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

**MEETING WILL BE HELD IN PERSON
AT THE OSHTEMO COMMUNITY CENTER
6407 PARKVIEW AVENUE**

**THURSDAY, MARCH 31, 2022
1:00 P.M.**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: March 17, 2022
4. Public Comment on Non-Agenda Items
5. 'Music in the Park' Concert Series, Request for Funds
6. Closed Session – Discussion of a Potential Acquisition/Project
7. Other Items
8. Announcements and Adjournment

Next Meeting: **May 19, 2022**

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

DRAFT MINUTES OF A MEETING HELD MARCH 17, 2022

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held meeting at the Oshtemo Community Center, on Thursday, March 17, 2022. The meeting was called to order at approximately 12:00 p.m.

Members Present: Themis Corakis, Libby Heiny-Cogswell, Rich MacDonald, Dick Skalski (attended virtually), Ryan Wieber and Ryan Winfield

Members absent: Grant Taylor, Bill Cekola, and Stephen Dallas

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

Guests present:

Ryan Russell, Prein & Newhof

Anna Horner, Oshtemo Township Public Works Director (attended virtually)

Agenda

Vice Chair MacDonald asked if there were any corrections or additions to the agenda. Hearing none, he asked for a motion.

Mr. Wieber made a motion to approve the agenda as presented. Mr. Winfield seconded the motion. The motion carried unanimously.

Approval of Minutes: January 20, 2022

The Chair asked if there were additions or corrections to the Minutes of January 20, 2022. It was noted Jack Siegel was listed as absent, but is no longer on the Board and Ryan Winfield was listed as being elected Secretary for 2022, when it was actually Ryan Wieber who was elected. The chair asked for a motion.

Ms. Heiny-Cogswell made a motion to approve the Minutes of the Meeting of January 20, 2022, with the two corrections suggested. Mr. Corakis seconded the motion. The motion carried unanimously.

Treasurer's Report: January – February 2022 (unaudited)

Ms. Lubbert presented the Treasurer's Report for January – February, 2022 (unaudited) noting no tax revenues were reported for this year yet. \$14.79 in interest was collected this cycle.

Expenditures totaled \$13,783.66. Payments included general operating expenditures, the second payment for the zoning amendment project, payment for the installation of the electric car charging station, and a banner swap.

Ms. Lubbert indicated it is likely property tax revenues will come in higher than expected, closer to \$230,000 than the \$200,000 as projected.

Mr. Corakis made a motion to accept the Treasurer's Report for January – February 2022, as presented. Mr. Wieber seconded the motion. The motion carried unanimously.

It was reported the electric vehicle charging station is not yet operational, as the account to be set up to accept credit cards has yet to be done. Once it is up and available, usage will be checked for reporting at the next DDA meeting in May.

Ms. Lubbert indicated most of the approximately \$450,000 carryover is budgeted.

Ms. Heiny-Cogswell said no significant tax appeals are expected.

Mr. MacDonald made a motion to move agenda item #6: Closed Session, to follow agenda item #9: 'Music in the Park' in order to defer the closed session until Chairperson Taylor was present. Mr. Winfield seconded the motion. The motion carried unanimously by roll call vote.

PROJECT UPDATES:

Stadium Drive Sidewalks

Mr. Russell provided an update on both the north and south sides of this project.

North: A meeting is set within the week with Krohn Excavation regarding the proposed schedule for this spring. Work should take 4-5 weeks, with the majority of it being in front of the church.

South: Good comments and cooperation were received from business owners at a recent informational meeting. The plans are 75% complete. Good cooperation has also been received from Consumers Power regarding relocation of utilities and wires.

Ms. Lubbert reported 14 people attended the recent public meeting; most comments were regarding the new sidewalk project.

Mr. Corakis noted a water problem in front of Harmon Glass; water is puddling where prior to the sidewalk installation there was no issue. He will talk with Mr. Russell further about that as well as the problem with the concrete in front of Ted and Marie's

that he raised at the last meeting. He reported he has seen more and more people using the sidewalk, exactly as they had hoped. He also said the Township has done a great job with snow removal.

Electric Vehicle Charging Stations

Ms. Lubbert indicated the charging station has been donated to the Township. They were happy to have it and will be responsible for maintenance. Advertisement of the new service will be done when it is operational.

