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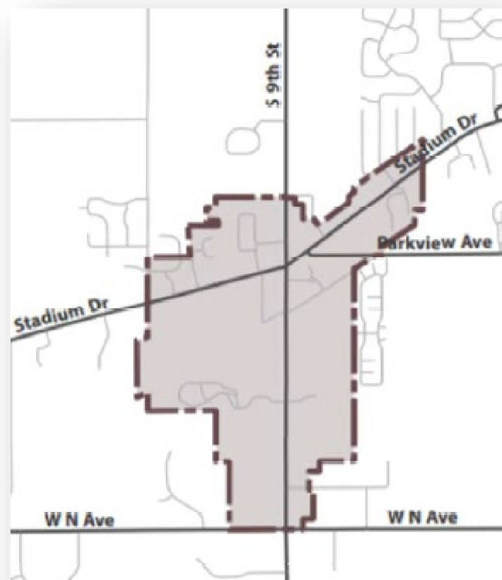
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS – REGULAR MEETING

OSHTEMO COMMUNITY CENTER
6407 PARKVIEW AVENUE

THURSDAY, SEPTEMBER 17, 2026
3:00 P.M.

AGENDA



1. Information Meeting
2. Call to Order
3. Approval of Agenda
4. Approval of Minutes: July 30, 2026 (Pg 3)
5. Treasurer's Report: Through August 2026 (Pg 5)
6. 2027 Budget & AGVs (Pg 7)
7. Status of 6227 Stadium Drive
8. Public Comment
9. Updates
   a. Banner expansion
   b. Streetlights on South 9th Street
   c. Village Commercial to Neighborhood Mixed Use Zoning Update
10. Adjournment

Next Meeting: November 19, 2026

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OSHTEMO CHARTER TOWNSHIP

DOWNTOWN DEVELOPMENT AUTHORITY
JULY 30, 2026 SPECIAL MEETING MINUTES

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a special meeting at the Oshtemo Community Center, on Thursday, July 20, 2026. The meeting was called to order at approximately 4:11 p.m.

Members present: Stephen Dallas, Karrie Brunner, Themi Corakis, Ryan Winfield, Cheri Bell, and Bill Cekola.

Members absent: Dick Skalski, Dakota Blodgett, and Rob Redman.

Also present: Jodi Stefforia, Planning Director; Leeanna Harris, Zoning Administrator; David Kobb, Operations Manager; and Jim Porter, Township Attorney.

Approval of Agenda
Vice Chair Corakis made a motion, with support from Mr. Cekola, to approve the agenda as presented; motion passed unanimously.

Approval of Minutes
Vice Chair Corakis made a motion, with support from Mr. Cekola, to approve the minutes from the July 16, 2026, meeting; motion passed unanimously.

Resolution: Closed Session re: the Purchase or Sale of Real Estate
Vice Chair Corakis made a motion with support from Mr. Cekola to adopt a resolution to enter closed session at 4:12 p.m. to discuss the purchase or sale of real estate. Roll call. Resolution adopted 6-0, with Skalski, Blodgett, and Redman absent.

Supervisor Bell made a motion with support from Mr. Corakis to exit closed session at 4:49 p.m. Motion carried 6-0, with three absent.

Mr. Corakis made a motion with support from Mr. Winfield to proceed as discussed in closed session. Motion carried 6-0, with three absent.

Landscaping Maintenance Proposal – S&T
The group discussed the landscaping maintenance proposals from S&T Landscape Services for Millard's Way, the Oshtemo Community Center, the corner plaza, and 6227 Stadium Drive. Mr. Cekola made a motion, with support from Mr. Winfield to terminate the contract with Leonard Landscaping and to enter into a contract with S&T Landscape Services for landscaping maintenance; motion passed unanimously.

Public Comment on Non-Agenda Items
There were no members of the public present.

There being no further business items, the meeting was adjourned at approximately 5:00 p.m.

