

OSHTEMO CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS

MINUTES OF MEETING HELD NOVEMBER 18, 2010

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a special meeting on Thursday, November 18, 2010, commencing at approximately 12:00 p.m. at the Oshtemo Community Center at 6407 Parkview Avenue.

Members of the Board of Directors present: Bruce Betzler, Jay Brown, Glenn Steeg, Terry Schley, Libby Heiny-Cogswell, Kathleen Garland-Rike and Ron Zuiderveen.

Members of the Board of Directors absent: Stephen Dallas, Mike Lutke, Chip Everett, Tom Brodasky, Jack Siegel and Dana Slocum

Also present was Jodi Stefforia, Township Planning Director.

The meeting was called to order at approximately 12:00 p.m. by Chairperson Terry Schley. Motion by Glenn Steeg seconded by Kathleen Garland-Rike to adopt the Agenda as submitted, the motion carried.

The Chairperson called for consideration of the minutes of September 16, 2010. The Chairperson noted that while he did not feel a revision was necessary, he would like to qualify his comments captured in the minutes that indicated he had meet with commercial lenders. He noted that while he had met with commercial lenders, it was about a different public project, not DDA business. Motion by Bruce Betzler seconded by Glenn Steeg to approve the Minutes as presented, the motion carried.

Next, Jay Brown reviewed the Treasurer's report through September 30, 2010 - unaudited. He stated it included expenditures for consultant services for the streetscape master plan. Motion by Bruce Betzler seconded by Glenn Steeg to accept the Treasurer's Report as presented, the motion carried.

Next, the DDA reviewed the revised draft Professional Services Agreement crafted to address some of the cost of having township planning department as staff support to the DDA as well as legal support via the Township Attorney and administrative staff from township personnel. After a brief discussion as to how the Township Attorney would be authorized to work on behalf of the DDA, Section Two Subsection C was amended to indicate the Township Attorney would receive prior authorization of the DDA Chair before undertaking work on behalf of and billable to the DDA. Similarly, Section Three Subsection D should be qualified to say that expenses incurred for clerical, copy and related activities must be DDA-business. Motion by Bruce Betzler seconded by Kathleen Garland-Rike to approve the Professional Services Agreement per the revisions made during the discussion, the motion carried.

The Streetscape Master Plan was discussed next. The Chairperson noted that there was no update yet from the State as to the acquisition grant sought for the Citgo property so there is still a big unknown about expenses in 2011. He noted that while the consultant is anxious to move forward with the next step in the streetscape design, being survey work, he has held them off as the DDA is not ready with respect to funding decisions, planning, etc. He noted that the DDA has indicated an interest in waiting on moving forward while the status of the Citgo property is unknown. Glenn Steeg suggested that the DDA secure a Right of First Refusal on the Citgo property as the grant paperwork and related items may take up to 18 months to finalize. He suggested that the document not be very specific other than giving the DDA the first right to the property in the event that the owner seeks to sell it before the grant is available. The Chairman expressed concern about the Right of First Refusal being received poorly by the owner negatively impacting the positive rapport that has been built. The Chair also noted that the land, via the grant, would be secured by the Township not the DDA. Libby Heiny-Cogswell suggested that the DDA

might want to purchase the property if the Township is not awarded the grant. The Chairman offered that the DDA will have to reprioritize its efforts and focus if the grant is not awarded. Consensus was to wait for now and seek a Right of First Refusal if the grant is awarded as we expect to know in December.

Returning to the streetscape discussion, the Chairperson suggested that if the DDA was going to move forward on the streetscape project then a working committee structure is necessary as it will be a lot of work involving all the DDA members. He then handed out an organizational structure for the project to define what the committees would do. He suggested a three committee structure to undertake the due diligence work in determining how to move the streetscape project forward. Given the absence of several members, it was suggested that while the Chair should make contact with those members absent today, the committee assignments should occur at the next meeting where there will be better attendance. The Chair asked that the organizational chart be included as part of the meeting minutes.

Next, the 2011 meeting dates were considered. Motion by Glenn Steeg seconded by Bruce Betzler to accept the meeting dates as proposed, motion carried.

Under Other Business, Kathleen Garland-Rike reported on her efforts in looking for grants. She reported on federal, state and DDA-specific potential opportunities that she had begun investigating. It was noted that it is quite possible that the final project will be achieved by utilizing several funding and grant sources. Bruce Betzler reported that he had met with a large developer that owns several properties in the DDA area and it appears that they are interested in the streetscape project and interested in developing land in the core area.

There being no further business, the meeting adjourned at approximately 1:15 pm.

Oshtemo Charter Township
Downtown Development Authority

Secretary

Date

Minutes Prepared: November 22, 2010