

**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS – REGULAR MEETING**

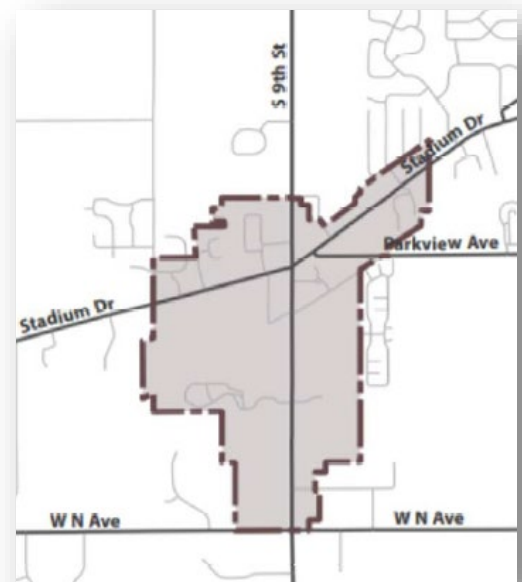
**OSHTMO COMMUNITY CENTER
6407 PARKVIEW AVENUE**

**THURSDAY, JULY 17, 2025
3:00 P.M.**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: May 15, 2025
4. Public Comment on Non-Agenda Items
5. Welcome New Member: Karrie Brunner
6. *Tentative*: Discussion with Community Policing Officer
7. Treasurer's Report:
 - a. Revenue and Expenditure Report - June 2025
8. Budget Amendments:
 - a. \$25,000 to Capital Outlay (Expenditure)
 - b. \$32,433 to Miscellaneous (Revenue)
9. Grant program
10. Other Items / Updates
 - a. Banner expansion
 - b. Sign Repair
 - c. Streetlights on South 9th Street
 - d. Atlantic Avenue extension
 - e. Chime Street sewer
11. Adjournment

Next Meeting: September 18, 2025



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

MAY 15, 2025 MEETING MINUTES

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting at the Oshtemo Community Center, on Thursday, May 16, 2024. The meeting was called to order at approximately 3:00 p.m.

Members Present: Bill Cekola, Themis Corakis, Dick Skalski, Ryan Winfield, Cheri Bell and Stephen Dallas

Members absent: Rich MacDonald and Rob Redman

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

Agenda

Ms. Stefforia noted she had no changes to the agenda, besides the removal of agenda item six. Supervisor Bell made a motion with support from Mr. Skalski to table agenda item number two until after agenda item 15, and to remove agenda item six; motion passed.

Approval of Minutes: November 21, 2024

Acting Chair Winfield asked if there were additions or corrections to the Minutes of November 21, 2024, and asked for a motion. Mr. Skalski made a motion with support from Mr. Dallas to approve the Minutes of the Meeting of November 21, 2024, as presented; motion passed.

Public Comment on Non-Agenda Items

There were no members of the public present.

Revenue and Expenditure Report: April 2025

Ms. Stefforia presented the April 2025 year-to-date Revenue and Expenditure Report. She noted the largest expenditure was approximately \$20,000 for the abatement of asbestos for the buildings at 6227 Stadium Drive. The Oshtemo Fire Department has begun training in the buildings, so the now-completed asbestos abatement was necessary.

The reports were received by the Board.

Budget Amendments

Ms. Stefforia noted that the Township Board had already approved the budget items for the year 2024. Three items went over budget: consultants for the Atlantic Avenue study, outdoor decorations, and a last tax payment for the 6227 Stadium Drive property.

A 2025 Budget Amendment is necessary as discussed late last year. Legal fees were moved to the Salaries - Staff line item from the Legal Fees line item by the Township Administration but the Legal Fees line item was erroneously retained at \$2,000 and must be amended down to \$0.

Acting Chair Winfield asked if the outdoor decorations fees were going to be consistent for 2025.

Ms. Stefforia noted that it could go up depending on tree growth, etc.

Ms. Stefforia asked for a motion. Acting Chair Winfield made a motion with support by Mr. Corakis to approve the budget amendments; motion passed unanimously.

Façade, Streetscape, and Sign Grant Application – Campbell Caron Group, LLC

Campbell Caron Group, LLC, Mill Creek Apartments (3080 Mill Creek Drive) requested a grant from the DDA in the amount of \$5,000 to be put towards cleaning and staining decks throughout the development that were repaired or replaced last year.

