

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

MINUTES OF REGULAR MEETING HELD MARCH 20, 2014

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting on Thursday, March 20, 2014. The meeting was called to order at approximately 12:05 p.m. at the Oshtemo Community Center at 6407 Parkview Avenue.

Members of the Board of Directors present: Michael Lutke, Grant Taylor, Fred Gould, Andy Wenzel, Jack Siegel, Glenn Steeg, Maria Dacoba, Chip Everett, and Libby Heiny-Cogswell.

Members of the Board of Directors absent: Terry Schley, Bruce Betzler, Stephen Dallas, and Jay Brown.

Also present was Gregory Milliken, Planning Director.

Due to the fact that Chairperson Schley and Vice-Chair Betzler were not present, Mr. Wenzel called the meeting to order at 12:05 p.m.

Election of Officers

Mr. Wenzel indicated that at the last meeting there was discussion of officers for the DDA for 2014 but there was no vote or decision as there was not a quorum present at the meeting. Mr. Wenzel indicated at that time that members present in January nominated a slate as follows: Mr. Schley as Chairperson; Mr. Wenzel as Vice Chair; Mr. Gould as Treasurer; and Ms. Garland-Rike as Secretary.

There was discussion as to whether or not Ms. Garland-Rike was officially still a part of the DDA or whether her membership had expired. Mr. Milliken indicated he would confirm.

Mr. Lutke moved to approve the slate of officers as presented. Mr. Siegel seconded the motion. Mr. Wenzel called for a vote on the motion, and the motion passed unanimously.

Approve Agenda

Mr. Wenzel assumed the role of Vice Chair and asked if there were any changes to the agenda. Mr. Taylor moved to approve the agenda as presented. Ms. Dacoba seconded the motion. The Vice Chair called for a vote on the motion, and the motion passed unanimously.

Approve Minutes

Mr. Milliken indicated that there were two sets of minutes distributed due to the fact that the November minutes could not be approved in January due to the lack of quorum. However, the January 2014 minutes are presented as meeting notes and are not official minutes. They are simply a summary of the discussion at that meeting. No approval is needed.

Vice Chair Wenzel asked if there were any comments or questions on the minutes of the regular meeting of November 21, 2013. There were no comments or changes discussed. Ms. Heiny-Cogswell moved for approval of the minutes of the regular meeting of November 21, 2013 as presented. Ms. Dacoba seconded the motion. The Vice Chair called for a vote on the motion, and the motion passed unanimously.

Treasurer's Report

Mr. Gould indicated that he had reviewed the Treasurer's Report and presented the report. It covered the period from January through February. He indicated that it looks unique because it shows funds in the negative, and Mr. Milliken can explain.

Mr. Milliken indicated that the negative is a result of the fact that the funds for the purchase of Citgo were budgeted in 2013 and not carried over in the budget for 2014. The funds are there, because if you recall, the auditors asked us to demonstrate only those revenues in the budget that were necessary to cover the anticipated expenses for the year. The remaining funds are held in a reserve fund. Because it was anticipated that Citgo would be purchased in 2013, it was not included in the budget for 2014.

Ms. Heiny-Cogswell indicated this may require a budget amendment to transfer money from the fund balance to the budget to cover the costs, but she is not sure if it is necessary. She will inquire about the proper way to make that adjustment.

There was further discussion of the Treasurer's Report and the information presented.

Mr. Steeg moved to approve the Treasurer's Report as presented. Mr. Lutke seconded the motion. The Vice Chair called for a vote on the motion, and the motion passed unanimously.

CITGO Station Update

Vice Chair Wenzel indicated that the DDA closed on the Citgo station in January. He indicated everything is beginning to fall in line. Prein & Newhof is progressing with demolition contracts and the clean-up process. He indicated they also discussed removal of the access points to the site during demolition.

Mr. Steeg asked about the projected timeframe for demolition.

Mr. Wenzel stated he thought it would occur this spring, within the next two months.

Mr. Lutke asked about the demolition bids that were collected last fall.

Mr. Wenzel stated those have been shared with Prein & Newhof.

