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www.oshtemo.org

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

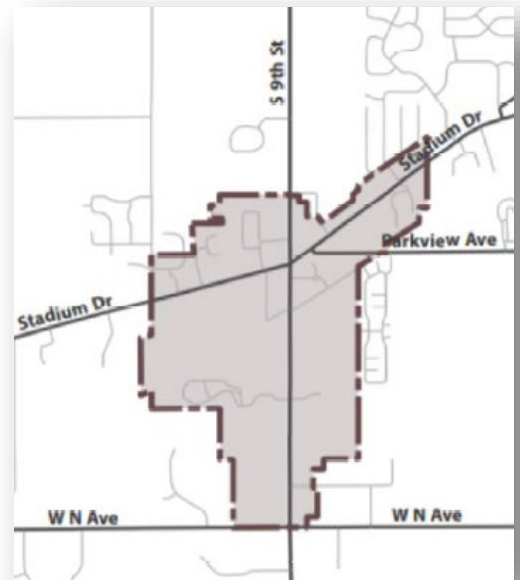
**OSHTEMO COMMUNITY CENTER
6407 PARKVIEW AVENUE**

**THURSDAY, SEPTEMBER 18, 2025
3:00 P.M.**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: July 17, 2025
4. Public Comment on Non-Agenda Items
5. *Tentative*: Discussion with Community Policing Officer
6. Treasurer's Report:
 - a. Revenue and Expenditure Report – September 2025
7. Budget Amendment:
 - a. \$30,000 from 9th Street sidewalk to 6227 Stadium demo (GL 248-728-97500)
8. 2026 Budget
9. Oshtemo Fire Department request
10. Grant program
11. Other Items / Updates
 - a. Holiday decorations proposal
 - b. Streetlights on South 9th Street
 - c. Banner expansion
 - d. Village Commercial amendments
12. Adjournment

Next Meeting: November 20, 2025



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

MAY 15, 2025 MEETING MINUTES

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting at the Oshtemo Community Center, on Thursday, May 15, 2025. The meeting was called to order at approximately 3:00 p.m.

Members Present: Bill Cekola, Themis Corakis, Dick Skalski, Ryan Winfield, Cheri Bell and Stephen Dallas

Members absent: Rich MacDonald and Rob Redman

Also present: Jodi Stefforia, Planning Director, and Leeanna Harris, Planning and Zoning Administrator

Agenda

Ms. Stefforia noted she had no changes to the agenda, besides the removal of agenda item six. Supervisor Bell made a motion with support from Mr. Skalski to table agenda item number two until after agenda item 15, and to remove agenda item six; motion passed.

Approval of Minutes: November 21, 2024

Acting Chair Winfield asked if there were additions or corrections to the Minutes of November 21, 2024, and asked for a motion. Mr. Skalski made a motion with support from Mr. Dallas to approve the Minutes of the Meeting of November 21, 2024, as presented; motion passed.

Public Comment on Non-Agenda Items

There were no members of the public present.

Revenue and Expenditure Report: April 2025

Ms. Stefforia presented the April 2025 year-to-date Revenue and Expenditure Report. She noted the largest expenditure was approximately \$20,000 for the abatement of asbestos for the buildings at 6227 Stadium Drive. The Oshtemo Fire Department has begun training in the buildings, so the now-completed asbestos abatement was necessary.

The reports were received by the Board.

Budget Amendments

Ms. Stefforia noted that the Township Board had already approved the budget items for the year 2024. Three items went over budget: consultants for the Atlantic Avenue study, outdoor decorations, and a last tax payment for the 6227 Stadium Drive property.

A 2025 Budget Amendment is necessary as discussed late last year. Legal fees were moved to the Salaries - Staff line item from the Legal Fees line item by the Township Administration but the Legal Fees line item was erroneously retained at \$2,000 and must be amended down to \$0.

Acting Chair Winfield asked if the outdoor decorations fees were going to be consistent for 2025.

Ms. Stefforia noted that it could go up depending on tree growth, etc.

Ms. Stefforia asked for a motion. Acting Chair Winfield made a motion with support by Mr. Corakis to approve the budget amendments; motion passed unanimously.

Façade, Streetscape, and Sign Grant Application – Campbell Caron Group, LLC

Campbell Caron Group, LLC, Mill Creek Apartments (3080 Mill Creek Drive) requested a grant from the DDA in the amount of \$5,000 to be put towards cleaning and staining decks throughout the development that were repaired or replaced last year.

Supervisor Bell asked for clarification on whether the project was completed. Ms. Stefforia confirmed the decks were constructed but not stained/painted yet. Acting Chair Winfield noted that he did not see any challenges regarding this application. The Board further reviewed and discussed the application. It was noted that grants are paid on a reimbursement basis.

Motion by Mr. Corakis with support from Mr. Skalski to approve the Façade, Streetscape, and Sign Grant application from Campbell Caron Group, LLC; motion passed unanimously.

6227 Stadium Drive – Memorandum of Understanding with Oshtemo Township Fire Department

Ms. Stefforia presented the Memorandum of Understanding. She explained this was suggested by the Township Attorney as an agreement between the DDA and the Oshtemo Township Fire Department. She noted that the training began last month.

Mr. Cekola has questions regarding the Fire Department's operations. The Board discussed. Supervisor Bell said that the DDA could request a memo from the Deputy Chief to share additional information about their training/operations on the site.

