

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

MINUTES OF A MEETING HELD SEPTEMBER 16, 2021

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held their regular meeting at the Oshtemo Community Center, on Thursday, September 16, 2021. The meeting was called to order at approximately 12:01 p.m.

Members Present: Grant Taylor, Bruce Betzler, Bill Cekola, Themis Corakis, Libby Heiny-Cogswell, Rich MacDonald, Dick Skalski and Ryan Winfield

Members absent: Mike Lutke, Jack Siegel, and Ryan Wieber

Also present: Iris Lubbert, Planning Director, Josh Owens, Asst. Supervisor, and Martha Coash, Recording Secretary.

Several Guests were present, including:

Ryan Russell, Prein & Newhof, Kurt DeVries, Hardings, Phyllis Lubbert, resident; Tom Salamun, resident.

Agenda

Chairperson Taylor asked if there were any corrections or additions to the agenda. Hearing none, he asked for a motion.

Ms. Heiny-Cogswell made a motion to approve the agenda as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

Minutes

The Chair determined no one had additions or corrections to the Minutes of the Virtual Meeting of July 15, 2021, and asked for a motion.

Mr. Winfield made a motion to approve the Minutes of the Meeting of July 15, 2021, as presented. Mr. Betzler seconded the motion. The motion carried unanimously.

Treasurer's Report: July - August 2021 (unaudited)

Ms. Lubbert presented the Treasurer's Report for July – August 2021, unaudited, noting no property tax revenue was collected for the cycle. Total expenditures were \$39,867.70. Payments included general operating expenditures, Stadium Drive Shared Use Path work and easement recording fees, banner swap fees, the sunburst removal from the Village monument sign, and landscaping fees.

Mr. MacDonald made a motion to approve the Treasurer's Report of the Meeting of July 15, 2021, as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

Consideration of VC and Village Form Based Code Amendment Proposal

Ms. Lubbert reported that, per the DDA Board's request, Wade Trim submitted a proposal for \$12,500 to prepare amendments to the Oshtemo Township Zoning Ordinance that implement the recommendations outlined in the 2019 Village Theme Development Plan Update. She requested the Board consider the proposal. If approved, a budget amendment was not necessary; the existing DDA's Consultant budget would be utilized.

Mr. Corakis asked if the amendments will contain language to allow drive-thrus and if the Oshtemo Planning Commission is aware of and approves of this effort. Ms. Lubbert said that language will be included and the Planning Commission is in support of the effort.

Chairperson Taylor said this is a significant step forward and asked for a motion.

Mr. MacDonald made a motion to approve the proposal from Wade Trim in the amount of \$12,500 to prepare amendments to the Ordinance that implement the recommendations in the 2019 Village Theme Development Plan Update. Mr. Skalski seconded the motion. The motion carried unanimously.

Mr. MacDonald, Mr. Cekola, and Mr. Winfield volunteered to be on a subcommittee to provide guidance throughout this effort.

Mr. DeVries requested to be included when the subcommittee met. Chairperson Taylor said that wouldn't be an issue.

Consideration of Holiday Décor Proposal

Ms. Lubbert provided Naylor Landscaping's renewal proposal for decorating the 9th Street and Stadium Drive corner park for review. The proposed work totaled \$4,440.30, which is under the \$5,000.00 budgeted for the project. Decorations will be installed soon after Thanksgiving. Early approval includes a discount reflected in the proposed price.

Mr. Winfield wondered when the décor would be installed. Chairperson Taylor noted there was no specific date in the contract but anticipated the décor would be installed after Thanksgiving.

Ms. Heiny-Cogswell asked for clarification on what décor was being taken out of storage and what was new. Chairperson Taylor said they will request those specific details from Naylor Landscaping in next year's contract.

Mr. Winfield made a motion to approve the proposal from Naylor's for 2021 holiday decorations at the corner of 9th Street and Stadium Drive in the amount of \$4,440.30, as submitted. Mr. Skalski seconded the motion. The motion carried unanimously.

Mr. MacDonald noted that he would prefer to see the décor installed before Thanksgiving. The DDA board unanimously agreed to request an early install date.

Capital Improvement Plan (CIP) Discussion

Ms. Lubbert indicated every year the Township is required to prepare a Capital Improvement Plan (CIP) outlining the public structures and improvements planned to be completed in the following six-year period. This document is intended to help municipalities develop intermediate action steps to achieve key objectives in the community and is an ongoing planning instrument that influences Township decisions. Part of the Township's CIP includes a section for the DDA.

At the last DDA meeting, the 2022 budget was discussed and submitted to the Township Board for consideration. The next step is taking the proposed 2022 budget and projecting project decisions forward. She provided a CIP draft for Board consideration.

The DDA Board discussed whether to split the work to complete the southern portion of the Stadium Drive sidewalks at the estimated cost of \$600,000 over two to three years or to approach the Township to borrow funds to be able to complete the project in one year. The group agreed to ask the Township to loan the DDA \$600,000 in order to begin the project in early 2022 and complete it in one year.

