

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

**MINUTES OF A SPECIAL MEETING HELD DECEMBER 15, 2022**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a special meeting at the Oshtemo Community Center, on Thursday, December 15, 2022. The meeting was called to order at approximately 12:04 p.m.

Members Present: Grant Taylor, Chair, Bill Cekola, Libby Heiny-Cogswell, Rich MacDonald, Vice Chair, and Dick Skalski, Tom Sowell and Ryan Winfield

Members absent: Themis Corakis, Treasurer, and Stephen Dallas

Also present: Iris Lubbert, Planning Director, Anna Horner, Public Works Director, and Martha Coash, Assistant Secretary

**Agenda**

Mr. Skalski made a motion to approve the agenda as presented. Mr. MacDonald seconded the motion. The motion carried unanimously.

**Approval of Minutes: November 17, 2022**

Chairperson Taylor asked if there were additions or corrections to the Minutes of November 17, 2022. Hearing none, he asked for a motion.

Mr. Winfield made a motion to approve the Minutes of the Meeting of November 17, 2022 as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

**Public Comment on Non-Agenda Items**

No members of the public were present.

**Continued Discussion on 2023 Meeting Time**

At the November meeting it was proposed to change the regular meeting start time from noon to 3:00 p.m.

Ms. Lubbert provided the following draft DDA meeting dates schedule for consideration and approval for 2023:

Downtown Development Authority (DDA)

Third Thursday – every other month @ 3:00 p.m.  
At the Oshtemo Community Center or Virtually

Proposed 2023 Meeting Dates

January 19  
March 16  
May 18  
July 20  
September 21  
November 16

The group agreed a change to the start time for meetings to 3:00 p.m. was acceptable.

Mr. Taylor made a motion to approve the 2023 DDA meeting schedule as presented, with a change of meeting start times to 3:00 p.m. Mr. MacDonald seconded the motion. The motion was approved.

**2022 Budget Amendment – Accounting and Auditing Fees**

Ms. Lubbert reported that it was brought to staff's attention that the DDA's line item for Accounting and Auditing Fees had been overdrawn. \$2,000 dollars were budgeted for this item for 2022. To date \$3,070 are owed by the DDA for accounting and auditing fees. She asked for approval of a budget amendment increasing the line item for Accounting and Auditing fees to \$4,000 to cover outstanding and any potential other expenses to be incurred in this category over the remainder of 2022. She provided a listing of accounting and auditing expenses to date.

Mr. MacDonald made a motion to amend the Accounting and Auditing Fees line item to \$4,000 as recommended. Mr. Cekola seconded the motion. The motion was approved.

**CLOSED SESSION: Discussion of Potential Atlantic Avenue Extension Project**

Chairperson Taylor made a motion to move to closed session to discuss the potential Atlantic Avenue Extension Project. Mr. Skalski seconded the motion. The motion carried unanimously.

The meeting moved to closed session at 12:10 p.m.

Mr. MacDonald made a motion to return to open session. Ms. Heiny-Cogswell seconded the motion. The motion carried unanimously.

The meeting returned to open session at 1:00 p.m.

Mr. Skalski made a motion to proceed on the potential Atlantic Avenue Extension Project as discussed during the closed session. Mr. Cekola seconded the motion. The motion carried unanimously.

### **Other Items**

There were no other items.

### **Announcements and Adjournment**

With no further business to consider, Chairperson Taylor adjourned the meeting at approximately 1:04 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: December 16, 2022

Minutes Approved: January 19, 2023