

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

MINUTES OF REGULAR MEETING HELD SEPTEMBER 15, 2016

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting on Thursday, September 15, 2016. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members present: Grant Taylor, Chair, Shelly Corakis, Libby Heiny-Cogswell, Rich MacDonald, Terry Schley, Glenn Steeg, Jack Siegel, and Dick Skalski.

Members absent: Bruce Betzler, Jay Brown, Maria Dacoba, Chip Everett, Mike Lutke

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

Approve of Agenda

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

Approval of Minutes

Chairperson Taylor asked if there were any additions or corrections to the Minutes for the meeting of July 21, 2016.

Hearing no additions or corrections, the Chair asked for a motion to approve the minutes.

Mr. Schley moved to approve the Minutes of the Regular Meeting of July 21, 2016 as presented. Mr. Skalski supported the motion. The motion carried unanimously.

Treasurer's Report for July - August, 2016 (unaudited)

Ms. Johnston presented the Treasurer's Report for July - August, 2016, noting the largest payments were to Balkema Excavating for the Commercial Rear Access Drive. A total of \$70,000, the complete budget amount allocated by the DDA, was paid. This project was officially added to the 2016 budget at the March meeting. In previous

reports, the \$70,000 was shown as an expenditure to the overall fund balance. As payments have been made, it was incorporated into the overall budget for the September report. The \$70,000 was added to "revenues" in the carry-over section.

Payments were also made to S & T Lawn Service for maintenance of the Community Center and to the auditors for management of the DDA accounts.

She noted that as of August 31, 2016, the fund balance was \$605,600.

Ms. Johnston also apologized for having paid a bill to Hite House for work that was not complete and said she wasn't sure whether she should pay bills at the end of a whole project or for work done to date reflected on individual invoices.

Following was discussion of the pros and cons regarding when invoices should be paid, with the outcome that in the future, invoice payment as a part or as a whole would be determined at the discretion of the grant committee at the time of the application, based on the type of project. It was agreed the grant committee should look at the language related to the application process, including making clear that family and friends may not work on the project.

Chairperson Taylor asked for a motion to approve the Treasurer's Report.

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

Streetscape Update

a. Car Wash Property

Ms. Johnston reported a response was received from Mr. Selkirk of Oshtemo Methodist Church the previous Monday indicating the Board reviewed the proposition from the DDA for a loan. Mr. Selkirk stated there is some interest in considering a loan and wish to meet with DDA representatives to explore loan terms and parking lot insurance and maintenance, including snowplowing as negotiations for a lease move forward. They want to be sure the property is available for a building addition at some point in the future and want to meet to firm up terms. The DDA offered a 2% loan. Staff is working with the Township Attorney to draft a proposal and wished to know that this is still the direction the DDA wants to go.

It was proposed the DDA attorney draft an agreement with input that would include business terms of the loan, to be reviewed by the Streetscape Sub-committee.

Mr. Steeg was concerned about potential future liability for the DDA, especially regarding plowing of the parking lot.

Ms. Johnston said included as part of a grant to the church would need to be a right of first refusal, 2% interest on the loan, and a requirement to clear the site to allow

the DDA to build a parking lot, as part of the whole corner improvement. Cross-access also would need to be established.

After discussion it was agreed that to avoid liability issues DDA would only be willing to plow the lot before DDA events. Guidance from legal counsel regarding general liability will be sought when the loan agreement is drafted. The repayment schedule also needs to be set.

Mr. MacDonald suggested the possibility of a non-binding letter of intent until both parties are ready to move forward with business terms.

The sub-committee, comprised of Ms. Heiny-Cogswell, Ms. Dacoba, Mr. Taylor and Mr. Skalski will meet with Ms. Johnston when the Letter of Intent is written.

