

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

MINUTES OF REGULAR MEETING HELD JANUARY 21, 2016

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting on Thursday, January 21, 2016. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members present: Terry Schley, Maria Dacoba, Rich MacDonald, Jay Brown, Grant Taylor, Stephen Dallas and Jack Siegel.

Members absent: Bruce Betzler, Libby Heiny-Cogswell, Mike Lutke, and Glenn Steeg.

Also present: Dick Skalski, Julie Johnston, Oshtemo Township Planning Director, Karen High, Parks Director, Ken Paragon, OCBA, and Martha Coash, Meeting Transcriptionist,

Election of Officers

Terry Schley proposed the following slate of officers for 2016 and indicated the nominees were willing to serve.

Proposed slate:	Grant Taylor, Chair
	Maria Dacoba, Vice-Chair
	Open - Treasurer
	Stephen Dallas, Secretary

In response to a question from Mr. Brown, Mr. Schley said he had talked with the both the Township's Attorney and Supervisor; neither had any conflict of interest concerns regarding Mr. Taylor serving on both the Township Board and the DDA.

Mr. Taylor felt having someone on the DDA who is current on Township issues will be beneficial.

Mr. Schley noted the open Treasurer position can be filled later and recommended action be taken to approve the slate as presented.

Mr. MacDonald moved to approve the proposed slate of officers for 2016 as proposed. Mr. Siegel supported the motion. The motion passed unanimously.

Mr. Taylor assumed the position of Chair and asked for a motion to approve the agenda.

Mr. Taylor expressed his appreciation to Mr. Schley for his service as DDA Chair.

Approve Agenda

Mr. Schley moved to approve the agenda as presented. Mr. MacDonald supported the motion. The motion passed unanimously.

Minutes

Ms. Johnston apologized the minutes from the November meeting have not yet been prepared and introduced Martha Coash, who will be taking and producing minutes beginning with this meeting. She noted Ms. Coash produces minutes for the Township Planning Commission and Zoning Board Authority and indicated both November and January minutes would be available for approval at the March meeting.

Treasurer's Report

Ms. Johnston presented the Treasurer's Report for November and December to the Board. She noted revenues increased slightly from interest earned. On the expense side, one invoice was paid to OCBA for Streetscape Design and Contract Documents in the amount of \$1,598.96 for a total of \$31,392.50. In addition, two invoices were paid to Siegfried Crandall for accounting services totaling \$150.00 and one invoice was paid to S & T Landscape for maintenance in November totaling \$248.00. Quarterly billing from the Township for staff time and attorney fees was also applied to the budget for the report.

She indicated work is in progress to close out December, 2015 in order to complete the year-end report. Interest earned will increase the balance a bit when December is closed. In answer to her question, Mr. Schley confirmed that \$70,000 listed for the commercial rear access drive under obligated funds is an actual set aside approved by the DDA in September of 2014. This figure will appear under obligated projects in future reports.

Mr. Taylor noted other obligated projects are the Grant Loan Program (\$10,000) and Citgo site development. (\$10,000) He asked for a motion to approve the Treasurer's Report.

Dr. Dallas moved to approve the Treasurer's Report subject to the amendment to reflect the \$70,000 obligation. Ms. Dacoba supported the motion. The motion passed unanimously.

Invoice Approval

Ms. Johnston asked how Members would like invoice approval handled until there is a Treasurer, hopefully in March.

Mr. Brown noted the bylaws state that all invoices shall be signed by the Treasurer.

Mr. Schley said the Board has the power to delegate the authority to function as de facto Treasurer.

After some discussion it was agreed Ms. Johnston will pay invoices already under contract and include them in the Treasurer's Report. New invoices will be approved by the Board. Chairperson Taylor asked for a motion to authorize Ms. Johnston as de facto Treasurer.

Dr. Dallas moved to delegate the authority to function as de facto Treasurer to Ms. Johnston until a Treasurer is elected. Mr. MacDonald supported the motion. The motion was approved unanimously.

