



7275 W. MAIN STREET, KALAMAZOO, MI 49009
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www.oshtemo.org

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

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

**THURSDAY, DECEMBER 15, 2022
12:00 P.M.**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: November 17, 2022
4. Public Comment on Non-Agenda Items
5. Continued discussion on 2023 meeting time
6. 2022 Budget Amendment – Accounting and Auditing Fees
7. Closed Session: Discussion of Potential Atlantic Avenue Extension Project
8. Other Items
9. Announcements and Adjournment

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

DRAFT MINUTES OF A MEETING HELD NOVEMBER 17, 2022

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

Members Present: Bill Cekola, Themis Corakis, Treasurer, Libby Heiny-Cogswell, Rich MacDonald, Vice Chair, and Dick Skalski

Members absent: Grant Taylor, Chair, Ryan Winfield, Stephen Dallas, and Tom Sowell

Also present: Iris Lubbert, Planning Director, Anna Horner, Public Works Director, and Martha Coash, Assistant Secretary

Agenda

Vice Chair MacDonald suggested moving item 7 (Discussion of Potential Atlantic Avenue Extension Project) to follow item 4 (Public Comment on Non-Agenda Items) and that it be a closed session. Hearing no further changes, he asked for a motion.

Mr. Skalski made a motion to approve the agenda with the changes suggested by the Vice Chair. Mr. Cekola seconded the motion. The motion carried unanimously.

Approval of Minutes: September 19, 2022

Vice Chair MacDonald asked if there were additions or corrections to the Minutes of September 19, 2022. Hearing none, he asked for a motion.

Mr. Skalski made a motion to approve the Minutes of the Meeting of September 19, 2022 as presented. Mr. Cekola seconded the motion. The motion carried unanimously.

Public Comment on Non-Agenda Items

There were no comments.

CLOSED SESSION: Discussion of Potential Atlantic Avenue Extension Project

Vice Chair MacDonald made a motion to move to closed session to discuss the potential Atlantic Avenue Extension Project. Mr. Cekola seconded the motion. The motion carried unanimously.

The meeting moved to closed session at 12:10 p.m.

Vice Chair MacDonald made a motion to return to open session. Mr. Skalski seconded the motion. The motion carried unanimously.

The meeting returned to open session at 12:38 p.m.

Vice Chair MacDonald made a motion to move forward with the real estate acquisition process as discussed in closed session and to hold a special meeting on December 15, 2022 at noon, to discuss further action to be taken regarding the real estate acquisition. Mr. Skalski seconded the motion. The motion carried unanimously.

Treasurer's Report:

A. September - October 2022 (unaudited)

Ms. Lubbert presented the September - October 2022 Treasurer's Report. She reported \$65.02 in interest was returned from this cycle. Total interest collected was \$1,105.11. Total property tax revenue collected was \$218,099.81.

Expenditures from this cycle total \$21,571.10 and included a close out payment to Krohn Construction of \$11,297.86, a \$2,746.97 deposit for holiday décor, \$1,309 for environmental phase 1 work, landscaping fees and general operating expenditures.

She noted the 'Stadium Drive Shared Use Path: N Construction + S Design' project was overbudget and that a budget amendment was needed.

B. Stadium Drive Shared Use Path: N Construction + S Design' Budget Amendment

Ms. Lubbert indicated approval was needed for a \$7,500 budget amendment for approximately \$6,700 for Prein & Newhof's work on the Stadium Drive project and the remainder for costs associated with the installation of the new church door. With this budget amendment the project file for 2022 can be closed.

She said the amendment would cover additional costs incurred by P&N for additional staking requests, project redesigns and coordination involving the church, RCKC permits guardrail request, meetings with the fire marshal, work to acquire easements for the south side (Easement exhibits were not included in the original

contract), additional survey work required, additional coordination with consumers energy and other utilities.

She noted all design work for the southern sidewalk segment has not been completed, partially due to uncertainties regarding the reconstruction and continuation of Atlantic Avenue. Once the DDA or Township is ready to proceed with the installation of the sidewalk on the south side of Stadium Drive, a new proposal/contract for the final design, permitting, bidding, and construction observation will be provided for review and approval.

Mr. Skalski made a motion to approve the Treasurer's Report for September – October 2022, unaudited, and to approve a budget amendment in the amount of \$7,500 to cover Prein & Newhof's work on the Stadium Drive project as presented. Mr. Cekola seconded the motion. The motion carried unanimously.

