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www.oshtemo.org

**DOWNTOWN DEVELOPMENT AUTHORITY
Board of Directors**

Participate through this Zoom link:
<https://us02web.zoom.us/j/84986653177>

Or by calling: 1-929-205-6099
Meeting ID: 849 8665 3177

(Refer to the www.oshtemo.org Home Page or the next page of this packet for additional Virtual Meeting Information)

Thursday, November 19, 2020
12:00 p.m. - 1:00 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: September 17, 2020
4. Treasurer's Report: September – October 2020 (unaudited)
5. Project Updates
 - a. Gateway Project at Stadium and 9th
 - b. Stadium Drive Sidewalks
6. Open House – November 19th and December 2nd
 - a. Survey
7. 2021 Meeting Dates
8. Public Comment
9. Announcements and Adjournment

Next Meeting Thursday, January 21st, 2020

Zoom Instructions for Participants

Before a videoconference:

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

To join the videoconference:

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

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 849 8665 3177**

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

To join the conference by phone:

1. On your phone, dial the toll-free teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **849 8665 3177#**

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



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

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

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

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

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

DRAFT MINUTES OF THE VIRTUAL MEETING HELD SEPTEMBER 17, 2020

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a virtual meeting via tele-conference on Thursday, September 17, 2020. The meeting was called to order at approximately 12:04 p.m.

Roll Call Vote:

Chairperson Taylor asked Ms. Lubbert to call the roll by voice.

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

Members absent: Mike Lutke, and Jack Siegel.

Also present: Iris Lubbert, Planning Director, Marc Elliot, Public Works Director, Ryan Russell, Prein & Newhof and Martha Coash, Meeting Transcriptionist.

Approval of Agenda

Chairperson Taylor asked for a motion to approve the agenda.

Mr. Corakis moved to approve the agenda as presented. Mr. Cekola seconded the motion. The motion passed unanimously by roll call vote.

Approval of Minutes

The Chair asked if there were additions or corrections to the Minutes of the Virtual Meeting of July 16, 2020. Hearing none, he asked for a motion.

Mr. Wieber moved to approve the Minutes of the Meeting of July 16, 2020 as presented. Mr. Betzler seconded the motion. The motion carried unanimously by roll call vote.

Mr. Corakis asked whether the discussion at the July 16th meeting regarding whether design work on the sidewalk project had been billed incorrectly to the DDA rather than the Township had been addressed.

Chairperson Taylor said he had not had time to do that yet but will explore it.

Treasurer's Report: July – August, 2020 (unaudited)

Ms. Lubbert presented the Treasurer's Report for July – August, 2020.

She noted the report for this cycle showed an increase in Property Tax Revenue of \$4,161.69 and a \$3,952.21 increase in interest earned.

Expenditures from this cycle include payments totaling \$65,791.31 towards the corner site improvement project and various maintenance costs totaling \$1,676.00.

Mr. Corakis noted the logo on the corner site sign had not yet been changed.

Ms. Heiny-Cogswell said the logo had actually been moved to completely encircle the "O" in Oshtemo, and though that was not what had been discussed she and Mr. Skalski felt it looked acceptable.

Mr. Corakis also suggested when a final walk through is done with the contractor there needs to be some adjustment to the electrical junction boxes.

Mr. Skalski will do the final walk through and is aware of a number of issues that need to be addressed.

Ms. Lubbert said there is still about \$50,000 of work to be done. The July-August report does not reflect final payment.

Mr. Corakis asked that the SignArt invoices be looked at to be sure there has not been double payment.

Ms. Lubbert will check on that.

Chairperson Grant noted the signs should soon be swapped out for the autumn.

Hearing no further comments, Chairperson Taylor asked for a motion to approve the Financial Reports.

Mr. Wieber moved to approve the Treasurer's Report for July - August 2020 as presented. Mr. Cekola seconded the motion. The motion carried unanimously by roll call vote.

CIP Discussion

Ms. Lubbert said the Township is required to prepare a Capital Improvement Plan (CIP) outlining the public structures and improvements planned to be completed in the following six-year period. The 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 budget for 2021 was discussed and submitted to the Township Board for consideration. The next step is taking the proposed 2021 budget and projecting project decisions forward. She provided a CIP draft for discussion.

Projects discussion included lighting on 9th Street from the ballpark to the south of the DDA boundary and the project that would provide sidewalks to the school. Also discussed were other new and replacement sidewalk priorities. Property acquisition was also discussed but not expected to occur until sidewalk work is completed.

Chairperson Taylor noted estimated income will depend on a number of factors, including, since he will be leaving the Treasurer's position, how a new Treasurer will approach investing.

After discussion, several changes were made to the draft, including two updates to the proposed 2021 DDA Budget. The CIP will be considered again next year.

Chairperson Taylor asked for a motion.

Mr. Corakis moved to approve the Capital Improvement Plan as presented with the discussed changes. In addition if the expected project expenditure amount was changed for the Covid-19 Emergency Assistance Program later in this meeting, they would be adjusted in the CIP. Mr. Skalski seconded the motion. The motion carried unanimously by roll call vote.

A copy of the amended CIP is attached to the end of these Minutes.

The Chair also asked for a motion to amend the 2021 Budget to match the CIP.

Mr. Skalski moved to approve the 2021 Budget to match the CIP. Mr. Skalski seconded the motion. The motion carried unanimously by roll call vote.

Project Updates

a. Gateway Project at Stadium and 9th Update – Mr. Skalski

Mr. Skalski reported that in addition to addressing the electrical boxes, the ADA detectable warning device needs to be removed, and then the project will be pretty much done. He will confer with Mr. Corakis who mentioned conduits along Stadium Drive that need to be adjusted as well as some edging that was not properly installed and needs to be replaced.

Mr. Corakis noted trees need to be moved and/or expanded to meet electrical code inspection.

Mr. Skalski said he will find out where that stands, but moving trees would need to be delayed until cold weather to avoid damage to the trees.

It was discussed and agreed that fall pansies should be planted at the corner site in front of the wall. The Chair asked for a motion.

Mr. Corakis moved to contract for placement of pansies in front of the wall at the corner site, not to exceed \$1,000. Mr. Cekola seconded the motion. The motion carried unanimously by roll call vote.

Ms. Lubbert will coordinate with S&T Lawn Service, Inc.

Chairperson Taylor said after the punch list is complete a notification for a ribbon cutting ceremony for the corner site will be sent out.

Stadium Drive Sidewalks

Mr. Ryan Russell, Prein & Newhof, gave a progress report on the Stadium Drive sidewalks project. He wondered if the current contract with the Township should be modified for further work within the DDA boundary or whether a new contract should be prepared with the DDA.

