

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

MINUTES OF REGULAR MEETING HELD JANUARY 15, 2015

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting on Thursday, January 15, 2015. The meeting was called to order at approximately 12:03 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members of the Board of Directors present: Terry Schley, Grant Taylor, Fred Gould, Andy Wenzel, Chip Everett, Jay Brown, Libby Heiny-Cogswell, Bruce Betzler, and Michael Lutke.

Members of the Board of Directors absent: Jack Siegel, Stephen Dallas, Maria Dacoba, and Glenn Steeg.

Also present was Gregory Milliken, Planning Director.

Election of Officers

Chairperson Schley indicated he has prepared a slate of officers on a ballot for the 2015 election based on the current officers, all of whom have indicated a willingness to continue in current roles. He inquired if anyone else was interested in serving or if there were any nominations for any of the offices.

The proposed slate of officers includes Terry Schley as Chairperson; Andy Wenzel as Vice Chairperson; Fred Gould as Treasurer; and Grant Taylor as Secretary.

Mr. Taylor moved to adopt the proposed slate of officers as presented continuing the officers from 2014. Mr. Betzler supported the motion. The motion was approved unanimously.

Approve Agenda

Chairperson Schley asked if there were any changes to the agenda. Hearing none, Mr. Taylor moved to approve the agenda as proposed. Mr. Lutke supported the motion. The Chairperson called for a vote on the motion, and the motion passed unanimously.

Approve Minutes

Chairperson Schley noted two changes to be made to the minutes on page 3 of the draft. Mr. Taylor noted a spelling error on page two.

Mr. Betzler moved for approval of the minutes of the special meeting of December 3, 2014 with the proposed changes. Mr. Lutke seconded the motion. The Chairperson called for a vote on the motion, and the motion passed unanimously.

Public Comment

Chairperson Schley noted that there were no members of the public at the meeting, so no public comment would be taken at this time.

Treasurer's Report

Mr. Gould presented the Treasurer's Report for November and December. He said the report presents anticipated revenues and expenses with few surprises. He stated there was no significant revenue to report and that expenses were primarily administrative and included the last invoice from Prein & Newhof for their current assignment at the Citgo site.

Mr. Gould also indicated that upon review of select pages from the Auditor's report, it showed the DDA was in good standing financially and was practicing sound financial practices.

Mr. Wenzel moved to approve the Treasurer's Report. Mr. Betzler seconded the motion. The motion was approved unanimously.

Chairperson Schley indicated that he requested the Auditor's report in order to get it into the record to show that the DDA was in good standing and because the DDA pays a portion of that service. Ms. Heiny-Cogswell indicated that she will invite the Chair and others to the presentation by the Auditor to the Township Board in the future.

CITGO Station Update

Chairperson Schley indicated that members were provided in their packets a proposal to update the Due Care Plan for the Citgo site from Prein & Newhof. The DDA has known all along that this would be required and that such a proposal would be forthcoming. Prein & Newhof informed the DDA early in the process that such an update would be required as a result of the demolition, and the proposed cost of \$1200 is consistent with previous estimates.

Chairperson Schley stated the update to the Due Care Plan is necessary since there is no good estimate for when redevelopment of the site will occur. Therefore, the DDA as owners of the site must update the Plan as a result of the change to the site caused by the demolition. It will then have to be updated again when the site is redeveloped. Since there is no guarantee when that will occur, the prudent move is to make the amendment now.

Mr. Gould asked if the DDA located planters on the site if an update to the plan would be necessary. Chairperson Schley said he did not believe so. Mr. Wenzel concurred. He indicated

that the update is necessary at this time. He stated that simple, minor aesthetic improvements on the surface would not require an update.

Chairperson Schley stated that if the DDA decided to undertake a more intense temporary use, further inquiry may be necessary to ensure compliance.

In regards to the proposed contract, Ms. Heiny-Cogswell indicated that paragraph J should be updated regarding ownership of records to ensure at least electronic records are kept at the Township since there is no main office of the DDA. Chairperson Schley concurred and discussed his practices for retention and storage of DDA records and sharing of information with the Township Attorney.

Ms. Heiny-Cogswell moved to approve the proposal from Prein & Newhof for amendment to the Due Care Plan dated January 5, 2015 for a not to exceed cost of \$1200 including the amendment to paragraph J regarding record retention as discussed during the meeting. Mr. Taylor supported the motion. The motion was approved unanimously.

Streetscape and Beautification Efforts

Chairperson Schley indicated that the Township Board has authorized the DDA to enter into a contract with OCBA and their partners for the Streetscape project. The Chairperson stated he has reviewed the contract for the work and provided some comments on the proposed contract to the consultant. OCBA is reviewing those comments and has not responded. When consensus is reached, it will be presented to the Attorney for final review.

