

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

MINUTES OF A SPECIAL MEETING HELD SEPTEMBER 29, 2022

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a special meeting at the Oshtemo Community Center, on Thursday, September 29, 2022. The meeting was called to order at approximately 2:00 p.m.

Members Present: Grant Taylor, Chair, Bill Cekola, Themi Corakis, Treasurer, Libby Heiny-Cogswell (attended virtually), Rich MacDonald, Vice Chair, and Dick Skalski.

Members absent: Stephen Dallas, Ryan Wieber, Secretary, and Ryan Winfield.

Also present: Iris Lubbert, Planning Director and Martha Coash, Assistant Secretary.

Agenda

Chairperson Taylor called the meeting to order and asked if there were any corrections or additions to the agenda.

Ms. Lubbert said an item needed to be added before #6 (other items) to consider a request from Mr. Robert Redmond regarding a time extension for his approved façade grant.

Mr. Skalski made a motion to approve the agenda as presented with the addition of the one item requested. Mr. MacDonald seconded the motion. The motion carried unanimously.

Approval of Minutes: September 15, 2022

Chairperson Taylor asked if there were additions or corrections to the Minutes of September 15, 2022.

Mr. MacDonald noted he was referred to incorrectly as Vice President which needed to be changed to Vice Chair.

Hearing nothing further, the Chair asked for a motion.

Mr. Skalski made a motion to approve the Minutes of the Meeting of September 15, 2022 as presented, with the noted correction. Mr. MacDonald seconded the motion. The motion carried unanimously.

Public Comment

As there were no members of the public present Chairperson Taylor moved to the next item.

CIP DISCUSSION

Ms. Lubbert said every year the Township is required to prepare a Capital Improvement Plan (CIP) that outlines the public structures and improvements planned to be completed in the following six-year period. This document is intended to help municipalities develop intermediate action steps for achieving key objectives in the community and is an ongoing planning instrument that influences Township decisions. Part of the Township's CIP includes a section for the DDA.

The DDA's budget for 2023 was submitted to the Township Board for consideration. The next step is taking the proposed 2023 budget and projecting project decisions forward. A drafted CIP was provided for the DDA Board's consideration/discussion.

Extensive discussion by members included future uses for the property under consideration for purchase, sidewalk construction timing, and corner property possibilities in the future.

Changes to the proposed CIP budget were made to address the expected necessary expenditures regarding the potential property purchase and to better position the DDA to be "shovel ready" in order to be able to apply for possible grant opportunities for Atlantic Avenue traffic safety improvements. In addition, the Holiday Décor line item was increased to reflect the budget for 2023 – 2028.

Mr. MacDonald said the budget and plan need to reflect a "complete engineering project" in order to be eligible to apply for grants beginning in 2023.

The changes included the addition of:

- Other Revenues – new line item at \$1,200,000 in 2026
- Consultants - an addition of \$20,000 in 2024
- Road Development (Atlantic) TBD - new line item at \$50,000 in 2024, \$50,000 in 2025, and \$1,500,000 in 2026.
- Deletion of the Car Charging Station line item
- Holiday Décor - increased from \$5,000 to \$5,500 to reflect the approved budget for 2023 through 2028.

Ms. Lubbert noted amendments can be made in the future as needed.

Mr. MacDonald made a motion to approve the CIP Plan for 2023-2028 as presented with the changes listed above. Mr. Skalski seconded the motion. The motion carried unanimously.

Ms. Heiny-Cogswell indicated the Township Board is open to the property purchase but had questions they would like answered in a timely way to keep the process moving forward.

Façade Improvement Grant Extension Request

Ms. Lubbert indicated Mr. Robert Redmond, who received a façade grant from the DDA for improvements to 6672 Stadium Drive, requested an extension for project completion due to issues with materials' receipt and contractor availability.

As there were no objections to granting an extension, Chairperson Taylor asked for a motion.

Mr. MacDonald made a motion to grant Mr. Redmond's request for an extension of the \$5,000 grant for completion of the project improvements at 6672 Stadium Drive until May 31, 2023. Mr. Skalski seconded the motion. The motion carried unanimously.

Other Items

A draft of the Phase 1 Environmental Site Assessment of 6227 Stadium Drive provided by Prein & Newhof was received by members.

Mr. MacDonald provided an update regarding the progress on property acquisition. The property is currently being tested (Phase 2) for potential contamination from an old apple orchard and an underground storage tank to determine whether remediation is necessary. It is not thought remediation will be needed.

He has been in touch with the seller's attorney regarding the seller's participation in related costs if the DDA purchases the property.

Ms. Lubbert said a meeting is scheduled next week with Mr. MacDonald, Ms. Heiny-Cogswell, Anna Horner and Attorney Porter regarding moving forward with the property acquisition and road discussion.

She also said she would be meeting later in the afternoon with Prein & Newhof to develop a final punch list for items yet needing to be addressed for the north side sidewalk project.

Mr. Corakis asked what the status was of the ordinance amendment the DDA sent to the Planning Commission for consideration.

Ms. Lubbert said they are considering it along with other ordinance amendments they are tackling at the same time; the process is ongoing.

Ms. Heiny-Cogswell said the possible land purchase would be on the Township Board's agenda again on October 11 and encouraged DDA members to attend the work session at 6:00.

Announcements and Adjournment

There were no announcements and with no further business to consider, Chairperson Taylor adjourned the meeting at approximately 3:10 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: September 30, 2022

Minutes Approved: November 17, 2022