Ms. Heiny-Cogswell indicated a new contract should be prepared for the DDA and sent to Mr. Taylor.

Mr. Ryan Russell explained there were different options to dealing with the property just east of Andover Drive, which has a steep drop. A retaining wall could be built and a slope developed for the sidewalk to follow, which could be below the road so a walker could not be seen from Stadium Drive or a modified version of that plan was possible. Either would be quite expensive. Another option would require a large easement, but is the least expensive and preferred. It would require a large amount of fill at a cost of about \$20,000 vs. about \$80,000 for the options that would include a retaining wall.

A fifty foot wide 460 foot long easement would be needed. Brush would be removed and the fill would improve the property which is currently entirely in a large hole. One or two trees would need to be removed at a cost of about \$1,000 each.

The group consensus was that the fill option at an estimated \$20,000 should be pursued.

The property is currently for sale with a taxable value of \$125,000. It was felt the owner would likely be agreeable to an easement with the improvement to the property which would increase its value. Mr. Russell, Mr. Skalski, and Ms. High will talk with the owner about the possibility of easement, improvements, and whether the owner might gift the property to the DDA or offer a good deal for a purchase. The DDA is a 501C3 entity so there could be tax advantages to the owner.

Mr. Russell also reported progress on the church steps issue. The church is receptive and willing to work with the DDA on relocating the steps to accommodate the planned sidewalk. The west side ramp will likely be similar to the east side with a widened sidewalk. A railing would be added to the outside, with a one foot buffer on each side and will be connected to the existing sidewalk.

Mr. Russell inquired about the scope of the sidewalk project. He noted there were some areas that already had sidewalks within the DDA boundary. Mr. Russell noted that some of the existing sidewalks are five feet wide in some places; six feet, the expressed preferred width, is not a requirement. The group agreed to his suggestion to keep a lot of the newer sidewalk areas except where they are damaged and should be replaced.

Mr. Russell said they will continue with design work. He noted that the apron areas are a large cost. Once they have concrete cost figures on paper he will share them with the DDA Board and the group can consider if the sidewalk width needs to be adjusted.

Mr. Corakis told the group he has seen the sidewalk on the corner being used quite a bit, often by shoppers with carts coming from Hardings. Once they get to the church, they head out into the street. He will take some pictures for future use, being careful to not include people's faces.

Mr. MacDonald wondered whether the sidewalks are considered pedestrian friendly. He was concerned about pinch points where the perception of comfort and safety might be sacrificed.

Mr. Russell indicated money is the pinch point. The city standard is 10 feet wide, but they build 12-14 feet. Wider sidewalks are more comfortable.

Ms. Heiny-Cogswell noted the Road Commission's basin is west of Erbelli's and wondered about a slight, long gradual curve five feet from the road.

Mr. Corakis said the land drops quite a bit for the retention pond.

Mr. Russell said a "V" shape could be done to sneak away from the road as much as possible.

Mr. MacDonald suggested doing as much as could be done where needed to make the sidewalks feel more comfortable for a reasonable cost. He mentioned other things such as making the delineation clear on either side of driveways.

Mr. Russell will send a link to training tools for community walkability that include how to make those delineations according to code.

Several options were discussed. Mr. Russell noted a new code is coming soon and will provide better guidance.

Mr. Corakis felt whatever is done should be consistent.

Chairperson Taylor thanked Mr. Russell for his report and moved to the next agenda item.

b. Music in the Park

Ms. Karen High, Parks Director, provided a written update on this year's 'Music in the Park' sponsored every year, usually at Flesher Field, but which was held virtually on Sunday, September 13 from 6 – 7 p.m. The concert was very well received and recorded to be posted online.

Mr. Corakis suggested having the same artist back next year when the performance could be in person.

Open House – November 19th and December 2nd

Ms. Lubbert said PA 57 of 2018 requires DDAs to hold at least two informational meetings each year. These meetings can be designed as open houses to inform the public of the goals of the Board and the projects the DDA is financing. Due to Covid-19, the plans to hold these open houses in the spring and summer were cancelled. However, to meet State requirements and with increased knowledge about Covid-19, she proposed holding open houses on November 19 and December 2. The December 2 date is also when SODA will hold its required meeting, so the two meetings can be held at the same time. She indicated that from what she has heard people rarely attend, but crowd size controls would be in effect.

Chairperson Taylor explained the TIF district will help subsidize the Drake Road path. Dollars will be captured to pay off the Drake Road project from Stadium to West Main Street. They have the same legal requirements and this is an opportunity to combine the two open houses.

The group agreed to the proposed dates and the plan to combine the required open houses.

DDA Covid-19 Emergency Assistance Program

Chairperson Taylor reported the DDA's Emergency Assistance Grant Program ran from April to June during which 19 grants were awarded to businesses located within the DDA boundary. The program had immediate impacts and businesses have expressed their sincerest gratitude for the DDA's support during this hard time. \$42,500 of the allocated program funds remain. Unfortunately, the attempt to start a gift card program was not as successful. To date, only one business officially reached out to staff with interest in participating.

After previous Board discussions, it was agreed these programs would be revisited in the fall. He said a couple of businesses reached out to him after the request forms for grants were due. There was a lot of positive feedback from the businesses who received grants

Mr. MacDonald said there was no good program to utilize to set up a gift card program. The original program was focused on businesses that experienced significant impact in March and April. He said he leaned toward holding off for now and seeing whether there is a need to provide more assistance in the future.

Mr. Skalski agreed with holding until a later date. If things get worse the program could be brought back.

The group agreed with that approach.

Mr. Corakis wondered if there is a list of businesses operating within the DDA.

Ms. Lubbert said they have the list of businesses who applied for a grant but it would be good to have a comprehensive list. Ms. Potok is working on a list as contacts are made with businesses.

Mr. Corakis suggested the Fire Department likely has a list.

Chairperson Taylor will check with Deputy Chief Wiley.

Public Comment

There were no public comments.

Other Business

a. Holiday Decorations

The group consensus was to provide holiday lights at the corner property. Ms. Lubbert will contact the current vendor, S & T and Naylor's to see what could be provided at a couple of different levels and at what cost.

Due to time constraints it was agreed a budget amendment should be approved not to exceed \$5,000 for holiday lights and that Chairperson Taylor be authorized to contract for rental and installation. Mr. Corakis will work with the Chair on this project.

Mr. Corakis moved to amend the budget to increase it by \$5,000 and to authorize Chairperson Grant to contract for rental and installation of holiday lighting at the corner property in an amount not to exceed \$5,000. Mr. Skalski seconded the motion. The motion carried unanimously by roll call vote.