Motion by Mr. Skalski with support from Acting Chair Winfield to approve the Memorandum of Understanding; motion passed unanimously.

Sign Repair

Ms. Stefforia explained that the Oshtemo Village Area sign at the corner of Stadium Drive and South 9th Street was damaged earlier in the year. The original mason, Vandermay Construction Co., Inc., offered two repair options. Ms. Stefforia recommended the DDA choose option 2 for \$2,540 since the Township Attorney will pursue payment of the repair with the insurance company for the driver of the automobile.

Motion by Mr. Corakis with support from Mr. Skalski to authorize option 2 to be chosen for \$2,540; motion passed unanimously.

2025 Banner Expansion Project

Ms. Stefforia explained that this area and its banners and light poles were evaluated for opportunities for additional banners. Fourteen (14) poles with banners are candidates for a second banner, and there are five poles that are empty to which a set of banners could be added. Considering pole analysis, CE review, bracket purchase and installation and new spring-summer banners, the estimate is \$21,788.83, but the prices may have fluctuated since.

Supervisor Bell asked if the DDA considered coordinating banner efforts with the South Drake Road Corridor Authority. The group indicated that there was no history of coordination efforts to the best of their knowledge.

Approving this banner expansion project would require a budget amendment that will be presented at the next meeting as the current budget is \$8,500 for outdoor decorations. The Board discussed placemaking opportunities in the DDA area.

Motion by Mr. Cekola with support from Mr. Skalski to move the 2025 Banner Expansion Project forward with a budget limit of up to \$25,000; motion passed unanimously.

Grant Program Expansion

Ms. Stefforia presented a draft for the grant program that would include funding for security cameras. Mr. Dallas asked for clarification on the terms and conditions of the grant if it were to cover security systems. The group discussed doing further research, and having the Township Attorney review the proposal regarding consenting to cooperating with a law enforcement investigation if cameras are grant funded. The group discussed requesting information from law enforcement on what specifications they would prefer for security cameras.

Motion by Acting Chair Winfield with support from Mr. Skalski to request additional language and information from the Township Attorney and law enforcement, as discussed; motion passed.

Streetlights on South 9th Street

Ms. Stefforia explained that the Public Works Project Manager, Zach Pearson, reached out to Consumers Energy to request a lighting study along South 9th Street. Although the results are not in yet, Mr. Pearson estimated approximately 38 new lights could be added to the corridor and one light could be converted to LED. He estimated the project would carry a cost of approximately \$10,000. Mr. Skalski mentioned there could be a partnership with Texas Township to install lighting down as far as the Kalamazoo Valley Community College.

More information is to come.

Other Items/Updates

Ms. Stefforia had no other updates. Mr. Corakis asked for information regarding the electric vehicle charging station at Flesher Field. Ms. Stefforia said the Parks Director was approached by Jeff DeNooyer regarding a potential replacement.

The group also briefly discussed the Atlantic Avenue extension project.

Election of Officers: Chair, Vice Chair, and Secretary/Treasurer

Mr. Skalski made a motion with support by Acting Chair Winfield for the slate of Mr. Corakis as Chair, Mr. Winfield as Vice Chair, and Mr. Redman as Secretary/Treasurer; motion passed unanimously.

Adjournment

The meeting was adjourned at 4:20 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: May 21, 2025
Minutes Approved: May 7, 2025

REVENUE AND EXPENDITURE REPORT FOR OSHTMO CHARTER TOWNSHIP

PERIOD ENDING 09/30/2025

% Fiscal Year Completed: 74.79

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DDA (Downtown Development Authority)						
Revenues						
Dept 000 - General						
248-000-40000	Carryover	134,717.00	0.00	0.00	134,717.00	0.00
248-000-40400	Current Real Property Tax	236,000.00	209,595.66	0.00	26,404.34	88.81
248-000-66500	Interest Earned	3,000.00	5,548.37	0.00	(2,548.37)	184.95
248-000-67700	Miscellaneous	0.00	35,973.00	0.00	(35,973.00)	100.00
Total Dept 000 - General		373,717.00	251,117.03	0.00	122,599.97	67.19
TOTAL REVENUES		373,717.00	251,117.03	0.00	122,599.97	67.19
Expenditures						
Dept 728 - Economic Development						
248-728-70200	Salaries	4,600.00	1,557.23	0.00	3,042.77	33.85
248-728-71500	Payroll Taxes - FICA	360.00	114.15	0.00	245.85	31.71
248-728-72200	Pension Plan	460.00	0.00	0.00	460.00	0.00
248-728-72800	Supplies	500.00	173.12	0.00	326.88	34.62
248-728-73000	Postage	500.00	0.00	0.00	500.00	0.00
248-728-80100	Community Events	2,050.00	1,050.00	0.00	1,000.00	51.22
248-728-80800	Consultants	50,000.00	1,661.08	0.00	48,338.92	3.32
248-728-82500	Accounting & Audit Fees	2,000.00	1,192.32	47.18	807.68	59.62
248-728-92000	Water	300.00	235.45	0.00	64.55	78.48
248-728-92100	Electric	600.00	392.96	0.00	207.04	65.49
248-728-93300	Repairs and Maintenance	27,000.00	7,720.59	0.00	19,279.41	28.59
248-728-96250	Outdoor Decorations	8,500.00	0.00	0.00	8,500.00	0.00
248-728-97500	Capital Outlay/Obligated Projects	175,000.00	28,269.00	0.00	146,731.00	16.15
248-728-97600	Capital Outlay/Land Acquisition	101,847.00	91,846.68	0.00	10,000.32	90.18
Total Dept 728 - Economic Development		373,717.00	134,212.58	47.18	239,504.42	35.91
TOTAL EXPENDITURES		373,717.00	134,212.58	47.18	239,504.42	35.91
Fund 248 - DDA (Downtown Development Authority):						
TOTAL REVENUES		373,717.00	251,117.03	0.00	122,599.97	67.19
TOTAL EXPENDITURES		373,717.00	134,212.58	47.18	239,504.42	35.91
NET OF REVENUES & EXPENDITURES		0.00	116,904.45	(47.18)	(116,904.45)	100.00

