

OSHTEMO CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS

MINUTES OF MEETING HELD FEBRUARY 17, 2011

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a special meeting on Thursday, February 17, 2011, commencing at approximately 12:00 p.m. at the Oshtemo Community Center at 6407 Parkview Avenue.

Members of the Board of Directors present: Bruce Betzler, Jay Brown, Glenn Steeg, Terry Schley, Chip Everett, Tom Brodasky, Libby Heiny-Cogswell, and Kathleen Garland-Rike.

Members of the Board of Directors absent: Stephen Dallas, Mike Lutke, Jack Siegel, Ron Zuiderveen and Dana Slocum.

Also present was Jodi Stefforia, Township Planning Director.

The meeting was called to order at approximately 12:00 p.m. by Chair Bruce Betzler. Motion by Jay Brown seconded by Terry Schley to adopt the Agenda as submitted, the motion carried.

The Chair noted that the next item on the agenda was Election of Secretary for 2011. Chip Everett volunteered to serve as Secretary of the Board. Terry Schley then made a motion to nominate Chip Everett for Secretary; Tom Brodasky seconded the motion. The motion carried.

The Chair then called for consideration of the minutes of January 20, 2011. Motion by Tom Brodasky seconded by Chip Everett to approve the Minutes as presented, the motion carried.

The Chair then noted the next item was an update on the Citgo property and his meeting with the owner and discussion of appropriate next steps.

The Chair reported that he had met with Ken Lawson whose Dad owns the Citgo property; Ken has Power of Attorney for his father who owns the property. The Chair stated that Ken was not concerned about the grant falling through and that he was positive with respect to Bruce's expression that the DDA was still interested in acquiring the property. He added that Ken indicated he was not interested in marketing the property and does not have immediate plans to sell it.

The Chair then went on to identify various ways the DDA could move forward on this property issue such as securing a Right of First Refusal. Jay Brown stated that he felt the DDA should somehow secure the property and recalled that at the last meeting, Dana Slocum indicated that a Right of First Refusal was not advantageous to the seller but would be beneficial to the DDA. Glenn Steeg suggested that a price be agreed upon, an offer made with a Right of First Refusal, and the DDA then work to identify sources to pay for the property purchase.

Terry Schley cautioned that Ken does not have an interest in being involved in the day-to-day operations of the business. He then noted that the grant application indicated an agreed-upon price of \$250,000 subject to an appraisal. He reminded the others that the DDA needs to be responsible to the TIF taxpayers and get an appraisal so that the value of the property is known. Glenn Steeg indicated his agreement.

Kathleen Garland-Rike then gave a report on what she had found with respect to grants. She stated she did find one for land acquisition and downtown-focused grants in communities less than 50,000 people through the MEDC Community Assistance program. She reported that this particular grant has an on-going application period with no deadlines. However, she was concerned that the new administration and budget cuts may impact this grant program. She recommended that someone meet with the grant representatives to talk about the project to determine if it is eligible for funding through the program and to also review applications of communities that were successful in securing a grant. She added that she also identified brownfield grants, too.

Terry Schley added that partners need to be identified; he wondered if the Right of First Refusal could have a date as to when the DDA would acquire the land by such as 2013 or later. He cautioned the others that tying up the land this way or acquiring it may make the DDA ineligible for an acquisition grant. He questioned the status of the clean up noting that Prein & Newhof had investigated it for the DDA last summer.

The Chair said he would meet again with Ken Lawson to seek his approval of the DDA having an appraisal prepared while the DDA looks into funding sources for the land acquisition. He will generally mention the Right of First Refusal.

Motion by Glenn Steeg to direct the Chair to inquire with the property owner as to his willingness to allow an appraisal and if he is agreeable, to order the appraisal by an appraiser familiar with this type of property and the Oshtemo area with a maximum fee anticipated of \$2,000; Tom Brodasky seconded the motion. The motion carried.

Kathleen Garland-Rike indicated that she would make calls to the MEDC regarding the grant program regarding specifics of the program as well as advice on how far the DDA can move toward securing the property before becoming ineligible for a grant(s).

Under Other Business, the Chair noted that the post office has closed the Stadium Drive location. He also stated that he would send an update to MC Smith Associates identifying himself as the new Chair and that the DDA is still pursuing the Citgo property. He will also ask if they are aware of any grant funding sources that the DDA could pursue for the streetscape project.

The Chair also advised the members to expect a special meeting to be called before the next regularly scheduled meeting to get an update on possible grants and to determine the next steps with respect to grants and/or appraisal of the Citgo property.

Terry Schley suggested that the banners be swapped back to the Spring-Summer ones in March and to look into new ones for this fall.

There being no further business, the meeting adjourned at approximately 1:05 pm.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: March 1, 2011
Minutes Approved: May 19, 2011