At this point in the meeting Ms. Heiny-Cogswell talked with Chairperson Taylor by phone and found he was at the hospital as his wife had delivered their baby boy the night before. Members extended their congratulations.

Closed Session: Discussion of a Potential Real Estate Acquisition

Vice Chair MacDonald made a motion to move to closed session to discuss a potential real estate acquisition. Ms. Heiny-Cogswell seconded the motion. The motion carried unanimously by roll call vote.

The meeting moved to closed session at 12:24 p.m.

Mr. Winfield made a motion to return to open session. Mr. Mr. Wieber seconded the motion. The motion carried unanimously.

The meeting returned to open session at 1:25 p.m. It was noted that a special meeting will be set up in the next couple weeks to continue the discussion.

Mr. Winfield made a motion to direct the real estate subcommittee to proceed as discussed in closed session. Mr. Skalski seconded the motion. The motion carried unanimously.

VC and Village Form Based Code Amendment

Ms. Lubbert reported Wade Trim, per contract with the DDA, is underway drafting amendments to both the VC zoning district and Village Form Based Code.

Vice Chair MacDonald noted they had met several times and were working through the details of the amendment language.

Contract Renewal for Landscape and Maintenance

Ms. Lubbert said S & T Lawn Service provided a quote to renew their contract with the DDA Board for the landscaping and lawn care of the Parkview Hall, Millards

Way and the Village Corner Plaza. Due to higher operating costs, S & T has increased their prices. A cost breakdown and comparison were provided.

Services would be provided for eight months, from April 1st to November 30, 2022. The annual cost would increase from \$11,786.40 to \$12,752.00. As the DDA currently has \$12,500 budgeted for lawn care and maintenance she indicated a budget amendment would be needed and asked the Board to consider approving the proposal.

Vice Chair MacDonald made a **motion** to approve the contract with S & T Lawn Service at the proposed increased rate of \$12,752.00. Mr. Wieber **seconded the motion**. The **motion carried unanimously**.

Vice Chair MacDonald made a **motion** to amend the 2022 budget to increase the budgeted amount for lawn care and maintenance to \$12,800. Mr. Wieber **seconded the motion**. The **motion carried unanimously**.

As members needed to leave, the remaining item: **'Music in the Park' Concert Series, Request for Funds** was postponed until the next meeting.

Vice Chairperson MacDonald adjourned the meeting at approximately 1:30 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: March 19, 2022

Minutes Approved:



Memorandum

Date: February 24, 2022

To: Oshtemo Downtown Development Authority

From: Karen High, Parks Director

Subject: Update on 2021 restaurant gift card raffle at 'Music in the Park' concert series, request for funds to continue raffle in 2022

In 2021, the DDA sponsored a restaurant gift card raffle during the outdoor concerts at Flesher Field. The idea for the raffle came about as a way to support local restaurants impacted by the pandemic. It turned out to be very popular with attendees. People loved it! It added a new element of fun and audience participation during the event. It also allowed us to promote our local restaurants and raised nearly \$600 for accessible playground improvements. Thank you for your support!

Oshtemo Friends of the Parks (OFP) would like to host a restaurant gift card raffle again this summer at 'Music in the Park'. ***We are again seeking DDA support in the amount of \$300 to offset the cost.*** This would cover the cost of nine gift cards at \$25 each (\$225) plus \$75 for signs and raffle tickets.

The raffle will be conducted according to rules from the Michigan Lottery Charitable Gaming Division. Our volunteers will purchase \$25 gift cards from each of the nine restaurants located within the DDA boundaries. Three gift cards will be raffled at each of the three outdoor concerts. Raffle ticket cost will again be \$1 per ticket or 6 tickets for \$5. All ticket sales will occur during the event (no advance sales). All prizes will be distributed during the event (must be present to win). Restaurants will be invited to have menus, coupons, etc. available for concert attendees to pick up from the OFP display table during each concert. Proceeds from the raffle will go to support Oshtemo parks.

Please feel free to contact me if you have any questions or comments. I can be reached by email at khigh@oshtemo.org or by phone at (269) 216-5233. Thank you!