

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

**MINUTES OF THE MEETING HELD JULY 18, 2019**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, July 18, 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, Bill Cekola, Themis Corakis, Libby Heiny-Cogswell, Mike Lutke, Rich MacDonald, Jack Siegel, Dick Skalski and Ryan Wieber.

Member absent: Julie Hite.

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

**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. MacDonald seconded the motion. The motion passed unanimously.

**Approval of Minutes**

Chairperson Taylor asked if there were additions or corrections to the minutes for the regular meeting of May 16, 2019.

It was noted that Mr. Siegel was not included under absent members and should be added.

Mr. Skalski moved to approve the Minutes of the Regular Meeting of May 16, 2019 as presented with the correction as noted. Mr. Betzler seconded the motion. The motion carried unanimously.

**Treasurer's Reports for May - June, 2019 (unaudited)**

Ms. Johnston presented the Treasurer's Report for May - June, 2019. She reported the main expenditures for this two-month period are as follows:

- \$750 for Music in the Park.
- \$750 for auditing fees, which includes the main audit costs in March of \$500 and the monthly expenses in April and May.
- \$3,750 for an appraisal of the car wash property.
- \$6,874.10 in expenses from OCBA and Prein & Newhof for the corner property improvements.
- \$365.75 in expenses from Prein & Newhof for the Stadium Drive nonmotorized project.

She noted additional expenses were applied for the Community Center landscape maintenance and winter maintenance for Millard's Way (private drive behind the Community Center).

Mr. Skalski moved to approve the Treasurer's Reports for May - June, 2019 as presented. Mr. MacDonald seconded the motion. The motion carried unanimously.

### **Streetscape Update**

#### **a. Corner Property Development**

##### **Bid Process and Contract Award**

OCBA released the bid documents and site plan for the DDA's property included as part of the corner improvement on June 17, 2019. A pre-bid meeting was held at the Township Hall on June 27<sup>th</sup> and the bid opening was held on July 11<sup>th</sup>. We received two bids for the project, as follows:

Cripps Fontaine Excavating, Inc - \$194,500 and a charge of \$30 a cubic yard for the removal and replacement of any unsatisfactory soils, if found.

Kalleward Group - \$200,000 and a charge of \$36 a cubic yard for the removal and replacement of any unsatisfactory soils, if found.

OCBA estimated the costs for the DDA property improvements to be about \$138,500, making the lowest bid approximately \$56,000 more than anticipated. She indicated the DDA would need to decide if one of the bids should be accepted or the project re-bid for the 2020 construction season.

After discussion and confirmation of the details of the work included in the bids, the group decided they wished to proceed with the work this summer with the low bid from Cripps Fontaine Excavating. The price was higher than expected likely because firms are behind in their work and focused more on large projects due to the inclement spring weather. Even if they wait until 2020 to bid the work out again, there is no guarantee the weather or other circumstances would yield a lower bid at that time.

Mr. Paragon said if the bid from Cripps was accepted, it is expected the work would be completed by November 1, 2019.

Ms. Johnston said per the Board's request at the May meeting, she contacted Genzink Appraisal to complete an appraisal on the Church's property at 6532 Stadium Drive. Based on their review of the property, the market values of the fee simple estate are \$83,000 without the ingress/egress easement to 9<sup>th</sup> Street and \$78,200 with. This is lower than the true cash value of \$240,052 established by the Township Assessor and utilized in the property swap Memorandum of Understanding for the demolition of the car wash.

Staff forwarded the appraisal report to the Church and encouraged them to have their own appraisal completed, if desired. The original sale price requested by the Church was the amount indicated in the Memorandum of Understanding.

In addition to the appraisal report, the Board requested OCBA move forward with the improvements on their own property and then incorporate 6532 Stadium Drive into the project if a purchase decision is made. OCBA provided a memo for the Church property redesign totaling \$7,500.

The church has indicated it would not accept \$80,000 for the property and suggested the negotiations start at \$240,000. Ms. Johnston thought perhaps a middle ground could be achieved. Also, to be factored in is the \$30,000 the DDA paid for the Church's share the car wash demolition costs.

After extended discussion of the pros and cons of going ahead now or waiting for an agreement with the church, it was the consensus of the group to move ahead with the Cripps bid.

Mr. Corakis **moved** to approve the low bid received from Cripps Fontaine Excavating, Inc. dated July 11, 2019, in the amount of \$195,000, including a charge of \$30 per cubic yard for the removal and replacement of any satisfactory soils if found, and to provide a contingency of up to \$10,000 if needed. Mr. Skalski **seconded the motion**. The **motion was approved unanimously**.

At this point in the meeting Chairperson Taylor left and Vice Chair MacDonald took over as Acting Chairperson.

#### Car Wash Church Property Negotiations

It was agreed that \$240,000 was not reasonable for the DDA to pay for the property given the appraisal received of \$83,000.

Mr. MacDonald **moved** to approach the church, explain the DDA's rationale for not accepting their offer to sell the property for \$240,000, provide them a copy of the fair market appraisal received from Genzink Appraisal, and offer to purchase the property with a 10% premium over the appraised value of \$83,000. If the offer is accepted, the DDA will pay reasonable market closing costs and transfer fees and will waive the \$30,000 paid on the church's behalf for demolition of the gas station. If title is taken by the DDA the area will be seeded with grass. Mr. Skalski **seconded the motion**. **The motion was approved unanimously.**

### Cross-Access Agreement During Construction

Ms. Johnston reached out to the Church to request the use of their property for a staging area during construction through a temporary cross-access agreement for this purpose. It was requested she send along a draft document for their review.