Announcements and Adjournment

There being no further business, Chairperson Taylor adjourned the meeting at approximately 1:50 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: September 19, 2020

Minutes Approved:

Capital Improvement Plan
DRAFT - Approved by the DDA on 9/17/2020

DDA FUND

			CAPITAL IMPROVEMENT PLAN	2022 - 2026 ILLUSTRATIVE CAPITAL IMPROVEMENT PLAN				
REVENUES:	2020 Budgeted	2020 actual*	2021	2022	2023	2024	2025	2026
Property tax captures	\$ 130,000	\$ 168,227	\$ 189,476	\$ 193,266	\$ 197,131	\$ 201,073	\$ 205,095	\$ 209,197
Miscellaneous (Personal Property Loss)	\$ 40,000	part of above	\$ 35,000	\$ 35,700	\$ 36,414	\$ 37,142	\$ 37,885	\$ 38,643
Interest	\$ 15,000	\$ 3,952	\$ 1,000	\$ 510	\$ 520	\$ 531	\$ 541	\$ 552
Grants	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues:	\$ 185,000	\$ 172,179	\$ 225,476	\$ 229,476	\$ 234,065	\$ 238,746	\$ 243,521	\$ 248,392
EXPENDITURES:								
Operating expenditures	\$ 36,250	\$ 13,150	\$ 79,250	\$ 80,935	\$ 82,654	\$ 84,407	\$ 86,195	\$ 88,019
Capital expenditures:								
Corner site improvements	\$ 380,000	\$ 100,000						
Stadium Drive Shared Use Path	\$ 120,000	\$ 15,000	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ -
9th St Sidewalk	\$ -		\$ 30,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Streetscape Projects	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Acquisition	\$ 60,000		\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
Grants Loan Program	\$ 10,000		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Car Charging Station	\$ -		\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
COVID Programs	\$ 100,000	\$ 42,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OCC Wifi	\$ -		\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures:	\$ 706,250	\$ 170,650	\$ 654,250	\$ 540,935	\$ 192,654	\$ 94,407	\$ 96,195	\$ 98,019
FUND BALANCE:								
Net change in fund balance	\$ (521,250)	\$ 1,529	\$ (428,774)	\$ (311,459)	\$ 41,411	\$ 144,340	\$ 147,326	\$ 150,373
Beginning fund balance (Estimated)	797,400	797,400	798,929	370,155	58,695	100,107	244,446	391,773
Ending Fund Balance:	\$ 276,150	\$ 798,929	\$ 370,155	\$ 58,695	\$ 100,107	\$ 244,446	\$ 391,773	\$ 542,145

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November 12, 2020



To: DDA Board

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

Re: September – October Treasurer’s Report

Attached you will find the Treasurer’s Report for September – October 2020, unaudited.

There were no revenue increases this cycle.

Expenditures from this cycle include payments totaling \$62,950.72 towards the corner site improvement project, \$536.00 for maintenance costs, and \$150.00 for accounting & auditing fees.

Attachments: September – October 2020 Treasurer’s Report
Invoices

DOWNTOWN DEVELOPMENT AUTHORITY
Treasurer's Report September - October, 2020
Unaudited

REVENUES	2020 Budget	Previous Activity	Activity this Period	Total Actual Revenue
Carryover	\$540,000.00	\$540,000.00	\$0.00	\$540,000.00
Property Tax Revenue	\$170,000.00	\$168,226.56	\$0.00	\$168,226.56
Interest Earned	\$15,000.00	\$3,952.21	\$0.00	\$3,952.21
TOTAL REVENUES	\$725,000.00	\$712,178.77	\$0.00	\$712,178.77

EXPENDITURES	2020 Budget	Previous Activity	Activity this Period	Total Expenditure	Available Balance per 2020 Budget	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	\$298.40	\$0.00	\$298.40	\$201.60	59.68%
Community Events	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
Consultants	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
Accounting & Auditing Fees	\$2,000.00	\$1,300.00	\$150.00	\$1,450.00	\$550.00	72.50%
Legal Fees	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Legal Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Repairs & Maintenance	\$8,000.00	\$2,688.38	\$536.00	\$3,224.38	\$4,775.62	40.30%
<i>Banner rotation/storage/maintenance</i>	\$2,000.00	\$1,520.00	\$0.00	\$1,520.00	\$480.00	76.00%
<i>Lawn care and maintenance</i>	\$4,000.00	\$1,072.00	\$536.00	\$1,608.00	\$2,392.00	40.20%
<i>Millard's Way snow removal</i>	\$2,000.00	\$96.38	\$0.00	\$96.38	\$1,903.62	4.82%
Capital Outlay/Obligated Projects	\$460,000.00	\$102,843.51	\$62,950.72	\$165,794.23	\$294,205.77	36.04%
<i>Corner site improvement construction/documents/admin.</i>	\$380,000.00	\$95,317.51	\$62,950.72	\$158,268.23	\$221,731.77	41.65%
<i>Stadium Drive sidewalk documents</i>	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
<i>Stadium Drive nonmorotized design</i>	\$60,000.00	\$7,526.00	\$0.00	\$7,526.00	\$52,474.00	12.54%
<i>Façade grant program</i>	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
Capital Outlay/Obligated Projects	\$110,000.00	\$0.00	\$0.00	\$0.00	\$110,000.00	0.00%
<i>Property Acquisition</i>	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0.00%
<i>Stadium Drive sidewalk easement acquisition</i>	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
Emergency Assistance Programs	\$100,000.00	\$47,500.00	\$0.00	\$47,500.00	\$52,500.00	47.50%
<i>Small Buisness Emergency Assistance Grants</i>	\$90,000.00	\$47,500.00	\$0.00	\$47,500.00	\$42,500.00	52.78%
<i>Gift Card program</i>	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
TOTAL EXPENDITURES	\$706,250.00	\$107,130.29	\$63,636.72	\$218,267.01	\$487,982.99	30.91%

Actual Available Balance (Total Actual Revenue - Total Expenditure)	\$493,911.76
FUND EQUITY	\$216,734.94
TOTAL CASH BALANCE	\$710,646.70

Siegfried Crandall PC

Certified Public Accountants & Advisors

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

Invoice Number: 103747
Client ID: 6870

Date: 08/31/2020
Payable upon receipt

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

J Frederickson - bank reconciliation assistance (13 hours @ \$150/hour)	1,950.00
S Bryer - assistance with Fire Funds 2 fund balances for chief - (1/2 hours @ \$200/hour)	100.00

Breakdown by fund:

	101 - \$1,450 - 12757	
12776	-107 - 50	
	206 - 150	
12764	-207 - 50	} 12760
	211 - 50	
	249 - 150	12793
	490 - 50	
12770	[491 - 50	
	900 - 50	12785