MEMO

TO: Downtown Development Authority Board
FROM: Jodi Stefforia
DATE: September 18, 2025
RE: Budget Amendment

The DDA-owned property at 6227 Stadium Drive was repeatedly broken into and trespassed upon, creating an ongoing public safety concern and exposing the Township to liability. Despite prior efforts to secure the site, unauthorized access continued, underscoring the need for permanent remediation.

The DDA initially budgeted \$40,000 for demolition including asbestos survey and abatement. The asbestos abatement occurred earlier this year as did removal of gas and electric service in advance of Fire Department training activities in the buildings.

Given the several pre-demolition tasks previously accomplished, the budget is short approximately \$27,000 to complete the demolition work in 2025. A budget amendment in the amount of \$30,000 was approved by the Township Board in August to cover the known remaining expense and for any unknowns that may arise during the work. Funds are available in the overall GL to cover the work.

This budget amendment addresses the funding gap related to the demolition and eliminates the liability of buildings remaining on township-owned unoccupied property. Demolition of the buildings was always the plan as traffic consultants model the Atlantic Avenue extension and the property is prepared for redevelopment.

The budget amendment moves funds within the same general ledger line item from one project to another; \$100,000 had been budgeted for the 9th Street sidewalk extension which is not occurring in 2025:

GL 248-728-97500

From: Capital Outlay/Obligated Projects 9th Street Sidewalk Construction \$30,000

To: Capital Outlay/Obligated Projects 6227 Demolition \$30,000

DRAFT 2026 DDA Budget
9/18/2025

		2026
		REQUESTED
GL NUMBER	DESCRIPTION	BUDGET
ESTIMATED REVENUES		
Dept 000 - General		
248-000-40000	Carryover	
248-000-40400	Current Real Property Tax	212,000
248-000-66500	Interest Earned	6,000
248-000-67700	Miscellaneous	
Totals for dept 000 - General		218,000
TOTAL ESTIMATED REVENUES		218,000
APPROPRIATIONS		
248-728-70200	Salaries	5,500
	Planning	2,000
	Attorney	3,500
	GL # FOOTNOTE TOTAL:	5,500
248-728-71500	Payroll Taxes - FICA	300
248-728-72200	Pension Plan	350
248-728-72800	Supplies	500
248-728-73000	Postage	250
248-728-80100	Community Events	2,050
	Tree Lighting Ceremony	1,000
	Music in the Park	1,050
	GL # FOOTNOTE TOTAL:	2,050
248-728-80800	Consultants	90,000
	Traffic Consultant, Road Design Engineering Atlantic	50,000
	Consultant, OCC Campus Master Plan/Road Design	30,000
	Zoning Amendments	10,000
	GL # FOOTNOTE TOTAL:	90,000
248-728-82500	Accounting & Audit Fees	2,000
248-728-92000	Water	500
248-728-92100	Electric	700
248-728-93300	Repairs and Maintenance	38,000
	Banner Rotation/Storage	3,000
	Lawn Care and Maintenance	18,000
	Millards Way Snow Removal	1,000
	Stadium Dr Sidewalk Snow Removal	2,000
	Property Maintenance	3,000
	Seal Millards Way	5,000
	Improve roundabout plantings	3,000
	Cost share repairs to drive by OCC	3,000
	GL # FOOTNOTE TOTAL:	38,000
248-728-96250	Outdoor Decorations	8,500
248-728-97500	Capital Outlay/Obligated Projects	30,500
	Property Improvement Grant Program	10,000
	9th Street streetlights	8,500
	Additional seasonal banners	12,000
	GL # FOOTNOTE TOTAL:	30,500
248-728-97600	Capital Outlay/Land Acquisition	101,847
	Acquisition	10,000
	6227 Stadium Drive payment	91,847
	GL # FOOTNOTE TOTAL:	101,847
Totals for dept 728 - Economic Development		280,997
TOTAL APPROPRIATIONS		280,997
NET OF REVENUES/APPROPRIATIONS - FUND 248		(62,997)
BEGINNING FUND BALANCE		276,547
FUND BALANCE ADJUSTMENTS		
ENDING FUND BALANCE		213,550

MEMORANDUM OF UNDERSTANDING FOR FIREFIGHTER TRAINING PURPOSES

This Memorandum of Understanding (MOU) is made and entered into on the ____ day of September, 2025, by and between Oshtemo Charter Township (“Township”), located at 7275 West Main Street Kalamazoo, MI 49009, and the Downtown Development Authority (“DDA”), located at 7275 West Main Street Kalamazoo, MI 49009.

