



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

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

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

**THURSDAY, NOVEMBER 16, 2023  
3:00 P.M.**

**AGENDA**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: September 21, 2023
4. Public Comment on Non-Agenda Items
5. Treasurer's Report: September – October 2023 (unaudited)
6. 2024 Meeting Dates
7. Atlantic Avenue Expansion Project Update
8. Open House Coordination
9. Other Items
10. Announcements and Adjournment

**Next Meeting: TBD**

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

**DRAFT MINUTES OF A MEETING HELD SEPTEMBER 21 , 2023**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held meeting at the Oshtemo Community Center, on Thursday, September 21, 2023. The meeting was called to order at approximately 3:12 p.m.

Members Present: Cheri Bell, Bill Cekola, Themis Corakis, Rich MacDonald, and Dick Skalski.

Members absent: Ryan Winfield and Stephen Dallas.

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

Prior to the agenda, Ms. Lubbert announced she would be resigning from her position as Township Planning Director in December. Ms. Coash noted she would also be leaving her position as Recording Secretary in December.

**Agenda**

Chairperson MacDonald confirmed no changes to the agenda were needed and moved to the next agenda item.

**Approval of Minutes: July 20, 2023**

Chairperson MacDonald asked if there were additions or corrections to the Minutes of July 20, 2023. Hearing none, he asked for a motion.

Mr. Skalski made a motion to approve the Minutes of the Meeting of July 20, 2023 as presented. Mr. MacDonald seconded the motion. The motion carried unanimously.

**Public Comment on Non-Agenda Items**

There were no members of the public present; the Chair moved to the next agenda item.

**Treasurer's Report: July – August 2023 (unaudited)**

Ms. Lubbert reported \$205,323.93 in property tax revenue (about \$15,000 higher than expected) and \$3,823.14 in interest were collected to date. Expenditures this cycle total \$5,684.66 and include general operating expenditures, landscaping, and banner rotation fees.

Mr. Corakis made a motion to approve the Treasurer's Report: July – August 2023 (unaudited) as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

**Atlantic Avenue Extension Project Update and Coordination**

A. Subcommittee

Ms. Lubbert noted at their last regular meeting, the DDA Board created a subcommittee to review the two qualifying proposals that were received for the Atlantic Avenue Extension Project and authorized the subcommittee to make a recommendation for approval to the Township Board on behalf of the DDA. After review and discussion, both township staff and the DDA subcommittee recommended the Township Board proceed with the proposal from Wightman. The Township Board approved proceeding with the recommended proposal at their regular August 1<sup>st</sup> meeting. The total cost of the project is \$92,500 and will be split between the Township and the DDA: \$42,500 and \$50,000, respectively.

Work on the Atlantic Avenue Extension project has started. A kick off meeting with Township Staff was held on Wednesday, August 23<sup>rd</sup>. At that meeting a general timeline and the need for a Steering Committee to assist with the project were discussed. It was determined the Steering Committee should be comprised of 2-3 DDA members, 2-3 Township Board members, and a member of the Road Commission.

After discussion it was agreed that Mr. MacDonald and Mr. Skalski will participate on the Steering Committee for the time being. Dates for meetings will be provided to them as soon as possible.

#### B. 2023 Budget Amendment

Ms. Lubbert reported the Township Treasurer informed staff that although township owned property is exempt from taxes, a single year of taxes is due for 6227 Stadium Drive prior to the exempt status kicking in. As a result, a budget amendment to pay the \$1,802.19 in taxes on the property was needed.

Chairperson MacDonald asked that Attorney Porter look at the purchase agreement as he recalled that, although the occupant is continuing to live at the site rent free, there were to be no costs to the DDA during her occupancy.

The Chair made a **motion** to amend the budget in the amount of \$1,802.19 in order to pay the \$1,802.19 in property taxes as requested unless Attorney Porter determines the purchase agreement indicates the DDA is not obligated for that expense. Mr. Skalski **seconded the motion**. The **motion carried unanimously**.

Ms. Lubbert will consult with Attorney Porter and apprise DDA members of the outcome.

#### **CIP Discussion**

Ms. Lubbert said 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 Township's CIP includes a section for the DDA.

At the DDA's last meeting, the DDA's budget for 2024 was discussed and submitted to the Township Board for consideration. The next step is taking the proposed 2024 budget and projecting project decisions forward. A drafted CIP was provided for the Board's consideration/discussion. Some proposed amendments to the 2024 budget were also suggested and discussed. Action was taken as follows:

Chairperson MacDonald made a **motion** to amend the CIP by adding \$100,000 for the Stadium Drive shared use path for FY 2028, to allocate \$20,000 for the consultant line item for FY 2025 and increase the property tax line item for FY 2024 to \$200,000. In addition, he **moved** that the 2024 DDA Budget Electric line item be increased from \$700 to \$800 and the property tax line item be increased from \$190,000 to \$200,000. Mr. Cekola **seconded the motion** as proposed. The **motion to approve the changes to both the CIP Budget and the 2024 DDA Budget was approved** unanimously.

Ms. Lubbert will talk with the appropriate Township personnel regarding future CIP revenue budgeting in order to be in step with the Township and to stay in compliance regarding the Atlantic Avenue Extension project.