	\$2,050	
	=====	

New Charges:	\$2,050.00
Plus Prior Balance:	\$0.00
New Balance:	\$2,050.00

08/31/2020	07/31/2020	06/30/2020	05/31/2020	04/30/2020+
2,050.00	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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Fax 269-349-1344

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

Invoice Number: 103890
Client ID: 6870

Date: 09/30/2020
Payable upon receipt

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

Ann's assistance with July and August tax and agency reconciliation - 6.25 hours	781.25
Less: discount	(106.25)
Joel's assistance with cash reconciliations for March and April - 7.50 hours	1,125.00
Steve's assistance with meetings/CIP - 11.50 hours	2,300.00

Breakdown as follows:

101 - \$2,900	
12776 - 107 - 100	
206 - 100	
12764 - 207 - 100	} 12760
211 - 100	
249 - 500	12793
490 - 100	
12770 - 491 - 100	
900 - 100	12785

\$4,100
=====

New Charges:	\$4,100.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$4,100.00</u>

S&T Lawn Service Inc.

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

Invoice

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

Date:	8/31/2020
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Invoice #:	18049
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Terms:	Net 15
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Regarding:	Parkview Hall
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<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
8/5/2020	08/05/2020 -- Lawn Mowing & Trimming	1	0.00	0.00
8/12/2020	08/12/2020 -- Lawn Mowing & Trimming	1	0.00	0.00
8/12/2020	08/12/2020 -- Weeding	1	0.00	0.00
8/19/2020	08/19/2020 -- Lawn Mowing & Trimming	1	0.00	0.00
8/26/2020	08/26/2020 -- Lawn Mowing & Trimming	1	0.00	0.00
8/26/2020	08/26/2020 -- Weeding	1	0.00	0.00
8/31/2020	08/31/2020 -- Lawn Service - Monthly Installment	1	268.00	268.00

Total	\$268.00
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Thank you for your business.

13032

S&T Lawn Service Inc.

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

Invoice

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

Date:	9/30/2020
Invoice #:	18135
Terms:	Net 15

Regarding:	Parkview Hall
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<i>Date:</i>	<i>Description:</i>	<i>Quantity:</i>	<i>Rate:</i>	<i>Amount:</i>
9/2/2020	09/02/2020 -- Lawn Mowing & Trimming	1	0.00	0.00
9/9/2020	09/09/2020 -- Lawn Mowing & Trimming	1	0.00	0.00
9/16/2020	09/16/2020 -- Lawn Mowing & Trimming	1	0.00	0.00
9/23/2020	09/23/2020 -- Lawn Mowing & Trimming	1	0.00	0.00
9/30/2020	09/30/2020 -- Lawn Mowing & Trimming	1	0.00	0.00
9/28/2020	Fertilizing and/or Weed Control Application	1	0.00	0.00
9/30/2020	09/30/2020 -- Lawn Service - Monthly Installment	1	268.00	268.00

Total	\$268.00
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Thank you for your business.



July 23, 2020

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

Re: Oshtemo Village Corner Plaza Pay Application No. 6

Dear Grant

Enclosed is the Application and Certificate for Payment No. 6 from Cripps-Fontaine Excavating Inc. for project work completed to date for the referenced project.

This pay application includes payment for landscaping, irrigation, and the concrete work for Change Order #4. The work has been observed and the requested amount represents the work satisfactorily completed.

We recommend payment to the Contractor in the amount of \$47,511.63.

The 10% retainage is not included in this application. This amount is \$20,439.09 and will be invoiced upon final acceptance of all work.

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

Sincerely,

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

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

Paul Warnick, LLA ASLA

Copies: Fred Langeland, Cripps-Fontaine Excavating Inc., Ken Peregón, OCBA Inc., Iris Lubbert, Oshtemo DDA
Richard Skalski, Oshtemo DDA

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

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

APPLICATION NO: 6
PERIOD TO: 7/31/2020

FROM (CONTRACTOR): Cripps Fontaine Excavating

7729 Douglas Ave
 Kalamazoo, MI 49009

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

ARCHITECT'S PROJECT NO:

DISTRIBUTION TO:
 - OWNER
 - ARCHITECT
 - CONTRACTOR

CONTRACT FOR: Village Corner Plaza

CONTRACT DATE: 7/31/2019

CONTRACTOR'S APPLICATION FOR PAYMENT

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


- 1. ORIGINAL CONTRACT SUM \$ 194,500.00
- 2. Net Change by Change Orders \$ 9,890.93
- 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 204,390.93
- 4. TOTAL COMPLETED AND STORED TO DATE \$ 204,390.93
- 5. RETAINAGE:
 - a. 10.00 % of Completed Work \$ 20,439.09
 - b. 0.00 % of Stored Material \$ 0.00
 Total retainage (Line 5a + 5b) \$ 20,439.09
- 6. TOTAL EARNED LESS RETAINAGE \$ 183,951.84
 (Line 4 less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
 (Line 6 from prior Certificate) \$ 136,440.21
- 8. CURRENT PAYMENT DUE \$ 47,511.63
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE
 (Line 3 less Line 6) \$ 20,439.09

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	10,596.20	-705.27
Total approved this Month	0.00	0.00
TOTALS	10,596.20	-705.27
NET CHANGES by Change Order	9,890.93	

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

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

By:  Date: 7/22/2020
 Fred Langelaad, Agent
 State of: MI

County of: Kalamazoo
 Subscribed and Sworn to before me this 22nd Day of July 2020
 Notary Public: 
 My Commission Expires: 9/17/2024
 KALAMAZOO COUNTY, MICHIGAN
 JESSICA ACTISON
 NOTARY PUBLIC

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 47,511.63

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

ARCHITECT:  Date: 7-23-20

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

AIA Type Document
Application and Certification for Payment

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

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

APPLICATION NO: 6
PERIOD TO: 7/31/2020
DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR

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

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

ARCHITECT'S PROJECT NO:

