

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

MINUTES OF REGULAR MEETING HELD JULY 17, 2014

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting on Thursday, July 17, 2014. The meeting was called to order at approximately 12:00 p.m. at the offices of Schley Architects, 4200 South 9th Street.

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

Members of the Board of Directors absent: Grant Taylor, Glenn Steeg, and Maria Dacoba.

Also present was Gregory Milliken, Planning Director and one guest.

Approve Agenda

Mr. Gould moved to approve the agenda as presented. Mr. Siegel seconded the motion. The Chairperson called for a vote on the motion, and the motion passed unanimously.

Approve Minutes

Mr. Gould moved for approval of the minutes of the regular meeting of May 29, 2014 as presented. Mr. Siegel seconded the motion. The Chairperson called for a vote on the motion, and the motion passed unanimously.

Treasurer's Report

Mr. Gould presented the Treasurer's Report for May and June. He said the format of the report has been altered in response to feedback from members. He indicated that the Citgo purchase is still reflected as a budget variance due to the fact that the books have not yet been cleared for June. It will be corrected in the next report when that has happened.

Chairperson Schley asked for a summary of how much has been paid to Prein & Newhof to date for the demolition work. There was a discussion of their work and contract. Mr. Gould wondered what the status was and what is left to be done. Chairperson Schley said they should be about 75% complete and would like the summary to be sure they are on target.

Mr. Gould also clarified that the audit bill from Siegfried Crandell is for the entire Township with only a portion applying to the DDA.

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

CITGO Station Update

Chairperson Schley provided the DDA with an update on the Citgo purchase and demolition process. He indicated a demolition permit is in hand and plans are available to bidders. A pre-bid meeting will be held on site on the 23rd and a bid opening on the 30th at 2pm.

In response to a question, Chairperson Schley indicated that the time to demolish the structure and complete that process is approximately a day or two depending on the asphalt process.

Mr. Brown wondered if DEQ has indicated what can be done on the site. Chairperson Schley said he does not have specific details, but they have filed the appropriate plans, and they are aware they will need to amend the plans appropriately following the demolition. As design moves forward, the Board will need to investigate specifics of what can be done with and on the cap.

Mr. Brown clarified that the asphalt cap is temporary. Chairperson said it is while the more refined vision in compliance with DEQ standards is developed.

There was discussion of schedule and timing and importance of proceeding prior to asphalt plants closing.

Update on Car Wash Property

Chairperson Schley said that in the past there has been outreach to the Methodist Church regarding the car wash property. He reviewed those past contacts and discussions and the results of those discussions. He indicated that when the gas station comes down, the car wash will be very prominent.

Chairperson Schley said discussions with the Church should be held in a collaborative manner so all are aware and are on the same page. He said he is in favor of continued outreach to the Church but desired to find a committee to coordinate this.

Mr. Brown clarified for all that the Church does not own the property but it is owned by the District, which is not local. So any decision regarding the site must be approved by a broader, outside organization, which will take time.

Chairperson Schley said that he thinks the next step is to outreach and sensitively communicate that we would like to collaborate and support shared goals and ultimately remove the building. There was discussion of complaints regarding the property and condition of the property.

Mr. Brown indicated that nothing has been done officially but there has been a lot of talk about the property. He does not see the Church spending money on the site in the short term. Chairperson Schley said there may be some potential for the Church and DDA to work together.

Chairperson Schley asked for volunteers to be on a committee to reach out to the Church and initiate this discussion. Dr. Dallas and Mr. Wenzel volunteered to be on the committee. Mr. Taylor has also had an interest in this so will be asked to participate.

Stadium Drive Streetscape and Transportation Alternatives

Chairperson Schley said that the streetscape committee has met and reviewed the RFP for the Streetscape Plan. However, the focus has been on Citgo. There has also been thought on ideas for short term, interim improvements to the site but nothing specific has been determined.

For the RFP, the Committee desires to engage help to get the RFP out to design partners. He indicated he has reached out to former DDA member Kathleen Garland Rike. She agreed to provide assistance, and the Board can offer her a \$500 stipend for the effort.

Mr. Wenzel made a motion to request Kathleen Garland Rike assist the DDA proceed with the RFP process and allocate \$500 for a stipend. Mr. Gould seconded the motion. The motion was approved unanimously.

Chairperson Schley said that the idea with the RFP will be to pick up the project where it left off. The MC Smith Plan was conceptual and presented a range of costs, and it now needs to be more specific.

9th Street Rear Access Drive

Ms. Heiny-Cogswell indicated that the DDA requested the use of Township Board owned property for the rear access drive but there was not clear consensus from the Trustees on this proposal. At the same time, there was parallel discussion with Parkview property owners about use of the former AT&T right of way for access management.

During the discussion of the rear access drive, concerns were raised about cut throughs, the temporary nature of the drive, access management, etc. The Township studied this and developed a concept to address these concerns.

Ken Peregon of OCBA presented the concept to the DDA. He reviewed the existing conditions. This included the acquisition of adjacent properties. The concept addresses the immediate needs but also expands to accommodate future needs.

