

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

MINUTES OF THE MEETING HELD JANUARY 16, 2020

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, January 16, 2020. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview.

Members present: Grant Taylor, Bill Cekola, Themis Corakis, Rich MacDonald, Jack Siegel, Dick Skalski and Ryan Wieber.

Members absent: Bruce Betzler, Libby Heiny-Cogswell, Julie Hite, and Mike Lutke.

Also present: Iris Lubbert, Planning Director, Josh Owens, Assistant Supervisor, and Martha Coash, Meeting Transcriptionist

Approval of Agenda

Chairperson Taylor called the meeting to order and asked for a motion to approve the agenda.

Mr. MacDonald moved to approve the agenda as presented. Mr. Skalski seconded the motion. The motion passed unanimously.

Election of Officers: Chair, Vice Chair, Secretary and Treasurer

Chairperson Taylor indicated he and the other current officers were willing to continue in their same capacities for 2020.

Hearing no other nominations, the Chair asked for a motion.

Mr. Skalski moved to approve the following slate of officers for 2020:

Mr. Taylor, Chair
Mr. MacDonald, Vice Chair
Mr. Corakis, Treasurer
Mr. Betzler, Secretary

Mr. MacDonald supported the motion. The motion was approved unanimously.

Approval of Minutes

Chairperson Taylor asked if there were additions or corrections to the minutes of the Regular Meeting of November 21, 2019. Hearing none, he asked for a motion.

Mr. Cekola moved to approve the Minutes of the Regular Meeting of November 21, 2019 as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

a. **Treasurer's Report for November - December, 2019 (unaudited)**

Ms. Lubbert reported the main expenditures for this two-month period were related to the corner property improvements (\$2,376.95) and the Stadium Drive sidewalk (\$7,122.71). Expenditures this period also included the second invoice request from Wade Trim for the DDA Village Theme Plan Review, invoices for staff and accounting services, and the monthly lawn service invoices from S & T Lawn Service, Inc.

The DDA received additional revenue from interest earned in the amount of \$976.09.

She indicated a budget amendment would be needed to provide funds for 2020 invoices for corner property expenses.

Mr. Skalski moved to approve the Treasurer's Reports for November - December, 2019 as presented. Mr. Siegel seconded the motion. The motion carried unanimously.

b. **2020 Budget and Proposed Amendment**

Ms. Lubbert noted the 2020 DDA budget did not include funds for the "corner site improvement construction" project which was part of the 2019 budget. There are several invoices anticipated before the closeout of the project.

In addition, the owner of the remainder of the site has indicated the church is still interested in development and further exploring a partnership with the DDA is highly likely in the near future. They plan to send a "letter of intent." She recommended utilizing the available balance from 2019, \$381,706.18 from the fund equity, for 2020 to cover any remaining expenses for the ongoing corner site project as well as for any future development at this overall location. If approved the budget amendment would go to the Township Board for approval.

In response to a question from Mr. Skalski, Chairperson Taylor indicated street lighting is not currently included in the 2020 budget and will require a budget amendment at a later date to pay the Township back for expenses if needed.

Mr. Corakis confirmed additional work at the corner lot will be postponed until there is a thaw. He also mentioned issues with glare from the lights at the corner that have been brought to the attention of the Ordinance Enforcement Officer. Visors are being considered to alleviate that problem.

Chairperson Grant said OCBA will facilitate what is needed for the Road Commission regarding right-of-way at the corner property.

The group discussed several criticisms received from the public regarding the new permanent Oshtemo Village sign. It was agreed that the sign will be considered for changes next summer after the project, including plantings, is completed.

Mr. Skalski moved to approve a budget amendment to move \$380,000 from the carryover balance to the appropriate line items in the 2020 budget for expenses related to corner property development and possible further development opportunities with the church. Mr. Corakis seconded the motion. The motion carried unanimously.

Streetscape Update

a. Corner Property Development

Ms. Lubbert reported that although the property line re-description was finalized for reimbursement for the car wash demolition by the church, it was discovered that the legal description was incorrect and has to be redone.

She said she had a congenial conversation with the church's representative, Mr. Selkirk, who indicated he will be talking with the church about moving forward with the original plan.

Chairperson Taylor said when the plan was discussed previously; responsibility for the storm drain was a problem for the church we will see if they decide to move forward.

b. Seasonal Banners Contract with SignArt, Inc.

Ms. Lubbert indicated in the past the DDA has had a gentleman's agreement with SignArt, Inc. to install, rotate, and store the DDA's four seasonal banners. In the last year the banners were not rotated in a timely manner. It was agreed with SignArt that entering into a contract would be the best approach to avoid this issue in the future. SignArt provided a sample contract for Board consideration. She recommended rotation dates be included in a one year contract to be signed by the Chair. SignArt reported the current banners are in very good condition and will not need replacement any time soon.

After discussion it was agreed the banners should be changed each year in January, April, June, and November.

Mr. MacDonald moved to authorize Chairperson Taylor to sign the one year contract with SignArt, Inc. as proposed, not to exceed \$2,000.00, and specifying timely

rotation of seasonal signs in January, April, June and November. Mr. Skalski seconded the motion. The motion carried unanimously.

Village Theme Development Plan Update

Ms. Lubbert said the Village Theme Development Plan Update will be taken to the Township Board for a public hearing at their first meeting in February and that Ms. Julie Johnston will be present to answer any questions. She indicated it would be beneficial for DDA members to be present at the hearing. She will send a reminder of the date.

Mr. MacDonald said he attended several previous meetings when the Plan was discussed and plans to attend the hearing in the role of DDA member, business owner, and property owner.

Setting Dates and Times for the 2020 Open Houses

Chairperson Taylor reported new requirements mandate the DDA to hold open houses twice a year for which dates needed to be established.

Ms. Lubbert explained state law requires transparency regarding what the DDA is doing with their funds. Two Open House formatted events of two hours minimum length are needed. This will be a good avenue for disseminating information. They would likely need just Mr. Taylor and Ms. Lubbert to be present.

The Chair suggested the open houses be held in May with focus on the corner site plan, and in September regarding the sidewalk project.

Ms. Lubbert said she would bring a plan for consideration to the March DDA meeting regarding how to communicate the open house as well as general information to the public, targeting the DDA district.

Announcements and Adjournment

Mr. Skalski reported on a meeting with Consumers Energy regarding conversion of street lights within the DDA area.

Conversion has already been done on Stadium Drive from the east boundary west of U.S. 131 to at least 4th Street. He has requested a breakdown of cost for just Stadium Drive. 9th Street to Atlantic Ave. is included, but should be completed to I-94. He is asking for a cost for conversion as far as N Ave.

Chairperson Taylor noted 6-7 posts are already in place on 9th Street to N Ave., and at a ballpark cost of \$100 each for lights, the total cost should be about \$600-700.

Mr. Corakis added the new LED lights are rated to last 5 times longer and use 1/3 the amount of electricity as those being replaced.

The Chair said the Township Board is asking whether the DDA might be interested in funding a bus stop structure in front of Hite House. There was support for an initial investigation of feasibility.

In addition, a possible structure at Wally's, and whether the addition of bus structures could be tied into the sidewalk construction project were mentioned.

Ms. Lubbert suggested the open houses would be excellent venues to collect public input/feedback via survey and comment on various topics, including the addition of bus stops.

Mr. Corakis noted a survey should include a question determining if the responder is a property owner, tenant or business owner to better assess their points of view.

There being no further business, Chairperson Taylor adjourned the meeting at 12:51p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: January 18, 2020

Minutes Approved: March 19, 2020