CONTRACT FOR: Village Corner Plaza

CONTRACT DATE: 7/31/2019

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	Mobilization & general conditions	24,442.00	22,902.00	1,540.00	0.00	24,442.00	100.00	0.00	2,444.20
2	Bond	2,105.00	2,105.00	0.00	0.00	2,105.00	100.00	0.00	210.50
3	Layout & staking	5,635.00	5,635.00	0.00	0.00	5,635.00	100.00	0.00	563.50
4	Site demolition	5,856.00	5,856.00	0.00	0.00	5,856.00	100.00	0.00	585.60
5	Temporary SESC	1,485.00	1,485.00	0.00	0.00	1,485.00	100.00	0.00	148.50
6	Site excavation & fill	14,175.00	14,175.00	0.00	0.00	14,175.00	100.00	0.00	1,417.50
7	Site subgrading	3,974.00	3,974.00	0.00	0.00	3,974.00	100.00	0.00	397.40
8	Topsoil	7,304.00	7,304.00	0.00	0.00	7,304.00	100.00	0.00	730.40
9	Sleeves & misc utilities/conduits	5,061.00	0.00	5,061.00	0.00	5,061.00	100.00	0.00	506.10
10	Site concrete - sign base	4,627.00	4,627.00	0.00	0.00	4,627.00	100.00	0.00	462.70
11	Site concrete - sidewalks	25,016.00	25,016.00	0.00	0.00	25,016.00	100.00	0.00	2,501.60
12	Masonry	27,545.00	27,545.00	0.00	0.00	27,545.00	100.00	0.00	2,754.50
13	Signage	6,827.00	6,827.00	0.00	0.00	6,827.00	100.00	0.00	682.70
14	Site electrical	11,994.00	11,994.00	0.00	0.00	11,994.00	100.00	0.00	1,199.40
15	Landscaping & irrigation	41,872.00	0.00	41,872.00	0.00	41,872.00	100.00	0.00	4,187.20
16	Site furnishings	6,582.00	6,582.00	0.00	0.00	6,582.00	100.00	0.00	658.20
17	Change Order No. 1	4,806.29	4,806.29	0.00	0.00	4,806.29	100.00	0.00	480.63
18	Change Order No. 2	1,472.21	1,472.21	0.00	0.00	1,472.21	100.00	0.00	147.22
19	Change Order No. 3	-705.27	-705.27	0.00	0.00	-705.27	100.00	0.00	-70.53
20	Change Order No. 4	4,317.70	0.00	4,317.70	0.00	4,317.70	100.00	0.00	431.77
REPORT TOTALS		\$204,390.93	\$151,600.23	\$52,790.70	\$0.00	\$204,390.93	100.00	\$0.00	\$20,439.09



September 3, 2020

Mr. Richard Skalski
Oshtemo Downtown Development Authority
7275 West Main Street
Kalamazoo, MI 49009

Re: Oshtemo Village Corner Plaza Pay Application No. 7

Enclosed is the Final Application and Certificate for Payment No. 7 from Cripps-Fontaine Excavating Inc. for project work completed to date for the referenced project.

This application requests payment of in the amount of \$20,439.09.
We recommend payment to the Contractor in the amount of \$15,439.09 with \$5,000 retainage for items to be corrected.

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

Sincerely,

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

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

Paul Warnick, LLA ASLA

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

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

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

APPLICATION NO: 7
PERIOD TO: 8/31/2020

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

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

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

ARCHITECT'S PROJECT NO.:

CONTRACT FOR: Village Corner Plaza

CONTRACT DATE: 7/31/2019

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM \$ 194,500.00

2. Net Change by Change Orders \$ 9,890.93

3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 204,390.93

4. TOTAL COMPLETED AND STORED TO DATE \$ 204,390.93

5. RETAINAGE:

a. 0.00 % of Completed Work \$ 0.00

b. 0.00 % of Stored Material \$ 0.00

Total retainage (Line 5a + 5b) \$ 0.00

6. TOTAL EARNED LESS RETAINAGE \$ 204,390.93
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 183,951.84
 (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 20,439.09


9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 0.00
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	10,596.20	-705.27
Total approved this Month	0.00	0.00
TOTALS	10,596.20	-705.27
NET CHANGES by Change Order	9,890.93	

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

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

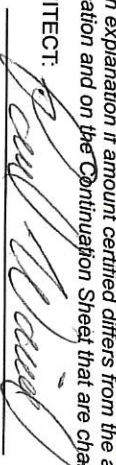
By:  Date: 8/24/2020
 Fred Langeland / Agent

State of: MI
 County of: Kalamazoo
 Subscribed and Sworn to before me this 24th Day of August 2020
 Notary Public:  JESSICA CALLISON
 My Commission Expires: 9/07/2024 NOTARY PUBLIC
 KALAMAZOO COUNTY, MICHIGAN
 MY COMMISSION EXPIRES 9/07/2024

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 15,439.09

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)
 ARCHITECT:  Date: 9-3-2020

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

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

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

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

APPLICATION NO: 7
PERIOD TO: 8/31/2020

DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR

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

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

ARCHITECT'S PROJECT NO:

CONTRACT FOR: Village Corner Plaza

CONTRACT DATE: 7/31/2019

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	Mobilization & general conditions	24,442.00	24,442.00	0.00	0.00	24,442.00	100.00	0.00	0.00
2	Bond	2,105.00	2,105.00	0.00	0.00	2,105.00	100.00	0.00	0.00
3	Layout & staking	5,635.00	5,635.00	0.00	0.00	5,635.00	100.00	0.00	0.00
4	Site demolition	5,856.00	5,856.00	0.00	0.00	5,856.00	100.00	0.00	0.00
5	Temporary SESC	1,485.00	1,485.00	0.00	0.00	1,485.00	100.00	0.00	0.00
6	Site excavation & fill	14,175.00	14,175.00	0.00	0.00	14,175.00	100.00	0.00	0.00
7	Site subgrading	3,974.00	3,974.00	0.00	0.00	3,974.00	100.00	0.00	0.00
8	Topsoil	7,304.00	7,304.00	0.00	0.00	7,304.00	100.00	0.00	0.00
9	Sleeves & misc utilities/conduits	5,061.00	5,061.00	0.00	0.00	5,061.00	100.00	0.00	0.00
10	Site concrete - sign base	4,627.00	4,627.00	0.00	0.00	4,627.00	100.00	0.00	0.00
11	Site concrete - sidewalks	25,016.00	25,016.00	0.00	0.00	25,016.00	100.00	0.00	0.00
12	Masonry	27,545.00	27,545.00	0.00	0.00	27,545.00	100.00	0.00	0.00
13	Signage	6,827.00	6,827.00	0.00	0.00	6,827.00	100.00	0.00	0.00
14	Site electrical	11,994.00	11,994.00	0.00	0.00	11,994.00	100.00	0.00	0.00
15	Landscaping & irrigation	41,872.00	41,872.00	0.00	0.00	41,872.00	100.00	0.00	0.00
16	Site furnishings	6,582.00	6,582.00	0.00	0.00	6,582.00	100.00	0.00	0.00
17	Change Order No. 1	4,806.29	4,806.29	0.00	0.00	4,806.29	100.00	0.00	0.00
18	Change Order No. 2	1,472.21	1,472.21	0.00	0.00	1,472.21	100.00	0.00	0.00
19	Change Order No. 3	-705.27	-705.27	0.00	0.00	-705.27	100.00	0.00	0.00
20	Change Order No. 4	4,317.70	4,317.70	0.00	0.00	4,317.70	100.00	0.00	0.00
REPORT TOTALS		\$204,390.93	\$204,390.93	\$0.00	\$0.00	\$204,390.93	100.00	\$0.00	\$0.00

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November 13, 2020



To: DDA Board

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

Re: Gateway Project at Stadium and 9th Update

Mr. Skalski has graciously agreed to help staff coordinate the design and construction efforts related to the Stadium Drive sidewalk project. He and staff will present an update to the Board at their regular November 19th meeting on the project's progress.