Supervisor Bell asked for clarification on whether the project was completed. Ms. Stefforia confirmed the decks were constructed but not stained/painted yet. Acting Chair Winfield noted that he did not see any challenges regarding this application. The Board further reviewed and discussed the application. It was noted that grants are paid on a reimbursement basis.

Motion by Mr. Corakis with support from Mr. Skalski to approve the Façade, Streetscape, and Sign Grant application from Campbell Caron Group, LLC; motion passed unanimously.

6227 Stadium Drive – Memorandum of Understanding with Oshtemo Township Fire Department

Ms. Stefforia presented the Memorandum of Understanding. She explained this was suggested by the Township Attorney as an agreement between the DDA and the Oshtemo Township Fire Department. She noted that the training began last month.

Mr. Cekola has questions regarding the Fire Department's operations. The Board discussed. Supervisor Bell said that the DDA could request a memo from the Deputy Chief to share additional information about their training/operations on the site.

Motion by Mr. Skalski with support from Acting Chair Winfield to approve the Memorandum of Understanding; motion passed unanimously.

Sign Repair

Ms. Stefforia explained that the Oshtemo Village Area sign at the corner of Stadium Drive and South 9th Street was damaged earlier in the year. The original mason, Vandermay Construction Co., Inc., offered two repair options. Ms. Stefforia recommended the DDA choose option 2 for \$2,540 since the Township Attorney will pursue payment of the repair with the insurance company for the driver of the automobile.

Motion by Mr. Corakis with support from Mr. Skalski to authorize option 2 to be chosen for \$2,540; motion passed unanimously.

2025 Banner Expansion Project

Ms. Stefforia explained that this area and its banners and light poles were evaluated for opportunities for additional banners. Fourteen (14) poles with banners are candidates for a second banner, and there are five poles that are empty to which a set of banners could be added. Considering pole analysis, CE review, bracket purchase and installation and new spring-summer banners, the estimate is \$21,788.83, but the prices may have fluctuated since.

Supervisor Bell asked if the DDA considered coordinating banner efforts with the South Drake Road Corridor Authority. The group indicated that there was no history of coordination efforts to the best of their knowledge.

Approving this banner expansion project would require a budget amendment that will be presented at the next meeting as the current budget is \$8,500 for outdoor decorations. The Board discussed placemaking opportunities in the DDA area.

Motion by Mr. Cekola with support from Mr. Skalski to move the 2025 Banner Expansion Project forward with a budget limit of up to \$25,000; motion passed unanimously.

Grant Program Expansion

Ms. Stefforia presented a draft for the grant program that would include funding for security cameras. Mr. Dallas asked for clarification on the terms and conditions of the grant if it were to cover security systems. The group discussed doing further research, and having the Township Attorney review the proposal regarding consenting to cooperating with a law enforcement investigation if cameras are grant funded. The group discussed requesting information from law enforcement on what specifications they would prefer for security cameras.

Motion by Acting Chair Winfield with support from Mr. Skalski to request additional language and information from the Township Attorney and law enforcement, as discussed; motion passed.

Streetlights on South 9th Street

Ms. Stefforia explained that the Public Works Project Manager, Zach Pearson, reached out to Consumers Energy to request a lighting study along South 9th Street. Although the results are not in yet, Mr. Pearson estimated approximately 38 new lights could be added to the corridor and one light could be converted to LED. He estimated the project would carry a cost of approximately \$10,000. Mr. Skalski mentioned there could be a partnership with Texas Township to install lighting down as far as the Kalamazoo Valley Community College.

More information is to come.

Other Items/Updates

Ms. Stefforia had no other updates. Mr. Corakis asked for information regarding the electric vehicle charging station at Flesher Field. Ms. Stefforia said the Parks Director was approached by Jeff DeNooyer regarding a potential replacement.

The group also briefly discussed the Atlantic Avenue extension project.

Election of Officers: Chair, Vice Chair, and Secretary/Treasurer

Mr. Skalski made a motion with support by Acting Chair Winfield for the slate of Mr. Corakis as Chair, Mr. Winfield as Vice Chair, and Mr. Redman as Secretary/Treasurer; motion passed unanimously.

