

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

MINUTES OF THE SPECIAL MEETING HELD APRIL 4, 2019

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a special meeting on Thursday, April 4, 2019. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Ave.

Members present: Grant Taylor, Bruce Betzler, Libby Heiny-Cogswell, Jack Siegel, Dick Skalski and Ryan Wieber.

Members absent: Bill Cekola, Themis Corakis, Julie Hite, Mike Lutke, and Rich MacDonald.

Also present: Julie Johnston, Oshtemo Township Planning Director and Martha Coash, Meeting Transcriptionist.

Approval of Agenda

Chairperson Taylor asked for a motion to approve the agenda as presented.

Mr. Skalski moved to approve the agenda as presented. Mr. Wieber supported the motion. The motion passed unanimously.

Approval of Minutes

Chairperson Taylor asked if there were additions or corrections to the minutes for the meeting of January 17, 2019.

Hearing none, he asked for a motion.

Mr. Wieber moved to approve the Minutes of the Regular Meeting of January 17, 2019 as presented. Mr. Skalski supported the motion. The motion carried unanimously.

Treasurer's Reports for January – February, 2019 (unaudited)

Ms. Johnston presented the Treasurer's Report for January – February, 2019. She reported there were only two expenditures during this period, including payment to OCBA for work completed on the concept plans for the corner site improvements and a \$30 charge to record the new deed restrictions on the corner lot for the Michigan Department of Environment Quality (MDEQ).

She noted the report was missing a \$30,000 item for Stadium Drive sidewalks although the total expenditures listed was correct, and distributed a corrected report that.

There were no revenues to report during this time period.

Mr. Skalski moved to approve the revised Treasurer's Reports for January – February, 2019 as presented. Mr. Betzler supported the motion. The motion carried unanimously.

Chairperson Taylor told Board members he had run estimates of DDA tax capture income and noted the Authority will be receiving a large increase due to the memory care facility construction on Stadium Drive.

Streetscape Update

a. Corner Property Development

i. Design Drawings Discussion – Update from OCBA /Streetscape Subcommittee

Ms. Johnston reported the Streetscape Subcommittee met in February and March to review concept plans prepared by OCBA for final DDA approval. She provided two plans: Concept Plans A and B for the design of the corner lots, as well as a recommended wall sign diagram.

She said the essential difference between the two concept plans is that Plan A does not include a wall to the south of the parking lot and therefore, the landscape beds are taller and more robust to help screen the parking lot. Plan B includes a stone wall, about three feet high, along the south side of the parking lot with reduced landscaping. It would include lower vegetation than Plan A. If Plan A was chosen, she said orientation for the public bench would need to be decided.

The Subcommittee was divided on whether a wall screening the parking lot should be included and decided to provide both options for consideration by the entirety of the DDA Board.

Ms. Johnston indicated the concept plan needed to be approved at this meeting if we want to move forward with construction this year. Staff would recommend allowing OCBA and Prein & Newhof the ability to develop construction documents and go out to bid as soon as possible. The DDA currently has a contract with this team for \$42,000 to take the project through construction. The cost to maintain the landscape beds on the site would be comparable to the Community Center, currently about \$2200.

Subcommittee members Taylor and Betzler explained their perspectives.

Chairperson Taylor said he was in favor of including a wall in the plan, which would be of a similar design to the proposed sign, which would be an added aesthetic to the site. He indicated the budget established will be enough for either plan.

Mr. Betzler explained there is no restriction under the Form Based Code to screen the parking lot and noted that it is likely the lot will be unused 90 percent of the time, so screening is not necessary. He also said he supports using “Oshtemo Village” on the curved sign to create and promote a new identification for this area.

Mr. Wieber said this issue has prompted a lot of thought and discussion and offered a motion.

Mr. Wieber moved to accept Concept A (without a wall), but including the public bench orientation from Concept B, (facing west.) Mr. Betzler supported the motion. The motion carried 5 – 1, with Chairperson Taylor dissenting.

Chairperson Taylor said they had one shot at planning the corner landscaping and he wants it to be as nice as possible, noting the budget provided would include both the wall and ample plantings.

Mr. Betzler said the outcome of what has been approved is going to be excellent.

