

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

MAY 16, 2024 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

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

Agenda

Acting Chair Corakis confirmed no changes to the agenda were needed and moved to the next agenda item.

Approval of Minutes: November 16, 2023

Corakis asked if there were additions or corrections to the Minutes of November 16, 2023. Skalski made a motion with support by Winfield to approve the Minutes of the Meeting of November 16, 2023 as presented; motion passed.

Public Comment on Non-Agenda Items

There were no members of the public present; the Chair moved to the next agenda item.

Election of Officers

Stefforia stated that the Bylaws do not require more than a Chair, Vice Chair, Secretary and Treasurer. She suggested that the Secretary and Treasurer positions be combined into one as there is no real work involved as Staff takes the minutes and prepares the Treasurer's Report. This change can be addressed in an amendment to the Bylaws at the next meeting. She suggested a slate of officers be offered.

Corakis stated that he was willing to be Chair as he attends nearly every meeting unless something unusual comes up. Cekola stated that he is willing to serve as Vice Chair. Winfield said that he would serve as Secretary/Treasurer.

Motion by Bell with support by Skalski to nominate Corakis as Chair, Cekola as Vice Chair and Winfield as Secretary/Treasurer for 2023; motion passed.

Treasurer's Report: November - December 2023 and January – April 2024

Stefforia stated that the meeting packet will no longer include copies of invoices for various services that were paid in the reporting period. Any Board member that would like to see an invoice may reach out. Invoices paid in the reporting period include water and electric and also

early season prep and lawn care. Property tax revenue of approximately \$226,000 was received during the first quarter of 2024.

Skalski made a motion with support from Corakis to approve the Treasurer's Reports as presented; motion passed.

Consideration of S & T Contract Renewal for DDA Lawn Care & Maintenance

A contract for the continuation of lawn care and maintenance services by S&T Lawn Care for 2024 season was presented. Corakis noted that the addition of maintaining Millard's Way is the reason for the increase in the contract amount over 2023. Corakis asked if the Township would consider paying for snow removal on Millard's Way since the DDA pays for the lawn care. He said this should be discussed as the 2025 budget is prepared. He noted the present agreement for snow removal is 1/3 DDA, 1/3 Township and 1/3 Kalamazoo Pool.

Motion by Skalski with support by Winfield to approve the 2024 contract with S&T Lawn Care; motion passed.

Consideration of SignArt Contract Renewal for banner swaps

Stefforia stated that the contract amount is less than budgeted as there will only be 3 banner swaps in 2024 versus 4. Motion by Skalski with support from Cekola to approve the 2024 contract with SignArt; motion passed.

2024 Budget Amendments

- A. Stefforia stated that a budget amendment is needed for the lawn care and maintenance line item. The contract is \$1,463 more than budgeted as the original estimate of \$12,800 did not include the lawn care and maintenance along Millard's Way. A budget amendment in the amount of \$3,000 is requested from Carryover to Repairs and Maintenance. Motion by Winfield with support from Cekola to amend the Repairs and Maintenance budget with a \$3,000 increase from Carryover; motion passed.
- B. Hutson explained that the consultants on the Atlantic Avenue extension project only billed \$12,000 of the \$92,500 contract in 2023. A budget amendment in the amount of \$10,000 to carryover unspent funds from 2023 to 2024 is necessary to reflect actual expenditures. Motion by Skalski with support from Coraksi to amend the 2024 budget to carryover \$10,000 for the Atlantic Avenue extension project; motion passed.

Annual Payment for Acquisition of 6227 Stadium Drive

Huston stated that the annual payment for the purchase of 6227 Stadium Drive has been paid. The payment was budgeted. Payments will continue annually until 2033. No DDA Board action is necessary.

Atlantic Avenue Extension Project Update

Stefforia stated that an update will be presented at the Open House immediately following the meeting.

Other Items/Updates

Stefforia noted that supporting Music in the Park in the amount of \$1,050 is a blue-line budget item. The Park Director's request was approved administratively.

An Open House for the DDA and SoDA will commence at 4:00 p.m. Design concepts for the Atlantic Avenue extension and potential closure of Parkview Avenue and Stadium Drive intersection will be presented.

Winfield asked if there was luck in filling open seats on the DDA Board. Corakis mentioned that the owner of Kitchen & Bath Unlimited may be interested in serving. Bell will make contact.

Announcements and Adjournment

Bell shared that Kalamazoo Public Schools is planning to demolish Chime Elementary School and build a new commercial kitchen to prepare meals for students throughout the district. With this project is potential to re-align the intersection of Erie Street and South 9th Street. There is also potential to work together to extend sewer down Chime Street.

Bell stated that the USPS expanded use of South 9th Street facility along with closure of other post offices in the area will have a serious traffic impact. Corakis shared that he heard that the Postmaster General is coming to town on June 24; he will confirm this information.

Adjournment

The meeting was adjourned at 3:59 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: May 20, 2024
Minutes Approved: July 18, 2024.