

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

DRAFT MINUTES OF A MEETING HELD NOVEMBER 16, 2023

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting at the Oshtemo Community Center, on Thursday, November 16, 2023. The meeting was called to order at approximately 3:00 p.m.

Members Present: Bill Cekola, Themis Corakis, Rich MacDonald, Dick Skalski, and Ryan Winfield

Members absent: Cheri Bell and Stephen Dallas

Also present: Iris Lubbert, Planning Director, Colten Hutson, Zoning Administrator, and Martha Coash, Recording Secretary

Agenda

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

Approval of Minutes: September 21, 2023

Chairperson MacDonald asked if there were additions or corrections to the Minutes of September 21, 2023. Hearing none, he asked for a motion.

Mr. Skalski made a motion to approve the Minutes of the Meeting of September 21, 2023 as presented. Mr. Cekola 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: September – October 2023 (unaudited)

Ms. Lubbert reported \$205,323.93 in property tax revenue and \$4,396.03 in interest have been collected to date. Expenditures this cycle totaled \$4284.46 and include general operating expenditures and landscaping.

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

Proposed Meeting Dates for 2024

Ms. Lubbert proposed the following meeting dates in the usual pattern for 2024:

Downtown Development Authority (DDA)
Third Thursday – every other month at 3:00 p.m.
At the Oshtemo Community Center

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

Mr. Skalski made a motion to approve the DDA Meeting Dates for 2024 as proposed. Mr. Cekola seconded the motion. The motion carried unanimously.

Chairperson MacDonald moved to the next agenda item.

Atlantic Avenue Extension Project Update

Ms. Lubbert reported traffic data collection has been completed and Progressive A/E is working to complete the Traffic Impact Study.

She provided a document from Wightman outlining the information collected from the Township's existing plans in regard to the Village Core area and potential development of goals and/or priorities that could drive decision making for the Atlantic Avenue Project. The items listed in the document are not intended to be the goals/priorities, but rather tools to help develop the goals/priorities for the Atlantic Avenue extension project.

Wightman requested the DDA Board review the document and provide feedback. Using the feedback collected, the Steering Committee will be meeting later this month to establish goals and priorities for the Atlantic Avenue extension project.

Chairperson MacDonald suggested the Wightman document was helpful, but perhaps too detailed at this stage and proposed the following higher level goals:

1. Safely accomplishes goal of extending Atlantic to Stadium through the property
2. Relocate traffic light from current location to new location
3. Cost effective road design that optimizes residual land sale and redevelopment value at Stadium Drive lighted intersection and along new road extension
4. Minimize right of way so we have the flexibility and option to decide how reduced row area gets utilized
5. Options for value engineering site layout to reduce construction costs.
6. Alternative ideas for abandoned current intersection...park or something that could be redeveloped or sold
7. Cost/benefit analysis for different approaches.

The group was in favor of this approach and after discussion added three items:

0. Improve safety of existing intersections/corridor
8. Engineer the new intersection for the Atlantic Ave Extension so it can also provide an opportunity for safe ingress and egress for neighborhoods to the north
9. Enter into a mutual agreement with Wightman on how to engage stakeholders

Chairperson MacDonald will share this list of goals with Wightman.

Open House Coordination

Ms. Lubbert said Public Act 57 of 2018 requires that Downtown Development Authorities hold at least two informational meetings a year. These 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 that the DDA is financing. The DDA held their first open house in 2023 on May 15th, 2023. The second required open house needs to be coordinated and scheduled.

Following past practice, she recommended the second open house be scheduled for Wednesday, December 6th from 4 to 6pm. This open house would be designed in conjunction with SoDA's required informational meeting.

She indicated staff was looking for direction from the Board on what information should be included or topics covered in the second open house of 2023 and provided the flyer used for the May 15th open house for reference.

The group agreed to schedule the open house for December 16 from 4 – 6 p.m. and that basic information about the DDA and a report on upcoming projects should be provided.

Other Items/Updates

Mr. Corakis re-stated his dissatisfaction that the driveway next to his restaurant and leading into Harding's grocery store had not been replaced with concrete during the sidewalk project as Prein and Newhof said it was not a driveway but an intersection, which Mr. Corakis disputed. He said he has been told replacing it would be tied into the Atlantic Ave. project, but was unhappy it was not treated the same as the other drives were during the project, and that a pothole has already developed. He wanted to be clear that he will not fill potholes that develop and again requested the driveway be paved with concrete.

Announcements and Adjournment

Ms. Lubbert reminded the group that this would be her last meeting as she is leaving the Township and introduced Colten Hutson, Zoning Administrator, who will be taking her place as the Township's liaison to the DDA

The group wished her well and thanked her for all her work on DDA matters.

Chairperson MacDonald noted this was also the last meeting for Ms. Coash, who is leaving her position as recording secretary, and thanked her as well for her work.

As there were no further announcements, Chairperson MacDonald adjourned the meeting at approximately 3: 52 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: November 17, 2023

Minutes Approved: May 16, 2024