### **Other Items/Updates**

#### **Tree Lighting Ceremony Coordination for 2024**

The group agreed they would like to have an annual holiday tree lighting ceremony at the corner of Stadium and 9<sup>th</sup> Street beginning in 2024. Ms. Bell and Mr. Corakis agreed to serve on a sub-committee to further pursue this idea.

### **Announcements and Adjournment**

As there were no announcements, the meeting was adjourned at approximately 3:55 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: September 22, 2023  
Minutes Approved:

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November 8, 2023

**To: DDA Board**

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

**Re: September – October 2023 Treasurer’s Report**

Attached you will find the Treasurer’s Report for September – October 2023, unaudited.

\$205,323.93 in property tax revenue and \$4,396.03 in interest have been collected to date.

Expenditures from this cycle total \$4,284.46. Expenditures include general operating expenditures and landscaping.

Attachments: September – October 2023 Treasurer’s Report  
Invoices

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**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Treasurer's Report September - October 2023**  
**Unaudited**

REVENUES	2023 Budget	Previous Activity	Activity this Period	Total Actual Revenue
Carryover (fund balance)	\$292,398.62	\$292,398.62	\$0.00	\$292,398.62
Property Tax Revenue	\$190,000.00	\$205,323.93	\$0.00	\$205,323.93
Interest Earned	\$1,000.00	\$3,823.14	\$572.89	\$4,396.03
<b>TOTAL REVENUES</b>	<b>\$483,398.62</b>	<b>\$501,545.69</b>	<b>\$572.89</b>	<b>\$502,118.58</b>

EXPENDITURES	2023 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	\$52.92	\$0.00	\$52.92	\$447.08	10.58%
Community Events	\$1,050.00	\$1,050.00	\$0.00	\$1,050.00	\$0.00	100.00%
Consultants	\$50,000.00	\$173.25	\$0.00	\$173.25	\$49,826.75	0.35%
<i>Assistance with new projects (traffic/road design)</i>	<i>\$50,000.00</i>	<i>\$173.25</i>	<i>\$0.00</i>	<i>\$173.25</i>	<i>\$49,826.75</i>	<i>0.35%</i>
Accounting & Auditing Fees	\$3,000.00	\$2,260.00	\$450.00	\$2,710.00	\$290.00	90.33%
Legal Fees	\$2,000.00	\$120.00	\$0.00	\$120.00	\$1,880.00	6.00%
Legal Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Water	\$1,200.00	\$220.32	\$0.00	\$220.32	\$979.68	18.36%
Electric	\$700.00	\$378.72	\$91.98	\$470.70	\$229.30	67.24%
Outdoor Decorations	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	0.00%
Repairs & Maintenance	\$17,800.00	\$8,300.60	\$3,742.48	\$12,043.08	\$5,756.92	67.66%
<i>Stadium Drive snow removal</i>	<i>\$2,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$2,000.00</i>	<i>0.00%</i>
<i>Banner rotation/storage/maintenance</i>	<i>\$2,000.00</i>	<i>\$820.00</i>	<i>\$0.00</i>	<i>\$820.00</i>	<i>\$1,180.00</i>	<i>41.00%</i>
<i>Lawn care and maintenance</i>	<i>\$12,800.00</i>	<i>\$7,480.60</i>	<i>\$3,742.48</i>	<i>\$11,223.08</i>	<i>\$1,576.92</i>	<i>87.68%</i>
<i>Millard's Way snow removal</i>	<i>\$1,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,000.00</i>	<i>0.00%</i>
Capital Outlay/Obligated Projects	\$10,000.00	\$668.73	\$0.00	\$668.73	\$9,331.27	6.69%
<i>Façade grant program</i>	<i>\$10,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$10,000.00</i>	<i>0.00%</i>
Capital Outlay/Land Acquisition	\$274,693.67	\$274,693.67	\$0.00	\$274,693.67	\$0.00	100.00%
<b>TOTAL EXPENDITURES</b>	<b>\$369,443.67</b>	<b>\$287,918.21</b>	<b>\$4,284.46</b>	<b>\$292,202.67</b>	<b>\$77,241.00</b>	<b>79.09%</b>

<b>Remaining Funds</b>	<b>\$209,915.91</b>
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# SiegfriedCrandallPC

Certified Public Accountants & Advisors

15540 Twp  
15316 FD

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: 113039  
Client ID: 6870

**Date: 08/31/2023**  
Payable upon receipt

Professional services during the month of August 2023, which included the following:  
Josh Gabrielse 27 hours @ \$210/hour - accounting assistance 5,670.00

Breakdown by fund:

101 - \$2,970  
107 - 300  
204 - 300  
206 - 300  
207 - 300  
211 - 300  
248 - 300  
249 - 300  
485 - 300  
486 - 300

-----  
\$5,670  
=====

New Charges: \$5,670.00  
Plus Prior Balance: \$0.00  
New Balance: \$5,670.00

<u>08/31/2023</u>	<u>07/31/2023</u>	<u>06/30/2023</u>	<u>05/31/2023</u>	<u>04/30/2023+</u>
5,670.00	0.00	0.00	0.00	0.00

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

S&T Lawn Service Inc.