Purpose:

The purpose of this MOU is to outline the roles and responsibilities between the Township and the DDA regarding the use of the property located at 6227 Stadium Dr. Kalamazoo, MI 49009 (“Property”).

Agreement:

In consideration of the mutual promises and covenant contained herein, the Parties agree as follows:

1.) Use of Property:

- The Township and participating fire departments will use the Property for trench rescue training as outlined in the attached Lesson Plan.

2.) Roles & Responsibilities:

- The Township will obtain a waiver and release from participating fire departments.
- The Township will work with the DDA to ensure training aligns with fire department policies.

3.) Term:

- This MOU will take effect on the date it is signed and remain in force until Parties mutually agree in writing to end the term. Either Party may terminate the MOU with 30 days’ written notice.

4.) Liabilities & Indemnification:

- Each Party shall indemnify and hold harmless the other Party from any claims, damages, liabilities, or expenses arising from the use of the Property in accordance with this MOU.

5.) Dispute Resolution:

- In the event of a dispute arising from this MOU, the Parties agree to attempt to resolve the issue through informal negotiations.

6.) Amendment:

- Any changes to this MOU must be agreed upon in writing by both Parties.

7.) Miscellaneous:

- Governing Law: This MOU will follow Michigan state laws.
- Entire Agreement: This MOU represents the entire understanding between the Parties and supersedes all prior discussions or agreements, whether written or oral, related to this subject matter.

For Oshtemo Charter Township:

Signature: _____

Name: Cheri Bell

Title: Supervisor

Date: _____

For Downtown Development Authority:

Signature: _____

Name: Themi Corakis

Title: Chair

Date: _____

Lesson Plan: Trench Rescue Training

Course Duration: 6–8 hours

Target Audience: Firefighters, Operations-level Responders

References: NFPA 1006, NFPA 1670, OSHA 29 CFR 1926 Subpart P

Learning Objectives

- Identify and describe trench rescue equipment.
- Demonstrate appropriate initial actions at a trench collapse.
- Execute non-entry rescue techniques safely.
- Apply operations-level trench rescue procedures.
- Gain awareness of technician-level concepts for future training.

Lesson Outline

1. Introduction (10 minutes)

- Overview of trench hazards (atmospheric, collapse, utilities).
- Review of applicable NFPA/OSHA standards.
- Importance of scene safety and ICS integration.

2. Equipment Familiarization (20 minutes)

- Shoring systems (hydraulic, pneumatic, timber).
- Air monitoring devices.
- Tripods, retrieval systems, ladders.
- PPE specific to trench operations.
- Hands-on: inspection and setup demonstrations.

3. Initial Actions (20 minutes)

- Establish command, secure the scene, hazard isolation.
- Size-up: soil type, trench depth/width, spoil pile, utilities.
- Establish hot, warm, and cold zones.
- Notifications: utility companies, specialized rescue teams.
- Hands-on: simulated initial scene assessment.

4. Non-Entry Rescue (10 minutes)

- Victim location and communication strategies.
- Use of ladders, reach tools, ropes, and air supply.
- Packaging and retrieval without rescuer entry.

- Hands-on: scenario-based practice.

5. Operations-Level Techniques (2 hours)

- Installing ground pads, access ladders, and spoil pile relocation.
- Atmospheric monitoring and ventilation.
- Simple shoring operations within operations-level limits.
- Victim stabilization and removal.
- Team assignments and ICS roles.
- Hands-on: trench entry with operations-level techniques.

6. Introduction to Technician-Level Techniques (30 minutes)

- Complex shoring systems (intersecting trenches, deep trenches).
- Advanced soil stabilization.
- Heavy equipment considerations.
- Coordination with regional or state-level rescue teams.
- Discussion only; no hands-on operations.

7. Review & Evaluation (30 minutes)

- Recap key points.
- Student knowledge check (Q&A).
- Practical evaluation of equipment use, initial actions, and non-entry rescue.

Health / Safety Briefing

- Trench Collapse Hazards: Mitigation: Use training props or simulated trenches designed for safety; never enter an unshored trench.
- Atmospheric Hazards (toxic gases, low oxygen): Mitigation: Continuous air monitoring; ventilate when necessary; ensure SCBA availability.
- Heavy Equipment Operations: Mitigation: Establish exclusion zones; only trained operators run machinery; use spotters.
- Slip, Trip, and Fall Hazards: Mitigation: Maintain clear access paths; install ground pads; ensure proper footwear.
- Heat/Cold Stress: Mitigation: Provide rehab area with water and shade/warmth; enforce work/rest cycles.
- Musculoskeletal Injuries from Lifting/Carrying: Mitigation: Use team lifts and mechanical aids where possible; enforce proper lifting techniques.
- Psychological Stress / Training Fatigue: Mitigation: Conduct regular breaks, monitor personnel for stress, enforce safety officer oversight.

Instructional Methods

- Lecture with visuals.
- Hands-on demonstrations.

- Small group scenarios.
- Guided discussion.

Required Materials

- Trench shoring and stabilization equipment.
- Air monitoring and PPE.
- Ladders, ropes, retrieval devices.
- Training trench or simulator.
- ICS forms and checklists.