Note: Landscaping has been installed and the attached agreement signed for holiday decorations. The approved expenses for these items will be captured in the November -December Treasurer's Report.

Customer Info		
<i>Last</i> Lubbert	<i>First</i> Iris	
<i>Customer Address</i> 7275 W. Main Street		
<i>City</i> Kalamazoo	<i>State</i> MI	<i>Zip</i> 49009
<i>Phone Number</i> (269) 216-5232	<i>Alt Phone Number</i>	
<i>Service Address</i> 7275 W. Main Street		
<i>City</i> Kalamazoo	<i>State</i> MI	<i>Zip</i> 49009
<i>Contact</i> Iris Lubbert		
<i>Phone Number</i> (269) 216-5232	<i>Alt Phone Number</i>	
<i>Email</i> ilubbert@oshtemo.org		

COMMERCIAL



Customer Copy

Your Local Service Provider
 Naylor Landscape Management
 Barney Naylor
 1300 S. 8th Street
 Kalamazoo, MI 49009
 (269) 375-0084
 BNaylor@naylorlandscape.com

COMMERCIAL DECORATING SERVICE PROPOSAL

<i>Contact Date</i> 9/23/2020	<i>Appt Date</i> 9/28/2020	<i>Accepted Date</i>	<i>Accepted By</i> <i>Grant Taylor</i>
<i>1st Install Date</i>	<i>2nd Install Date</i>	<i>Take Down Date</i>	

Oshtemo Park @ 9th Street & Stadium Dr., Rev I

Included Items

Category	Item	Description	Map	Qty	Color Code	Level	Price Adj	Pricing
Garland	18" x 9' WW LED Garland w/ Bow & Ornamental Picks	14" Delixe Garland with Picks & Orn. Picks on Sign	WR1			1	\$0.00	\$732.48
Tree/Shrub	T Trunk Wrap Mini 3.5 LED	Three Small Crabapple Trunks	T1	200	R	1	\$0.00	\$164.00
Tree/Shrub	T Canopy w/ Mini LED 6"	Three Small Crabapples Canopies	T1	450	G	1	\$0.00	\$324.00
Tree/Shrub	T Trunk Wrap w/ Mini LED	Two 3" cal. Oak Trees	T2	300		1	\$0.00	\$234.00
Tree/Shrub	T Canopy w/ Mini LED 6"	Two 3" cal. Oak Tree Canopies	T2	400		1	\$0.00	\$288.00
Ground	Stake Lighting C9 15" LED	Ooval Bed in Frony opf Oshtemo Sign	STK1		WwR	1	\$0.00	\$239.97
Displays	Tree of Lights 9ft	9ft. Tree of Lights	TOL1		G	1	\$0.00	\$273.96
Electrical	Timer - Digital	Digital Timer w/Battery Back-Up	E			1	\$0.00	\$132.00
Displays	Tree of Lights 12ft	12ft. Treew of Lights	TOL2		RABG	1	\$0.00	\$354.37
Tree-Outdoor	12 FT BRECKENRIDGE LED TREE	Actually 12ft Pre-Lit Everest Tree -Slim, add Dech	EOT1			1	\$0.00	\$1,447.00
Ornaments	100 MM Satin Gold, w/UV protection	For everest tree	ORN1			1	\$0.00	\$270.00
Ornaments	100 MM Classic Silver, w/UV protection	For Everest tree	ORN1			1	\$0.00	\$270.00
Ornaments	100 MM Classic Red, w/UV protection	For Everest Tree	ORN1			1	\$0.00	\$270.00

<i>Notes</i>	Subtotal	\$4,999.78
	Sales Tax	\$0.00
	Grand Total	\$4,999.78
	Deposit	\$2,499.89
	Remaining Balance	\$2,499.89

Christmas Decor Policies, Terms and Conditions

Christmas Decor's service is comprised of the design, installation, and takedown of holiday decorations. All lighting and decorations remain the property of the service provider. This is a service agreement only and no goods are being sold.

Lighting and Decorations:

Christmas Decor warrants the quality of our decorations and workmanship as provided below. Should you have any problems with the decorations, we want to correct them as soon as possible. We recommend that you turn the lights on for several hours over the first three to four evenings to test the lighting program. This will allow us to make corrections as soon as possible in order to maximize your enjoyment of the decorations. Repairs needed due to vandalism, extraordinary weather conditions, and customer added lights are not warranted and will be billed as additional services.

Maintenance:

Christmas Decor will gladly service any non-working decorations within reason. Individual bulbs will vary in length of operation and some will expire before others. We cannot reasonably change every bulb when it expires, however, we can perform service when several have expired.

Billing Issues and Quality of Service:

In the event that you have a question concerning our billing please contact our office within 30 days. Otherwise, we will assume that all billings are correct. Christmas Decor will provide quality workmanship and commercial-grade materials. However, we request that all questions regarding workmanship or materials must be addressed within 72 hours of the service, or before the next service is to be performed, whichever comes first.

Terms and Conditions:

A deposit may be required at the time your order is placed. Full payment for every item and service is due according to the invoice terms on the date of service. In the event payment is not made within terms on invoice, a time-price differential (FINANCE CHARGE) of 18% (eighteen percent) per annum, but in no event in excess of the maximum amount allowed at law, shall be assessed and due on the unpaid balance from the due date until payment is received in full by the Christmas Decor service provider. Payments received will be applied first to any outstanding FINANCE CHARGE and the remainder to the unpaid balance on the account. In the event the purchaser fails to make payments as required, your account shall be considered to be in default and the purchaser shall be responsible for costs of collection and reasonable attorneys fees, as allowed by law.