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

# Invoice

Date:	Invoice #:
9/22/2023	211673

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

Terms:	Regarding:
Net 15	Corner of 9th and Stadium

Date:	Description:	Quantity:	Rate:	Amount:
8/21/2023	Sprinkling system repair - Repaired the Toro DDCWP-2-9V two station Battery Operated controller. Replaced (3) 12" Sprayhead, (3) WM Nozzel , (2) MP Rotator Nozzle, And D1100 Lid Only	1	323.24	323.24

<b>Total</b>		\$323.24
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$323.24

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com

S&T Lawn Service Inc.

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

# Invoice

Date:	Invoice #:
8/31/2023	23158

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

Terms:	Regarding:
Net 15	Parkview Hall

Date:	Description:	Quantity:	Rate:	Amount:
8/30/2023	Monthly Lawn Maintenance	1	347.00	347.00

<b>Total</b>		\$347.00
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$347.00

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com

S&T Lawn Service Inc.

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

# Invoice

Date:	Invoice #:
9/30/2023	23311

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

Terms:	Regarding:
Net 15	Corner of 9th and Stadium

Date:	Description:	Quantity:	Rate:	Amount:
9/27/2023	Planting of Annuals	1	0.00	0.00
9/30/2023	Monthly Lawn Maintenance	1	347.00	347.00

<b>Total</b>		\$347.00
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$347.00

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com

S&T Lawn Service Inc.

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

# Invoice

Date:	Invoice #:
9/30/2023	23310

Bill To:
Parkview Hall 7275 West Main Street Kalamazoo, MI 49009

Terms:	Regarding:
Net 15	Millards Way

Date:	Description:	Quantity:	Rate:	Amount:
9/30/2023	Monthly Lawn Maintenance	1	487.12	487.12

<b>Total</b>		\$487.12
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$487.12

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com

S&T Lawn Service Inc.

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

# Invoice

Date:	Invoice #:
8/31/2023	23157

Bill To:
Parkview Hall 7275 West Main Street Kalamazoo, MI 49009

Terms:	Regarding:
Net 15	Millards Way

Date:	Description:	Quantity:	Rate:	Amount:
8/30/2023	Monthly Lawn Maintenance	1	487.12	487.12

<b>Total</b>		\$487.12
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$487.12

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com

S&T Lawn Service Inc.

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

# Invoice

Date:	Invoice #:
9/30/2023	23312

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

Terms:	Regarding:
Net 15	Village Corner

Date:	Description:	Quantity:	Rate:	Amount:
9/21/2023	Weeding of stone and/or bark areas	1	0.00	0.00
9/28/2023	Planting of Annuals	1	0.00	0.00
9/30/2023	Monthly Lawn Maintenance	1	654.00	654.00

<b>Total</b>		\$654.00
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$654.00

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com



S&T Lawn Service Inc.

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

# Invoice

Date:	Invoice #:
8/31/2023	23153

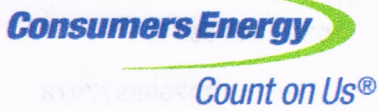
<b>Bill To:</b>
Oshtemo Charter Township 7275 West Main Street Kalamazoo, MI 49009

Terms:	Regarding:
Net 15	Village Corner

Date:	Description:	Quantity:	Rate:	Amount:
8/24/2023	Weeding of stone and/or bark areas	1	0.00	0.00
8/30/2023	Monthly Lawn Maintenance	1	654.00	654.00
8/21/2023	Sprinkling system repair ( Replaced Controller, 3 spray heads, 5 nozzels and valve box	1	443.00	443.00

<b>Total</b>		\$1,097.00
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$1,097.00

Phone #	Fax #	E-mail
269.375.0334	269.375.2664	ccrouch@stlawnservice.com



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

Amount Due: **\$45.17**  
Please pay by: **November 03, 2023**

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



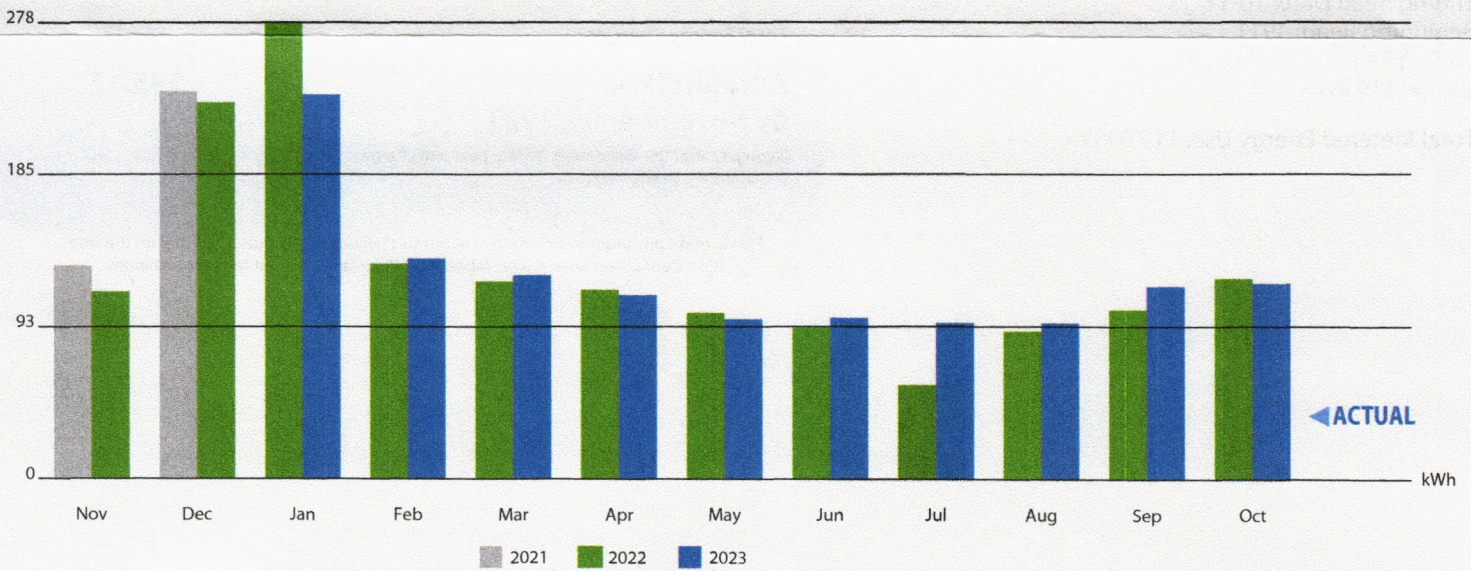
▶ **Thank You** - We received your last payment of **\$46.81** on **September 28, 2023**

