

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

SEPTEMBER 19, 2024 MEETING MINUTES

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting at the Oshtemo Community Center, on Thursday, September 19, 2024. The meeting was called to order at approximately 3:00 p.m.

Members Present: Bill Cekola, Themis Corakis, Cheri Bell, Ryan Winfield, and Rich MacDonald

Members absent: Dick Skalski, Stephen Dallas, and Tom Sowell

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

Agenda

Chair Corakis confirmed no changes to the agenda were needed and moved to the next agenda item.

Approval of Minutes: July 18, 2024

Chair Corakis asked if there were additions or corrections to the Minutes of July 18, 2024. Mr. MacDonald made a motion with support by Mr. Winfield to approve the Minutes of the Meeting of July 18, 2024, as presented; motion passed.

Public Comment on Non-Agenda Items

There were no members of the public present; the Chair moved to the next agenda item.

Treasurer's Report: August 2024

Ms. Stefforia went through the August 2024 Treasurer's Report. She explained that the landscaping in the roundabout near the Oshtemo Community Center had not been properly maintained, but that they would receive a credit for the work not done.

Mr. Winfield made a motion with support by Chair Corakis to accept the Treasurer's Report from August 2024, as presented; motion passed.

2025 Budget

Ms. Stefforia stated that the budget before the DDA is what was presented to the Township Board. She brought the group's attention to the \$30,000 budget item placeholder to demolish the buildings at 6227 Stadium Drive and explained that a bid she solicited for budgeting purposes came in around \$10,000 more than that, so this budget item will need to be increased.

Mr. Winfield asked about the Christmas Tree Lighting Ceremony since there are funds budgeted for it. Supervisor Bell explained that there were funds in the Township's park budget as well, and Ms. Stefforia added that the ceremony could be a Community Engagement event for the ongoing Master Plan work.

The group discussed renting out the buildings at 6227 Stadium Drive rather than demolishing them. The group discussed the pros and cons.

Supervisor Bell explained that she had reviewed the budget with the Township Clerk and Treasurer. She explained that Façade Improvement Grant was well received, and that all Departments that have their own budgets will have legal time applied to them. Ms. Stefforia will verify that \$500 for legal fees are added back to the budget. Mr. Winfield asked about legal noticing; Ms. Stefforia explained that postage is budgeted at \$500.

Mr. MacDonald asked about the charging station installed at Flesher Field and asked if it is still functional. Supervisor Bell explained that it is still functional, and that it is underused; advertising should be done to bring awareness to the charger. Mr. MacDonald asked if the charger required a software update; staff said they would look into whether it requires an update.

Ms. Bell also wanted to discuss whether the DDA felt that the amount charged for lawn care and maintenance was a good value; the group discussed.

Mr. Winfield asked about the increase in the outdoor decorations line. Ms. Stefforia mentioned that the banners that are hung in the DDA area are faded and need to be replaced. The group agreed. Ms. Stefforia discussed getting permits from Consumers Energy to add another banner on each pole, which would carry an annual fee to Consumers Energy that presently the DDA is essentially grandfathered from having to pay.

Mr. Winfield asked about the 9th Street sidewalk project. Ms. Stefforia explained that the Township's project on the west side of 9th Street would extend from Stadium Drive to Quail Run Drive. She mentioned that the Public Works Director suggested that extending the sidewalk down 9th Street on the east side to Meridian Avenue may be a project that the DDA could explore.

Mr. MacDonald made a motion to recommend the 2025 Budget to the Township Board with changes to legal fees, holiday décor, a closer look at lawn care and maintenance, and adding \$10,000 to the budget pertaining to 6227 Stadium Drive with support by Mr. Winfield; motion passed.

Capital Improvement Program 2025 – 2030

Ms. Stefforia presented the proposed CIP for 2025 – 2030. The group discussed the items included and agreed that a new draft should come before the group that both reflects long term projects and matches the 2025 budget

Façade Grant Program – Updated Application

Ms. Stefforia presented the new Façade Grant Program application. She said that a fillable online form was created, the format was updated to match other Township applications, and it was expanded to include streetscape and sign improvements.

Mr. MacDonald mentioned that the streetscape program could be clarified further to mention that the streetscape improvements should be along the corridor and that plantings should be annuals or trees, for example.

Ms. Stefforia explained that all applications would come before the DDA for their review prior to funds being disbursed, so they have the ability to accept or deny applications based on whether they feel it meets the criteria.

Mr. MacDonald made a motion to approve the Façade Grant Program application with the changes noted with support by Chair Corakis; motion passed.

Snow Removal for 2024-2025 Season

The group discussed snow removal for the DDA area for the 2024-2025 season.

Mr. Corakis had questions about the priority of snow removal in the DDA boundary. Supervisor Bell said she will follow up with Township Maintenance to get a list of which sidewalks they prioritize from top to bottom.

The group discussed whether the DDA sidewalks should continue to have snow removed by Township Maintenance staff or if they should consider a third-party service. Mr. MacDonald explained that he felt comfortable continuing to have Township Maintenance staff removing the snow, but if the group felt strongly about getting quotes from a third-party, then they could explore such.

Mr. Winfield expressed concern that it may be too late in the season to get bids, approve the bid in November, and still receive snow removal service for this upcoming season from a third-party.

Ms. Stefforia explained that she can get bids for the upcoming season for paying for a third-party to remove the snow from the sidewalks and could potentially call a Special Meeting to approve the bid.

Chair Corakis explained that he felt comfortable continuing with Township Maintenance staff as long as the snow was removed in a timely manner.

Mr. Winfield made a motion to continue with Township Maintenance to continue to perform snow removal duties for the 2024-2025 season with support by Mr. MacDonald; motion passed.

Other Items/Updates

Ms. Stefforia explained that the consultants were reviewing the parameters for the traffic modeling for the Atlantic Avenue extension and the Milliard's Way connection. She explained that this was happening along with the Master Plan so that land use and density were also reviewed.

Ms. Stefforia mentioned that an Invitation to Oshtemo Parks Volunteer & Sponsor Appreciate Luncheon at the Drake Farmstead Carriage Barn was included in the packet and to let the Parks Department know if anyone is able to attend.

As mentioned before, Ms. Stefforia explained that the Planning Department was exploring using the tree lighting ceremony as a Master Plan engagement event and that an opinion survey will be going out electronically in January 2025.

Ms. Stefforia mentioned that they still need a resident of DDA district as a member.

Adjournment

The meeting was adjourned at approximately 4:10 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: October 7, 2024.
Minutes Approved: November 21, 2024.