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www.oshtemo.org

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

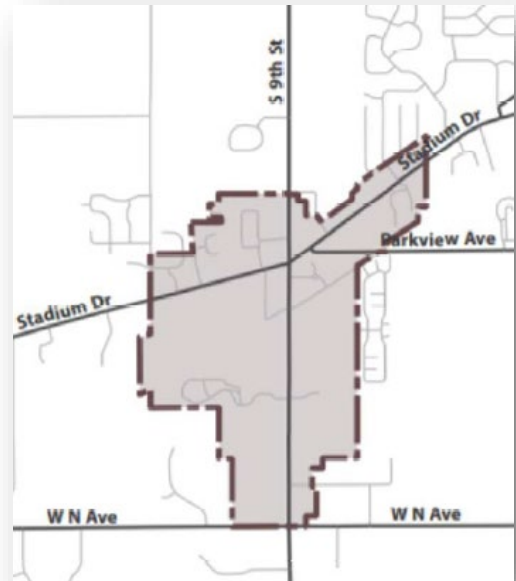
**OSHTEMO COMMUNITY CENTER
6407 PARKVIEW AVENUE**

THURSDAY, JULY 30, 2026

4:00 P.M.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: July 16, 2026 ([Pg 3](#))
4. Public Comment
5. Maintenance Proposal – S&T ([Pg 5](#))
6. Resolution: Closed Session re the Purchase or Sale of Real Estate ([Pg 11](#))
7. Adjournment



Next Meeting: September 17, 2026

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**OSHTEMO CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
JULY 16, 2026 MEETING MINUTES**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting at the Oshtemo Community Center, on Thursday, July 16, 2026. The meeting was called to order at 3:06 p.m.

Members present: Themis Corakis (arrived at 3:12 p.m.), Ryan Winfield, Cheri Bell, Dakota Blodgett, and Bill Cekola.

Members absent: Dick Skalski, Stephen Dallas, Rob Redman, and Karrie Brunner.

Also present: Jodi Stefforia, Planning Director; Leeanna Harris, Zoning Administrator; Anna Horner, Public Works Director; and two interested persons.

Approval of Minutes

Supervisor Bell made a motion, with support from Mr. Winfield, to approve the minutes from the May 21, 2026, meeting; motion passed unanimously.

Approval of Agenda

Mr. Winfield made a motion, with support from Mr. Cekola, to approve the agenda with the Oath of Office item removed and two items added to Other Updates: discussion on a dead tree and repair of parking spaces; motion passed.

Public Comment on Non-Agenda Items

Mr. Jim VandenBerg gave public comment on his interest in developing a potential mixed use project off Stadium Drive.

Treasurer's Reports: Through June 2026

Ms. Stefforia presented the Treasurer's Report through June 2026. It was previously reported that the approximate \$59,000 increase revenue (tax capture) was due to the new Friendship Animal Hospital within the DDA boundaries on South 9th Street. However, it was actually due to Village Square Apartments within the DDA boundaries being sold and the taxable value being uncapped. Additional revenue is still expected due to the animal hospital with a sizable increase 2027 and a smaller one in 2028.

The Treasurer's Report was received by the Board.

Seasonal Gardener

The Board discussed landscaping services at the Oshtemo Community Center and corner plaza. Supervisor Bell made a motion, with support from Mr. Blodgett, to authorize the Planning Director to enter into an agreement with a contracted gardener to refresh the Oshtemo Community Center and corner plaza with funds not to exceed \$2,000; motion passed, with Vice Chair Corakis abstaining.

National Night Out: August 4, 2026

The group discussed the National Night Out event hosted this year at Flesher Field. The Board discussed supporting the event again. Mr. Winfield made a motion, with support from Mr.

Cekola, to provide \$500 from the supplies budget to the National Night Out; motion passed.

Other Items / Updates

Ms. Stefforia provided an update on the status of the banner expansion project, which is still under review with Consumer's Energy.

The streetlights on South 9th Street are still under review with Consumer's Energy.

Zoning Ordinance amendments are underway following the adoption of the Oshtemo 2045 Comprehensive Plan to implement the neighborhood mixed-use place type with a new zoning district to take the place of Village Commercial. This will continue over the next year.

Ms. Stefforia mentioned that a resident brought it to her attention that a tulip tree died along Milliard's Way. Since the Oshtemo Rotary planted this tree, the Board directed Ms. Stefforia to reach out to the Rotary to discuss options.

Survey work and negotiations will begin as it pertains to the parking spaces split by the property line between the Oshtemo Community Center and the neighboring property (6471 Stadium Drive).

Resolution: Closed Session re: the Purchase or Sale of Real Estate

Supervisor Bell made a motion with support from to adopt a resolution to enter closed session at 3:51 p.m. to discuss the purchase or sale of real estate. Roll call. Resolution adopted 5-0, with Redman, Brunner, Skalski, and Dallas absent.

Supervisor Bell made a motion with support from Mr. Blodgett to exit closed session at 4:06 p.m. Motion carried 5-0, with four absent.

Supervisor Bell with support for Mr. Cekola to authorize Ms. Stefforia, the Planning Director, to proceed as discussed in closed session. Motion carried 5-0, with four absent.

The Board discussed setting a special meeting for 4:00 p.m. on July 30, 2026. Ms. Stefforia said she would confirm that this date works for a majority of the group.

There being no further business items, the meeting was adjourned at 4:10 p.m.

Oshtemo Charter Township Downtown Development Authority

Minutes Prepared: July 24, 2026

Minutes Approved:



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269-216-5220 Fax 269-375-7180 www.oshtemo.org

MEMO

TO: Oshtemo Downtown Development Authority Board
FROM: Jodi Stefforia
DATE: July 27, 2026
RE: Lawn Care – DDA properties

Per our conversation at the last meeting, I reached out to S&T Lawn Service to get a proposal to clean up the neglected beds at the Oshtemo Community Center and corner plaza and the roundabout. I was given proposals to take over *all the work* for the four properties.

