

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

**MINUTES OF A MEETING HELD JANUARY 20, 2022**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held their regular meeting at the Oshtemo Community Center, on Thursday, January 20, 2022. The meeting was called to order at approximately 12:00 p.m.

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

Members absent: Grant Taylor and Stephen Dallas

Also present: Iris Lubbert, Planning Director, Josh Owens, Assistant Supervisor, and Martha Coash, Recording Secretary

Guests present:  
Ryan Russell, Prein & Newhof (by phone), Mrs. Phyllis Lubbert

**Agenda**

Vice Chair MacDonald asked if there were any corrections or additions to the agenda. Hearing none, he asked for a motion.

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

**Election of Officers – Chair, Vice Chair, Treasurer, Secretary, Assistant Treasurer, and Assistant Secretary**

The following slate of officers was proposed:

Grant Taylor, Chair  
Rich MacDonald, Vice Chair  
Themis Corakis, Treasurer  
Ryan Wieber, Secretary  
Iris Lubbert, Assistant Treasurer  
Martha Coash, Assistant Secretary

Mr. Winfield made a motion to elect the slate of officers as proposed. Ms. Heiny-Cogswell seconded the motion. The motion carried unanimously.

## **Approval of Minutes: November 18, 2021**

Vice Chair MacDonald asked if there were additions or corrections to the Minutes of November 18, 2021.

Mr. Corakis asked that paragraph five on page three of the minutes be corrected as follows:

~~“He~~ *The Chair* suggested staying with the Township. ~~noting~~ *Mr. Corakis noted* people have been upset with the sidewalk installation and that the removal needs to be done in a timely manner.

*Ms. Lubbert suggested that Mr. Corakis keep an eye on the snow removal and report back with any issues or concerns.”*

Mr. Skalski made a motion to approve the Minutes of the Meeting of November 18, 2021, with the correction as suggested by Mr. Corakis. Mr. Wieber seconded the motion. The motion carried unanimously.

## **Treasurer’s Report: November - December 2021 (unaudited)**

Ms. Lubbert presented the Treasurer’s Report for November - December 2021, (unaudited) noting all tax revenues, totaling \$217,957.50, have been collected for the year and \$306.40 in interest was collected; \$882.70 in interest was earned in 2021.

Expenditures from this cycle totaled \$270,586.66. Payments included general operating expenditures, the first payment for the Zoning Amendment project, Stadium Drive shared use path work, and landscaping fees.

She noted the following projects within the Treasurer’s Report were not completed in 2021 and would require a budget amendment for work to be continued into 2022: Zoning Amendment, \$12,500, Stadium Drive Shared Use Path, \$681,436 and Car Charging Station, \$20,000.

Mr. Wieber made a motion to accept the Treasurer’s Report for November – December 2021, as presented. Mr. Winfield seconded the motion. The motion carried unanimously.

Mr. Skalski made a motion to approve the three budget amendments: Zoning Amendment, **\$12,500**, Stadium Drive Shared Use Path, **\$681,436** and Car Charging Station, **\$20,000**. Mr. Winfield seconded the motion. The motion carried unanimously.

## **POTENTIAL PROJECT: NEW ROAD CONSTRUCTION**

Ms. Lubbert and Ryan Russell with Prein&Newhof indicated they wished to present a potential road construction project that would involve property acquisition.

Mr. Skalski made a motion to move to closed session to discuss the possible acquisition of property for potential road construction. Mr. Wieber seconded the motion. The motion carried unanimously by roll call vote.

The meeting moved to closed session at 12:22 p.m.

Mr. Wieber made a motion to return to open session. Mr. Skalski seconded the motion. The motion carried unanimously.

The meeting returned to open session at 1:02 p.m.

Mr. Wieber made a motion to direct the real estate subcommittee to proceed as discussed in closed session. Mr. Skalski seconded the motion. The motion carried unanimously.

## **PROJECT UPDATES:**

### **Stadium Drive Sidewalks**

Mr. Russell provided an update on both the north and south sides of this project.

North: He indicated work on the north side will not resume until spring, when the area from 9<sup>th</sup> Street to Andover will be completed. The work is expected to take about six weeks. Supply chain problems have held up delivery of the fence railings for the church ramp which should also be completed in the spring.

