

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

DRAFT MINUTES OF A MEETING HELD MARCH 16, 2023

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held meeting at the Oshtemo Community Center, on Thursday, March 16, 2023. The meeting was called to order at approximately 3:03 p.m.

Members Present: Bill Cekola, Themis Corakis, Libby Heiny-Cogswell, Rich MacDonald, and Ryan Winfield.

Members absent: Grant Taylor, Chair, Stephen Dallas, and Dick Skalski

Also present: Iris Lubbert, Planning Director, Martha Coash, Recording Secretary and guest Ben Herbert.

Agenda

In the absence of the Chair, Vice Chair MacDonald chaired the meeting. He asked if there were any corrections or additions to the agenda.

Ms. Lubbert indicated the order of items needed to be changed to address those needing action first as Mr. Corakis might need to leave early. In addition, she reported Chairperson Taylor had resigned from the group which meant an election was necessary.

Vice Chair MacDonald asked for a motion.

Mr. Corakis made a motion to re-order the agenda and add an "Election" item as recommended. Mr. Winfield seconded the motion. The motion carried unanimously.

Approval of Minutes: January 19, 2023

The Vice Chair asked if there were additions or corrections to the Minutes of January 19, 2023. Hearing none, he asked for a motion.

Mr. Corakis made a motion to approve the Minutes of the Meeting of January 19, 2023 as presented. Mr. Winfield seconded the motion. The motion carried unanimously.

Public Comment on Non-Agenda Items

There were no public comments.

Treasurer's Report: November - December 2022 (unaudited)

Ms. Lubbert presented the Treasurer's Report for January – February, 2023, unaudited. No interest or revenue had been collected yet in 2023. A carryover amount from 2022 of \$292,398.62 was confirmed with Siegfried Crandall.

Expenditures from this cycle included the purchase of 6227 Stadium Drive and general operating expenditures.

Mr. Winfield made a motion to accept the Treasurer's Report for January – February, 2023, as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

Atlantic Avenue Extension Project

Ms. Lubbert reported that on March 3, 2023, the DDA, in partnership with Oshtemo Township, purchased 6227 Stadium Drive.

The Township requested the DDA Board adopt a Guarantee Resolution to ensure payments for the property purchase as agreed. Per the amortization schedule, payments will be \$91,846.98 a year starting in 2024 to be completed in 10 years.

Mr. Corakis made a motion to adopt the Guarantee Resolution to ensure payments for the property purchase as agreed. Per the amortization schedule, this amount will be \$91,846.98 annually starting in 2024 with payments to be completed in 10 years. Mr. MacDonald seconded the motion. The Guarantee Resolution was adopted 5 – 0 by roll call vote.

2023 Landscaping and Lawn Maintenance Quote

Ms. Lubbert asked the group to consider a quote from S&T Lawn Service to renew their contract with the DDA Board to provide landscaping and lawn care of the Parkview Hall, Millards Way and the Village Corner Plaza. Prices have increased due to economic changes, but noted the Township Maintenance Dept. will be taking over the mowing of Millards Way, which was reflected in the proposed quote. The proposed annual cost for 2023 service was \$11,912.96, with service provision from April 1 to November 30.

Mr. Corakis made a motion to approve the proposal from S&T as quoted at an annual cost of \$11,912.96 for service from April 1 to November 30, 2023. Mr. Cekola seconded the motion. The motion carried unanimously.

Sponsor Request for "Music in the Park" 2023

Karen High, Oshtemo Township Parks Director, on behalf of Oshtemo Friends of the Parks, submitted a memo requesting continued DDA funding of the Music in the

Park Series for 2023, consisting of three concerts, at the same sponsor level of \$750 as has been provided in the past.

The group was enthusiastic about supporting this expenditure and appreciative of the positive impact of the continuing concert series on the community.

Mr. Corakis made a motion to approve the request for DDA funding of the 'Music in the Park' Series for 2023, at the same sponsor level of \$750 as has been provided in the past. Vice Chair MacDonald seconded the motion. The motion carried unanimously.

Officer Election for the Remainder of 2023

Mr. MacDonald made a motion which was seconded by Mr. Mr. Winfield, to adopt the following slate of officers for the remainder of 2023.

Rich MacDonald, Chair
Themi Corakis, Vice Chair
Bill Cekola, Treasurer
Ryan Winfield, Secretary
Iris Lubbert, Assistant Treasurer
Martha Coash, Assistant Secretary

The motion carried unanimously.

Members expressed their appreciation for Mr. Taylor's service to the DDA and Oshtemo Township and wished him well.

2023 Open House Coordination

Ms. Lubbert said Public Act 57 of 2018 requires Downtown Development Authorities to 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 the DDA is financing.

She asked for direction about how to provide information/updates, particularly regarding the Atlantic Avenue purchase and the delay of the south side Stadium Drive sidewalk installation, due to budget constraints from the property purchase.

It was agreed that Ms. Lubbert will schedule an open house in April or May to address these issues specifically and to answer any questions from attendees. In addition, a mailer will be sent to those property owners affected by the sidewalk project delay. Information will also be posted on the Township's website, Facebook, and at the Oshtemo Library.

Staff will identify a list of businesses within the DDA for future notifications.

Chairperson MacDonald requested there be a special request to the Township and its other Boards to possibly assist with identifying and pursuing grant opportunities for the south side sidewalk project.

Other Items/Updates

Ms. Lubbert provided a preliminary timeline for the Atlantic Extension Project:

February 28, 2023: Staff presented to the RCKC Board, asking for partnership

March 3rd, 2023: Closing on 6227 Stadium property

April/May, 2023: Open House to update residents on upcoming project and postponement of the Stadium Drive project (south side)

April/June 2023: Prepare and solicit RFP for traffic study and design work

October 2023: Traffic counts – tie to the completion of the Parkview project

Winter 2023 (Q4): Concept planning and preliminary design

Early 2024: First Open Houses

May 2024: Apply for Safety Grant (earliest)

Ms. Lubbert introduced Mr. Ben Herbert, owner of Herbert Machnik at 6281 Stadium Drive, which is adjacent to the recently acquired Atlantic Avenue property. He indicated interest in purchasing a piece of the property.

Announcements and Adjournment

Ms. Heiny-Cogswell reported six good bids were received for the sewer project for completion in 2024.

There being no further business to consider, Chairperson MacDonald adjourned the meeting at 3:45 p.m.

Oshemo Charter Township
Downtown Development Authority

Minutes Prepared: March 17, 2023

Minutes Approved: