

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

**MINUTES OF A VIRTUAL MEETING HELD APRIL 7, 2021**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held meeting via tele-conference on Thursday, April 7, 2021. The meeting was called to order at approximately 12:02 p.m.

**Roll Call Vote:**

<u>Members present:</u>	<u>Location of Members during Meeting</u>
Grant Taylor	Portage
Bruce Betzler	Oshtemo
Bill Cekola	Portage
Themis Corakis	Oshtemo
Libby Heiny-Cogswell	Seattle, WA
Dick Skalski	Kalamazoo
Ryan Wieber	Kalamazoo

Members absent: Julie Hite, Mike Lutke, Rich MacDonald, and Jack Siegel,

Also present: Iris Lubbert, Planning Director and Martha Coash, Recording Secretary

**Agenda**

Chairperson Taylor confirmed with Ms. Lubbert there were no additions or corrections to the agenda.

Mr. Wieber made a motion to approve the agenda as presented. Mr. Skalski seconded the motion. The motion carried unanimously by roll call vote.

**Minutes**

The Chair determined no one had additions or corrections to the Minutes of the Virtual Meeting of January 21, 2021.

Mr. Corakis made a motion to approve the Minutes of the Meeting of January 21, 2021 as presented. Mr. Betzler seconded the motion. The motion carried unanimously by roll call vote.

**Budget Amendment – Removal of Guy Pole and Anchor at DDA Gateway**

Mr. Skalski noted there was a no longer needed guy pole and unattached anchor at the recently completed Oshtemo Village Gateway project park. For Consumers Energy to remove the pole and anchor the line, needed for both appearance and vehicle

safety, Consumers Energy paid most of the cost, but a payment of \$1,356 was required from the DDA prior to having the work done. Payment in that amount was authorized by the Township with the DDA Chair's approval, with the understanding the DDA would reimburse the Township.

Mr. Corakis questioned why the DDA should be responsible for any cost for this work since it is Consumers Energy's equipment.

Mr. Skalski said the charge is some sort of a local shares assessment. He will get clarification regarding the reason the DDA is being charged and report back at the next DDA meeting.

Ms. Lubbert said that to pay the invoice the DDA would need to make a budget adjustment to cover the \$1,356 expenditure as construction funds for the corner project were not carried over to 2021.

Mr. Skalski made a motion to approve a budget amendment increase of \$1,356 to pay the Consumers Energy bill for the guy pole and anchor work at the DDA Gateway. Mr. Betzler seconded the motion. The motion carried 5 – 2 by roll call vote (Mr. Cekola and Mr. Corakis dissenting).

### **Budget Amendment - 2021 Landscape and Maintenance Quotes**

Ms. Lubbert provided two quotes received from S&T Lawn Service in May of 2020 for landscaping and maintenance services for the Village Corner Plaza and Millard's Way, which were used to inform the DDA's 2021 budget. S&T confirmed the provided quotes are still valid, but they noted that landscaping and maintenance around the Community Center (referred to as Parkview Hall) was not part of the two quotes provided in May 2020. A quote for the Community Center has now been provided. The quote for the cost for landscaping and maintaining all three sites is:

- Village Corner Plaza: \$605/month, \$4,840/year
- Millard's Way: \$903/month, \$7225/year
- Parkview Hall/Community Center: \$304.30/month, \$2434.40/year

With spring around the corner, she said it is appropriate for the DDA Board to review the three quotes and consider approving the proposal so these services can be implemented. If all three quotes are accepted as is, for a total cost of \$14,499.40, a budget amendment will be needed. The DDA currently has \$12,000 budgeted for lawn care and maintenance.

After discussion, it was decided that the Township would continue to mow at both the Community Center and Millard's Way and that S & T would be asked to remove the mowing of those two locations from their quote. As the budgeted amount will still be \$204 short, the budget would still need amendment.

Mr. Corakis made a motion to approve a budget amendment for an increase of \$500 for landscaping and maintenance. Mr. Skalski seconded the motion. The motion carried unanimously by roll call vote.

### **“Music in the Park” Concert Series – Discussion of Support for Local DDA Restaurants**

Chairperson Taylor reported at the March DDA meeting, members in attendance discussed ways the “Music in the Park” concert series could support local businesses struggling because of the pandemic. It was suggested the DDA purchase gift cards from each of the nine restaurants located within its boundaries. The gift cards would be donated to the Oshtemo Friends of the Parks (OFP) and raffled at the outdoor concerts. Proceeds from the raffle would be used to support Oshtemo parks.

Oshtemo Friends of the Park (OFP) volunteers will purchase the gift cards and conduct a raffle according to the rules from the Michigan Lottery Charitable Gaming Division. A total donation from the DDA of \$300 would cover the cost of \$225 for gift cards, plus \$75 for the cost of signs and raffle tickets. The DDA will offer monetary support only.

Mr. Corakis compiled a list of restaurants within the DDA boundary, and suggested support should be provided equally to them.

Chairperson Taylor noted no DDA funds can be provided outside of the DDA.

Mr. Wieber made a motion to approve the budget amendment for an increase of \$300 for gift cards to be purchased by the Parks Department to support the restaurants within the DDA through raffles at Music in the Park concerts. Mr. Cekola seconded the motion. The motion carried 6 – 1 (Mr. Corakis abstaining) by roll call vote.

### **Other Board Items/Updates**

There were no items or updates.

### **Public Comment**

As there were no members of the public present, the Chair moved to the next item on the agenda.

## **Announcements and Adjournment**

As there were no announcements, Chairperson Taylor adjourned the meeting at approximately 12:35 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: April 9, 2021

Minutes Approved: May 20, 2021