

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

**MINUTES OF REGULAR MEETING HELD NOVEMBER 19, 2015**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting on Thursday, November 19, 2015. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members present: Fred Gould, Jay Brown, Grant Taylor, Bruce Betzler, Stephen Dallas, Libby Heiny-Cogswell, Mike Lutke, Chip Everett, Maria Dacoba and Jack Siegel.

Members absent: Terry Schley, Rich MacDonald, and Glenn Steeg.

Also present: Julie Johnston, Oshtemo Township Planning Director; Ken Paragon, OCBA; Kylee Maycroft and Mike Sokolov, Consumers Energy; and Henry Visser, Façade Grant Applicant.

**Approve Agenda**

Ms. Heiny-Cogswell moved to approve the agenda as presented. Mr. Betzler supported the motion. The motion passed unanimously.

**Minutes**

Mr. Gould moved to approve the September 17, 2015 minutes as presented. Mr. Betzler supported the motion. The motion passed unanimously.

**Treasurer's Report**

Ms. Johnston presented the Treasurer's Report, which was developed by Oshtemo Township staff member Karen High on behalf of Treasurer Gould for September and October. Mr. Gould indicated that he reviewed the spreadsheet with Ms. High prior to the meeting for completeness and was satisfied with the Treasurer's Report.

In September and October there was little activity on the revenue side. On the expense side, one invoice was paid to OCBA for Streetscape Design and Contract Documents for a total of \$29,517.14. In addition, three invoices were paid to Siegfried Crandall for accounting services totaling \$200.00 and two invoices were paid to S&T Landscape for maintenance of the flower bed area in August and September totaling \$496.00. The final invoice paid during this time period was to Sign Art for \$380 to swap out the green "Welcome Oshtemo" banners for the blue community banners. An invoice showing the quarterly billing from the Township for staff time and attorney fees was also paid.

Mr. Everett moved to approve the Treasurer's Report as presented. Mr. Lutke supported the motion. The motion passed unanimously.

## **9<sup>th</sup> Street Commercial Access Drive Update**

Ms. Heiny-Cogswell indicated that the Township has one signed access easement with the Kalamazoo Pool property and is close to having a second agreement signed. She is requesting approval from the DDA to go out to bid on the construction documents. Mr. Ken Paragon, OCBA, reported that the construction drawings were about 90 percent complete.

Vice Chair Taylor indicated that the bids should be released as soon as possible to lock in a contractor before the development season begins.

Mr. Brown stated that the DDA has not yet seen the final plans and this should be done before approval is given to go out to bid.

Ms. Heiny-Cogswell indicated that the plans could be brought to the January DDA meeting where the DDA could authorize going out to bid on the complete set of construction drawings.

Vice Chair Taylor closed the discussion with ensuring the Board that the construction drawings would be placed on the January agenda to allow for final review before the documents went out to bid.

## **Streetscape and Beautification Efforts**

Ms. Johnston indicated the Ken Paragon from OCBA would be providing an update on the streetscape project. She also indicated that Kylee Maycroft and Mike Sokolov from Consumers Energy were present to discuss the placement of electrical power poles near the corner of 9<sup>th</sup> Street and Stadium Drive.

Mr. Paragon indicated that the realignment of Stadium Drive will require electrical poles to be relocated. The first option (Plan A) is to place a pole 30 feet north of its existing location at the northwest corner of 9<sup>th</sup> and Stadium. This option would require an aerial easement because the electrical line will cross the property owned by the DDA. The second option (Plan B) is to place two poles at the 9<sup>th</sup> Street and Stadium intersection on each street. This option does not require an easement, but would include the addition of a pole at the site.

Mr. Taylor asked about the cost to bury the electrical lines at the intersection. Mr. Paragon investigated this cost with Consumers who indicated it would be approximately \$400,000 just to bury the electrical lines. This cost did not include the other utilities that utilize these poles. Mr. Paragon also indicated that he discussed possible grant or loan programs Consumers might have in place to assist with placing the lines underground and had no success. Finally, Mr. Paragon indicated that Consumers will need the easement from the DDA by February 15<sup>th</sup> or they will go with Plan B and the two poles.

Mr. Gould asked if we have to accept Plan A or Plan B, suggesting there might be other options to explore. Different options were discussed by the DDA members. A suggestion was made regarding placing the poles on the south side of the street with the crossing east of 9<sup>th</sup> Street. Another suggestion was made regarding placing the poles along the western boundary of

the existing car wash property and then move the line east along the northern property line of the DDA property back to 9<sup>th</sup> Street.

Ms. Kylee Maycroft indicated that due to the time constraints of the Stadium and 9<sup>th</sup> Street Road Commission project, the two options presented by Consumers were the preferred plans at this time. Mr. Mike Sokolov stated that any design outside of Plan A or B would be at the expense of the DDA.

