

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

**MINUTES OF A MEETING HELD SEPTEMBER 21 , 2023**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held meeting at the Oshtemo Community Center, on Thursday, September 21, 2023. The meeting was called to order at approximately 3:12 p.m.

Members Present: Cheri Bell, Bill Cekola, Themis Corakis, Rich MacDonald, and Dick Skalski.

Members absent: Ryan Winfield and Stephen Dallas.

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

Prior to the agenda, Ms. Lubbert announced she would be resigning from her position as Township Planning Director in December. Ms. Coash noted she would also be leaving her position as Recording Secretary in December.

**Agenda**

Chairperson MacDonald confirmed no changes to the agenda were needed and moved to the next agenda item.

**Approval of Minutes: July 20, 2023**

Chairperson MacDonald asked if there were additions or corrections to the Minutes of July 20, 2023. Hearing none, he asked for a motion.

Mr. Skalski made a motion to approve the Minutes of the Meeting of July 20, 2023 as presented. Mr. MacDonald seconded the motion. The motion carried unanimously.

**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: July – August 2023 (unaudited)**

Ms. Lubbert reported \$205,323.93 in property tax revenue (about \$15,000 higher than expected) and \$3,823.14 in interest were collected to date. Expenditures this cycle total \$5,684.66 and include general operating expenditures, landscaping, and banner rotation fees.

Mr. Corakis made a motion to approve the Treasurer's Report: July – August 2023 (unaudited) as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

**Atlantic Avenue Extension Project Update and Coordination**

A. Subcommittee

Ms. Lubbert noted at their last regular meeting, the DDA Board created a subcommittee to review the two qualifying proposals that were received for the Atlantic Avenue Extension Project and authorized the subcommittee to make a recommendation for approval to the Township Board on behalf of the DDA. After review and discussion, both township staff and the DDA subcommittee recommended the Township Board proceed with the proposal from Wightman. The Township Board approved proceeding with the recommended proposal at their regular August 1<sup>st</sup> meeting. The total cost of the project is \$92,500 and will be split between the Township and the DDA: \$42,500 and \$50,000, respectively.

Work on the Atlantic Avenue Extension project has started. A kick off meeting with Township Staff was held on Wednesday, August 23<sup>rd</sup>. At that meeting a general timeline and the need for a Steering Committee to assist with the project were discussed. It was determined the Steering Committee should be comprised of 2-3 DDA members, 2-3 Township Board members, and a member of the Road Commission.

After discussion it was agreed that Mr. MacDonald and Mr. Skalski will participate on the Steering Committee for the time being. Dates for meetings will be provided to them as soon as possible.

B. 2023 Budget Amendment

Ms. Lubbert reported the Township Treasurer informed staff that although township owned property is exempt from taxes, a single year of taxes is due for 6227 Stadium Drive prior to the exempt status kicking in. As a result, a budget amendment to pay the \$1,802.19 in taxes on the property was needed.

Chairperson MacDonald asked that Attorney Porter look at the purchase agreement as he recalled that, although the occupant is continuing to live at the site rent free, there were to be no costs to the DDA during her occupancy.

The Chair made a **motion** to amend the budget in the amount of \$1,802.19 in order to pay the \$1,802.19 in property taxes as requested unless Attorney Porter determines the purchase agreement indicates the DDA is not obligated for that expense. Mr. Skalski **seconded the motion**. The **motion carried unanimously**.

Ms. Lubbert will consult with Attorney Porter and apprise DDA members of the outcome.

**CIP Discussion**

Ms. Lubbert said every year the Township is required to prepare a Capital Improvement Plan (CIP) that outlines the public structures and improvements planned to be completed in the following six-year period. This document is intended to help municipalities develop intermediate action steps for achieving key objectives in the community and is an ongoing planning instrument that influences Township decisions. Part of the Township's CIP includes a section for the DDA.

At the DDA's last meeting, the DDA's budget for 2024 was discussed and submitted to the Township Board for consideration. The next step is taking the proposed 2024 budget and projecting project decisions forward. A drafted CIP was provided for the Board's consideration/discussion. Some proposed amendments to the 2024 budget were also suggested and discussed. Action was taken as follows:

Chairperson MacDonald made a **motion** to amend the CIP by adding \$100,000 for the Stadium Drive shared use path for FY 2028, to allocate \$20,000 for the consultant line item for FY 2025 and increase the property tax line item for FY 2024 to \$200,000. In addition, he **moved** that the 2024 DDA Budget Electric line item be increased from \$700 to \$800 and the property tax line item be increased from \$190,000 to \$200,000. Mr. Cekola **seconded the motion** as proposed. The **motion to approve the changes to both the CIP Budget and the 2024 DDA Budget was approved** unanimously.

Ms. Lubbert will talk with the appropriate Township personnel regarding future CIP revenue budgeting in order to be in step with the Township and to stay in compliance regarding the Atlantic Avenue Extension project.

### **Other Items/Updates**

#### **Tree Lighting Ceremony Coordination for 2024**

The group agreed they would like to have an annual holiday tree lighting ceremony at the corner of Stadium and 9<sup>th</sup> Street beginning in 2024. Ms. Bell and Mr. Corakis agreed to serve on a sub-committee to further pursue this idea.

### **Announcements and Adjournment**

As there were no announcements, the meeting was adjourned at approximately 3:55 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: September 22, 2023

Minutes Approved: November 16, 2023