MEMORANDUM

Date: July 25, 2025
To: Jodi Stefforia, Planning Director
From: James Porter, Legal Counsel
Subject: DDA Grant Program



This memorandum has been prepared in response to your email dated July 21, 2025. In your message, you inquired about whether the DDA can authorize grants for exterior security cameras, provided the recipient agrees to share footage with the Sheriff's Department. Specifically, you asked whether such grants could be used to fund private security cameras on residential properties.

The power and authority of the Downtown Development Authority (DDA) are outlined in MCL 125.4207. The statute grants the board broad authority, primarily aimed at preventing deterioration and promoting economic growth within the downtown district. Subsection (i) specifically authorizes the DDA to:

"Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multifamily buildings, and any necessary or desirable appurtenances to that property, within the downtown district for the use, in whole or in part, of any public or private person or corporation or combination of them."

If the DDA determines that providing security cameras, even to private residences, supports the goals of improving and preserving property and enhancing public safety in the downtown district, I believe it has authority to fund such initiatives. I recommend that the board clearly articulate how any such grant program would serve the interests of the downtown district to ensure consistency with the statutory purpose.

**Oshtemo Charter Township
Downtown Development Authority
GRANT PROGRAM
Amended July 17, 2025**

In accordance with the Oshtemo Downtown Development Authority (DDA), the Grant Program has been created to provide funding for business owners located within the Oshtemo Downtown Development District. These Grants are to be used for the purpose of addressing blight, security and beautification concerns in the Downtown Development Area. Applicants may apply for grants from this Authority for the purpose of preserving and/or enhancing downtown area buildings and properties.

GENERAL REQUIREMENTS

Terms and Conditions

- Grant requests may be awarded by the DDA up to \$5,000.
- Applicant must provide proof of 100% funding for the project in order to be considered.
- If approved, applicant will receive a 50% reimbursement up to, but not to exceed, \$5,000.
- All grant-funded work must be in accordance with the Townships Master Plan and façade work must be in accordance with Section 34.00 Village Form-Based Code Overlay Zone, specifically Section 34.600 Architectural Standards of the Oshtemo Township Zoning Ordinance. Links to the Zoning Ordinance and Master Plan can be found [here](#) or at <http://www.oshtemo.org/officials-and-departments/planning-zoning-department/>
- Applications must be approved by the building/property owner.
- All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with façade renovation. All work must comply with applicable local, state and federal codes.
- Vacant buildings are ineligible for this program unless proof can be provided to the DDA regarding a new tenant and/or owner who will occupy the structure and/or re-open a business. Any grant dollars will be tied to the receipt of a lease agreement or some other proof acceptable to the DDA.
- Applicant must provide at least one or as many as three bid proposals depending on the discretion of the DDA.
- Applicant shall be responsible for all construction management and contracting work to be done, as well as obtaining and following all local permits and codes. It is not the responsibility of the DDA to know which permit(s) may be required, the applicant is responsible to ascertain which permits they need to obtain. Permits which may be required include building, electrical, mechanical, plumbing, sign, soil and sedimentation control, driveway and other permits which may be required from the State of Michigan, Road Commission of Kalamazoo County, Kalamazoo County Drain Commissioner and Oshtemo Township.
- Applicant and the property owner must not have delinquent accounts with the Oshtemo Township and/or

the Downtown Development Authority.

- Upon completion of work, paid receipt(s) must be presented to the DDA.
- After completion of work, the DDA has the right to inspect the property to see that all work was completed as planned.
- Payment for work done without required permits will not be made until the applicant supplies the necessary proof the work is being and/or will be performed as required.
- Property improvements must be completed within ninety (90) days of approval or applicant will be required to resubmit application with no guarantee of funding, unless special exemption is given by the DDA. Consideration will be given towards seasonal limitations to construction.
- Any attempt to defraud the DDA shall result in forfeiture of funds and revocation of eligibility to participate in the grant program
- The DDA reserves the right to modify, return, and deny any grant applications.
- At the discretion of the DDA, purchase of materials or services from a business within Oshtemo Township may qualify the applicant for additional consideration in the terms of the grant.
- The DDA may consult with the applicant for the purpose of modifying the scope and/or the content of the proposed work.

Eligible Projects

- Repair to building exterior facades consistent with the Village's Master Plan and the Village Form-Based Code Overlay Zone.
- Repair, reconstruction or construction of the exterior of the property such as painting, reinforcing exterior walls, installation of new siding or things of similar effect.
- Masonry repair, cleaning or tuck-pointing.
- Roof repairs, re-roofing, etc., but only under those instances where the roof is visible from the street right-of-way. Roofing projects will be evaluated by the DDA on a case-by-case basis.
- Restoration, repair, or replacement of windows, doors, exterior walls, chimneys, or other architectural elements.
- Exterior work necessary for conversion to a retail or entertainment store entry.
- Removal of after-installed facades along with restoration of vintage elements.
- Signage such as repair of existing or new signs, awning, replacement of signs/awnings or lettering on signs and awnings consistent with the Village's Master Plan and the Village Form-Based Code Overlay Zone.
- Streetscape improvements on the property consistent with the Village's Master Plan and the Village Form-Based Code Overlay Zone.
- Installation of exterior security cameras on buildings and/or parking areas when the applicant signs a

Memorandum of Understanding agreeing to cooperate with law enforcement in sharing footage when needed for an investigation. Security camera systems must meet the following Best Practices specifications:

- 1080p HD or better
- 2K or 4K Resolution
- 60 days of storage
- Easy download format such as MPEG

Ineligible Projects

- Projects which are related to parking such as resurfacing, painting or stripping of parking lots/spaces, or construction of new parking.
- Residential or living space projects of any kind such as for apartments or lofts.
- Costs paid by the applicant in merchandise or in-kind services.
- Labor paid to applicant, family members of applicant, or employees of applicant.
- Interior improvements that deemed to be regular maintenance and upkeep.
- Purchase of furnishings, equipment or consumable supplies.
- Repair or creation of features not compatible with original architecture on historical buildings.

