

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

**MINUTES OF A MEETING HELD JANUARY 19, 2023**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held meeting at the Oshtemo Community Center, on Thursday, January 19, 2023. The meeting was called to order at approximately 3:00 p.m.

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

Members absent: Grant Taylor, Chair, Stephen Dallas, Rich MacDonald, Vice Chair

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

**Agenda**

In the absence of the Chair and Vice Chair, Mr. Corakis chaired the meeting. He 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. Ms. Heiny-Cogswell seconded the motion. The motion carried unanimously.

**Approval of Minutes: December 15, 2022**

Mr. Corakis asked if there were additions or corrections to the Minutes of December 15, 2022.

Hearing none, he made a motion to approve the Minutes of the Meeting of December 15, 2022 as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

**Public Comment on Non-Agenda Items**

There were no members of the public present.

**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 Winfield, Secretary  
Iris Lubbert, Assistant Treasurer  
Martha Coash, Assistant Secretary

Mr. Skalski made a motion to elect the slate of officers as proposed. Mr. Cekola seconded the motion. The motion carried unanimously.

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

Ms. Lubbert presented the Treasurer's Report for November - December 2022, (unaudited) noting total interest collected in 2022 was \$1,105.11. The Total Property Tax Revenue collected in 2022 was \$218,099.81.

Year-end expenditures captured total \$17,224.86. Expenditures included P&N close out payments for the stadium sidewalk project, costs associated with due diligence efforts for the potential Atlantic Extension project, landscaping fees, and general operating expenditures. Approximately \$2,700 are still owed to Naylor Landscaping for the 2022 holiday décor contract.

She noted \$52.16 was spent in June by the Township Maintenance Department for sprinkler supplies to service the DDA's corner site. This expense was reimbursed from the DDA's Repairs and Maintenance line item and documented under the project line 'Lawn care and maintenance'. This additional expense is what brought this project line \$4.16 overbudget.

She also provided an overview of all consultant expenses from 2022.

Mr. Corakis asked for a breakdown of the charges between the DDA and the Township for clearing snow from the sidewalks around the Community Center.

Ms. Lubbert will look into that and report back to the group.

He also wondered how much the electric charging station is being used at Flesher Field.

Ms. Heiny-Cogswell will report back on the trend of usage since installation.

Mr. Corakis commented on how pleased he was with the holiday trees at the corner of Stadium and 9<sup>th</sup>, but noted when it rained the lights would go off. He pointed out the timer clocks face up and the GFIs blow due to the rain. Staff will address that situation with Naylor.

Mr. Winfield made a motion to accept the Treasurer's Report for November – December 2022, as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

### **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 needed to be entered into for 2023. The proposed contract has increased from the previous years' contract of \$380 per banner swap to \$410 per banner swap for an annual total amount of \$1,640. The DDA budgeted \$2000 for banner rotation/storage in 2023. Approval of the contract would not require a budget amendment.

Mr. Corakis made a motion to continue the contract with SignArt for seasonal banner swap at the proposed cost of \$410 per swap, for an annual cost in 2023 of \$1,640. Mr. Skalski seconded the motion. The motion carried unanimously.

### **CLOSED SESSION: Discussion of Potential Atlantic Avenue Extension Project**

Mr. Winfield made a motion to move to closed session to discuss the potential Atlantic Avenue Extension Project. Mr. Skalski seconded the motion. The motion carried unanimously.

The meeting moved to closed session at 3:20 p.m.

### **RETURN TO OPEN SESSION:**

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

The meeting returned to open session at 3:40 p.m.

Mr. Skalski made a motion to proceed on the potential Atlantic Avenue Extension Project as discussed during the closed session. Mr. Winfield seconded the motion. The motion carried unanimously.

It was agreed as many DDA members as are available will attend the Oshtemo Township Board meeting at 7:15 p.m. on Tuesday, January 24 to seek the Board's endorsement as discussed in the Closed Session.

### **Other Items/Updates**

Mr. Corakis noted a flaking problem on the new sidewalk surface. Mr. Skalski will take a look to evaluate the situation.

### **Announcements and Adjournment**

As there were no announcements, Mr. Corakis adjourned the meeting at approximately 3:45 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: January 20, 2023

Minutes Approved: March 16, 2023