2023 Meeting Dates

Ms. Lubbert provided the following draft DDA meeting dates schedule for consideration and approval for 2023:

Downtown Development Authority (DDA)
Third Thursday – every other month @ noon
At the Oshtemo Community Center or Virtually

Proposed 2023 Meeting Dates

January 19
March 16
May 18
July 20
September 21
November 16

Mr. Skalski made a motion to approve the 2023 DDA meeting schedule as presented, but to change meeting start times to 3:00 p.m. subject to confirmation with absent members. Mr. Cekola seconded the motion. The motion carried unanimously.

Project Update

A. Stadium Drive Sidewalks: Ribbon Cutting

Ms. Lubbert indicated the north side sidewalk project is complete and asked if the group wished to hold a ribbon cutting.

It was decided to forego a ribbon cutting at this time but to include a picture of the completed sidewalk in an upcoming issue of the Township newsletter.

Mr. Corakis noted he has observed the sidewalk being used even more than he had anticipated.

Open House Coordination

Ms. Lubbert said Public Act 57 of 2018 requires Downtown Development Authorities hold at least two informational meetings a year. The meetings do not have to be official Board meetings but can be designed as open houses to inform the public of the goals of the Board and the projects the DDA is financing. The DDA held their first open house in 2022 on February 16. The second required open house needs to be coordinated and scheduled.

The group agreed to hold a general meeting, making themselves available for people to come and ask questions. Ms. Lubbert will schedule and advertise the meeting to be held yet in 2022.

Other Items

Mr. Corakis noted the holiday decorations at the corner look very nice, but that the lights are not on until after 6:00 p.m. and he felt they should be on all night.

Mr. MacDonald made a motion to authorize the holiday lights to be on when it is dark, or if the timer proves to be a challenge to provide that, to authorize the lights to be on for 24 hours, seven days a week during the holiday season. Mr. Cekola seconded the motion. The motion carried unanimously.

Announcements and Adjournment

With no further business to consider, Vice Chairperson MacDonald adjourned the meeting at approximately 1:02 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: November 19, 2022

Minutes Approved:

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Downtown Development Authority (DDA)

Third Thursday- every other month

At the Oshtemo Community Center or virtually

Proposed 2023 Meeting Dates

January 19th

March 16th

May 18th

July 20th

September 21st

November 16th

Proposed Meeting Time: 3PM

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December 9, 2022

To: DDA Board

**From: Iris Lubbert, AICP
Planning Director**

Re: 2022 Budget Amendment - Accounting and Auditing Fees

It was brought to staff's attention that the DDA's line item for Accounting and Auditing Fees has been overdrawn. \$2,000 dollars were budgeted for this item for 2022. To date \$3,070 are owed by the DDA for accounting and auditing fees, see overview below. The DDA is asked to approve a budget amendment increasing the line item for Accounting and Auditing Fees to \$4,000 to cover outstanding and any potential other expenses to be incurred in this category over the remainder of 2022.

Date	JNL	Description	Reference #	Debits
01/01/2022		900-728-82500 Accounting & Audit Fees		
02/08/2022	AP	2022 JANUARY PROFESSIONAL SERVICES - DDA	107824	300.00
03/08/2022	AP	2022 FEBRUARY PROFESSIONAL SERVICES - DD	108136	120.00
04/18/2022	AP	2022 MARCH PROFESSIONAL SERVICES - DDA -	108907	180.00
05/16/2022	AP	2022 APRIL PROFESSIONAL SERVICES - DDA	109375	1,000.00
06/15/2022	AP	2022 MAY PROFESSIONAL SERVICES - DDA - M	109559	135.00
07/14/2022	AP	2022 JUNE PROFESSIONAL SERVICES - DDA -	109711	550.00
08/25/2022	AP	2022 JULY PROFESSIONAL SERVICES - DDA -	109957	135.00
09/20/2022	AP	2022 AUGUST PROFESSIONAL SERVICES - DDA	110014	100.00
10/18/2022	AP	2022 SEPTEMBER PROFESSIONAL SERVICES - D	110217	275.00
11/15/2022	AP	2022 OCTOBER PROFESSIONAL SERVICES - DDA	110486	275.00
12/31/2022		900-728-82500	END BALANCE	3,070.00



December 9, 2022

To: DDA Board

**From: Iris Lubbert, AICP
Planning Director**

Re: Closed Session: Discussion of Potential Atlantic Avenue Extension Project

The final stages of negotiation and details for a land contract for the purchase of 6227 Stadium Drive are underway. During closed session, the property acquisition subcommittee will provide the DDA Board an update and discuss next steps.