Minutes Prepared: July 24, 2026
Minutes Approved:

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REVENUE AND EXPENDITURE REPORT FOR OSHTEMO CHARTER TOWNSHIP
PERIOD ENDING 08/31/2026
% Fiscal Year Completed: 66.58
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2026 AMENDED BUDGET	YTD BALANCE 08/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DDA (Downtown Development Authority)						
Revenues						
Dept 000 - General						
Account Type: Revenue						
248-000-40000	Carryover	77,797.00	0.00	0.00	77,797.00	0.00
248-000-40400	Current Real Property Tax	212,000.00	271,519.42	0.00	(59,519.42)	128.08
248-000-66500	Interest Earned	7,500.00	3,788.96	0.00	3,711.04	50.52
Total Revenue:		297,297.00	275,308.38	0.00	21,988.62	92.60
Total Dept 000 - General		297,297.00	275,308.38	0.00	21,988.62	92.60
TOTAL REVENUES		297,297.00	275,308.38	0.00	21,988.62	92.60
Expenditures						
Dept 728 - Economic Development						
Account Type: Expenditure						
248-728-70200	Salaries	5,200.00	3,703.44	0.00	1,496.56	71.22
248-728-71500	Payroll Taxes - FICA	300.00	125.21	0.00	174.79	41.74
248-728-72200	Employer Retirement Contribution	350.00	0.00	0.00	350.00	0.00
248-728-72800	Supplies	500.00	0.00	0.00	500.00	0.00
248-728-73000	Postage	250.00	0.00	0.00	250.00	0.00
248-728-80100	Community Events	2,050.00	1,050.00	0.00	1,000.00	51.22
248-728-80800	Consultants	90,000.00	0.00	0.00	90,000.00	0.00
248-728-82500	Accounting & Audit Fees	2,000.00	1,018.56	22.20	981.44	50.93
248-728-92000	Water/Sewer	500.00	239.25	79.75	260.75	47.85
248-728-92100	Electric	2,000.00	401.36	40.93	1,598.64	20.07
248-728-93300	Repairs and Maintenance	38,000.00	10,050.90	5,712.76	27,949.10	26.45
248-728-96250	Outdoor Decorations	8,500.00	0.00	0.00	8,500.00	0.00
248-728-97500	Capital Outlay/Obligated Projects	40,500.00	1,049.99	0.00	39,450.01	2.59
248-728-97600	Capital Outlay/Land Acquisition	101,847.00	91,846.68	0.00	10,000.32	90.18
Total Expenditure:		291,997.00	109,485.39	5,855.64	182,511.61	37.50
Total Dept 728 - Economic Development		291,997.00	109,485.39	5,855.64	182,511.61	37.50
TOTAL EXPENDITURES		291,997.00	109,485.39	5,855.64	182,511.61	37.50
Fund 248 - DDA (Downtown Development Authority):						
TOTAL REVENUES		297,297.00	275,308.38	0.00	21,988.62	92.60
TOTAL EXPENDITURES		291,997.00	109,485.39	5,855.64	182,511.61	37.50
NET OF REVENUES & EXPENDITURES		5,300.00	165,822.99	(5,855.64)	(160,522.99)	3,128.74

