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

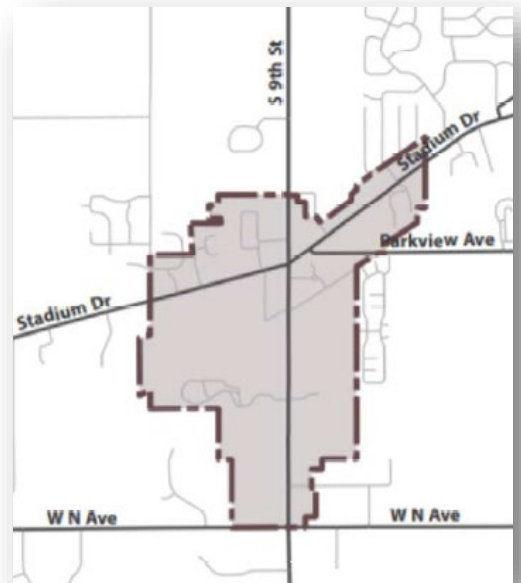
**OSHTEMO COMMUNITY CENTER
6407 PARKVIEW AVENUE**

**THURSDAY, NOVEMBER 20, 2025
3:00 P.M.**

AGENDA

1. Call to Order
2. Approval of Agenda
3. DDA Information Meeting (2nd statutorily required information meeting of 2025)
4. Approval of Minutes: July 17, 2025 and September 18, 2025
5. Public Comment on Non-Agenda Items
6. Treasurer's Report:
 - a. Revenue and Expenditure Report – November 2025
7. 2026 – 2031 Capital Improvement Program
8. Grant Program - discuss eligible work
9. Other Items / Updates
 - a. 2026 Meeting Dates
 - b. Streetlights on South 9th Street
 - c. Banner expansion
 - d. Village Commercial amendments
10. Adjournment

Next Meeting: January 15, 2026



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

JULY 17, 2025 MEETING MINUTES

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting at the Oshtemo Community Center, on Thursday, July 17, 2025. The meeting was called to order at approximately 3:00 p.m.

Members present: Bill Cekola, Themis Corakis, Rich MacDonald, Ryan Winfield, Rob Redman, Karrie Brunner, and Cheri Bell

Members absent: Stephen Dallas and Dick Skalski

Also present: Jodi Stefforia, Planning Director; Leeanna Harris, Planning and Zoning Administrator; and David Kobb, Operations Coordinator

Agenda

Ms. Stefforia noted that agenda item six should be removed as the CPO was not able to attend. Mr. Winfield made a motion with support from Chair Corakis to remove agenda item six and otherwise approve the agenda as presented; motion passed.

Approval of Minutes: May 15, 2025

Chair Corakis asked if there were additions or corrections to the Minutes of May 15, 2025, and asked for a motion. Mr. MacDonald made a motion with support from Mr. Winfield to approve the Minutes of the Meeting of May 15, 2025, as presented; motion passed.

Public Comment on Non-Agenda Items

There were no members of the public present.

Welcome New Member: Karrie Brunner

Ms. Stefforia introduced and the DDA welcomed their newest member, Ms. Karrie Brunner. Ms. Brunner satisfies the resident requirement for the DDA Board.

Revenue and Expenditure Report: June 2025

Ms. Stefforia presented the June 2025 year-to-date Revenue and Expenditure Report. Supervisor Bell pointed out the percent budget used column as we are half-way through the year. Mr. Winfield asked if there would be any expenditure from the consultants line this year. Ms. Stefforia said there were funds that could be used for visioning for the Community Center property, but that it was tied to the Atlantic Avenue project.

Ms. Stefforia noted a few items from the Revenue and Expenditure Report: payments to the Township Attorney and the Auditor, the Parks Department to support Music in the Park, consultants for the Atlantic Avenue study, and water and electricity for the corner plaza. Other expenditures involve the asbestos abatement for 6227 Stadium Drive.

Mr. MacDonald asked about the status of the updated Village Form-Based Code and corresponding zoning ordinance changes that were prepared several years ago but put on hold by the Planning Commission while the Comprehensive Plan was prepared, which is now nearly complete. Ms. Stefforia said she would look for this past work but added that the Comprehensive Plan looks to create a Neighborhood Mixed Use District for this area and others in the Township. While past work and studies in the village area will be honored, likely the Village Commercial District and Form Based Code Overlay Zone will be eliminated or significantly changed.

The Revenue and Expenditure report was received by the Board.

Budget Amendments

Ms. Stefforia presented budget amendments, including \$25,000 to Capital Outlay (Expenditure) from carryover and \$32,433 to Miscellaneous (Revenue) from Consumers Energy for an easement for a natural gas line on DDA property. These budget amendments have been approved by the Township Board.

