

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

**DRAFT MINUTES OF A MEETING HELD JULY 20 , 2023**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting at the Oshtemo Community Center, on Thursday, July 20, 2023. The meeting was called to order at approximately 3:07 p.m.

Members Present: Cheri Bell, Bill Cekola, Rich MacDonald, Dick Skalski, and Ryan Winfield. Themis Corakis and Stephen Dallas arrived late.

Members absent: None

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

**Agenda**

Mr. MacDonald noted he would need to leave the meeting early and suggested reordering the agenda. He asked that the order of agenda items be changed as follows: 1, 2, 3, 4, 6, 5, 8, 9, 7, 10. No other changes were needed.

Mr. Winfield made a motion to reorder the agenda as suggested by Chairperson MacDonald. Mr. Skalski seconded the motion. The motion carried unanimously.

**Approval of Minutes: March 16, 2023**

Chairperson MacDonald asked if there were additions or corrections to the Minutes of March 16, 2023. Hearing none, he asked for a motion.

Mr. Skalski made a motion to approve the Minutes of the Meeting of March 16, 2023 as presented. Mr. Cekola seconded the motion. The motion carried unanimously.

**Public Comment on Non-Agenda Items**

There were no public comments.

**Atlantic Avenue Extension Project**

Ms. Lubbert reported that requests for proposal were sent to six consultants for work on the Atlantic Avenue extension project. Two proposals, one from Prein & Newhof and a combined proposal from Progressive AE and Wightman were received. One firm responded that they did not have the necessary capacity to provide what is needed. Ms. Lubbert noted that the two submissions were still under review by the Public Works Director, but upon initial review the prices for the proposals appeared comparable. The DDA Board noted that with Progressive AE and Wightman working on

the Township's new master plan and new private road standards they felt they would be a great fit for the project from a continuity perspective. She noted that \$50,000 have been allocated for this project in 2023 and \$40,000 proposed for 2024. The Township will contribute \$30,000. She and the Public Works Director are meeting next week to go through the two submissions in detail and are hoping to take a recommendation for approval to the Township Board on August 1<sup>st</sup>. She asked how involved the DDA board wished to be with the consultant selection process. She noted she would be happy to invite members to her meeting with the Public Works Director when reviewing the submissions and come back to the DDA board if needed.

Chairperson MacDonald noted the DDA made a recommendation to the Planning Commission several years ago regarding changes to the Village Form Based code in order to implement the amended 2019 Village Theme Development Plan, which they have not acted upon. He felt that recommendation is likely no longer relevant given the Atlantic Avenue Extension will be a reality, and that since a Township Master Plan update is underway. Perhaps revisiting the Master Plan and rezoning for the DDA area, including the Atlantic Avenue project to update the vision will supersede the prior suggested changes. It does not seem prudent to update the ordinance for a Village Theme Plan that may never be implemented. Challenges with the current overlay may need to be revisited and the vision updated as part of a revised Master Plan.

It was the consensus of the group that the approach outlined is appropriate.

The group agreed a subcommittee of the DDA should be appointed to review the two qualifying proposals and to make a recommendation for approval to the Township Board on behalf of the DDA.

Mr. Corakis made a **motion** to appoint a committee of two, comprised of Chairperson MacDonald and Mr. Skalski, to review the two proposals with staff, advance one of the two to the Township Board with a recommendation of approval based on the group discussion at this meeting, and report back to the DDA regarding which firm was chosen. Mr. Winfield **seconded the motion**. **The motion carried unanimously.**

The DDA will provide a letter of support in this regard for the Township Boards August 1<sup>st</sup> meeting.

Members felt it would be best to not make changes now to the Village Form Based Code as the Master Plan is being updated and Ms. Bell assured the group the DDA would be included in the Master Plan update process.

Mr. MacDonald made a **motion** to not proceed with presenting the changes previously made to the Village Form Based Code to the Planning Commission for approval, but to consider Master Plan input and new information that might inform

updates at a future meeting. Mr. Skalski seconded the motion. The motion carried unanimously.

### **2024 Budget Discussion**

Ms. Lubbert shared a draft of the 2024 DDA budget, walking through each line item. Several changes were made by the group: \$1,000 was added to the Community Events line item for a tree lighting special event at Flesher Field, \$1,000 was added for property maintenance for a total expenditures budget of \$189,796.98.

Mr. Winfield made a motion to recommend the DDA budget totaling \$189,796.98 to the Township Board for approval. Mr. MacDonald seconded the motion. The motion carried unanimously.

### **Treasurer's Report: May - June, 2023 (unaudited)**

Ms. Lubbert presented the Treasurer's Report for March - June, 2023, unaudited.

She noted \$205,323.93 was collected in property tax revenue and \$2702.73 was collected during this cycle.

Expenditures from this cycle totaled \$6,607.65 and included the annual sponsorship of Music in the Park, mailing for the DDA's open house, and a payment of \$668.73 toward the 2022 Stadium sidewalk project. The \$668.73 was related to the United Methodist Church site work. Although it was completed in 2022 the invoice was not submitted until recently. As this was part of a previously approved 2022 project, no budget amendment is needed for 2023.

Mr. Winfield made a motion to accept the Treasurer's Report for March-June 2023, as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

### **DDA and SoDA 2023 Open House Coordination**

Ms. Lubbert reported the open house scheduled for both the DDA and SoDA was held Monday, May 15<sup>th</sup> from 4 – 6 p.m. to provide residents with general information about the two Boards and to introduce the Atlantic Avenue expansion project. It was well attended and deemed a success.

### **Other Items/Updates**

There were no other items or updates.

### **Announcements and Adjournment**

As there were no announcements, the meeting was adjourned at approximately 4:00 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: July 21, 2023  
Minutes Approved:

DRAFT