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09/17/2026 BUDGET REPORT FOR OSHTEMO CHARTER TOWNSHIP

Calculations as of 12/31/2026

GL NUMBER	DESCRIPTION	2026 AMENDED BUDGET	2026 ACTIVITY THRU 12/31/26	2027 REQUESTED BUDGET
ESTIMATED REVENUES				
Dept 000 - General				
248-000-40400	Current Real Property Tax	212,000	271,519	275,000
248-000-66500	Interest Earned	7,500	3,789	7,500
Totals for dept 000 - General		219,500	275,308	282,500
TOTAL ESTIMATED REVENUES		219,500	275,308	282,500
APPROPRIATIONS				
Dept 728 - Economic Development				
248-728-70200	Salaries	5,200	3,944	15,000
248-728-71500	Payroll Taxes - FICA	300	143	1,500
248-728-72200	Employer Retirement Contribution	350		500
248-728-72800	Supplies	500		500
248-728-73000	Postage	250		250
248-728-80100	Community Events	2,050	1,050	2,050
	National Night Out			500
	Music in the Park			1,550
248-728-80800	Consultants	90,000		80,000
	Traffic consultant Atlantic Avenue extension			50,000
	OCC Campus Master Plan/Road Design			30,000
248-728-82500	Accounting & Audit Fees	2,000	1,057	2,000
248-728-92000	Water/Sewer	500	239	500
248-728-92100	Electric	2,000	439	1,200
248-728-93300	Repairs and Maintenance	38,000	14,041	36,000
	Banner rotation and storage			5,000
	Lawn Care and Maintenance			21,000
	Millards Way snow removal			2,000
	Stadium Drive snow removal			2,000
	Property Maintenance			3,000
	Improve Roundabout plantings			3,000
248-728-96250	Outdoor Decorations	8,500		7,500
248-728-97500	Capital Outlay/Obligated Projects	40,500	1,050	28,000
	Grant Program			20,000
	Additional Banners			8,000
248-728-97600	Capital Outlay/Land Acquisition	101,847	91,847	101,847
	Acquisition			10,000
	6227 Stadium Drive payment			91,847
Totals for dept 728 - Economic Development		291,997	113,810	276,847
TOTAL APPROPRIATIONS		291,997	113,810	276,847
NET OF REVENUES/APPROPRIATIONS - FUND 248		(72,497)		5,653
BEGINNING FUND BALANCE		323,005		250,508
ENDING FUND BALANCE		250,508		256,161

Accomplishments, Goals, and Visions
Downtown Development Authority, 2025/2026
Submitted September 9, 2026

Accomplishments in 2025

- Partnered with Public Works on the Atlantic Avenue Extension.
- Secured KATS TAP funding and identify other sources of funds to complete southern section of sidewalk along Stadium Drive within DDA Boundary in 2028.
- Abated asbestos and demolished buildings at 6227 Stadium Drive.
- Coordinate with Fire Department for training at 6227 Stadium Drive.
- Coordinated flowerbed maintenance at Corner Plaza, Community Center and Millard's Way with Parks Department.
- Expanded grant program to extend opportunity to homeowners in DDA district.
- Hosted CPO to share information about the community policing program.

Goals for 2026

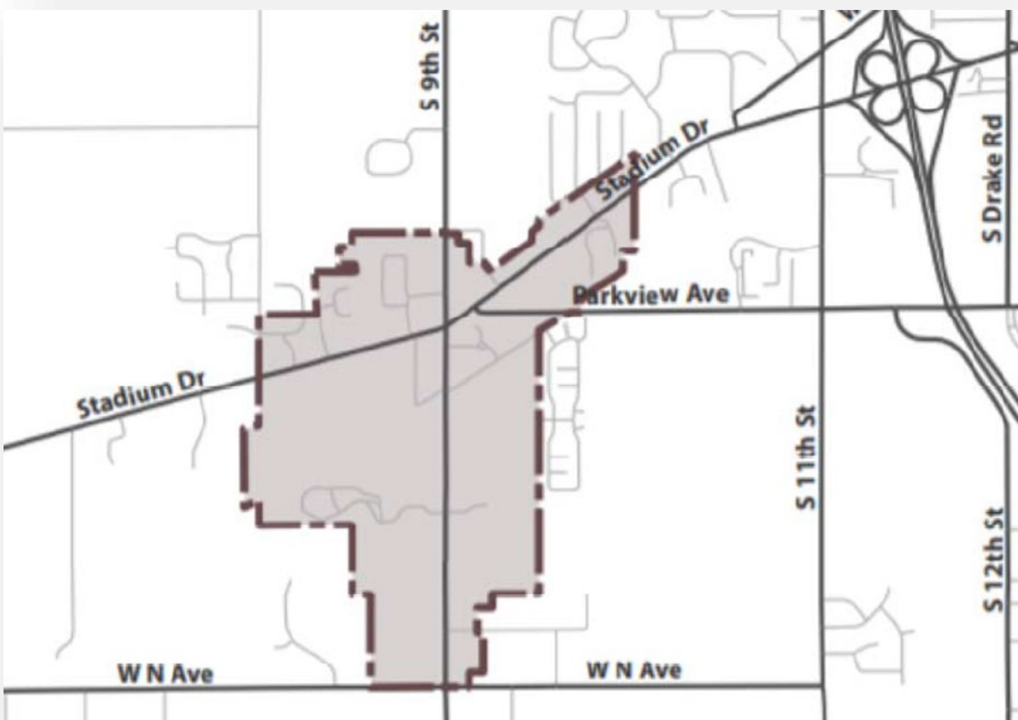
- Work with Planning Consultant to replace VC, Village Commercial District and the Village Form Based Code Overlay District with Neighborhood Mixed Use District per findings of the Economic Development Strategic Plan and the 2045 Oshtemo Comprehensive Plan.
- Secure Consumers Energy approval to place additional banners on poles.
- Expand quantity and refresh banners.
- Finalize business inventory.
- Continue to collaborate with Public Works on the Atlantic Avenue Extension project.
- Work with Public Works and Consumers Energy to erect streetlights on 9th Street south of Stadium Drive.