Ms. Heiny-Cogswell indicated that the DDA has been working for a year on the streetscape plans and the Stadium Drive realignment has also been in the works for this same time period. She indicated her disappointment with Consumers that they did not meet with the DDA on this issue earlier and that their request to decide between Plans A or B at the current meeting is frustrating.

Ms. Maycroft stated that she would be willing to meet with the design engineers at Consumers to see if any of the other options discussed today would work in their system. However, Mr. Sokolov cautioned that likely Plan A or B would need to be approved in the interim and that any alterations to the design would likely happen after the Stadium Drive realignment occurred and at the DDA's expense.

Ms. Heiny-Cogswell requested that Consumers work with the DDA's consultant to bring back options on how to manage the utility poles in the future.

Mr. Paragon then gave a brief overview of the concept illustrations for the streetscape project.

Vice Chair Taylor requested a motion to approve the concept plans for the streetscape project. He suggested that the motion might include the subcommittee meeting to discuss possible phasing of the project.

Mr. Gould spoke that he did not believe that the full DDA has had an opportunity to really review and discuss the concept plans. He felt only the subcommittee has had this opportunity and that the DDA should take the time for this review, possibly through a special meeting in December.

Ms. Heiny-Cogswell moved that a Special Meeting be called the 3<sup>rd</sup> Thursday of December and that the only agenda item would be the discussion of the streetscape concept plans. Mr. Gould supported the motion. The motion passed unanimously.

### **CITGO Station – Update**

Ms. Johnston indicated that she reviewed the plans for Stadium Drive with the Road Commission of Kalamazoo County and the Marc Elliot, Township Engineer. At this time, the Road Commission does not need any additional property from the DDA for the realignment of Stadium Drive.

Vice Chair Taylor requested the Due Diligence Plan for the Citgo site be deferred until the next meeting so the discussion could be had when Mr. Schley was available.

### **Grant and Loan Program Development**

Vice Chair Taylor indicated that the DDA received an application for the grant program from Mr. Henry Visser and requested Ms. Johnston review the application. Ms. Johnston indicated that the request was on a residential property for the replacement of a garage door. She indicated that she explained to Mr. Visser that the Façade Grant Program was for commercial businesses but he wished to move forward with the application so he could speak with the DDA. As this was the first application under this program, Ms. Johnston indicated she was unsure how the DDA would want to proceed, so she included the application on the agenda. However, she didn't believe the request met the intent of the program.

Mr. Visser indicated that he felt any improvements completed in the DDA district should be supported by DDA. He indicated that he used to operate his businesses out of this home, but that he is now retired. He hoped the DDA would support his application.

The DDA members discussed the intent of the program and its focus on façade improvements for commercial businesses. Vice Chair Taylor stated that because his property was for a residential use, it did not fit the criteria for the program and could not be approved.

Vice Chair Taylor moved to deny the Façade Grant Program application from Mr. Henry Visser. Mr. Lutke supported the motion. The motion passed unanimously.

### **Budget Approval - 2016**

Ms. Johnston indicated that the Township Board approved the DDA's budget for 2016 at their November 10, 2015 meeting. She was directed to request the DDA to approve the budget they submitted to the Township Board.

Mr. Gould moved to approve the 2016 DDA budget. Dr. Dallas supported the motion. The motion carried unanimously.

### **Leadership Positions**

Vice Chair Taylor requested that any DDA member interested in serving as Chair, Vice Chair, Secretary or Treasurer for 2016 should contact Chair Schley by email.

Ms. Heiny-Cogswell indicated that as Township Supervisor it is her role to ensure open seats on boards are filled. She stated that there will be three open seats on the DDA at the beginning of 2016 and she is working to get them filled.

Vice Chair Taylor indicated his desire to serve as Chair in 2016. Mr. Brown stated his concern about having a Township Board member as the Chair of the DDA and the possibility of a conflict of interest. He requested this be reviewed by the Township Attorney.

Ms. Heiny-Cogswell indicated that she spoke with the Township Attorney when Vice Chair Taylor was first appointed to the Board. She suggested Vice Chair Taylor speak with the Attorney about the possible change in his role with the DDA.

**Any Other Business**

Ms. Johnston indicated that the meeting dates for 2016 needed to be approved by the DDA. The dates are as follows:

January 21<sup>st</sup>  
March 17<sup>th</sup>  
May 19<sup>th</sup>  
July 21<sup>st</sup>  
September 15<sup>th</sup>  
November 17<sup>th</sup>

Mr. Lutke motioned to approve the 2016 meeting dates. Mr. Gould supported the motion. The motion passed unanimously.

**Announcements and Adjournment**

There being no further business, the Vice Chair asked for a motion to adjourn.

Mr. Betzler moved to adjourn the meeting. Mr. Gould supported the motion. The motion passed unanimously. The meeting was adjourned at 2:04 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: February 19, 2016  
Minutes Approved: March 17, 2016