

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

MINUTES OF THE MEETING HELD MARCH 19, 2020

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, March 19, 2020. The meeting was called to order at approximately 12:15 p.m. at the Oshtemo Community Center, 6407 Parkview.

Members present: Grant Taylor (by phone), Bill Cekola, Themis Corakis, Libby Heiny-Cogswell, Mike Lutke, and Jack Siegel.

Members absent: Bruce Betzler, Julie Hite, Rich MacDonald, Dick Skalski, and Ryan Wieber.

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

Approval of Agenda

Chairperson Taylor called the meeting to order and asked for a motion to approve the agenda.

Ms. Lubbert indicated she would like to address only essential items and suggested striking items five and seven, the Treasurer's Report and Project Updates.

Mr. Corakis moved to approve the agenda as presented with the removal of items five and seven as requested. Mr. Cekola seconded the motion. The motion passed unanimously.

Approval of Minutes

Chairperson Taylor asked if there were additions or corrections to the minutes of the Regular Meeting of January 16, 2019. Hearing none, he asked for a motion.

Mr. Lutke moved to approve the Minutes of the Regular Meeting of January 16, 2019 as presented. Mr. Siegel seconded the motion. The motion carried unanimously.

Treasurer's Report for January - February, 2020 (unaudited)

Struck from agenda.

Project Updates Struck from agenda

- a. **Corner Property Development**
- b. **Village Theme Development Plan Update**
- c. **Sidewalks**

May Open House Coordination – Public Act 57 of 2018

Ms. Lubbert recommended the open house planned for May be postponed due to Coronavirus restrictions. Two open meetings per year are required by PA 57 of 2018, but the dates are not mandated, so rescheduling can be considered at a later date.

Chairperson Taylor asked for a motion.

Mr. Lutke moved to postpone the open house planned for May for consideration for rescheduling at a later date. Mr. Siegel seconded the motion. The motion carried unanimously.

New or Other Business

a. **Coronavirus - Future Meeting Coordination**

Ms. Lubbert suggested the group consider how they wished to move forward with future meetings while Coronavirus restrictions are in place. An in person quorum of members is required to hold meetings. She suggested moving meetings to the Township Hall.

Chairperson Taylor noted social distancing is more practical there and the environment can be better controlled to provide more sterile conditions.

Ms. Lubbert also mentioned the possibility of cancelling the May meeting, or holding meetings only as needed for the near future.

Mr. Corakis moved to have Ms. Lubbert keep the Board informed of updates. If a May meeting is deemed necessary it will be held at the Township Hall. Mr. Lutke seconded the motion. The motion carried unanimously.

b. **Possible New Position - Executive Director for the DDA**

Ms. Lubbert said she would like to explore the possibility of hiring a part-time Executive Director for the DDA. It is common for DDA's to have such a position. Adding a Director would allow for more projects and more community involvement.

Chairperson Taylor noted that the DDA has grown significantly since he joined the Board and that there will be significant growth in the amount received in tax capture this year. The DDA can take on additional projects. He added that the State's new reporting requirements will also increase staff work. He suggested forming a sub-committee to look into the possibility of hiring an Executive Director, resulting in a recommendation to the DDA Board at the next meeting, hopefully in May.

Ms. Heiny-Cogswell felt it would be good to form a sub-committee to look at what projects might be coming or possible.

Ms. Lubbart agreed that the subcommittee should explore ongoing and potential projects to support the creation of this new position. Iris noted that one project could be the collection of sidewalk easements.

The Chair asked for a motion.

Mr. Lutke moved to have Ms. Lubbart email board members determining interest in serving on a sub-committee to be formed to look into the feasibility and steps to employ a part-time Executive Director, and to report and make a recommendation to the Board at the May meeting. Mr. Cekola seconded the motion. The motion carried unanimously.

c. Additional Landscaping Services

Mr. Corakis suggested a price for maintenance of the corner property be obtained from S & T to be considered at the May meeting.

Chairperson Taylor agreed and asked Ms. Lubbart to contact S & T for a quote.

Announcements and Adjournment

There being no further business, Chairperson Taylor adjourned the meeting at 12:35 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: March 20, 2020

Minutes Approved: March 31, 2020