Ms. Heiny-Cogswell stated that when it became clear something more would need to be done, the Township included \$30,000 in the budget for this in 2014 understanding an expanded vision would also expand costs.

Mr. Peregon stated the projected costs of the concept is above \$100,000 including geotechnical analysis and stormwater that may not be needed. However it does not include curb and gutter on the outside of the roundabout or streetlights. He indicated that the review process would include the Planning Commission, and the DDA and Township Board would approve as funders.

Mr. Brown asked why a roundabout is being used if it is more difficult for people to use.

Mr. Peregon said that it was included to address concerns raised by the Township Board. The design reduces cut through traffic and slows traffic while also providing an amenity.

Chairperson Schley said he has just heard about this in the last 30 days. He said he would need to check previous notes to confirm the amount authorized for the project by the DDA as his recollection was \$60,000 and not \$70,000.

Mr. Siegel inquired about the cost of the roundabout versus the cost of the straight drive.

Mr. Peregon said he was not sure, but it was more.

Mr. Brown said people do not understand or desire to go through roundabouts.

Chairperson Schley said he understood the concept but was disappointed the DDA was not more involved in the process.

Mr. Lutke feels other properties may be left out by the design.

Ms. Heiny-Cogswell said that the Township could not have proceeded with the previous design. This design has 100% consensus. It is a negotiation.

Mr. Lutke said there will not be a lot of traffic. It helps him and Mr. Siegel, and he likes it but he is not sure it helps others.

Ms. Heiny-Cogswell said that it has been designed with primary access to Mr. Lutke and Mr. Siegel's sites as they have been involved throughout. Anyone else who wants to participate and sign an agreement would be considered for access. This led to discussion of cross access and how it would be established. In terms of maintenance, those who connect will be responsible.

Chairperson Schley indicated that the DDA has not offered to participate in continuing maintenance, utilities, or other continuing obligations. He would like to know what the DDA is being asked to consider long term in regards to cost.

Mr. Siegel said he was not sure about the roundabout. Mr. Peregon said that it would be designed to accommodate trucks. Ms. Heiny-Cogswell said that the design addresses Township concerns about cut through and speed and provides flexibility for locations of connections, current and future.

There was discussion of next steps along with maintenance issues. Other traffic calming techniques and designs were also discussed. Concerns about loss of tax revenue, maintenance costs, winter maintenance, and excess parkland were identified.

Chairperson Schley said he was generally ok with the design concept. Mr. Lutke agreed but was concerned that two people will have to pay for all maintenance, which will cost more now that the design is more complicated.

Mr. Brown moved to send the concept back to the Township Board to respond to questions before acting on it. Mr. Siegel seconded the motion.

Chairperson Schley said that if we do so, we will need clear questions.

Mr. Brown said that the questions are the cost of maintenance, the different between the straight drive design and the current roundabout, and who pays for maintenance and those costs.

Chairperson Schley asked if the DDA should wait or should proceed.

Mr. Brown said he thinks the DDA needs answers in order to proceed.

Ms. Heiny-Cogswell said the Board has tried to get this done this year based on the direction of the DDA. Further delay may jeopardize completing the project this year due to the asphalt plants closing. Getting everyone together on this is no small thing.

Mr. Wenzel said he is concerned about the cost. He likes the plan but said it is a change and the cost going up. He wonders who will cover the overage.

Chairperson Schley said that the straight drive was just a concept and not refined. The projected cost was around \$55,000.

Mr. Brown stated that the intent was not to stall but to get needed information.

Chairperson Schley clarified the discussion and the motion. He stated there is no intent to stop progress. The motion is to give conceptual approval to the design but not to commit funds at this time until the questions are answered. Mr. Brown and Mr. Siegel agreed. The Chairperson called for a vote on the motion, and the motion was approved unanimously.

Chairperson Schley indicated work will be done to come to the Board with information on the cost of maintenance, the premium for the roundabout, and who will pay for the maintenance. There was further discussion of maintenance and agreements.

Chairperson Schley summarized that the discussion has been generally supportive, but that the DDA is being prudent with its money.

Grant Subcommittee Report

Due to the time, the Board skipped this item and will hear from the Committee at the next meeting.

2015 Budget

Mr. Milliken reviewed the budget process. He presented a draft budget for 2015 he prepared for their consideration. It will then be provided to the Township Board for incorporation into the Township Budget for the overall budget review and approval process and return for final approval in September.

Chairperson Schley confirmed that the Streetscape Project will only be in design phase in 2015, and construction will not occur before 2016.

Mr. Wenzel moved to approve the draft 2015 DDA Budget. Mr. Lutke seconded the motion. The motion was approved unanimously.

Other Business

There was no other business.

Announcement and Adjournment

The next meeting is scheduled for September 18, 2014.

Having exhausted the agenda, Chairperson Schley adjourned the meeting at 2:05 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: July 29, 2014

Minutes Approved: September 18, 2014