Mr. Schley moved to approve an invoice from SignArt for \$380 for swapping out existing banners. Mr. MacDonald supported the motion. The motion was approved unanimously.

9th Street Rear Access Drive Update

Mr. Ken Paragon, OCBA, reported the construction documents for the rear access drive to connect 9th Street to Atlantic Avenue are ready to put out to bid. He indicated very little had changed since they last saw the documents, but reviewed them for the Board. Mr. Siegel said the document that will allow contractors to work on his property will be completed next week; that will allow the process to go forward.

Mr. Paragon said since they last talked it was determined Atlantic Avenue will need reconstruction which will allow that work to be done by the Road Commission in concert with the rear access drive to achieve economy of scale. New sanitary and water will be installed from 9th Street to Parkview, and Atlantic will be reconstructed to be a little wider. There will be no change in configuration on either end of Atlantic Avenue.

He noted the project would go out for bid January 29, with a bid opening set for March 3. The winning bid will come to the DDA for approval on March 17. After approval the project will begin as soon as possible with an expected completion date of mid-August.

Mr. Brown asked whether the medium – light duty designation for the access drive will be adequate.

Mr. Paragon indicated the volume of traffic does not warrant the extra expense of heavy duty, that the recommendation of geo-technical engineers was followed for this specification and that key to maintaining good surface will be the installation of one foot of sand substrate.

Mr. Skalski agreed this should be more than adequate for expected traffic.

Mr. Schley said he had been concerned about combining the two projects but was reassured they will be bid separately. Both projects should receive a better bid by working together. He hoped the \$70,000 committed will be enough, but there may need to be additional dialog regarding that commitment.

In answer to a question from Mr. MacDonald, Mr. Schley confirmed agreements are in place for cross access between the various affected parcels. Those who join would take on a proportional share of maintenance costs. Mr. Schley also said sewer leads would be installed to the site owned by the Township so they would be in place in the future if needed.

Mr. MacDonald asked about possible additional future spurs and whether they would be compatible with the roundabout.

Mr. Paragon indicated two spurs would be compatible with the roundabout and showed the group where they could be located.

Mr. Schley noted the increased access will give business the opportunity for additional signage and to think about closing some driveways to enhance business and will also help with current safety issues.

Chairperson Taylor looked forward to moving on the project, hoped for a good bid at a good price and thanked Mr. Paragon for his update.

Streetscape and Beautification Efforts

Chairperson Taylor said the ongoing subcommittee for streetscape and beautification efforts needed to be established for 2016. It was determined Mr. Taylor, Mr. MacDonald, and Ms. Heiny-Cogswell would continue, Ms. Dacoba will join, and the Chair will also ask Mr. Lutke to serve.

Ms. Johnston reported she reached out to MDOT for advice regarding applying for a grant for streetscape. She suggested a meeting of the subcommittee with the MDOT representative to help us understand how to strategically develop a grant application that would more likely be successful. The group agreed; she will contact MDOT to set up a meeting date prior to the March DDA meeting.

Ms. Johnston also reported the church agreed to close the curb cut to the car wash. The County wants documentation back from the church by the end of February to show as part of the realignment of Stadium Drive.

Chairperson Taylor said the Pastor believed the church would be willing to give up 10 feet of green space if the car wash is demolished for them as they do not have the funds to demolish it themselves. The Chair noted constituents complain constantly about the car wash.

Ms. Johnston will ask that a church representative attend the meeting with MDOT.

Mr. Schley said the site was acquired by the church without due diligence regarding environmental concerns – there is need to be careful about those issues.

CITGO Station – Consumers Energy Aerial Easement Agreement

Chairperson Taylor referred to a memo from Ms. Johnston regarding an aerial easement over 6520 Stadium Drive, property owned by Oshtemo DDA. Township Attorney Jim Porter reviewed the easement document, indicated it is a standard easement agreement and had no issues or concerns with the execution of the agreement. Consumers Energy requested the easement be executed before the end of January. There will be no cost to the Township.