Mr. Gould asked if there would be an opportunity to disseminate information to the community about the project. He had heard some misinformation during the Board of Review process.

The DDA members engaged in discussion about a variety of options for public relations and spreading the word about the DDA's efforts. Nothing specific was determined but there was consensus that something should be done.

Stadium Drive Streetscape and Transportation Alternatives

Ms. Heiny-Cogswell indicated that the committee of herself, Mr. Wenzel, and Mr. Schley had met once to review tasks and kick off their efforts. She indicated they need to schedule a follow up meeting.

Confirmation of Banner Selection

Mr. Milliken presented the status of the banner selection process. He indicated that Mr. Betzler had done initial work to narrow down the banners to a few. The group at the January meeting selected two to add to the existing two banners to create a pattern of four banners for display in the district. Via email, he had received input that allowed for the choices to be further refined.

Vice Chair Wenzel suggested focusing first on the Community Pride banner. The question is what should it say – Village or Village Area – and should it be all caps or not.

Mr. Steeg indicated that the lower case catches the eye better.

Mr. Lutke likes all caps but thinks it should be taller.

For the Community Pride banner, the majority voted for the last banner. They asked if Mr. Milliken could explore if Oshtemo could be larger.

Vice Chair Wenzel then asked about the red Joy banner.

Mr. Steeg thinks it should be consistent with the other in terms of saying "Oshtemo Village" and look similar as well.

The Board discussed the location and determined it should stay on the bottom. There was discussion of font and capitalization. The Board asked Mr. Milliken to request the company provide options for various font and layout as was done with previous banner design.

In addition, Mr. Milliken will obtain pricing information from the banner company as well as from SignArt for hanging, switching, and storing the banners. This will be presented at next meeting for final approval.

Proposal from S&T Landscape for Landscape Services

Mr. Milliken indicated that S&T Landscape had submitted a proposal to provide landscape services and maintenance for the landscaping area around the Community Center. They have been providing these services since 2011. The services were put out to bid at that time but have not been put out to bid in any year since then.

Mr. Milliken indicated that S&T submitted this proposal for eight months of services starting in April including an \$8 per month increase from last year's rate. The company had received the same rate each year and were requesting an increase this year.

Mr. Steeg asked if everyone was happy with the service provided by S&T.

Mr. Siegel indicated he was pleased and only heard positive comments. They do a very good job. The Board agreed.

Mr. Lutke stated that he thinks the Board should open it up for bid every once in a while.

Mr. Taylor agreed saying that should be done to ensure they are getting the best price.

Mr. Steeg said they are charging around \$60 per week to take care of this area, which is a good price.

Mr. Lutke said based on the schedule, we do not really have an option to go out for bid this year. He suggested the Board approve this proposal this year and then go out for bids next year.

Mr. Steeg agreed.

Mr. Lutke moved to approve the proposal and proposed services from S&T Landscape with the condition that the DDA go out to bid on these services in 2015. Mr. Taylor seconded the motion. The Vice Chair called for a vote, and the motion passed unanimously.

Other Business

Mr. Lutke asked about the status of the rear access drive. Ms. Heiny-Cogswell stated that it is tentatively on the agenda in May or June.

Mr. Siegel asked what the cost was going to be for snow removal.

Ms. Heiny-Cogswell stated that it depends on how many owners share in the costs.

Vice Chair Wenzel asked what would keep others who are not participating from using the drive.

Ms. Heiny-Cogswell stated that there would be no driveway connections principally.

Vice Chair Wenzel indicated that people can still drive over the edge.

Mr. Lutke stated that fences may be necessary.

The Board members then gave updates on various projects of interest to the Board including Flesher Field, the Corridor Improvement Authority, Citgo redevelopment, the former car wash property, and the Hinman property at the corner. It was recommended that the car wash property be put on the next agenda for an update.

There was continued discussion of challenges of redevelopment of the Hinman site under the current standards and regulations in the district.

Announcement and Adjournment

The next meeting is scheduled for May 15, 2014.

Having exhausted the agenda, Vice Chair Wenzel adjourned the meeting at 1:15 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: March 24, 2014

Minutes Approved: May 29, 2014