadium Drive Sidewalks

Ryan Russell with Prein&Newhof will be present to provide an update to the DDA Board.

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September 7, 2022

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

Attachments: Proposed CIP – Incorporated Atlantic Ave potential purchase
Proposed 2023 DDA Budget

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DDA CIP PLAN (2023-2028)

	CAPITAL IMPROVEMENT PLAN	2024 - 2028 ILLUSTRATIVE CAPITAL IMPROVEMENTS PLAN				
REVENUES:	2023	2024	2025	2026	2027	2028
Property tax captures	\$ 190,000.00	\$ 193,800.00	\$ 197,676.00	\$ 201,629.52	\$ 205,662.11	\$ 209,775.35
Interest	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21	\$ 1,082.43	\$ 1,104.08
Total Revenues:	\$ 191,000.00	\$ 194,820.00	\$ 198,716.40	\$ 202,690.73	\$ 206,744.54	\$ 210,879.43
EXPENDITURES:						
Operating expenditures	\$ 28,200.00	\$ 28,764.00	\$ 29,339.28	\$ 29,926.07	\$ 30,524.59	\$ 31,135.08
Community Events	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
Consultants	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Holiday Décor	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Capital expenditures:	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Corner Site Improvements/Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stadium Drive Shared Use Path						
9th St Path			\$ -			
OCC Wifi						
Car Charging Station						
Façade Improvement Program	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Property Acquisition	\$ 90,066.00	\$ 89,225.00	\$ 87,125.00	\$ 89,938.00	\$ 87,663.00	\$ 90,300.00
Total Expenditures:	\$ 184,316.00	\$ 134,039.00	\$ 132,514.28	\$ 135,914.07	\$ 134,237.59	\$ 137,485.08
FUND BALANCE:						
Net change in fund balance	\$ 6,684.00	\$ 60,781.00	\$ 66,202.12	\$ 66,776.66	\$ 72,506.96	\$ 73,394.35
Beginning fund balance (Estimated)	\$ 50,000.00	\$ 56,684.00	\$ 117,465.00	\$ 183,667.12	\$ 250,443.78	\$ 322,950.74
Ending Fund Balance:	\$ 56,684.00	\$ 117,465.00	\$ 183,667.12	\$ 250,443.78	\$ 322,950.74	\$ 396,345.09

2022: use 300k from savings for property purchase

I

2023 DDA Budget
Approved 7-21-22 by DDA Board

REVENUES	2021 Budget	2021 Actual	2022 Budget Amended	2023 Proposed Budget
Carryover	\$ 676,434.31	\$ 676,434.31	\$ 463,619.00	
Current Real Property Tax	\$ 252,077.69	\$ 217,957.50	\$ 200,000.00	\$ 190,000.00
Interest Earned	\$ 1,000.00	\$ 882.70	\$ 1,000.00	\$ 1,000.00
Loans/Grants	\$ -	\$ -	\$ 600,000.00	
TOTAL REVENUES	\$ 929,512.00	\$ 895,274.51	\$ 664,619.00	\$ 191,000.00

EXPENDITURES	2021 Budget	2021 Actual	2022 Budget Amended	2023 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	\$ -	\$ 500.00	\$ 500.00
Community Events	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
Consultants	\$ 55,000.00	\$ 592.50	\$ 31,908.00	\$ 50,000.00
Traffic Consultant, Road Design Engineering	\$ 7,500.00	\$ -	\$ 20,000.00	\$ 50,000.00
Zoning Amendment	\$ 12,500.00	\$ 592.00	\$ 11,908.00	\$ -
DDA Executive Director	\$ 35,000.00	\$ -	\$ -	\$ -
Accounting & Auditing Fees	\$ 3,000.00	\$ 2,750.00	\$ 2,000.00	\$ 3,000.00
Legal Fees	\$ 2,000.00	\$ 1,110.00	\$ 2,000.00	\$ 2,000.00
Water	\$ 1,200.00	\$ 847.80	\$ 1,200.00	\$ 1,200.00
Electric	\$ 600.00	\$ 600.28	\$ 600.00	\$ 700.00
Legal Notices	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
Repairs & Maintenance	\$ 17,500.00	\$ 12,554.05	\$ 17,800.00	\$ 17,800.00
Banner rotation/storage	\$ 2,000.00	\$ 1,900.00	\$ 2,000.00	\$ 2,000.00
Lawn care and maintenance	\$ 12,500.00	\$ 10,564.80	\$ 12,800.00	\$ 12,800.00
Millards Way snow removal	\$ 1,000.00	\$ 89.45	\$ 1,000.00	\$ 1,000.00
Stadium drive sidewalk snow removal	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
Holiday Décor	\$ 5,000.00	\$ 4,505.90	\$ 5,000.00	\$ 5,000.00
Capital Outlay/Obligated Projects	\$ 747,792.00	\$ 450,824.80	\$ 1,096,111.00	\$ 10,000.00
Corner site	\$ 1,356.00	\$ 500.00	\$ -	\$ -
Stadium Dr sidewalk (S design/ N construction)	\$ 681,436.00	\$ 450,324.80	\$ 231,111.00	
Stadium Dr sidewalk (S construction)	\$ -	\$ -	\$ 600,000.00	
loan repayment	\$ -	\$ -	\$ 200,000.00	
Facade improvment	\$ 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	\$ -
Property Acquisition	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 95,000.00
TOTAL EXPENDITURES	\$ 896,642.00	\$ 476,835.33	\$ 1,221,169.00	\$ 189,250.00