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

### October Energy Bill

Service dates: September 12, 2023 - October 11, 2023 (30 days)

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



#### October Electric Use

**119 kWh**  
October 2022 use: 122 kWh

Cost per day: **\$1.51**

kWh per day: **4**

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.



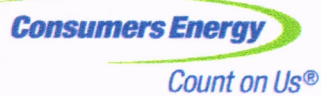
**If you smell natural gas.**  
If the "rotten egg" odor of gas is apparent, call from a safe location.

**Downed power lines are dangerous.** If you see any downed line, keep 25 feet or two car lengths away from it and anything it may be touching. Always assume power lines on the ground or overhead are energized and dangerous. If you see a downed line, go to a safe place, call 9-1-1 and then call us: 800-477-5050. We respond 24/7.

Report outages, including streetlight outages, get update alerts and check your expected restoration times online at our Outage Center: [www.ConsumersEnergy.com/Outages](http://www.ConsumersEnergy.com/Outages)

To sign up for text alerts, text REG to 232273 and provide your account number when prompted. You can text OUT to report an outage, or STAT to request an update on your restoration time.

Fold, detach and mail this portion with your check made payable to Consumers Energy. Please write your account number on your check.



**You can pay your bill by mail, by phone or online**  
See reverse side for more information

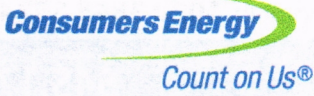
Account: 1030 3845 5574

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

**PAYMENT CENTER**  
PO BOX 740309  
CINCINNATI OH 45274-0309

Amount Due: **\$45.17**  
Please pay by: **November 03, 2023**  
Enclosed: **45.17**

I 103038455574 000000045179 0000 2056 9 000000000000



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

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

### Account Information

Bill Month: October  
Service dates: 09/12/2023 - 10/11/2023  
Days Billed: 30  
Portion: 12 10/23

### Rate Information

Elec Gen Sec Rate GS Com  
Rate: 1100

### Meter Information

Your next scheduled meter read  
date is on or around 11/09/2023

#### Electric Service:

Smart Meter  
Meter Number: 31641858  
POD Number: 0000003870323  
Beginning Read Date: 09-12  
Ending Read Date: 10-11  
Beginning Read: 4911  
Ending Read: 5030 (Actual)  
Usage: 119 kWh  
  
Total Metered Energy Use: 119.0 kWh

## October Energy Bill

Invoice: 202698977978

### Account Summary

Last Month's Account Balance	\$46.81
Payment on September 28, 2023	\$46.81-
<b>Balance Forward</b>	<b>\$0.00</b>

Payments applied after Oct 12, 2023 are not included.

### Electric Charges

Energy	119@ 0.090108	\$10.72
PSCR	119@ 0.001680	\$0.20
System Access		\$20.00
Deferral Surcharge	119@ 0.000228	\$0.03
Refund	119@ 0.000406-	\$0.05-
Distribution	119@ 0.044692	\$5.32
FCM Incentive	119@ 0.000098	\$0.01
Other Surcharges		\$7.91
Power Plant Securitization	119@ 0.001227	\$0.15
Low-Income Assist Fund		\$0.88
<b>Total Electric</b>		<b>\$45.17</b>

**Total Energy Charges**

**\$45.17**

### Amount Due:

**\$45.17**

by November 03, 2023

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

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

### NEWS AND INFORMATION

Stay safe from the risk of deadly Carbon Monoxide (CO) poisoning. Install a CO alarm on every floor and

check or change batteries regularly. Never use a generator indoors and keep them away from doors,

windows or fresh air intakes. Learn more at: [www.ConsumersEnergy.com/COSafety](http://www.ConsumersEnergy.com/COSafety)

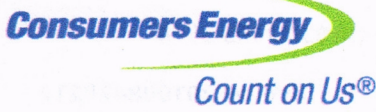
Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