Ms. Stefforia asked for a motion. Mr. Winfield made a motion with support by Mr. MacDonald to approve the budget amendments; motion passed.

Grant Program

Ms. Stefforia presented an updated draft for the grant program that would include funding for private security systems and potentially allow homeowners to utilize the program. She also presented clarified specifications for the private security systems. Mr. MacDonald asked for clarification on the terms and conditions of the grant if it were to cover security systems.

The group discussed the language. They discussed moving the security systems language forward, while consulting the Township Attorney on this language and on allowing homeowners to participate in the program. Supervisor Bell said that the Township Attorney could provide a memo on his findings.

Motion by Mr. MacDonald with support from Mr. Corakis to approve the language for the installation of exterior security cameras for commercial applicants for the grant program; motion passed.

Other Items / Updates

Ms. Stefforia moved to other items/updates. The detailed pole analysis from Byce Electric was submitted to Consumers Energy within the past couple weeks for the expansion of the banner program.

Ms. Stefforia is waiting for the police report from the accident for the sign repair at the corner of South 9th Street and Stadium Drive to file an insurance claim. The repair has been completed.

The DDA is in the queue with Consumers Energy for a review for adding streetlights on both sides of South 9th Street. The cost is estimated at around \$10,000 and would involve 38 new lights and one conversion.

The Atlantic Avenue extension is on hold currently.

Bids for the Chime Street sewer project were opened earlier in the day. Nine companies submitted bids for this project which is good news.

Adjournment

There being no further business items, the meeting was adjourned at 4:10 p.m.
Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: May 21, 2025

Minutes Approved:

OSHTEMO CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY SEPTEMBER 18, 2025 MEETING MINUTES

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting at the Oshtemo Community Center, on Thursday, September 18, 2025. The meeting was called to order at approximately 3:00 p.m.

Members present: Bill Cekola, Themis Corakis, Ryan Winfield, Rob Redman, Karrie Brunner, and Cheri Bell

Members absent: Stephen Dallas, Rich MacDonald, and Dick Skalski

Also present: Jodi Stefforia, Planning Director; Leeanna Harris, Planning and Zoning Administrator; David Kobb, Operations Coordinator, and one interested person.

Discussion with Community Policing Officer

Vice Chair Winfield opened the discussion with the Community Policing Officer. Deputy White introduced himself and explained that he spends most of his time in the West KL Avenue and Drake Road area as his focus is on the larger residential properties. The Board welcomed him and thanked him for his service.

Agenda

Due to the discussion with the Community Policing Officer, item five was moved to item 2, item three was removed from the agenda, and the rest of the items were rearranged accordingly.

Supervisor Bell made a motion with support from Vice Chair Winfield to approve the agenda, as amended; motion passed.

Public Comment on Non-Agenda Items

One member of the public was present and gave public comment.

Revenue and Expenditure Report: September 2025

Ms. Stefforia presented the September 2025 year-to-date Revenue and Expenditure Report. She noted routine expenditures and mentioned that the next report will include the expenditure for the demolition of the buildings at 6227 Stadium Drive. The Revenue and Expenditure report was received by the Board.

Budget Amendment

Ms. Stefforia presented a budget amendment to move \$30,000 from one Capital Outlay project (east side of 9th Street sidewalk construction) to another Capital Outlay project (6227 demolition). This budget amendment was approved by the Township Board last month.

Ms. Stefforia asked for a motion. Vice Chair Winfield made a motion with support by Mr. Cekola to approve the budget amendment; motion passed.

2026 Budget

Ms. Stefforia presented a draft of the 2026 budget. The new items are appropriations for Milliard's Way to seal the pavement and improve roundabout plantings and potential cost share repairs to the driveway by the Oshtemo Community Center.

The Board discussed increasing the electric line item to \$2,000 from \$700 and increasing the property improvement grant program to \$20,000 from \$10,000.

Motion by Chair Corakis with support by Mr. Redman to recommend approval to the Township Board; motion passed.

Oshtemo Fire Department request

Ms. Stefforia presented a memorandum of understanding for firefighter training purposes. She explained that the Oshtemo Fire Department is requesting use of the property at 6227 Stadium Drive for trench rescue training.

Motion by Chair Corakis with support by Mr. Redman to agree to the memorandum of understanding; motion passed.

Grant Program

Ms. Stefforia presented a memo from the Township Attorney addressing whether the DDA can authorize grants for private residential properties. If the DDA determines providing the grant would improve and preserve the property and enhance public safety in the downtown district, Attorney Porter indicated that he believes they have the authority to fund these initiatives.