Visions for 2027

- Continue to collaborate with Public Works on the Atlantic Avenue Extension project toward design work and identifying funding partner(s).
- Finalize Work with Planning Consultant creating Neighborhood Mixed Use (NMU) District and rezone properties from VC, Village Commercial to NMU.
- Begin stakeholder engagement and design of an Oshtemo Community Center campus master plan per 2045 Comprehensive Plan.
- Continue to pursue additional funding opportunities in coordination with other projects to complete southern section of sidewalk along Stadium Drive within DDA Boundary in 2028.
- Approach Oshtemo United Methodist Church to encourage improvements to and/or discuss acquisition of parcel neighboring Corner Plaza.
- Coordinate with Public Works on design of Stadium Drive sidewalk (south side) to be built in 2028.
- Coordinate with Human Resources to create a part-time employee to coordinate and grow the activities of the DDA.

Annual Items

- Implement the Downtown Development Plan by pursuing identified DDA projects.
- Seasonal banner rotation within the Village.
- Millard's Way and Stadium Drive sidewalk snow removal and maintenance.
- Corner Plaza, Community Center and Millard's Way landscaping and maintenance.
- Financially support Music in the Park; fund raffle.
- Build on relationships with business owners in the Village.
- Hold two Information Meetings as required by Michigan Recodified Tax Increment Financing Act.
- Complete Michigan Recodified Tax Increment Financing Act Reporting Requirements.



BUDGETARY COMPARISON SCHEDULE - *Downtown Development Authority - component unit*

Year ended December 31, 2025

	Original budget	*Final budget*	*Actual*	*Variance with final budget positive (negative)*
REVENUES				
Property taxes	$ 236,000	$ 236,000	$ 209,596	$ (26,404)
Interest	3,000	3,000	10,456	7,456
Other	-	-	35,973	35,973
Total revenues	239,000	239,000	256,025	17,025
EXPENDITURES				
Public works	97,370	96,888	31,201	65,687
Debt service:				
Principle	71,270	71,270	61,270	10,000
Interest	30,577	30,577	30,577	-
Capital outlay	150,000	175,000	86,519	88,481
Total expenditures	349,217	373,735	209,567	164,168
NET CHANGES IN FUND BALANCES	(110,217)	(134,735)	46,458	181,193
FUND BALANCES - BEGINNING	276,547	276,547	276,547	-
FUND BALANCES - ENDING	$ 166,330	$ 141,812	$ 323,005	$ 181,193