Ms. Johnston will reach out to Mr. Selkirk, the contact at Oshtemo Methodist Church, to schedule a meeting between them and the Subcommittee to discuss the final design, the property line re-description, and to come to agreement regarding shared access, storm water and maintenance responsibilities.

b. **Stadium Drive Sidewalks**

i. Resolution of Support

Ms. Johnston provided a Resolution of Support for the Stadium Drive sidewalk project. In February 2019, MDOT changed the requirements for the Transportation Alternative Program grant application. It now requires Resolutions of Support from each governmental unit affected by the facility which includes:

- Expected amount of local matching funds.
- Commitment to owning and maintaining the nonmotorized facility in perpetuity.
- Commitment to being responsible for engineering, permits, cost overruns, and any non-participating items.

She said the Resolution of Support addresses these criteria. Additional Resolutions of Support will be coordinated with: Oshtemo Township Board (received February 26th), Road Commission of Kalamazoo County, Kalamazoo Area Transportation Study (KATS) Technical Committee and Policy Committees.

Mr. Skalski moved to approve the Resolution in Support of Transportation Alternatives Project as presented. Mr. Betzler supported the motion. The motion carried unanimously.

ii. Approval of Easement

Ms. Johnston explained an easement for the Stadium Drive sidewalk is needed on the property owned by the DDA at 6520 Stadium Drive and requested the DDA grant any necessary easements for this project and allow Chair Taylor to sign any required documents related to the giving of this easement.

Ms. Heiny-Cogswell made a motion to grant any necessary DDA easements for the Stadium Drive Sidewalk Project as recommended and to authorize Chairperson Taylor to sign any easement agreements needed. Mr. Betzler supported the motion. The motion carried unanimously.

iii. Project Phasing

Ms. Johnston reported that unfortunately, the Township heard from MDOT staff that all of the Transportation Alternative Grant funding has been allocated for 2020. The Township will be able to move forward with that portion of the Stadium Drive project from 11th Street west to the utility corridor just west of Quail Run Drive (DDA boundaries). The grant for this portion of the project has been secured through Kalamazoo Area Transportation Study. Since this is east of the DDA boundary, only Township funds will be invested in this portion of the project.

There is still a small chance that funding may be available for the remainder of the project (utility easement west to 8th Street) in 2020. If other previously approved projects don't come to fruition, MDOT may de-obligate these funds and obligate them to other projects that are prepared to begin. With this in mind, staff is continuing to work with Prein & Newhof to secure easements, finalize the construction drawings, and complete the MDOT application documents so we will be ready if funds do become available. If not, it is our hope to secure Transportation Alternative Grant funds in 2021.

While this is an unfortunate setback to the development of the sidewalk, waiting (hopefully) one additional year to secure grant funding seems appropriate. The Transportation Alternative Grant typically pays for 60 percent of project costs. Securing this funding will be important to providing the DDA latitude to complete other projects.

S & T Contract for 2019

Ms. Johnston provided the contract from S & T Lawn Service for the 2019 season for continuing the agreement for trimming and maintenance of the landscaping beds at the Community Center. This is a cost the DDA agreed to cover when the

improvements to the Center were completed in 2009. The Township Maintenance Department takes care of any required lawn mowing at the Community Center.

The contract runs for eight months at a cost of \$2,208, the same as 2018.

Chairperson Taylor said a request for proposal for this work was last done in 2017. At that time, it was agreed to do a new RFP in three years, so one will need to be done for the 2020 season.

Mr. Skalski moved to approve the contract from S & T for landscaping maintenance at the Community Center for the 2019 season at a cost of \$2,208. Mr. Siegel supported the motion. The motion carried unanimously.

Announcements and Adjournment

Ms. Johnston informed the group that Kyle Kirschner and Ethan Sivewright have resigned from the DDA Board and two new members will be needed.

There being no further business, Chairperson Taylor asked for a motion to adjourn.

Mr. Siegel moved to adjourn the meeting. Mr. Skalski supported the motion. The motion carried unanimously.

Chairperson Taylor adjourned the meeting at approximately 12:50 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: April 5, 2019
Minutes Approved: May 16, 2019