### Ways to Pay Your Energy Bill For more information, visit [ConsumersEnergy.com/BizPay](http://ConsumersEnergy.com/BizPay)

<b>Auto-Pay</b>	<b>eLockbox</b>	<b>Same-Day Payment</b>	<b>Mail</b>	<b>In Person</b>
Checking or savings bank account	via ACH Secure electronic payment with emailed remittance	ConsumersEnergy.com, 866-329-9593 or App Discover,® MasterCard,® Visa® or eCheck Fee may apply	Consumers Energy Payment Center P.O. Box 740309   Cincinnati, OH 45274-0309 Check or money order	Authorized Payment Location Fee may apply Cash, check, card or money order. Varies by location

15387

Account: **1030 3845 5574**



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

Amount Due: **\$46.81**  
Please pay by: **October 04, 2023**

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

▶ **Thank You** - We received your last payment of **\$43.43** on **August 28, 2023**

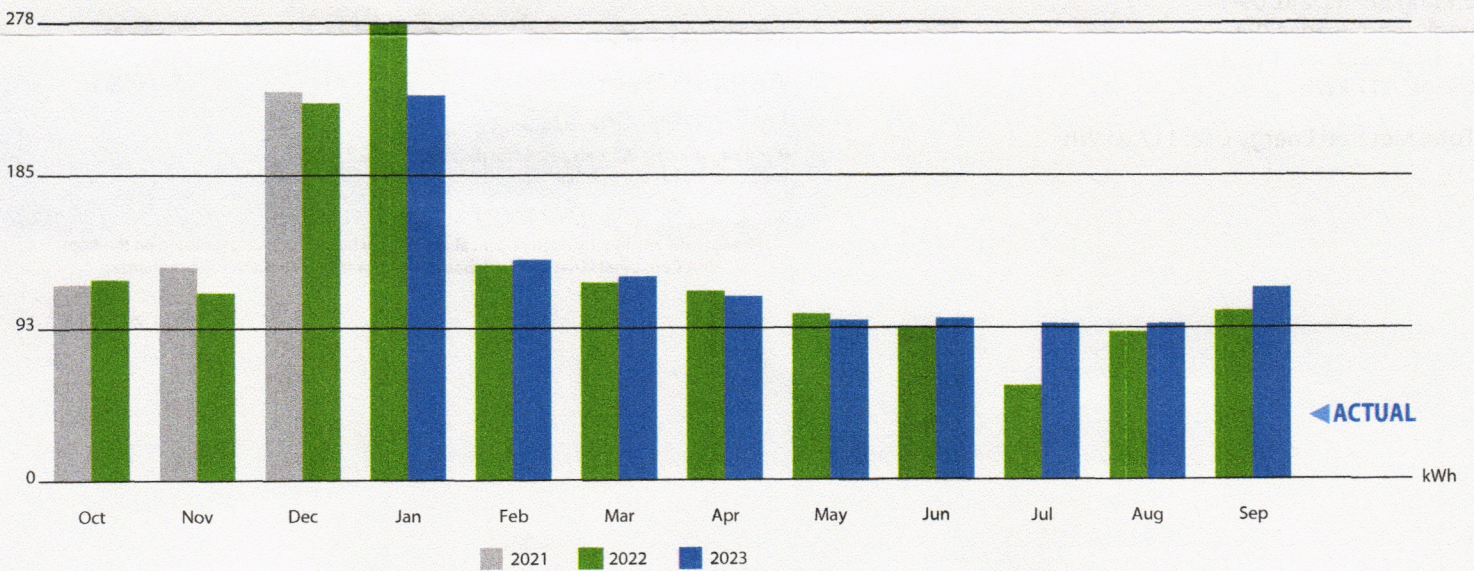
▶ **Service Address:**  
6520 STADIUM DR  
KALAMAZOO MI 49009-2018



**September Energy Bill**

Service dates: August 11, 2023 - September 11, 2023 (32 days)

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



**September Electric Use**

**117 kWh**  
September 2022 use: 103 kWh

**Cost per day:**

**\$1.46**

**kWh per day:**

**4**

**Prior 12 months electric use:**

**1,571 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.

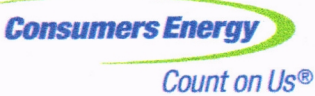


**If you smell natural gas.**  
If the "rotten egg" odor of gas is apparent, call from a safe location.

**Less paper. Less waste. Less to remember.**

**More love for our planet through paperless billing, making Michigan greener.** Get the same bill you are used to, delivered to your email. With your free online account, you can easily view and pay your bill, set alerts, track energy use, customize your bill due date and more. Pay paperless with electronic bank payments - the cheapest way to pay and one less thing to remember each month. Log in or create an account to get started. Visit: [www.ConsumersEnergy.com/eBill](http://www.ConsumersEnergy.com/eBill)

Fold, detach and mail this portion with your check made payable to Consumers Energy. Please write your account number on your check.