- Millard's Way
- Oshtemo Community Center
- Corner Plaza
- 6227 Stadium Drive

I recommend terminating our contract with Leonard Landscaping and hiring S&T Lawn Service to clean up the various planting beds and the over-growth along Atlantic Avenue and also finish the season including mowing. Erik Thompson of S&T Lawn Service has indicated that the Township would be billed per visit rather than a flat monthly fee which will save the DDA money as the frequency of mowing is less this late into the season.



Office: (269) 375-0334 • Fax: (269) 375-2664
3393 SOUTH 6TH STREET • KALAMAZOO, MI 49009

July 26, 2026

Jodie Stefforia
Oshtemo Township
Kalamazoo

Re: Millard' Way Lawn Maintenance Estimate

2026	Service	Per Time	Per Season
	• Initial Mowing and Remedy of Atlantic Ave	\$400.00	\$400.00
	• Initial Cleaning and Weeding of round about Circle Billed @ \$45.00 per man hour		
	• Mowing (16 Mows per Season)	\$60.00	\$960.00
	• Edging of Sidewalks (6 per Season)	\$35.00	\$210.00
	• 2-Step Fertilization& (Broadleaf Weed Control)	\$99.00	\$198.00
	• Bed Maintenance (16XWeekly)	\$99.00	\$1,594.00
	• Mulch (5yds)	\$88 per yard	\$440.00
	• Fall Cleanup (2 per Season)	\$400.00	\$400.00

Please feel free to give me a call at (269)375-0334 or by email ethompson@stlawnservice.com if you have any questions.

Thank You,

Erik Thompson
Maintenance Manager

Signature: _____ Date _____





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July 23, 2026

Jodie Stefforia
Oshtemo Township
Kalamazoo

Re: Village Corner Monument Plaza Lawn Maintenance Estimate July Take Over
Initial weeding based on Actual labor hours and weekly maintenance visits moving forward

2026	Service	Per Time	Per Season
	• Initial weeding of site billed on actual hours @ \$45.00 per labor hour		
	• Mowing (16 Mows per Season)	\$60.00	\$960.00
	• Edging of Sidewalks (6 per Season)	\$35.00	\$210.00
	• 2-Step Fertilization& (Broadleaf Weed Control)	\$99.00	\$198.00
	• Bed Maintenance (16XWeekly)	\$99.00	\$1,584.00
	• Fall Cleanup (2 per Season)	\$600.00	\$600.00

Please feel free to give me a call at (269)375-0334 or by email ethompson@stlawnservice.com if you have any questions.

Thank You,

Erik Thompson
Maintenance Manager

Signature: _____ Date _____





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July 23, 2026

Jodie Stefforia
Oshtemo Township
Kalamazoo

Re: Parkview Hall Community Center Lawn Maintenance Estimate July Transition plan
Initial weeding is billed based on actual labor hours and 16X weekly maintenance visits

2026	Service	Per Time	Per Season
	• Initial Weeding of Site Billed @ \$45.00 per labor hour		
	• Mowing (16X Mows per Season)	\$50.00	\$800.00
	• Edging of Sidewalks (6 per Season)	\$20.00	\$120.00
	• 2-Step Fertilization& (Broadleaf Weed Control)	\$79.00	\$158.00
	• Bed Maintenance (Weekly 16X)	\$99.00	\$1,584.00
	• Fall Cleanup (1 per Season)	\$400.00	\$400.00

Please feel free to give me a call at (269)375-0334 or by email ethompson@stlawnservice.com if you have any questions.

Thank You,

Erik Thompson
Maintenance Manager

Signature: _____ Date _____





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July 23, 2026

Jodie Stefforia
Oshtemo Township
Kalamazoo

Re: 6227 Stadium Lawn Maintenance Estimate

2026	Service	Per Time	Per Season
	- Mowing Frontage (16X Mows per Season) - Brush Hogging Interior TBD - Brush Cat (more aggressive for saplings)	\$55.00 \$175.00 per hour \$199.00 per hour	\$900.00

Please feel free to give me a call at (269)375-0334 or by email ethompson@stlawnservice.com if you have any questions.

Thank You,

Erik Thompson
Maintenance Manager

Signature: _____ Date _____



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CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION REGARDING
CLOSED SESSION OF July 30, 2026**

WHEREAS, it is necessary for the Oshtemo Township Downtown Development Authority to meet and consult with its Attorney for purposes of discussing the purchase or sale of real estate and to do so in an open meeting would have a detrimental effect upon the Township's position and could disclose matters protected by attorney-client privilege; and

WHEREAS, Section 8 of the Open Meetings Act, 1976 PA 267, as amended, permits a public body to meet in closed session to consult with its attorney regarding material exempt from discussion and disclosure as set forth above.

NOW, THEREFORE, BE IT RESOLVED that, in accordance with the Open Meetings Act, the Oshtemo Township Downtown Development Authority hereby determines to meet in closed session this 30th day of July, 2026, to consult with its Attorney regarding the purchase or sale of real estate and to consider material exempt from discussion or disclosure by state law.

A motion was made by _____, seconded by _____, to adopt the foregoing Resolution.

Upon a roll call vote, the following voted "Aye":

The following voted "Nay":

The following was absent:

The Chair declared that the Resolution has been adopted by at least 2/3 of the members of the Authority.

Ryan Winfield, Secretary
Oshtemo Charter Township Downtown Development Authority

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a regular meeting of the Oshtemo Township Downtown Development Authority held on July 30, 2026, at which meeting ____ members were present and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

Ryan Winfield, Secretary