Chair Corakis inquired on whether it would be available to renters in renter-occupied properties. The Board discussed that the application must be signed by the property owner.

The Board discussed the specifications for security systems and discussed limiting the residential properties to a maximum grant request of \$1,000.

Motion by Chair Corakis with support from Mr. Redman to approve the grant program, limiting grant requests from residential properties to \$1,000, and keeping the limit for grant requests from businesses to \$5,000; motion passed.

Other Items / Updates

Ms. Stefforia presented a proposal from Naylor Landscape Management for holiday decorations noting a significant savings if early installation of the lights is permitted and also for agreeing to a three year contract. Motion by Chair Corakis with support from Mr. Redman to accept the early installation and three-year plan proposal; motion passed.

Ms. Stefforia presented the approximately \$7,400 cost estimate for 32 streetlights along South 9th Street from West N Avenue to Stadium Drive South 9th Street. The findings were based upon a lighting study undertaken by Consumers Energy at the Township's request.

Motion by Chair Corakis with support from Mr. Winfield to approve the proposed addition of 32 streetlights on South 9th Street between Stadium Drive and N Avenue; motion passed.

Regarding the banner program, Consumers Energy has not provided an update on the detailed pole analysis from Byce Electric to allow for additional banners to be placed.

The Village Commercial zoning amendments will likely be a Planning Commission work item in 2026.

Adjournment

There being no further business items, the meeting was adjourned at 4:25 p.m.

Oshtemo Charter Township Downtown
Development Authority

Minutes Prepared: September 24, 2025

Minutes Approved:

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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 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		0.00	0.00	134,717.00	0.00
248-000-40400	Current Real Property Tax	236,000.00	209,595.66	0.00	26,404.34	88.81
248-000-66500	Interest Earned	3,000.00	6,736.74	0.00	(3,736.74)	224.56
248-000-67700	Miscellaneous	0.00	35,973.00	0.00	(35,973.00)	100.00
Total Revenue:		373,717.00	252,305.40	0.00	121,411.60	67.51
Total Dept 000 - General		373,717.00	252,305.40	0.00	121,411.60	67.51
TOTAL REVENUES		373,717.00	252,305.40	0.00	121,411.60	67.51
Expenditures						
Dept 728 - Economic Development						
Account Type: Expenditure						
248-728-70200	Salaries	4,615.26	1,756.49	0.00	2,858.77	38.06
248-728-71500	Payroll Taxes - FICA	361.17	128.73	0.00	232.44	35.64
248-728-72200	Pension Plan	461.53	0.00	0.00	461.53	0.00
248-728-72800	Supplies	500.00	253.12	0.00	246.88	50.62
248-728-73000	Postage	500.00	0.00	0.00	500.00	0.00
248-728-80100	Community Events	2,050.00	1,050.00	0.00	1,000.00	51.22
248-728-80800	Consultants	50,000.00	1,661.08	0.00	48,338.92	3.32
248-728-82500	Accounting & Audit Fees	2,000.00	1,347.72	0.00	652.28	67.39
248-728-92000	Water	300.00	235.45	0.00	64.55	78.48
248-728-92100	Electric	600.00	485.37	0.00	114.63	80.90
248-728-93300	Repairs and Maintenance	27,000.00	14,981.59	0.00	12,018.41	55.49
248-728-96250	Outdoor Decorations	8,500.00	2,648.48	0.00	5,851.52	31.16
248-728-97500	Capital Outlay/Obligated Projects	175,000.00	86,519.00	0.00	88,481.00	49.44
248-728-97600	Capital Outlay/Land Acquisition	101,847.00	91,846.68	0.00	10,000.32	90.18
Total Expenditure:		373,734.96	202,913.71	0.00	170,821.25	54.29
Total Dept 728 - Economic Development		373,734.96	202,913.71	0.00	170,821.25	54.29
TOTAL EXPENDITURES		373,734.96	202,913.71	0.00	170,821.25	54.29
Fund 248 - DDA (Downtown Development Authority):						
TOTAL REVENUES						
		373,717.00	252,305.40	0.00	121,411.60	67.51
TOTAL EXPENDITURES		373,734.96	202,913.71	0.00	170,821.25	54.29
NET OF REVENUES & EXPENDITURES		(17.96)	49,391.69	0.00	(49,409.65)	75,009.41

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Downtown Development Authority (DDA)

2026 Meeting Dates

Oshtemo Community Center

at 3:00 p.m.

2026 Meeting Dates

January 15th

March 19th

May 21st

July 16th

September 17th

November 19th