Chairperson Schley indicated he believes the DDA will be able to define the design for the streetscape and beautification efforts in 2015 and begin investigating and defining funding opportunities by the end of the year and early next year. He also believes that during that same time period, the Board will be able to initiate efforts toward consensus building, partnership development, and construction plan design.

On a related note, Ms. Heiny-Cogswell indicated that Texas Township leadership is exploring sidewalks along 9th Street from N Avenue south to their DDA (Texas Corners). They have an interest in seeing this effort is coordinated with Oshtemo non-motorized efforts on 9th Street. Their Planning Commission has a committee that is investigating this. She suggested having the streetscape consultant contact Texas Township and work out how to iron out coordination. Chairperson Schley stated he would pass that along.

2015 Budget

Mr. Milliken explained that the Township budget had been approved by the Township Board on November 18, which included the DDA's budget. There have been no substantial changes to the proposed DDA budget from the projected budget that was recommended by the DDA in July.

Chairperson Schley reviewed the revenues and funds available to the DDA and a rough forecast loan and bond amount that could be received for future projects like the streetscape.

Mr. Wenzel asked about the grant and loan program and whether there were any stipulations on how that works.

Mr. Taylor stated that he has been working on that as part of the subcommittee assigned to that task. He indicated the point is to have funds available in the budget if the program can be established and defined in 2015.

Mr. Betzler moved to approve the DDA budget for 2015. Mr. Wenzel seconded the motion. The motion was approved unanimously.

9th Street Rear Access Drive

Chairperson Schley stated that he understands there is a meeting scheduled to review plans and discuss the proposed rear access drive on Wednesday, January 21st and 2:30 pm.

Ms. Heiny-Cogswell confirmed that was the case. The purpose of the meeting was to update the status, coordinate the design plans, and further the conversation between the Township and the DDA in regards to this project. There are a few details that need to be clarified as construction documents are developed.

Chairperson Schley confirmed that the subcommittee invited to the meeting included himself, Mr. Taylor, and Mr. Lutke. Township Staff and the design consultant will also attend. Chairperson Schley indicated that other members of the DDA were welcome to attend.

Grant / Loan Program

Mr. Taylor distributed information he had prepared and gathered regarding the grant and loan programs offered by the Village of Paw Paw DDA. The DDA there offers incentives for projects in four categories: exterior, façade, interior, and demolition. Paw Paw offers grants up to \$2500 with 50% match or loans up to \$10,000 with interest 2% below prime. They also have incentives to use businesses within the district. He said Paw Paw allocates \$25-50,000 for this in their budget. Since this is significantly more than currently budgeted for the program in Oshtemo, the figures would need to be adjusted to work in Oshtemo.

Mr. Taylor indicated it appears to be a successful program and great for the businesses there.

Mr. Taylor thought that it might be best for Board members to review the information he distributed and provide feedback for what could work in Oshtemo based on this model.

Mr. Milliken asked if the loans were offered in partnership with a financial institution or if the money was loaned from the DDA fund. Mr. Taylor thought it came from the DDA.

Chairperson Schley suggested members should provide comments and suggestions to Mr. Taylor within the next 30 days so he can then assemble those and make a recommendation to the Board at the next meeting based on the comments and suggestions he receives. The Chairperson indicated he sees some good ideas but needs time to think about it.

Mr. Taylor stated there would need to be a review committee established to review the applications that are submitted which helps ensure the process is a little simpler and eliminates the need for complicated guidelines.

Mr. Gould remembered that Ms. Dacoba talked about working with the City of Kalamazoo DDA and their various incentive programs. He wondered if it was possible to learn from their example or any others in the area or State.

Mr. Taylor said there may be others, but he has not really looked too much. He thought the Paw Paw model was pretty straightforward and a good example to start with.

Mr. Milliken indicated that it is a good model and that this is something Paw Paw has done well with. There are several others out there, and he offered to share some he is familiar with with Mr. Taylor.

Chairperson Schley indicated that there may be a thought out there that these costs are the responsibility of others. But on the other hand, if this is a process that can help the DDA as a whole, then it is helpful.

Chairperson Schley gave DDA members a deadline of February 15 to get comments to Mr. Taylor on this topic.

Mr. Wenzel indicated he liked the idea of partnering with a financial institution for the loans.

Mr. Brown suggested Schoolcraft or Plainwell have DDAs and might serve as good models as well. Vicksburg would also be a good model.

Chairperson Schley added that when the program starts, it may not be perfect at first, but it can be changed as needed.

Other Business

Chairperson Schley reminded Board members to keep their eyes open for day to day things they see that may need to be brought to someone's attention for improvement within the DDA area so it remains a great place.

Announcement and Adjournment

Mr. Brown indicated that the next meeting is on March 19, 2015 and not January 15, 2015.

Having exhausted the agenda, Chairperson Schley adjourned the meeting at 12:55 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: January 16, 2015

Minutes Approved: March 19, 2015