**You can pay your bill by mail, by phone or online**  
See reverse side for more information

Account: **1030 3845 5574**

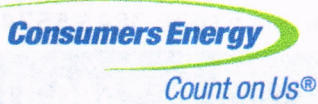
**Service Address:**  
OSHTEMO TOWNSHIP  
6520 STADIUM DR  
KALAMAZOO MI 49009-2018

**PAYMENT CENTER**  
PO BOX 740309  
CINCINNATI OH 45274-0309

Amount Due: **\$46.81**  
Please pay by: **October 04, 2023**  
Enclosed: **46.81**

I 103038455574 000000046813 0000 2056 2 000000000000

H



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

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

### Account Information

Bill Month: September  
Service dates: 08/11/2023 - 09/11/2023  
Days Billed: 32  
Portion: 12 09/23

### Rate Information

Elec Gen Sec Rate GS Com  
Rate: 1100

### Meter Information

Your next scheduled meter read  
date is on or around 10/11/2023

#### Electric Service:

Smart Meter  
Meter Number: 31641858  
POD Number: 0000003870323  
Beginning Read Date: 08-11  
Ending Read Date: 09-11  
Beginning Read: 4794  
Ending Read: 4911 (Actual)  
Usage: 117 kWh  
Total Metered Energy Use: 117.0 kWh

## September Energy Bill

Invoice: 201008470212

### Account Summary

Last Month's Account Balance	\$43.43
Payment on August 28, 2023	<u>\$43.43-</u>
<b>Balance Forward</b>	<b>\$0.00</b>

Payments applied after Sep 12, 2023 are not included.

### Electric Charges

Energy	117@ 0.106684	\$12.48
PSCR	117@ 0.001560	\$0.18
System Access		\$20.00
Deferral Surcharge	117@ 0.000228	\$0.03
Refund	117@ 0.000406-	\$0.05-
Distribution	117@ 0.044692	\$5.23
FCM Incentive	117@ 0.000098	\$0.01
Other Surcharges		\$7.91
Power Plant Securitization	117@ 0.001227	\$0.14
Low-Income Assist Fund		<u>\$0.88</u>
<b>Total Electric</b>		<b>\$46.81</b>

**Total Energy Charges \$46.81**

**Amount Due: \$46.81**  
**by October 04, 2023**

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

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

### NEWS AND INFORMATION

Beware of unauthorized payment centers or phone  
and email scams regarding utility payments. We

never demand payment using only a prepaid card.  
Find a payment center near you or choose from many

other secure payment options at  
[www.ConsumersEnergy.com/BizPay](http://www.ConsumersEnergy.com/BizPay)

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

### Ways to Pay Your Energy Bill For more information, visit [ConsumersEnergy.com/BizPay](http://ConsumersEnergy.com/BizPay)

<b>Auto-Pay</b>	<b>eLockbox</b>	<b>Same-Day Payment</b>	<b>Mail</b>	<b>In Person</b>
via ACH	via ACH	ConsumersEnergy.com, 866-329-9593 or App <i>Fee may apply</i>	Consumers Energy Payment Center P.O. Box 740309   Cincinnati, OH 45274-0309	Authorized Payment Location <i>Fee may apply</i>
Checking or savings bank account	Secure electronic payment with emailed remittance	Discover,® MasterCard,® Visa® or eCheck	Check or money order	Cash, check, card or money order. Varies by location

# SiegfriedCrandallPC

Certified Public Accountants & Advisors

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

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

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

Invoice Number: 113310  
Client ID: 6870

**Date: 09/30/2023**  
Payable upon receipt

Professional services during the month of September 2023, which included the following: 2,500.00  
Josh Gabrielse - 10 hours (\$250/hour) accounting assistance

Breakdown by fund:  
101 - \$1,150 *15540*  
107 - 150  
204 - 150  
206 - 150 *15376*  
207 - 150  
211 - 150 *15376*  
249 - 150  
490 - 150  
491 - 150  
900 - 150

-----  
\$2,500  
=====

New Charges:	\$2,500.00
Plus Prior Balance:	\$0.00
New Balance:	\$2,500.00

<u>09/30/2023</u>	<u>08/31/2023</u>	<u>07/31/2023</u>	<u>06/30/2023</u>	<u>05/31/2023+</u>
2,500.00	0.00	0.00	0.00	0.00

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

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**Downtown Development Authority (DDA)**

**Third Thursday- every other month at 3PM**

**At the Oshtemo Community Center**

**Proposed 2024 Meeting Dates**

**January 18<sup>th</sup>**

**March 21<sup>th</sup>**

**May 16<sup>th</sup>**

**July 18<sup>th</sup>**

**September 19<sup>th</sup>**

**November 21<sup>st</sup>**



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November 9, 2023

**To: DDA Board**

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

**Re: Atlantic Avenue Expansion Project Update**

Traffic data collection has been completed and Progressive A/E is working to complete the Traffic Impact Study.

Wightman has provided the attached document outlining the information collected from the Township's existing plans in regard to the Village Core area and potential development of goals and/or priorities that could drive decision making for the Atlantic Avenue Project. The items listed in the document are not intended to be the goals/priorities, but rather tools to help develop the goals/priorities for the Atlantic Avenue extension project.

Wightman asks that the DDA Board review the document and provide feedback. Using the feedback collected, the Steering Committee will be meeting later this month to establish goals and priorities for the Atlantic Avenue extension project.