Chairperson Taylor made a motion to amend the budget for 2022 to provide a total of \$600,000 to complete the sidewalk project in one year and to ask the Township for a loan in the same amount to be repaid within three years in a minimum of three payments of \$200,000. Mr. Skalski seconded the motion. The motion carried unanimously.

Chairperson Taylor and Ms. Lubbert will request Attorney Porter to draft language for a loan proposal to the Township Board.

Project Updates

a. Stadium Drive Sidewalks

Ms. Lubbert introduced Ryan Russell with Prein & Newhof who presented an update on this project.

He reported tree work and grading are completed and it is expected paving will be completed before winter. Pros and cons of specific materials to be used was discussed. He met with the fire chief and building department regarding the proposed ramp for the front of the church and found the Road Commission denied the planned ramp as the space available is two inches short of ADA requirements. Instead they will build a simple set of steps which the church actually preferred – more historically accurate. As this project will remove the only ADA compliant entrance into the church, dollars saved as a result will be used to install a ADA compliant access ramp at the church’s fire exit on the back of the building.

b. Car Charging Stations

Josh Owens, Assistant Supervisor, provided a detailed update for the Board on his research regarding the Car Charging Station project, including a listing of available vendor options and ballpark costs, the possibility of a grant, station ownership options, data analytics including likely public usage, two location possibilities, and his recommendation of vendors to whom a request for quote might be solicited. A copy of Mr. Owens presentation is attached to these Minutes. After discussion, it was agreed to move forward and get quotes for the installation of charging stations at both proposed locations.

Chairperson Taylor made a motion to authorize Mr. Owens to request detailed quotes from vendors for car charging stations. Mr. MacDonald seconded the motion. The motion carried unanimously.

Mr. Owens indicated the goal would be to complete installation before winter.

The group expressed its thanks to Mr. Owens for all his work on this project.

Virtual vs. In-person Meetings

Ms. Lubbert indicated the group decided to return to in-person meetings at the July meeting. Given the current covid-19 uptick due to the Delta variant, the Board discussed whether they wished to continue in-person meetings or return to virtual meetings.

The group consensus was it was preferable to maintain in-person meetings and to look into the possibility of a hybrid option.

Open House Coordination – December 1st

Ms. Lubbert noted the DDA must hold two open houses for the public each year. They have provided one this year so far; she proposed, and the group agreed upon a second meeting for December 1st from 3-5 p.m. jointly with SODA. Likely items to highlight at the meeting are the sidewalk and corner projects and charging stations if there is something by then to report.

Other Board Items/Updates

Ms. Lubbert reported this was Mr. Betzler's last DDA meeting. He joined the Board when it was founded in 2004. A certificate of appreciation for his service was presented and the group acknowledged he and his contributions would be missed.

Mr. Betzler said he would soon be moving to northern Michigan.

Public Comment

Tom Salamun, an 11th Street resident, asked general questions about the DDA. Ms. Lubbert clarified the purpose and boundaries of the DDA.

Announcements and Adjournment

As there were no announcements, Chairperson Taylor adjourned the meeting at approximately 1:29 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: September 17, 2021