Adjournment

The meeting was adjourned at 4:20 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: May 21, 2025
Minutes Approved:

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REVENUE AND EXPENDITURE REPORT FOR OSHTEMO CHARTER TOWNSHIP

PERIOD ENDING 06/30/2025

% Fiscal Year Completed: 49.59

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 06/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DDA (Downtown Development Authority)						
Revenues						
Dept 000 - General						
248-000-40000	Carryover	135,217.00	0.00	0.00	135,217.00	0.00
248-000-40400	Current Real Property Tax	236,000.00	209,595.66	0.00	26,404.34	88.81
248-000-66500	Interest Earned	3,000.00	2,687.78	0.00	312.22	89.59
248-000-67700	Miscellaneous	0.00	34,433.00	2,000.00	(34,433.00)	100.00
Total Dept 000 - General		374,217.00	246,716.44	2,000.00	127,500.56	65.93
TOTAL REVENUES		374,217.00	246,716.44	2,000.00	127,500.56	65.93
Expenditures						
Dept 728 - Economic Development						
248-728-70200	Salaries	4,600.00	965.99	0.00	3,634.01	21.00
248-728-71500	Payroll Taxes - FICA	360.00	70.89	0.00	289.11	19.69
248-728-72200	Pension Plan	460.00	0.00	0.00	460.00	0.00
248-728-72800	Supplies	500.00	0.00	0.00	500.00	0.00
248-728-73000	Postage	500.00	0.00	0.00	500.00	0.00
248-728-80100	Community Events	2,050.00	1,050.00	0.00	1,000.00	51.22
248-728-80800	Consultants	50,000.00	1,661.08	0.00	48,338.92	3.32
248-728-82500	Accounting & Audit Fees	2,000.00	1,004.45	99.90	995.55	50.22
248-728-82600	Legal Fees	500.00	0.00	0.00	500.00	0.00
248-728-92000	Water	300.00	155.70	0.00	144.30	51.90
248-728-92100	Electric	600.00	304.06	44.13	295.94	50.68
248-728-93300	Repairs and Maintenance	27,000.00	1,544.79	919.79	25,455.21	5.72
248-728-96250	Outdoor Decorations	8,500.00	0.00	0.00	8,500.00	0.00
248-728-97500	Capital Outlay/Obligated Projects	175,000.00	20,942.00	0.00	154,058.00	11.97
248-728-97600	Capital Outlay/Land Acquisition	101,847.00	91,846.68	0.00	10,000.32	90.18
Total Dept 728 - Economic Development		374,217.00	119,545.64	1,063.82	254,671.36	31.95
TOTAL EXPENDITURES		374,217.00	119,545.64	1,063.82	254,671.36	31.95
Fund 248 - DDA (Downtown Development Authority):						
TOTAL REVENUES		374,217.00	246,716.44	2,000.00	127,500.56	65.93
TOTAL EXPENDITURES		374,217.00	119,545.64	1,063.82	254,671.36	31.95
NET OF REVENUES & EXPENDITURES		0.00	127,170.80	936.18	(127,170.80)	100.00

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**Oshtemo Charter Township
Downtown Development Authority
~~FAÇADE, STREETSCAPE AND SIGN~~ GRANT PROGRAM**

In accordance with the Oshtemo Downtown Development Authority (DDA), the ~~Façade, Streetscape and Sign~~ Business and Property Owner Support Grant Program has been created to provide funding for businesses and homeowners located within the Oshtemo Downtown Development District. These Grants are to be used for the purpose of addressing blight, security and beautification concerns in the Downtown Development Area. Applicants may apply for grants from this Authority for the purpose of preserving and/or enhancing downtown area buildings and properties.