Attachment: Wightman 'Atlantic Avenue Extension – Project Goals/Priorities' document

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TO: Oshtemo Charter Township  
FROM: Wightman  
ISSUE DATE: 2023.11.08  
RE: Atlantic Avenue Extension – Project Goals/Priorities

## Oshtemo Township Village Core Goals: Atlantic Avenue Extension

### Parks/Open Space: 6 Goals mined from existing plans

- Neighborhood park focus area for parcel north of Parkview Ave
- Conserving surrounding native plants and animals- this area contains a potential wildlife habitat connection route
- Identify and secure for protection valuable open spaces
- Maintain street canopy as roadways are improved
- Protection and preservation of natural landscape; transitions/buffers between adjacent land uses
- Use of creative/innovative stormwater management techniques and practices

### Multi-Modal/Complete Steets: 23 Goals mined from existing plans

- Construct 10-foot shared-use path along the north side of Atlantic Avenue between 9th Street and Parkview Avenue. This path will be part of the potential future off-road Fruitbelt path through the AT&T utility corridor.
- Construct 10-foot shared-use path along the north side of Atlantic Avenue between 9th Street and Parkview Avenue. This path will be part of the potential future off-road Fruitbelt path through the AT&T utility corridor.
- Construct widened shoulders/bike lanes for Parkview Avenue between Stadium Drive and Drake Road. Construct sidewalks on Parkview Avenue between Stadium Drive and Atlantic Avenue on the north side. Construct 10-foot shared use path on north side of Parkview Avenue, from Atlantic Avenue to Drake Road. Construct sidewalks on south side of Parkview Avenue between Stadium Drive and Drake Road.
- Construct sidewalk along the south side of Parkview Avenue between Stadium Drive and Atlantic Avenue. Construct sidewalk along the north side of Parkview Avenue between Stadium Drive and the potential Fruitbelt Path. Construct 10-foot shared use path along the north side of Parkview Avenue between Fruitbelt Path and Drake Road.
- In the future, if development occurs on the agricultural land between Atlantic Avenue and 11th Street, evaluate adding sidewalks to the south side of Parkview Avenue along this segment.
- Complete the sidewalk along the east side of 9th Street between N Avenue and Atlantic Avenue. Add pedestrian crossings at the Atlantic Avenue and 9th Street intersection, as well as providing sidewalk connection around the intersection where they do not exist.

- Construct 8– to 10-foot shared use path from Stadium Drive to the Consumer’s Energy utility corridor. Identify optimal location for High-Intensity Activated Crosswalk (HAWK) pedestrian signal to allow pedestrians and bicyclists to safely cross 9th Street.
- Construct 10-foot shared use path on the north side of Atlantic Ave.
- Transportation improvements to support additional vehicles, non-motorized users, and residents will be critical as development occurs. Interconnection of the local street network needs to be established to reduce conflicts and reliance on 11th Street and 12th Street. Intersection improvements, particularly at 11th & Parkview and 11th & N Avenue will be considered to ensure safe and efficient traffic flow. Finally, bicycle and pedestrian amenities are needed to reduce potential for accidents and improve the quality of life for residents and their mobility options.
- Provide trails and connections within Sub-Areas and to existing networks outside the Sub-Areas, including to township park and library.
- Adopt a Complete Streets strategy, identifying needs of motorists, cyclists and pedestrians alike.
- Walkable, mixed-use village center
- Uniform streetscape improvements and sidewalks
- At the intersection of 9th Street and Stadium Drive, recent county street improvements have resulted in the installation of marked crosswalks and “push to walk” buttons. However, the widths of both streets in Oshtemo Village, coupled with heavy traffic volumes, can result in an imposing crossing from the perspective of a pedestrian.
- Parkview Avenue, Stadium Drive to Drake Road - Sidewalks along both sides of street (pro-posed 2026-2030)
- Atlantic Avenue, 9th Street to Parkview Avenue - Sidewalks along both sides of street (pro-posed 2026-2030)
- Parkview Avenue Shared Use Path – Proposed to be a 10-foot wide shared use path along the north side of Parkview Avenue, from Stadium Drive extending east through the DDA District and beyond to Drake Road.
- Atlantic Avenue Shared Use Path – Proposed to be a 10-foot wide shared use path along the north side of Atlantic Avenue, between 9th Street and Parkview Avenue.
- Improved streetscape: widen sidewalks with decorative paving, street trees and planter boxes, pedestrian scale lighting, decorative walls, mid-block crossing.
- Would like to see more options for development at Stadium and 9th Street including building setbacks from the road, drive through as an option, and less space used for 12’ wide sidewalks.
- Sidewalks are recommended on both sides of all streets in the district.
- A system of sidewalks and trails should be planned integrating all of the major open space areas in the Township with each other, as well as with other major open space areas in the metropolitan region, the nearby Kal-Haven Trail, and the trail systems of the adjacent communities.
- Sidewalks with decorative paving, street trees and planter boxes, pedestrian scale lighting, decorative walls, marked crosswalks

#### Village Development: 9 Goals mined from existing plans

- Industrial development near Parkview between 9<sup>th</sup> and 11<sup>th</sup> street
- As development occurs, provide sub-areas with public water and sanitary sewer utility services
- Explore transitional mixed-use zoning around Parkview ave from Atlantic ave to 11<sup>th</sup> street
- Walkable, mixed-use village center