Grant Application Process

The application form may be obtained at the Oshtemo Township Hall, 7275 West Main Kalamazoo MI, or online at www.oshtemo.org. Applications must be completed and returned to Oshtemo Planning Director at the Township Hall. The Planning Director will review the applications for any deficiencies and to make sure all requirements are met by applicant. If all requirements are met, the Planning Director will forward the application to the DDA for review. The DDA will then evaluate all application materials and make a decision regarding final approval. Upon approval or denial of the application, the applicant will receive a letter of notification.

FOR MORE INFORMATION:

Jodi Stefforia, Planning Director
Phone: 269-216-5232
Email: jstefforia@oshtemo.org



September 5, 2025

Enclosed please find your decorating proposal for the 2025 holiday season.

Discount Schedule

Early Season Renewal: 20% Discount - renewal and deposit received by September 20, 2025

Pre-Season Renewal: 15% Discount - renewal and deposit received by October 15, 2025

Late Season Renewal: 10% Discount - renewal and deposit received by October 30, 2025

Your proposal reflects a 20% discount for early season renewal. Please review, sign and return your proposal and deposit by September 20, 2025, to retain the best promotional discount. By accepting this discount, you are authorizing us to install your lights early. We start light installations the first week of October and garland, wreaths and bows in November. Your installation will be scheduled with other jobs in your area.

Installation and Replacement

Trees and shrubs may have grown since last season. Therefore, Christmas Décor will add the necessary lights to achieve the desired look. All additional lights will be billed accordingly.

All lights will be wired to their designated outlets. Timers will be set to run from 6:00am to 8:00am and 5:00pm to 11:00pm. If you would like the timers set for a different time, please write a note with your requested times on your proposal.

Please burn your lights for three days after installation so we can take care of any service issues early. Unplug your lights from the timer after three days. Plug your lights back into the timer when you are ready to light your home for the holiday.

- ***Please do not unplug your timer from the power outlet – a service call is required to reset timers.***

If you accidentally unplug your timer, or your power goes out, you can go to this link for timer reset instructions: <https://www.youtube.com/watch?v=rMHv8iMdzLE>

or scan the QR code on the timer for timer reset instructions.

Please remember, you can always give us a call to come out and reset your timer.

- You must remove window screens before we install window lighting.
- Please let us know if you put up Halloween decorations and give us a call when you take them down so we can schedule your holiday lighting installation.

Takedown

We begin taking decorations down on the first business day after New Year's Day. We try to remove everything as quickly as possible, but sometimes the lights are frozen to rooflines, gutters, and trees. If this occurs, we will wait for a thaw and check your property to see if we can take your lights down. You may unplug your lights at any time after the holiday.

Spring Follow Up

After the snow melts, we send a team of elves out to each property to do a final clean up. We look for bulbs, clips, tabs, and extension cords that may have been buried in the snow or ice.

We look forward to lighting up your Christmas again this season! Please give us a call if you have any questions or concerns regarding this proposal or your service or if you would like to add decorations to your display this year.

Thank you for your business!

Sincerely,

A handwritten signature in cursive script that reads "Barney!".

Barney Naylor
President

Oshtemo Township
9th & Stadium Drive Corner Park

Kalamazoo, MI 49009
(269) 216-5232

Christmas Decor by Naylor
Landscape Management
1300 S. 8th Street
Kalamazoo, MI 49009
(269) 375-0084
info@naylorlandscape.com
www.naylorlandscape.com



Commercial Christmas Decoration for Oshtemo Township

Summary items

Name	Description	# of Lights	Color	Qty	Subtotal
Trees/Shrubs					
T Canopy w/ Mini LED 6"	T-1 Three Small Crabapples Canopies	900bl	Green	1	\$648.00
T Canopy w/ Mini LED 6"	T-2 Two 3" cal. Oak Tree Canopies	500bl	White	1	\$360.00
T Trunk Wrap Mini 3.5 LED	T-1 Three Small Crabapple Trunks	300bl	White	1	\$234.00
T Trunk Wrap w/ Mini LED	T-2 Two 3" cal. Oak Trees	400bl	Red	1	\$328.00
Ground					
Stake Lighting C9 15" LED	Oval Bed in Front of Sign (WW/R)		Warm White Red	1	\$257.64
Day Time Decor					
100 MM Classic Red, w/UV protection	For Sequoia Tree			1	\$282.00
100 MM Classic Silver, w/UV protection	For Sequoia Tree			1	\$282.00
100 MM Satin Gold, w/UV protection	For Sequoia Tree			1	\$282.00
15" Red Structural	B-1 for G-1 on Sign			1	\$192.00
Garland	14" Deluxe Garland with Picks & Orn. Picks on Sign			1	\$410.40
Woodland Lit 14"	14' Sequoia Tree			1	\$3,750.00
Electrical					
Timer - Digital	Digital Timer			1	\$132.00
Subtotal					\$7,158.04