GENERAL REQUIREMENTS

Terms and Conditions

- Grant requests may be awarded by the DDA up to \$5,000.
- Applicant must provide proof of 100% funding for the project in order to be considered.
- If approved, applicant will receive a 50% reimbursement up to, but not to exceed, \$5,000.
- All grant-funded work must be in accordance with the Townships Master Plan and façade work must be in accordance with Section 34.00 Village Form-Based Code Overlay Zone, specifically Section 34.600 Architectural Standards of the Oshtemo Township Zoning Ordinance. Links to the Zoning Ordinance and Master Plan can be found [here](#) or at <http://www.oshtemo.org/officials-and-departments/planning-zoning-department/>
- Applications must be approved by the building/property owner.
- All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with façade renovation. All work must comply with applicable local, state and federal codes.
- Vacant buildings are ineligible for this program unless proof can be provided to the DDA regarding a new tenant and/or owner who will occupy the structure and or re-open a business. Any grant dollars will be tied to the receipt of a lease agreement or some other proof acceptable to the DDA.
- Applicant must provide at least one or as many as three bid proposals depending on the discretion of the DDA.
- Applicant shall be responsible for all construction management and contracting work to be done, as well as obtaining and following all local permits and codes. It is not the responsibility of the DDA to know which permit(s) may be required, the applicant is responsible to ascertain which permits they need to obtain. Permits which may be required include building, electrical, mechanical, plumbing, sign, soil and sedimentation control, driveway and other permits which may be required from the State of Michigan, Road Commission of Kalamazoo County, Kalamazoo County Drain Commissioner and Oshtemo Township.
- Applicant and the property owner must not have delinquent accounts with the Oshtemo Township and/or

the Downtown Development Authority.

- Upon completion of work, paid receipt(s) must be presented to the DDA.
- After completion of work, the DDA has the right to inspect the property to see that all work was completed as planned.
- Payment for work done without required permits will not be made until the applicant supplies the necessary proof the work is being and/or will be performed as required.
- Property improvements must be completed within ninety (90) days of approval or applicant will be required to resubmit application with no guarantee of funding, unless special exemption is given by the DDA. Consideration will be given towards seasonal limitations to construction.
- Any attempt to defraud the DDA shall result in forfeiture of funds and revocation of eligibility to participate in the grant program
- The DDA reserves the right to modify, return, and deny any grant applications.
- At the discretion of the DDA, purchase of materials or services from a business within Oshtemo Township may qualify the applicant for additional consideration in the terms of the grant.
- The DDA may consult with the applicant for the purpose of modifying the scope and/or the content of the proposed work.

Eligible Projects

- Repair to building exterior facades consistent with the Village's Master Plan and the Village Form-Based Code Overlay Zone.
- Repair, reconstruction or construction of the exterior of the property such as painting, reinforcing exterior walls, installation of new siding or things of similar effect.
- Masonry repair, cleaning or tuck-pointing.
- Roof repairs, re-roofing, etc., but only under those instances where the roof is visible from the street right-of-way. Roofing projects will be evaluated by the DDA on a case-by-case basis.
- Restoration, repair, or replacement of windows, doors, exterior walls, chimneys, or other architectural elements.
- Exterior work necessary for conversion to a retail or entertainment store entry.
- Removal of after-installed facades along with restoration of vintage elements.
- Signage such as repair of existing or new signs, awning, replacement of signs/awnings or lettering on signs and awnings consistent with the Village's Master Plan and the Village Form-Based Code Overlay Zone.
- Streetscape improvements on the property consistent with the Village's Master Plan and the Village Form-Based Code Overlay Zone.
- Installation of exterior security cameras on buildings and/or parking areas when the applicant signs a

Memorandum of Understanding agreeing to cooperate with law enforcement in sharing footage when needed for an investigation. Security camera systems must meet the following Best Practices specifications:

- 1080p HD or better
- 2K or 4K Resolution
- 60 days of storage
- Easy download format such as MPEG

Ineligible Projects

- Projects which are related to parking such as resurfacing, painting or stripping of parking lots/spaces, or construction of new parking.
- Residential or living space projects of any kind such as for apartments or lofts.
- Costs paid by the applicant in merchandise or in-kind services.
- Labor paid to applicant, family members of applicant, or employees of applicant.
- Interior improvements that deemed to be regular maintenance and upkeep.
- Purchase of furnishings, equipment or consumable supplies.
- Repair or creation of features not compatible with original architecture on historical buildings.

Grant Application Process

The application form may be obtained at the Oshtemo Township Hall, 7275 West Main Kalamazoo MI, or online at www.oshtemo.org. Applications must be completed and returned to Oshtemo Planning Director at the Township Hall. The Planning Director will review the applications for any deficiencies and to make sure all requirements are met by applicant. If all requirements are met, the Planning Director will forward the application to the DDA for review. The DDA will then evaluate all application materials and make a decision regarding final approval. Upon approval or denial of the application, the applicant will receive a letter of notification.

FOR MORE INFORMATION:

Jodi Stefforia, Planning Director
Phone: 269-216-5232
Email: jstefforia@oshtemo.org