A cross-access agreement was created and reviewed by both the Township Attorney and OCBA. A draft was then sent to Mr. Selkirk. The church has indicated they are willing to sign the temporary cross-access agreement.

### OCBA Redesign Contract

The group agreed to place the OCBA Redesign Contract on hold until after negotiations with the church are concluded.

### New Project Development

#### **a. Realtor Outreach on Property Procurement**

Ms. Johnston said she reached out to a local realtor to approach property owners to assess their interest in selling properties the DDA is interested in purchasing. He is moving slowly to explore who might be interested in selling. More information will be provided as it develops.

There was discussion about whether this is the time to do a property survey to determine any restrictions or utility access.

It was pointed out a survey will be needed at some point no matter what. Ms. Heiny-Cogswell will check to see if one was done when Millard's Way was constructed. Ms. Johnston will bring the group up to date at the September meeting. It can be decided at that point whether to move ahead with Prein and Newhof to have one done.

## **b. Electric Car Charging Stations Within the DDA Area**

Ms. Johnston said Chairperson Taylor would like the group to consider placing an electric car charging station in the DDA area.

Ms. Heiny-Cogswell indicated the Township Board is interested and have considered a station at Flesher Field or the Harding's Store parking lot. There is currently a Consumers Energy grant program for installation in an amount of up to \$5000. She asked if the DDA would be interested/willing to partner with the Township.

Mr. MacDonald noted installing the system would be the responsibility of the owner; usage would be a cost to the user. He wondered if there would be a different cost for installation depending upon location.

Ms. Heiny-Cogswell indicated the Public Works Department could assist in determining specifics.

Mr. MacDonald said the group was interested in pursuing a charging station, with Harding's parking lot as the preferred location.

## **Budget Discussion**

Ms. Johnston walked the group through the budget. She indicated revenue was increased but given new construction felt it was probably a low estimate. She reported Mr. Taylor expects interest earned will be about \$15,000.

The group discussed several items related to the sidewalk project, corner property and possible property acquisition and whether to include estimates as place holders or to do amendments later if necessary. They settled on leaving the budget as presented but with the removal of \$235,000 for car wash property improvements from the carryover and capital outlay and \$7500 for concept plan cost.

Mr. Skalski **moved** to approve the budget as presented with the removal of \$235,000 for car wash property improvements and \$7500 for concept plan costs. Mr. Betzler **seconded the motion.** The motion was **approved unanimously.**

## **Village Theme Development Plan Discussion**

Ms. Johnston reported Chairperson Grant would like a discussion and motion to ask the Planning Commission to take up this item again to move the project forward.

Acting Chair MacDonald summarized the history for the group, saying the DDA questioned whether certain elements of the Form Based Code are still valid and if they should be revisited. They were moving toward a recommendation to loosen some of the requirements in the Village Core portion of the overall plan.

At a joint board meeting with the Township Board and Planning Commission on this subject, some Township Board members expressed concerns. Additional Planning Commission discussion was desired, but competing priorities caused this issue to be lost in the process.

He said the challenge is that what the DDA wants today regarding the corridor is different than zoning requirements. Desired is a slow pedestrian environment. What we have is quickly moving traffic. What needs to be decided is which it is to be and who should control the roads to accomplish the goal. The DDA wants to be sure this issue does not fall by the wayside with the Township.

Ms. Johnston explained the Planning Commission has discussed the issue but with no time frame. It is uncertain how much the DDA can accomplish with the time they have left within this current Development Plan. An influx of new cash is needed. The question is what the vision is for the DDA area and can the DDA see it through. What we have with the road as it is today is very different from the vision. To move forward with public input received, a formal motion requesting the Planning Commission take this up again would be in order.

Acting Chair MacDonald said re-engaging with the Planning Commission and Township Board would address unresolved recommendations.

Ms. Heiny-Cogswell felt it would be appropriate to approve a motion to send a recommendation to the Planning Commission to take this issue up again and let them decide whether to send a recommendation on to the Township Board. She noted when it was considered previously there were mixed opinions on its priority at the Board level.

Ms. Johnston said when the recommendation was made the plan was 90% done, but a final review was needed by the Planning Commission before it went to the Township Board. There were clear concerns from some Board members who weren't ready to change the vision. She agreed the process would be to send a recommendation to the Planning Commission which could then be moved by the Commission to the Township Board. If the Board does not ultimately approve the recommendation at least we would have an answer.

Mr. Skalski **made a motion** requesting the Planning Commission to review the consultant's report and recommendations regarding the Village Theme Development Plan generated by the DDA and Planning Commission subcommittee and to indicate

the DDA's willingness to re-engage with the PC if they wish to discuss the issue further. Mr. Betzler **seconded the motion.** The **motion was approved unanimously.**

### **Announcements and Adjournment**

Acting Chair MacDonald noted Ms. Johnston would be resigning from her position as Planning Director to accept a planning consultant position with a local firm. He and other Board members wished her well and thanked her for her DDA service and leadership.

There being no further business, Acting Chairperson MacDonald adjourned the meeting at 1:12 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: July 20, 2019  
Minutes Approved: September 19, 2019