He noted two options were offered. The group agreed Option A was preferable since it will keep a large power pole away from the corner. He said that in years to come it might be possible to put the facilities underground.

Ms. Johnston concurred that Option A, which would keep the pole away from the corner is more desirable than Option B.

Chairperson Taylor asked for a motion to approve the easement, Option A.

Mr. MacDonald moved to approve the Consumers Energy Aerial Easement Option A as proposed. Dr. Dallas supported the motion. The motion passed unanimously.

Grant and Loan Program Development

Chairperson Taylor indicated the ongoing subcommittee for Grant and Loan Program Development needed to be established for 2016. It was determined current members Ms. Dacoba and Mr. Taylor will continue on the subcommittee. Mr. Schley will no longer be on the subcommittee.

Ms. Johnston told the group she expects to get an application on the old post office building soon.

Flesher Field Concert Series – Sponsorship Request

Ms. Karen High, Parks Director, told the Board Friends of the Park would like to utilize the new gazebo at Flesher Field as part of a Summer Concert Series designed as a free family-friendly event to promote the park and help to develop a sense of community. They plan to have three concerts featuring local bands, one each in June, July and August on Sunday afternoons, and have hired a local promoter to select and contract with performers. Total expenses are expected to be \$5000; they hope to offset costs through sponsorships at three levels: Presenting Sponsor (\$750), Community Sponsor (\$400) and Supporting Sponsor (\$200). Commitment to performers must be made by March. If overflow parking is needed, a reciprocal agreement with Chime School will allow cars to park there. She asked for comments and whether they would be willing to be the first sponsor.

Mr. Schley said this type of activity is absolutely what the DDA should be involved in as a supporter and the group felt \$5000 could be raised.

Chairperson Taylor said this series is right up the DDA's alley and suggested the DDA commit to being a Presenting Sponsor and asked for a motion.

Mr. Brown moved to sponsor the Friends of the Park Concert Series at the Sponsorship Level of \$750. Dr. Dallas supported the motion. The motion carried unanimously.

Ms. High thanked Members for their support and it was agreed the DDA would be the sponsor for the first concert in June.

Any Other Business

Mr. Schley asked that staff talk to SignArt about removing holiday banners.

Chairperson Taylor brought up the possibility of including local Township businesses on I-94 exit signs with the DDA partially underwriting the cost to draw business.

Ms. Dacoba said she thought there was a requirement that businesses be open 11-12 hours a day for consideration, but that Pure Michigan signs might be an option.

Ms. Johnston said she would look into the rules and regulations with both MDOT and Pure Michigan and bring information to the March meeting.

Announcements and Adjournment

Ms. Johnston reminded the board of the joint Board meeting on February 16 from 6:00 – 7:00 p.m. and hoped everyone would be able to attend. The streetscape project, rear access drive and BTR 2.0 will be on the agenda.

In response to a question from Mr. MacDonald as to whether the DDA has a unique, distinct brand, Chairperson Taylor said they do not.

Mr. Schley said that had been discussed in the past and explained in order to initiate the DDA a set of recommended projects had to be determined and that the last time the list was updated was January of 2009. He felt it would be helpful to revisit priorities and update regulations to be sure everyone is moving in the same direction and that they are grounded in the form based code.

Dr. Dallas said he understands the importance of continuity on the board that Mr. Schley represents and hoped the Board would be able to call on him in 2016.

Mr. Schley said he will still be on the board for twelve months and noted all records he has are in the possession of the Township. He will try to be helpful on DDA issues and said he is glad to see the Board enrich their interests with new members which will provide the opportunity to revisit priorities.

Chairperson Taylor said he would work on putting together a subcommittee for that purpose in March.

There being no further business, the Chair asked for a motion to adjourn.

Dr. Dallas moved to adjourn the meeting. Mr. Schley supported the motion. The motion passed unanimously. The meeting was adjourned at 1:40 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: January 24, 2016
Minutes Approved: March 17, 2016