- Would like to see a “city center” developed in the 9th Street/Stadium corridor.
- Would like to see more options for development at Stadium and 9th Street including building setbacks from the road, drive through as an option, and less space used for 12’ wide sidewalks.
- Would like Harding’s to expand and see other shops in the area
- People are looking for convenience. This is a busy intersection and ease of use would be helpful.
- purchase property and provide public parking within the village area

#### Traffic Impacts: 5 Goals mined from existing plans

- Signalization review for Atlantic Avenue to 9<sup>th</sup> street
- Access management principles should be applied along 9th Street as well to limit access points and encourage shared driveways and development of service drives and a local street network.
- The intersection of 9th Street and Stadium Drive is one of the most dangerous intersections in Kalamazoo County. According to data from the Michigan State Police Traffic Crash Reporting Unit
- Eliminate hazardous traffic light on Parkview at Stadium Dr
- reduce speeds along the two arterial routes within the study area, Stadium Drive and 9th Street, are outlined later in this section.

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November 8, 2023

**To: DDA Board**

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

**Re: Open House Coordination**

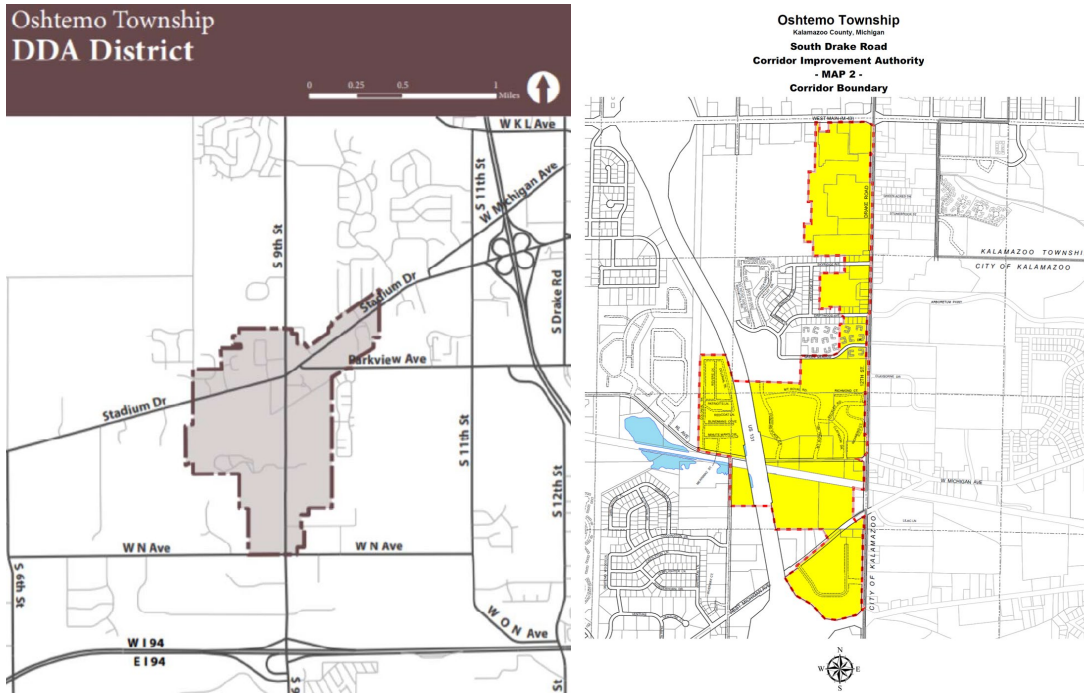
Public Act 57 of 2018 requires that Downtown Development Authorities hold at least two informational meetings a year. These meetings do not have to be official Board meetings but can be designed as open houses to inform the public of the goals of the Board and the projects that the DDA is financing. The DDA held their first open house in 2023 on May 15<sup>th</sup>, 2023. The second required open house needs to be coordinated and scheduled.

Following past practice, staff is recommending the second open house be scheduled for Wednesday, December 6<sup>th</sup> from 4 to 6pm. This open house would be designed in conjunction with SoDA's required informational meeting.

At this time, staff is looking for direction from the Board on what information should be included or topics covered in the second open house of 2023. For reference, the flyer used for the May 15<sup>th</sup> open house is attached.



**Downtown Development Authority (DDA)  
&  
South Drake Road Corridor Improvement Authority (SoDA)  
OPEN HOUSE**



**When:** Monday, May 15, 2023  
Stop by anytime between **4:00 to 6:00 PM**

**Where:** Oshtemo Community Center  
6407 Parkview Avenue, Kalamazoo, Michigan 49009

**What:** Have you ever wondered what the DDA and SoDA are? Curious to know what these Authorities do and how they do it? This informational meeting will outline both the DDA's and SoDA's Development Plans and provide information on their past, present, and future projects.

At this Open House the DDA will also introduce and collect initial feedback on a road reconfiguration project which will improve the overall safety and circulation for the district. Specifically, the project will explore the reconfiguration and continuation of Atlantic Avenue to Stadium Drive and the reconfiguration of the Parkview Avenue and Stadium Drive intersection.

Please come to learn and share your thoughts anytime between 4:00 to 6:00 PM!

To learn more about the Open House, please contact Iris Lubbert, Planning Director, at [ilubbert@oshtemo.org](mailto:ilubbert@oshtemo.org) or (269) 216-5232.