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Review and choose your plan

1 Year (2025) 2 Year (2026) 3 Year (2027)

Subtotal:	\$7,158.04	\$7,158.04	\$7,158.04
Surcharge:	\$0.00	\$0.00	\$0.00
Early install:	\$1,431.61	\$1,431.61	\$1,431.61
If installed before:	09/22/2025	09/22/2026	09/22/2027
Loyalty:	\$0.00	\$214.74	\$429.48
Discount:	\$0.00	\$0.00	\$0.00
Subtotal:	\$5,726.43	\$5,511.69	\$5,296.95
Sales tax:	\$0.00	\$0.00	\$0.00
Grand total:	\$5,726.43	\$5,511.69	\$5,296.95
Deposit:	\$2,863.22	\$2,755.85	\$2,648.48
Balance:	\$2,863.21	\$2,755.84	\$2,648.47
If paid in full:	\$5,726.43	\$5,511.69	\$5,296.95
	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>

Please select your plan by marking the checkbox and putting your initials on the side.

Terms & conditions

Christmas Décor Policies, Terms and Conditions

Christmas Décor'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 Décor 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. Power failure or tripping of GFI circuits that occur as a result of inclement weather cannot be the responsibility of Christmas Décor. We will perform required service calls to solve these issues but we cannot be held liable for damage that may occur as a result of acts of nature. Upon reinstallation, all non-functioning bulbs and/or miniature light sets will be replaced at no additional charge; this is included in the reinstallation and removal charge. **As plants grow, we will add additional lights to any landscape lighting at our discretion, and bill service at the appropriate rates. Any additional items requested at the time of service will also be invoiced accordingly.**

Billing Issues and Quality of Service: In the event that you have a question concerning our billing please contact our office within 7 days or we will assume that all billing is correct. All services, unless otherwise agreed, are billed at the time of installation, at which time payment is due. This normally would include materials, set up, installation accessories, removal and boxing of décor. Storage of all décor is included with the service. Christmas Décor guarantees the quality of all material and workmanship, however any questions in regard to the quality of workmanship must be addressed within 7 days of service or before the next service is to be performed, whichever comes first.

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Seasonal Lighting: Please be advised that all standard lighting that is installed is suitable only to be used as seasonal, temporary lighting, unless otherwise specified. Christmas Décor can only warrant seasonal lighting up to 90 days. Product life expectancy should not exceed 90 days when used continuously. Please consult your representative if you are interested in a permanent type of lighting. There is no permanent type of mini lighting or tree lighting available.

Photos: Please note that unless otherwise agreed upon, Christmas Décor reserves the right to take photos of our décor services on your property and use representations of these same photos for marketing purposes to include, but not limited to, brochures, portfolios, internet, social media or postcards. The use of photo representations does not imply any financial or other consideration will be given for said use. Further, we reserve the right on commercial accounts to state the property name and/or address.

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 Décor 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 attorney's fees as allowed by law. Client will provide all electrical power sources. If a requested item becomes unavailable, Christmas Décor reserves the right to substitute an item of equal or better quality, subject to customer agreement, or to delete the items off of the installation and invoice. Residential clients will be bound by continuing service agreement, meaning that yearly décor services are authorized, unless Christmas Décor is notified otherwise.

Incentive Discounts: You may be eligible for one of our incentive programs. If you accept an early installation discount, you agree to let the service provider install lights as early as October 1st. 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 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 DÉCOR 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 Décor 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 JUDGEMENT 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.

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Payment

Circle One: Debit Credit ACH (Call us at 269-375-0084 for ACH Payments)

Card Number: _____

Exp. Date: _____ CVV: _____

Please note: there is a 3% surcharge for all credit card payments.

Customer Signature:_____

Date:_____

With my signature I accept the terms and conditions of this commercial quote

Name: Oshtemo Township

Date:

Signature:

Customer notes:

From: [Zachary Pearson](#)
To: [Jodi Stefforia](#)
Subject: FW: 1074688728 - REQUEST FOR NEW LIGHTING
Date: Tuesday, September 9, 2025 3:37:37 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[S 9th St Light Study PDF4.pdf](#)
[S 9th St Light Study PDF1.pdf](#)
[S 9th St Light Study PDF2.pdf](#)
[S 9th St Light Study PDF3.pdf](#)

Jodi,

Finally received the updated lighting study for S 9th from Stadium to N Ave for the DDA. They recommend 32 new lights be installed here. \$230/ea for a total of \$7,360 not including potential forestry costs.

Do you want to see if the DDA would approve this or at least a cost share? If so, I'll send it for engineering. This will likely be a spring project if we proceed.

Zach Pearson
Public Works Project Manager
Oshtemo Charter Township
7275 West Main Street
Kalamazoo, MI 49009
Direct 269-216-5244



From: Tanya M. Martin-Walker <Tanya.MartinWalker@cmsenergy.com>
Sent: Monday, September 8, 2025 9:05 PM
To: Zachary Pearson <zpearson@oshtemo.org>
Subject: RE: 1074688728 - REQUEST FOR NEW LIGHTING

CAUTION: External Email

Hello Zach,

Attached are the photometric studies for you to review.

A total of 32 70W LED Cobras were added to achieve an average illuminance of 0.58 footcandles.