Incentive Discounts:

You may be eligible for one of our incentive programs. **Elf Dollar incentives** apply only to a renewal contract for the decorating season immediately following and shall not apply to reinstallation items but rather to add-on decor items or other holiday products offered by your service provider. Renewal contract must include at least 70% of the prior years service value for Elf Dollars to apply. Elf Dollars will continue to accrue if not used. **Multi-year incentives** apply when you initially contract for two or more years. Multi-year service contracts offer the best, locked rates. If you elect this option, this contract will apply to the following decorating season(s):

Initials _____

A customer is only eligible for one of these two incentive programs. The percentage discount for an incentive will be determined at the time a contract is executed and stated on the front page and applies only to pre-tax services. A **Prepay Incentive** is available if a percentage for a prepay incentive has been listed on the front of this form. To take advantage of this option, full payment must be received prior to the early installation incentive date expressed on the front of this proposal.

Installation and Removal:

Holiday decorations shall be installed and removed at your request if possible. Customers designating times are given priority based upon first-in-time notice. All services are subject to weather conditions and demand. The service provider retains sole discretion as to the timing of services and no breach occurs based on dates of services.

Limited Warranty and Limitation of Liability and Remedies:

BOTH PARTIES TO THIS CONTRACT AGREE THAT IN THE EVENT OF THE FAILURE OR MALFUNCTION OF THE LIGHTING AND/OR DECORATIONS PROVIDED, THE SOLE AND EXCLUSIVE REMEDY AVAILABLE TO THE CUSTOMER SHALL BE THE REFUND OF THE COST OF THE SERVICES PROVIDED UNDER THIS AGREEMENT OR THE REPAIR OR REPLACEMENT OF THE LIGHTING AND/OR DECORATIONS, TO BE DETERMINED SOLELY AT THE DISCRETION OF THE SERVICE PROVIDER.

BOTH PARTIES AGREE THAT THE CHRISTMAS DECOR SERVICE PROVIDER WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL DAMAGES OF ANY NATURE CAUSED TO THE PROPERTY OF THE CUSTOMER BY ANY FAILURE OR MALFUNCTION OF THE LIGHTING AND DECORATIONS PROVIDED UNDER THIS AGREEMENT. SOME STATES MAY NOT ALLOW FOR THE EXCLUSION OR LIMITATION OF INCIDENTAL AND CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION AND EXCLUSION MAY NOT APPLY TO YOU.

BOTH PARTIES AGREE THAT ANY CLAIM BY THE CUSTOMER THAT THE WORKMANSHIP OR MATERIALS USED ARE DEFECTIVE OR NONCONFORMING MUST BE BROUGHT TO THE ATTENTION OF THE CHRISTMAS DECOR SERVICE PROVIDER IN WRITING WITHIN 72 HOURS OF THE SERVICE AND FAILURE TO DO SO RESULTS IN A COMPLETE AND FINAL WAIVER OF ALL CLAIMS.

Arbitration:

ANY AND ALL DISPUTES THAT MAY ARISE BETWEEN THE PARTIES SHALL BE SETTLED BY ARBITRATION IN ACCORDANCE WITH STATE LAW WHERE THE SERVICE PROVIDER IS LOCATED. THE ARBITRATOR'S AWARD SHALL BE FINAL AND BINDING ON ALL PARTIES, AND JUDGMENT MAY BE ENTERED BY A COURT OF COMPETENT JURISDICTION IN THE COUNTY OF THE SERVICE PROVIDER WHERE ALL ARBITRATION PROCEEDINGS SHALL BE CONDUCTED THROUGH THE DISPUTE RESOLUTION CENTER, OR ITS SUCCESSOR.

I have read, understand and agree to the above policies, terms, and conditions. Customer has the right to rescind this contract by giving written notice to the service provider within three days from the date below.

Customer: _____

Date: _____

November 13, 2020



To: DDA Board

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

Re: Stadium Drive Sidewalks Update

Mr. Russel, with Prein&Newhof, will present an update to the Board at their regular November 19th meeting.

This page has been intentionally left blank for printing purposes.



November 13, 2020

To: DDA Board

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

Re: Open House – November 19th and December 2nd

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. Due to Covid19, the plans to hold these Open Houses in the spring and summer were canceled.

At the last DDA meeting the Board gave staff permission to proceed with holding a joint Open House for the DDA and SoDA on November 19th and December 2nd. Both Open Houses will be held from 4 to 6PM in the Large Meeting room in Township Hall, see attached flier. Noticing requirements have been met. Due to Covid, the following safety procedures will be followed:

- 6ft or more of separation will maintained whenever possible.
- Masks will be worn at all times.
- No more than 10 people will be allowed in a room at a time.
- The Community Center will be sanitized during and after the event.

Staff has created a handout for the event, see attached, as well as drafted a survey. Staff is seeking the Board's feedback on these items before printing or posting. Additional details about the Open House will be discussed at the Board's regular November 19th meeting.

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



You are invited!

When: Thursday, November 19th, 2020 and Wednesday, December 2nd, 2020
Stop by anytime between 4:00 to 6:00 PM

Where: Oshtemo Township Hall – Large Meeting Room
7275 West Main Street Kalamazoo, MI 49009

What: Have you ever wondered what the DDA and SoDA are? Curious to know what these Authorities do and how they do it? These informational meetings will outline both the DDA's and SoDA's Development Plans and provide information on their past, present, and future projects. Projects include, but are not limited to, the Village Corner Plaza, the Drake Road Path, and a future Stadium Drive nonmotorized path connection.

Please come to learn and share your thoughts anytime between 4:00 to 6:00 PM during these two public Open Houses!

To help prevent the spread of COVID-19, the following measures will be followed:

- The Large Meeting Room will be sanitized before, during, and after the event.
- No more than 10 people will be allowed in the room at a time.
- 6ft or more of separation will be maintained whenever possible.
- Both participants and staff will be required to wear masks at all times.

To learn more about the Open Houses, please contact Iris Lubbert, Oshtemo Township Planning Director, at ilubbert@oshtemo.org or (269) 375-7180.

The Downtown Development Authority (DDA)

What is the DDA's origin? Why does the DDA keep mentioning a Village? Prior to the construction of the interstate highways that border Oshtemo, 9th Street and Stadium Drive served as the major access roads for the Township. A historic village developed at the junction of these roads and was often referred to as the Oshtemo Village, although it never incorporated as such. Following a Township Master Planning project in 2004, the Downtown Development Authority (DDA) was established in this area with boundaries that incorporated the historic village. In 2006, the Township approved the Village Theme Development Plan, which provided a vision for the DDA district and later led to the adoption of the Village Form Based code in 2008. The essential goal of the Plan was to recreate the aesthetics of an historic village.

What are the boundaries of the DDA? See map on the back of this document.

What is a DDA? How does the DDA get its funding? A Downtown Development Authority is an economic development tool created by the State Legislature to help local communities become proactive in halting property value decline and helping business areas keep up with other areas of the community. When a DDA boundary is established, the DDA is allowed to capture and use future tax increment financing (TIF) funds from that area for reinvestment. This means that as improvements are made and/or development occurs within a DDA's boundary which increase the value in that designated area, the authority is allowed to capture the taxes generated on the increased value. These collected funds then allow the community to make improvements within the DDA boundary without impacting the general fund of the local jurisdictions. In other words, the DDA reinvests in the area.