Mr. Corakis asked about compaction of dirt that was not done. Mr. Russell said it would be allowed to settle over the winter and compaction tests would be done in the spring for proper compaction.

Mr. Corakis also noted there are tire tracks across the new concrete at Erbelli's.

Mr. Russell said the area had been barricaded properly but someone violated the cones/tape barriers. The area will be evaluated in the spring. If the problem turns out to be only aesthetics, the DDA would need to pay to re-do if desired. The cost would be minimal. He will discuss the situation with the contractor in the spring and have them go ahead to repair the concrete.

South: The survey is complete and design work has begun. The big issue is the utilities and utility poles just east of Parkview. He will work with Consumers Energy regarding moving the wires and possibly one pole. A small portion of a retaining wall, some landscaping and a sign in the right of way will need to be addressed. The retaining wall material will be block similar to what was used along Drake Road.

Ms. Lubbert indicated a public open house needed to be scheduled for general purposes and to feature the Stadium Drive south side project.

Mr. MacDonald made a motion to set a public open house for general purposes and featuring the Stadium Drive south side project for February 16 from 3-5 p.m. at the Community Center. Mr. Skalski seconded the motion. The motion carried unanimously.

It was agreed that, if necessary, the open house could be moved to a virtual meeting. The open house will be published on the website, and shared in various other ways including a mailed notice to owners on the south side of Stadium Drive.

### **Electric Vehicle Charging Stations**

Mr. Josh Owens, Oshtemo Assistant Supervisor and consultant for this project, told the group the station is in place and the electricity is hooked up. Hayes Automotive will connect at their end within a day or so. At that point the station will be live. He will submit an invoice to pay for the station.

Ms. Lubbert indicated the station will be publicized in the Township newsletter, will be included in the open house, advertised in social media, and in a press release to news stations.

Mr. Corakis suggested adding a light in that area, which will be considered.

Ms. Lubbert recommended the DDA donate the charging station to Oshtemo Township, which would assume responsibility for the insurance and maintenance. She provided the draft of a letter for Chairperson Taylor to sign and to be presented at the February 8 meeting of the Township Board.

Mr. Winfield made a motion to donate the Vehicle Charging Station to Oshtemo Township and to approve the proposed letter of donation as presented to be signed by Chairperson Taylor. Mr. Cekola seconded the motion. The motion carried unanimously.

### **VC and Village Form Based Code Amendment**

Vice Chair MacDonald provided an update from the subcommittee, noting they had met several times and were working through the details of the amendment language.

### **Contract Renewal for DDA Seasonal Banners**

Ms. Lubbert said in order to continue services with SignArt to store and rotate the DDA's seasonal banners, a new contract needs to be entered into for 2022. The proposed contract is the same as it has been in previous years: \$380 per banner swap for an annual total amount of \$1,520.

Vice Chair MacDonald made a **motion** to continue the contract with SignArt for seasonal banner swap at the same cost of \$380 per swap, for an annual cost in 2022 of \$1520. Mr. Corakis **seconded the motion**. The **motion carried unanimously**.

Mr. Corakis asked that SignArt be requested to provide an annual proposed contract for banner swapping services prior to the DDA's December meeting so it can be addressed more efficiently.

### **Other Board Items/Updates**

Mr. Corakis reported problems with timely/lack of snow removal on the new sidewalk on the north side of Stadium Drive.

Ms. Heiny-Cogswell said she spoke with Mr. Everett about this problem, who acknowledged the intent is to have plowing completed within 48 hours of a snow event and that he agreed the recent oversight was not acceptable. She asked Mr. Corakis to contact Mr. Everett directly if there are problems in the future.

### **Public Comment**

Mrs. Phyllis Lubbert commented that she was excited to see what the proposed new road construction project would be. She noted that there are a number of safety issues with the current network.

### **Announcements and Adjournment**

As there were no announcements, Chairperson Taylor adjourned the meeting at approximately 1:45 p.m.

Oshemo Charter Township  
Downtown Development Authority

Minutes Prepared: January 22, 2021

Minutes Approved: March 17, 2022