Mr. Taylor said he would like to get this matter settled before the end of the year.

b. 9th Street Safe Routes to School Proposal

Ms. Johnston said a proposal in the amount of \$8,000 was received from Prein and Newhof for the 9th Street Safe Routes to School project to help the DDA submit the grant, but that it included a large amount of staff time for tasks for which they do not have the resources to provide. She asked for a revised proposal that would include less staff time, but has not yet received the revision.

She noted the Stadium project is slated for 2020, so they want to get to work on the safe routes soon. She hopes to have something to report in November. The goal is to receive the grant over the winter and begin building in 2017.

Village Theme Development Plan

a. WadeTrim Proposal

Ms. Johnston said it had been agreed that Form Based Code changes shouldn't be made without looking at the larger public process established as part of the Village Theme Development Plan. In discussion it was thought important to review the Plan and determine community consensus on the direction of the Plan. She said it works well as part of the larger process of updating the Master Plan. She asked WadeTrim to provide a proposal and work with the Planning Commission. She noted the fee for the proposed work is \$27,750 and that there is a little over \$28,000 available in the 2016 Consultant Budget.

Chairperson Grant said this was exactly what was asked for and wondered what the timeline would be.

Ms. Johnston said it would likely take six-nine months to complete such a project but she will ask WadeTrim for a timeline.

Mr. Schley agreed the proposal was exactly what was asked for, but noted he prefers to spend funds to tangible physical outcomes rather than fund studies.

Ms. Heiny-Cogswell said she would like to see a stronger transportation component, including suggestions for the area. She also said she felt funny about contracting with the DDA for Planning Commission work.

Mr. MacDonald felt the schedule proposed should include opportunities for the steering committee and the public to meet with WadeTrim.

Ms. Johnston said she thinks it will be a joint program and did not see a conflict of interest. She noted the TIF plan includes items the DDA would like to accomplish and suggested establishing a Steering Committee with members from each group. She explained she had spoken to the Planning Commission because they had wanted the DDA to weigh in on changes to the Form Based Code. They are informed and have no objections. The Township Board would ultimately have approval.

Mr. Schley felt it would be reasonable to split the cost between the Township and the DDA. The funding stream from the DDA underwrote codification of the Form Based Code. As it is being modified, any changes in codification should be by the Township. The DDA originally paid for codification, consultant support and advertising.

The outcomes of the discussion were:

- Agreement that moving forward with this project benefits both the Township and the DDA and that they would like to see the costs split 50-50. Ms. Heiny-Cogswell said that would require a fall budget amendment and that Ms. Johnston can present that proposal to the Township Board.
- Ms. Johnston will also propose alterations to the schedule with WadeTrim to include presentations and discussion with the Steering Committee and at public meetings.
- WadeTrim will also be asked to include a stronger transportation component.

Any Other Business

Ms. Corakis wondered about establishing a communication link to keep members apprised of developments since meetings are only held six times a year. Ms. Johnston indicated she could send e-mail updates if new information related to the DDA becomes available.

Ms. Johnston told members \$1,000 rent has been collected on the DDA's property from the lease agreement with the road reconstruction contractor. In addition, the contractor will repair the sink hole found on the site.

Mr. Schley noted it is the annual responsibility of the DDA to complete a survey of the gas station property to document the condition of the cap, including photos, as part of its state environmental compliance obligation.

Announcements and Adjournment

Ms. Johnston informed the group that Dr. Dallas had resigned from the DDA Board, due to a lack of availability to fulfill his commitment.

Ms. Heiny-Cogswell asked that Board members let her know of any potential replacement members with the departure of Dr. Dallas.

Mr. Siegal indicated the new commercial access road is working well, truck drivers like it and trucks are not blocking Stadium Drive; however semis cannot make the center island turn.

Mr. Schley said the DDA had questioned the viability of that round about numerous times and was told semis could make the turn. He continued, stating signage at Atlantic access for the property fronting 9th Street needs to be instigated.

There being no further business, the Chairperson Taylor adjourned the meeting at 1:15 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: September 19, 2016
Minutes Approved: January 19, 2017

