

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

**MINUTES OF A SPECIAL VIRTUAL MEETING HELD JULY 7, 2021**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors met virtually through Zoom on Wednesday, July 7, 2021. The meeting was called to order at approximately 4:02 p.m.

**Roll Call Vote:**

<u>Members present:</u>	<u>Location of Members during Meeting</u>
Grant Taylor	Oshtemo
Bruce Betzler	Oshtemo
Themis Corakis	Oshtemo
Libby Heiny-Cogswell	Oshtemo
Ryan Wieber	Kalamazoo
Ryan Winfield	Oshtemo

Members absent: Mike Lutke, Jack Siegel, Dick Skalski, Rich MacDonald, and Bill Cekola

Also present: Iris Lubbert, Planning Director, Marc Elliot, Public Works Director, and Ryan Russell, Prein & Newhof

**Agenda**

Chairperson Taylor confirmed with Ms. Lubbert there were no additions or corrections to the agenda.

Mr. Weiber made a motion to approve the agenda as presented. Mr. Cekola seconded the motion. The motion passed 5 – 1 by roll call vote, with Mr. Corakis not able to verbally vote due to computer issues.

**Minutes**

The Chair determined no one had additions or corrections to the Minutes of the Virtual Meeting of May 20, 2021.

Mr. Winfield made a motion to approve the Minutes of the Meeting of May 20, 2021 as presented. Mr. Cekola seconded the motion. The motion passed 5 – 1 by roll call vote, with Mr. Corakis not able to verbally vote due to computer issues.

## **Budget Amendment - Stadium Drive Sidewalk Project**

Ms. Lubbert noted that sidewalk bids were received, and a bid opening occurred on Wednesday, June 30<sup>th</sup>. She summarized that all bids received came in above budget and a budget amendment is required for the project to proceed. She asked Mr. Russell to share the details of the bid opening with the Board.

Mr. Russell shared that three bids were received. The lowest bid of \$519,870 was submitted by Chrome Excavating. However, he explained that since that time Chrome Excavating had requested two amendments be made to their bid. The first amendment was to move the completion date from October 15<sup>th</sup> to November 15<sup>th</sup>. Mr. Russell noted that he had no concerns with the date change. The second amendment was to correct the cost for the four-inch concrete sidewalk from \$2.70 to \$3.00. In effect, the amendments increased their total proposed construction price to \$526,320. Mr. Russell pointed out that even with the amendments the other two bids were significantly higher: one at \$827,482.50 and the other at \$962,009. He recommended that the Board accept and proceed with the lowest bid from Chrome Excavating.

Ms. Lubbert shared an excel sheet outlining the total project costs if the Board decided to move forward with Chrome Excavating's bid.

Design (N+S and landscaping)	\$	63,800.00
Construction Observation	\$	65,000.00
Construction	\$	526,320.00
Contingency (5% Construction)	\$	26,316.00
Total	\$	681,436.00

Current budget for project	\$	450,000.00
Budget amendment	\$	231,436.00

Ms. Lubbert summarized that the Board currently has \$450,000 allocated to this project in their 2021 budget. An amendment of \$231,436.00 would be needed. She then shared the May-June Treasurer's report noting that the Board does have adequate funding to move forward with the amendment.

Ms. Heiny-Cogswell commented that she was glad that the DDA had decided to just tackle construction of the northern section of the sidewalk this year.

Mr. Taylor agreed, adding that the DDA will most likely need to wait two years to move forward with the construction of the sidewalk on the south side. He noted that

based on his calculations this would mean that the DDA would have little fund equity left and the 2022 budget would most likely be limited to basic operation expenditures. Mr. Taylor noted that he was in favor of moving forward with the budget amendment and project. He asked what other Board members thought.

Mr. Corakis inquired about narrowing the scope of the project.

Mr. Taylor responded that the project would become more expensive overall if it were broken up into smaller phases.

Ms. Heiny-Cogswell questioned the fund equity, noting that the yearend audit showed a balance of 1.4 million. After discussion, it was agreed that staff would coordinate with the auditor to verify the DDA's actual fund equity.

Mr. Corakis inquired about the start date for the project.

Ms. Heiny-Cogswell noted that this project was bid with three other Township projects which were going to the July 13<sup>th</sup> Township Board meeting for review; so contracts could be signed on the 14<sup>th</sup> assuming all move forward.

Mr. Russell added that based on that timeline he expects construction work to start late July.

Mr. Corakis inquired about the Road Commissions timeline for approvals. He added that he was unhappy that the DDA was not invited to the bid opening.

Mr. Russell indicated that the Road Commission are due to provide feedback by Thursday July 8<sup>th</sup>. He added that if the DDA was not invited to the bid opening that was an oversight on his part. He apologized.

Mr. Corakis expressed concerns about the project as it would affect one of his properties. He requested a meeting between Mr. Russell, the Road Commission, and himself.

Mr. Taylor asked for a motion to approve the budget amendment of \$231,436 and a motion to approve the contract with Chrome Excavating for \$526,320.

Mr. Weiber made a motion to approve the budget amendment of \$231,436 and to approve the contract with Chrome Excavating for \$526,320. Mr. Winfield seconded the motion. The motion passed 5 – 1 by roll call vote, with Mr. Corakis voting no.

### **Other Board Items/Updates**

Chairperson Taylor asked if there were any other items to discuss or any Board updates. There were none.

## **Announcements and Adjournment**

Ms. Lubbert noted that the DDA has a regular meeting scheduled for Thursday July 15<sup>th</sup>.

As there were no other announcements, Mr. Taylor adjourned the meeting at approximately 4:42 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: July 9, 2021

Minutes Approved: July 15, 2021