

**OSHTEMO CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY  
MARCH 19, 2026 MEETING MINUTES**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting at the Oshtemo Community Center, on Thursday, March 19, 2026. The meeting was called to order at approximately 3:05 p.m.

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

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

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

**Approval of Agenda**

Mr. Winfield made a motion with support from Mr. Corakis to approve the agenda as presented; motion passed.

**Election of Officers**

After some discussion, Mr. Cekola made a motion, with support from Mr. Corakis for the slate of Mr. Redman as Chair, Mr. Corakis as Vice Chair, and Mr. Winfield as Secretary/Treasurer; motion passed unanimously.

**Approval of Minutes**

Vice Chair Corakis had a question about how the minutes reflect public comment. Vice Chair Corakis made a motion, with support from Chair Redman to approve the minutes from the November 20, 2025, meeting; motion passed unanimously.

**Public Comment on Non-Agenda Items**

Vice Chair Corakis said he wanted to speak as a member of the public and gave comment on the previous winter's snow removal efforts.

**Treasurer's Reports: Year End 2025 and February 2026**

Ms. Stefforia presented the Year End 2025 and February 2026 Treasurer's Reports.

She noted expenditures such as for the façade grant program, loan payment for 6227 Stadium Drive and the demolition and asbestos abatement, and repairing the signage at the corner of South 9<sup>th</sup> Street and Stadium Drive.

For 2026, expenditures are budgeted for new streetlights, community events, accounting and audit fees, repairs and maintenance, annual loan payment, participation in a traffic study, and a campus master plan for the Community Center area, etc.

There were questions about 2025 budgeted items. Ms. Stefforia said she will do some research into this and may bring a memo for the next meeting. The Treasurer's Reports were received by the Board.

### **2026 Budget**

Ms. Stefforia presented the 2026 Budget for the DDA. This budget was approved by the Township Board and will need to be formally adopted by the DDA.

Following group discussion, Mr. Winfield made a motion, with support from Mr. Cekola, to adopt the 2026 Budget; motion passed unanimously.

### **2026 – 2031 Capital Improvement Program**

Chair Redman moved to the Capital Improvement Program (CIP) for 2026 – 2031. This is a living document that is revisited every year. Major expenditures identified include those for consultants, for example, for the Atlantic Avenue design and zoning ordinance amendments relating to the Village Commercial transition to the Neighborhood Mixed Use District. Other capital expenditures such as the banner expansion program and South 9<sup>th</sup> Street streetlights from Stadium Drive to N Avenue are included.

The group discussed the payments for the property at 6227 Stadium Drive, and how long remains on the loan. Ms. Stefforia will send an email out confirming the terms of the loan.

Supervisor Bell mentioned that the Media and Communications Manager would explore opportunities to share information regarding the grant program to encourage applications.

Mr. Winfield made a motion, with support from Chair Redman, to formally adopt the 2026 – 2031 Capital Improvement Program; motion passed unanimously.

### **2026 Lawn Care proposals**

Ms. Stefforia presented three lawn care proposals for 2026.

Chair Redman recommended the company that services his properties be invited to submit for 2027 as it is already working in the area.

The group discussed Leonard's responsiveness and price. Mr. Cekola made a motion, with support from Chair Redman, to award Leonard's bid for lawn care services for 2026; motion passed unanimously.

### **Memorandum of Understanding regarding maintenance**

Chair Redman moved to the Memorandum of Understanding regarding maintenance. Ms. Stefforia explained that questions arose as to who pays for what maintenance of various aspects of Township-owned and/or DDA-owned properties. The Township Attorney prepared this document to formalize the DDA's responsibilities.

The group discussed the Memorandum and the distribution of costs between the Township and the DDA for maintenance.

Mr. Winfield made a motion, with support from Chair Redman to authorize the Chair to sign the Memorandum of Understanding; motion passed 4-1, with Vice Chair Corakis voting against.

### **Other Items / Updates**

Chair Redman moved to other items and updates. The streetlights on South 9<sup>th</sup> Street are delayed because of Consumer's Energy and their new contract language still being drafted.

David Kobb clarified the status of the banner expansion project which is currently under review.

Consumer's Energy required additional information to move the project forward, which was submitted. The banners are still expected to be installed this year.

Regarding the Village Commercial amendments, the Comprehensive Master Plan is nearing completion, and the Township will pivot to implementation, which will involve evaluating the existing Zoning Ordinance language including Village Commercial.

The DDA 2025 Annual Synopsis was received by the Board.

Ms. Stefforia mentioned that she received a grant application from Mr. Redman for \$5,000 for the façade of Iris House by Tavani at 6641 Stadium Drive. The group discussed and confirmed with Ms. Stefforia that the application was complete and met all criteria. Mr. Winfield made a motion, with support from Mr. Cekola, to approve this grant program application; motion passed 4-0-1, with Chair Redman abstaining.

There being no further business items, the meeting was adjourned at 4:23 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: March 24, 2026  
Minutes Approved: May 21, 2026