Minutes Approved: November 18, 2021



DDA EV Charging Station

Josh Owens
Oshtemo Assistant Supervisor

Electric Vehicle Market

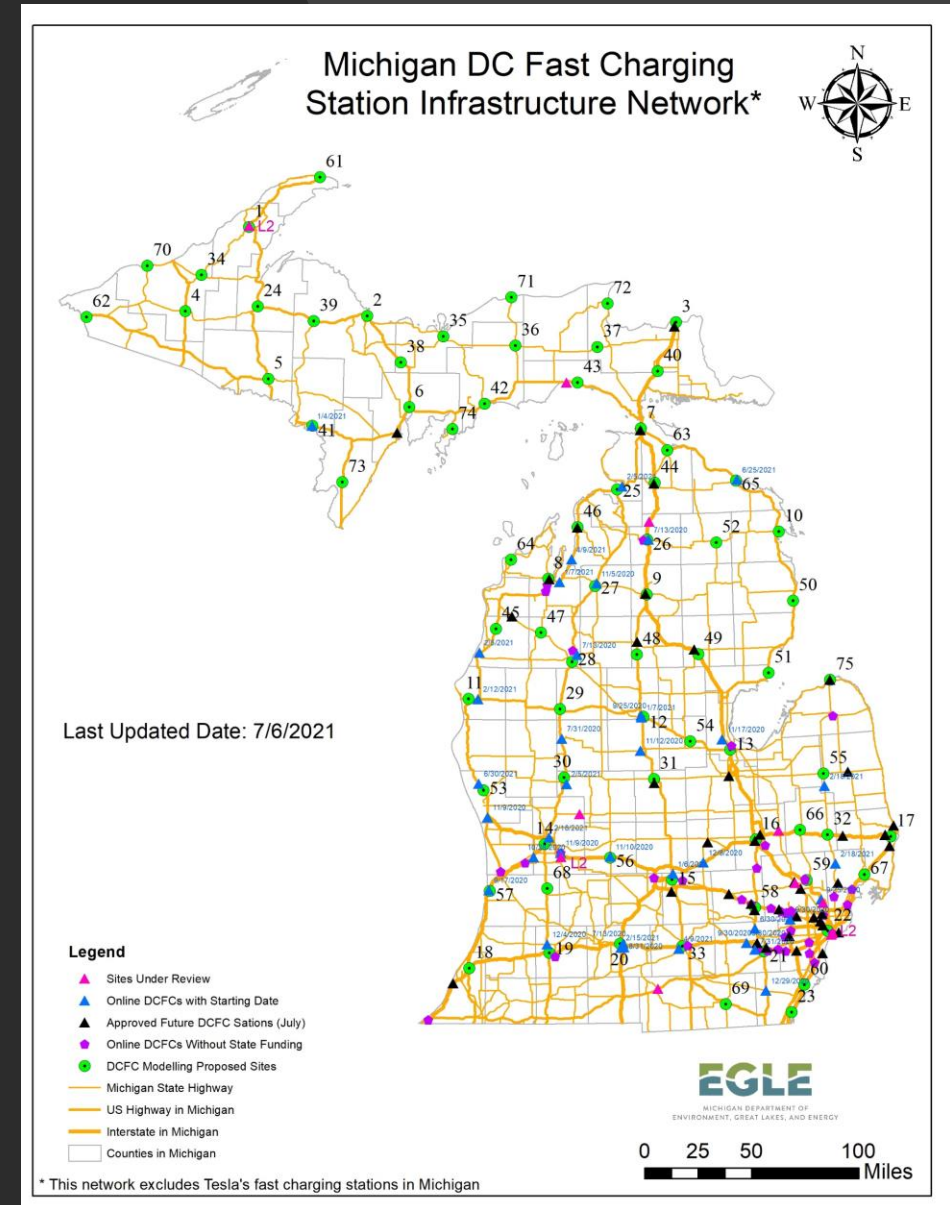
Current State

- About 24,000 electric vehicles were registered in Michigan (2021)
 - 2.8 million vehicles total (<1%)
 - Largest market share is California at 8% (2019)
- Nearly 1,400 public charging ports statewide
 - Nearly 216,000 charging ports nationwide
 - Oshtemo has 4 public charging ports

Electric Vehicle Market

EV Forecast (continued)

- Current \$1 trillion infrastructure bill would commit \$7.5 billion to EV infrastructure nationwide
- 2.4 million EV chargers will be needed by 2030
 - Workplace chargers = 1.3 million
 - Public level 2 chargers = 900,000
 - DC fast chargers = 200,000
- Michigan looking to add 300 DC fast chargers by 2030



Types of Charging Stations



Station Options



Charging Station Options

Vendor Name	Type of Station	Station Name	Specs	Cost
ChargePoint	Level 2	CT4000	240v 40 amp 7.2 kW	\$10k—\$14k
ChargePoint—CaaS	Level 2	CT4000	240v 40 amp 7.2 kW	\$2040 per year 5-year agreement
Powerlink	Level 2	CT4000	240v 40 amp 7.2 kW	\$9,737
Blink	Level 2	IQ200	240v 100 amp 19.2 kW	\$10,906
Blink—BaaS	Level 2	IQ200	240v 100 amp 19.2 kW	\$2,868 a year 5-year agreement
Blink—Hybrid	Level 2	IQ200	240v 100 amp 19.2 kW	No cost for equipment
Volta	Level 2	L2	240v 40 amp 7.2 kW	No cost for equipment
Enel	Level 2	JuiceBox 48	240v 48 amp 10kW	?

Installation

- Connecting a charging station to a power source is often an additional cost.
 - Certain requirements need to be met before connecting a station to a power source
 - Must be a 240v power source
 - Must have a concrete pad if installing a pedestal
 - Must have control panel amps up 50 amps
 - Other recommendations must also be considered
 - Control panel amps up to 100 amps to help future proof the location
 - Conduit placed underground from power source to the station

Site Selection

- When selecting a site, several elements should be considered
 - Dwell time
 - Distance from activities
 - Visibility
 - Distance from power
 - Property ownership
 - Premium parking location

Harding's Market



Pros:

- High Visibility
- Distance from activities
- Owner approves of the project
- May be very close to power

Cons:

- May not be close to power
- Short dwell time
- Long distance to market entrance



Flesher Field



Pros:

- Close to power
- Longer dwell time
- Some visibility
- Distance from activities
- Cheapest installation option

Cons:

- Outer part of the district
- Would need Parks Committee approval

