

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

MAY 15, 2025 MEETING MINUTES

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting at the Oshtemo Community Center, on Thursday, May 15, 2025. The meeting was called to order at approximately 3:00 p.m.

Members Present: Bill Cekola, Themis Corakis, Dick Skalski, Ryan Winfield, Cheri Bell and Stephen Dallas

Members absent: Rich MacDonald and Rob Redman

Also present: Jodi Stefforia, Planning Director, and Leeanna Harris, Planning and Zoning Administrator

Agenda

Ms. Stefforia noted she had no changes to the agenda, besides the removal of agenda item six. Supervisor Bell made a motion with support from Mr. Skalski to table agenda item number two until after agenda item 15, and to remove agenda item six; motion passed.

Approval of Minutes: November 21, 2024

Acting Chair Winfield asked if there were additions or corrections to the Minutes of November 21, 2024, and asked for a motion. Mr. Skalski made a motion with support from Mr. Dallas to approve the Minutes of the Meeting of November 21, 2024, as presented; motion passed.

Public Comment on Non-Agenda Items

There were no members of the public present.

Revenue and Expenditure Report: April 2025

Ms. Stefforia presented the April 2025 year-to-date Revenue and Expenditure Report. She noted the largest expenditure was approximately \$20,000 for the abatement of asbestos for the buildings at 6227 Stadium Drive. The Oshtemo Fire Department has begun training in the buildings, so the now-completed asbestos abatement was necessary.

The reports were received by the Board.

Budget Amendments

Ms. Stefforia noted that the Township Board had already approved the budget items for the year 2024. Three items went over budget: consultants for the Atlantic Avenue study, outdoor decorations, and a last tax payment for the 6227 Stadium Drive property.

A 2025 Budget Amendment is necessary as discussed late last year. Legal fees were moved to the Salaries - Staff line item from the Legal Fees line item by the Township Administration but the Legal Fees line item was erroneously retained at \$2,000 and must be amended down to \$0.

Acting Chair Winfield asked if the outdoor decorations fees were going to be consistent for 2025.

Ms. Stefforia noted that it could go up depending on tree growth, etc.

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

Façade, Streetscape, and Sign Grant Application – Campbell Caron Group, LLC

Campbell Caron Group, LLC, Mill Creek Apartments (3080 Mill Creek Drive) requested a grant from the DDA in the amount of \$5,000 to be put towards cleaning and staining decks throughout the development that were repaired or replaced last year.

Supervisor Bell asked for clarification on whether the project was completed. Ms. Stefforia confirmed the decks were constructed but not stained/painted yet. Acting Chair Winfield noted that he did not see any challenges regarding this application. The Board further reviewed and discussed the application. It was noted that grants are paid on a reimbursement basis.

Motion by Mr. Corakis with support from Mr. Skalski to approve the Façade, Streetscape, and Sign Grant application from Campbell Caron Group, LLC; motion passed unanimously.

6227 Stadium Drive – Memorandum of Understanding with Oshtemo Township Fire Department

Ms. Stefforia presented the Memorandum of Understanding. She explained this was suggested by the Township Attorney as an agreement between the DDA and the Oshtemo Township Fire Department. She noted that the training began last month.

Mr. Cekola has questions regarding the Fire Department's operations. The Board discussed. Supervisor Bell said that the DDA could request a memo from the Deputy Chief to share additional information about their training/operations on the site.

Motion by Mr. Skalski with support from Acting Chair Winfield to approve the Memorandum of Understanding; motion passed unanimously.

Sign Repair

Ms. Stefforia explained that the Oshtemo Village Area sign at the corner of Stadium Drive and South 9th Street was damaged earlier in the year. The original mason, Vandermay Construction Co., Inc., offered two repair options. Ms. Stefforia recommended the DDA choose option 2 for \$2,540 since the Township Attorney will pursue payment of the repair with the insurance company for the driver of the automobile.

Motion by Mr. Corakis with support from Mr. Skalski to authorize option 2 to be chosen for \$2,540; motion passed unanimously.

2025 Banner Expansion Project

Ms. Stefforia explained that this area and its banners and light poles were evaluated for opportunities for additional banners. Fourteen (14) poles with banners are candidates for a second banner, and there are five poles that are empty to which a set of banners could be added. Considering pole analysis, CE review, bracket purchase and installation and new spring-summer banners, the estimate is \$21,788.83, but the prices may have fluctuated since.

Supervisor Bell asked if the DDA considered coordinating banner efforts with the South Drake Road Corridor Authority. The group indicated that there was no history of coordination efforts to the best of their knowledge.

Approving this banner expansion project would require a budget amendment that will be presented at the next meeting as the current budget is \$8,500 for outdoor decorations. The Board discussed placemaking opportunities in the DDA area.

Motion by Mr. Cekola with support from Mr. Skalski to move the 2025 Banner Expansion Project forward with a budget limit of up to \$25,000; motion passed unanimously.

Grant Program Expansion

Ms. Stefforia presented a draft for the grant program that would include funding for security cameras. Mr. Dallas asked for clarification on the terms and conditions of the grant if it were to cover security systems. The group discussed doing further research, and having the Township Attorney review the proposal regarding consenting to cooperating with a law enforcement investigation if cameras are grant funded. The group discussed requesting information from law enforcement on what specifications they would prefer for security cameras.

Motion by Acting Chair Winfield with support from Mr. Skalski to request additional language and information from the Township Attorney and law enforcement, as discussed; motion passed.

Streetlights on South 9th Street

Ms. Stefforia explained that the Public Works Project Manager, Zach Pearson, reached out to Consumers Energy to request a lighting study along South 9th Street. Although the results are not in yet, Mr. Pearson estimated approximately 38 new lights could be added to the corridor and one light could be converted to LED. He estimated the project would carry a cost of approximately \$10,000. Mr. Skalski mentioned there could be a partnership with Texas Township to install lighting down as far as the Kalamazoo Valley Community College.

More information is to come.

Other Items/Updates

Ms. Stefforia had no other updates. Mr. Corakis asked for information regarding the electric vehicle charging station at Flesher Field. Ms. Stefforia said the Parks Director was approached by Jeff DeNooyer regarding a potential replacement.

The group also briefly discussed the Atlantic Avenue extension project.

Election of Officers: Chair, Vice Chair, and Secretary/Treasurer

Mr. Skalski made a motion with support by Acting Chair Winfield for the slate of Mr. Corakis as Chair, Mr. Winfield as Vice Chair, and Mr. Redman as Secretary/Treasurer; motion passed unanimously.

Adjournment

The meeting was adjourned at 4:20 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: May 21, 2025
Minutes Approved: May 7, 2025