

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

**MINUTES OF AN EMERGENCY VIRTUAL MEETING HELD
DECEMBER 3, 2020**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held an emergency meeting via tele-conference on Thursday, December 3, 2020. The meeting was called to order at approximately 2:06 p.m.

Due to the absences of both Chairperson Taylor and Vice Chairperson MacDonald, Mr. Corakis indicated he would be willing to chair the meeting. Mr. Skalski nominated him and those present were in agreement.

Roll Call Vote:

Mr. Corakis asked Ms. Lubbert to call the roll by voice.

Members present: Bruce Betzler, Bill Cekola, Themis Corakis, Libby Heiny-Cogswell, Dick Skalski, and Ryan Wieber.

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

Also present: Iris Lubbert, Planning Director and Martha Coash, Meeting Transcriptionist.

Approval of Agenda

Mr. Corakis asked if there were additions or corrections to the agenda. Hearing none, he asked for a motion.

Mr. Wieber moved to approve the agenda as presented. Mr. Skalski seconded the motion. The motion passed unanimously by roll call vote.

Approval of Minutes

Mr. Corakis asked if there were additions or corrections to the Minutes of the Virtual Meeting of November 19, 2020. Hearing none, he asked for a motion.

Mr. Wieber moved to approve the Minutes of the Meeting of November 19, 2020 as presented. Mr. Skalski seconded the motion. The motion carried unanimously by roll call vote.

BUDGET AMENDMENTS – WATER AND ELECTRIC FOR THE GATEWAY SITE

Ms. Lubbert explained that with construction and completion, the Stadium Drive and 9th Street Gateway Project has water and electricity utility expenses and budget amendments were needed to provide funding for the 2020 and 2021 utility bills. Per discussion with the Township Maintenance Director, the following amounts were recommended to be budgeted:

2020 Utilities:	Electricity - \$400.00	Water - \$850.00
2021 Utilities:	Electricity - \$600.00	Water - \$1,200.00

Mr. Corakis said he researched the water usage in 2020 and found almost 2,000,000 gallons of water were used in three months, noting it was a dry summer and watering of the new plantings was done 3-4 times per day, 7 days per week.

The group agreed the proposed amounts for the 2020 and 2021 utility budget amendments were reasonable and could be amended later in the year if necessary. Mr. Corakis asked for two motions.

Mr. Skalski moved to amend the 2020 budget to increase utilities for the Gateway Project by \$400 for electricity and \$850 for water as presented. Mr. Wieber seconded the motion. The motion carried unanimously by roll call vote.

Mr. Cekola moved to amend the 2021 budget to increase utilities for the Gateway Project by \$600 for electricity and \$1,200 for water as presented. Mr. Skalski seconded the motion. The motion carried unanimously by roll call vote.

Open House – November 19th and December 2nd

Ms. Lubbert gave an update on the November 19th and December 2nd Open Houses. There were three attendees on November 19th and none on December 2nd. Feedback was provided on the informational pieces posted on the website. To date there have been approximately 60 respondents to the online survey. Comments will be received until December 18th. She will release a summary of the feedback before the New Year.

Other Board Items/Updates

Ms. Lubbert reported a number of queries emerging regarding interest in the second round of the Covid-19 Emergency Assistance Grant Program. Eight applications

have been received so far. The sub-committee will meet to review applications next week.

Public Comment

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

Announcements and Adjournment

The group agreed with Ms. Heiny-Cogswell's suggestion that the holiday lights at the corner site be left in place until January 6th.

Ms. Heiny-Cogswell reported the Township learned the Michigan Natural Resource Trust Fund has awarded \$58,000.00 for acquiring the Fruit Belt Trail. It is likely there will be a July or August closing. Township Staff will talk with property owners regarding any concerns they may have.

Ms. Lubbert noted the next DDA meeting is scheduled for January 21st, 2021.

There being no further business, Mr. Corakis adjourned the meeting at approximately 2:23 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: December 4, 2020

Minutes Approved: January 21, 2021