Legend:

Green circles = Existing 54W LED Cobras

Blue circles = New 70W LED Cobras

The lights cost \$230 each on the wood poles. I wouldn't know if any forestry is required until it goes through the engineering, so those fees (if applicable) are TBD at this time.

How would you like me to proceed?

Thank you,

Tanya Martin,

Streetlighting - Senior Project Coordinator

Cell #: 616-530-4365 Tanya.Gilroy@cmsenergy.com

WORKING TO DELIVER THE ENERGY YOU NEED, WHENEVER YOU NEED IT.

 Please consider the environment before printing this email

Want to see what Streetlights and other lighting services are available to you? Click the link below.

Streetlight Brochure click here : [https:// streetlight-installation-guide.pdf \(consumersenergy.com\)](https://streetlight-installation-guide.pdf(consumersenergy.com))

Do you have a Streetlight that is off or needs repair? Click on the link below to report it.

To report an outage please click here : <https://streetlights.consumersenergy.com/>

Do you want to start a new request for a streetlight? Please call our Business Center at 800-805-0490

If you need to get in touch with someone from the Streetlight department, before I can respond, please reach out to Gabe Poletti at: gabriel.poletti@cmsenergy.com

From: Zachary Pearson <zpearson@oshtemo.org>

Sent: Monday, July 21, 2025 2:20 PM

To: Tanya M. Martin-Walker <Tanya.MartinWalker@cmsenergy.com>

Subject: RE: 1074688728 - REQUEST FOR NEW LIGHTING

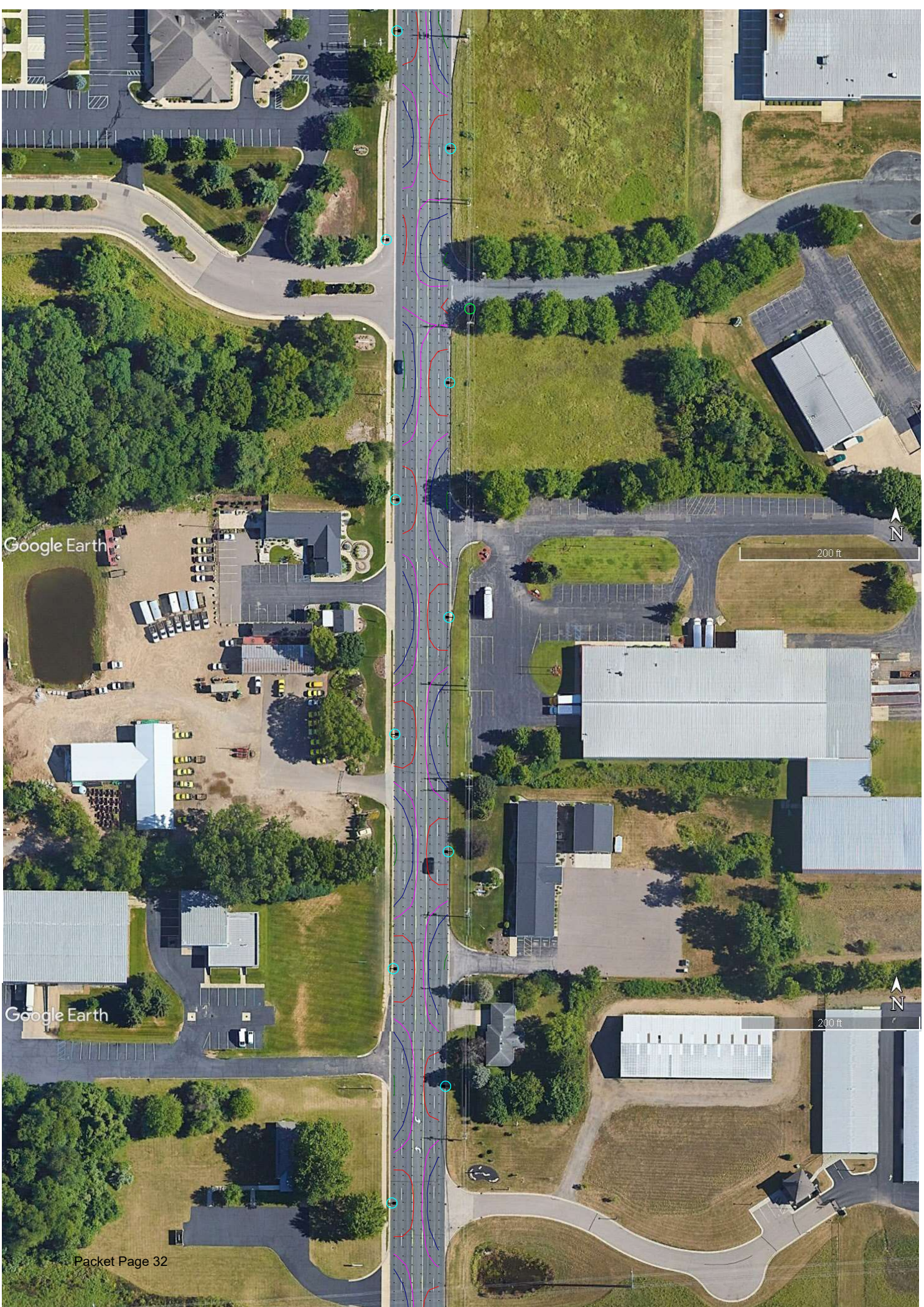
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