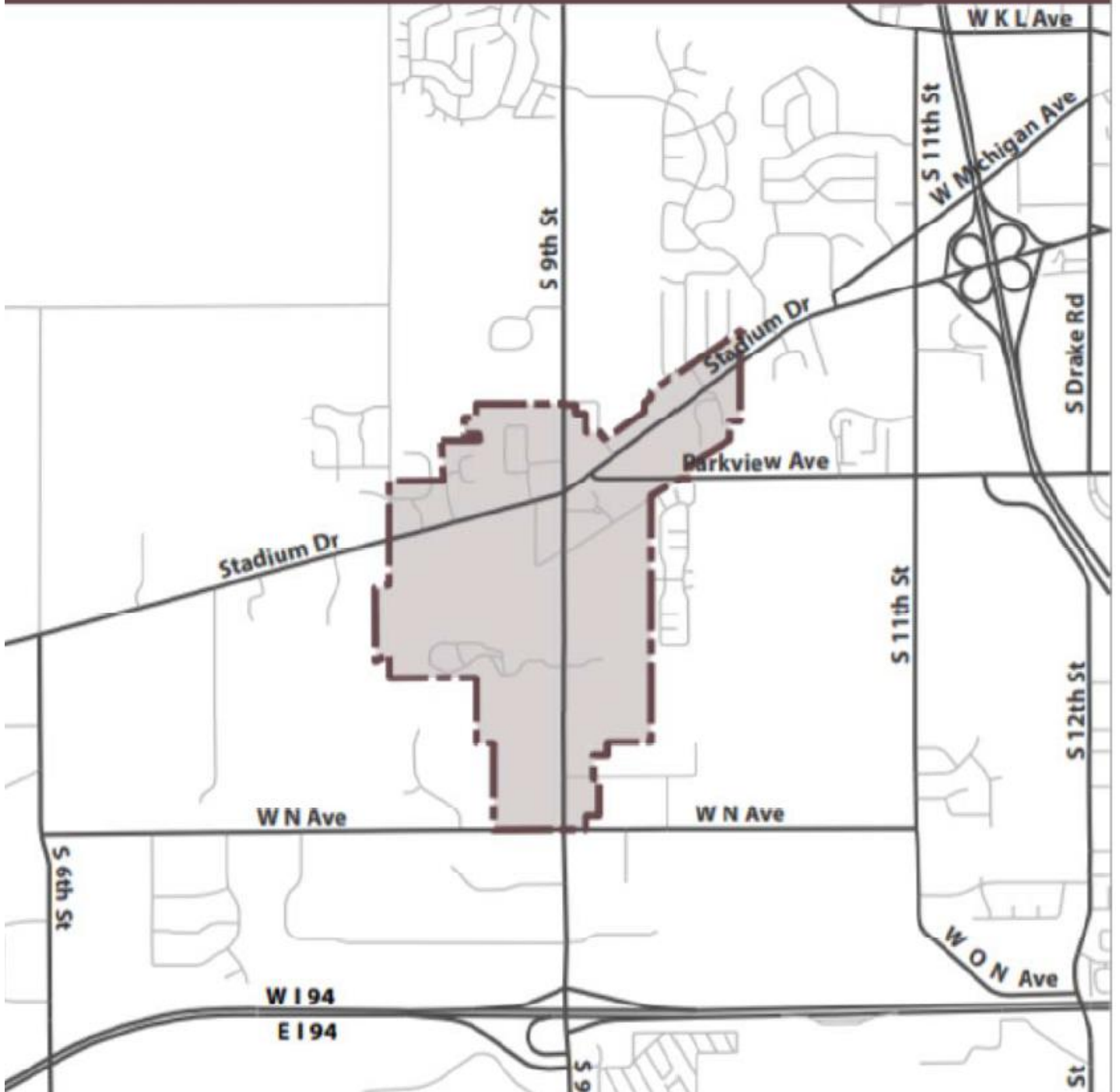
By law the DDA Board consists of 9 to 12 members appointed by the Township Board and having a majority interest in the area, plus the Supervisor. This DDA Board is responsible for the formulation and implementation of the Tax Increment Financing and Development Plan regarding the use of captured tax dollars. The Oshtemo DDA annual budget is subject to Township Board approval.

How has the DDA reinvested into the community? Since the DDA funds rely on new development to capture incrementally increased taxes, it took several years for the Oshtemo DDA to accumulate funds to reinvest. A few DDA highlights over the past 15 years include:

- Continual maintenance and landscaping of the front of the Oshtemo Community Center.
- Adding banners along the DDA's main corridor.
- In partnership with the Township, building the commercial access drive Millard's Way from Atlantic Avenue, for better access to properties along 9th Street and Stadium Drive.
- Starting the Business Façade Improvement program.
- Developing sidewalk plans along Stadium from 8th Street to the DDA easterly boundary.
- In Spring 2020 the DDA implemented a COVID-19 Small Business Emergency Assistance Grant Program which helped 19 businesses within the DDA Boundary.
- Purchased and demolished an abandoned car wash on Stadium Drive to construct a corner greenspace, including a welcome sign.

If you have any questions or comments about the DDA, their projects, or are within the DDA boundary and want to get involved with the group, please feel free to contact Iris Lubbert, Oshtemo Planning Director, ilubbert@oshtimo.org.

Oshtemo Township DDA District



DRAFT DDA Survey

1. I am a ____ within the DDA boundary. Circle all that apply.

- a) Property owner
- b) Business owner
- c) Employee
- d) Customer

2. What is your favorite feature/business/characteristic of Oshtemo Village?

3. What improvements or changes would you like to see happen within Oshtemo Village?

4. What feedback, if any, do you have for the newly installed greenspace and welcome sign at the corner 9th and Stadium?

5. Would you be interested in seeing any of the following within the DDA boundary? Circle all that apply.

- a. Bus shelters
- b. Free WiFi at the Community Center
- c. Car Charging Stations
- d. Additional housing options
- e. Trail/sidewalk connections
- f. More community events
- g. Other: _____

6. How did you hear about the DDA's Open House? _____

7. Would you like to be added to the DDA's email list?

- a) No
- b) Yes: please provide your email address _____

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

Downtown Development Authority (DDA)

Third Thursday- every other month @ noon

At the Oshtemo Community Center or virtually

2021 Meeting Dates

January 21st

March 18th

May 20th

July 15th

September 16th

November 18th