

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

MINUTES OF REGULAR MEETING HELD MAY 21, 2015

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting on Thursday, May 21, 2015. The meeting was called to order at approximately 12:10 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members of the Board of Directors present: Terry Schley, Fred Gould, Libby Heiny-Cogswell, Jack Siegel, Maria Dacoba, Rich MacDonald, and Bruce Betzler.

Members of the Board of Directors absent: Stephen Dallas, Glenn Steeg, Grant Taylor, Chip Everett, Jay Brown, and Michael Lutke.

Also present was Gregory Milliken, Planning Director.

Approve Agenda

Ms. Heiny-Cogswell moved to approve the agenda as presented. Mr. Gould supported the motion. The Chairperson called for a vote on the motion, and the motion passed unanimously.

Public Comment

Chairperson Schley opened the meeting to public comment. There being no public in attendance, he closed the public comment session for non-agenda items.

Approve Minutes

Chairperson Schley indicated there was a small change to the minutes at the bottom of page 3 to change the year for the road project from 2015 to 2016. Ms. Heiny-Cogswell made a clarification to her comment on page 6 regarding the Township's sewer project.

No other comments or changes regarding the minutes were proposed. Mr. Gould moved for approval of the minutes of the regular meeting of March 19, 2015. Mr. MacDonald seconded the motion. The Chairperson called for a vote on the motion, and the motion passed unanimously.

Treasurer's Report

Mr. Gould presented the Treasurer's Report for March and April. He explained that there was a little more activity in the past couple of months. Most importantly on the revenue side was the tax capture of the winter taxes for the DDA. The amount was slightly higher than the amount projected in the budget. The amount was \$78,442.20. On the expense side, the expenses included quarterly reimbursement payments for accounting, attorney fees, and planning services. There was also a charge for the banner swap and for the update to the due care plan.

Chairperson Schley asked about the accounting and audit fees that were included on the invoices. He specifically inquired about the fee for accounting services and did not think that the DDA had ever had a fee for that in the past. Mr. Milliken indicated that he believed it had been included in the Siegfried invoices for the past several months. Chairperson Schley indicated he would like the opportunity for the DDA to authorize payment.

Ms. Heiny-Cogswell explained the split between accounting and auditing services and the two firms that do this. This is a recent arrangement as recommended by the auditor. Chairperson Schley asked that the situation be clarified and the DDA be apprised of what they are responsible for cost-wise.

Mr. Betzler moved to approve the Treasurer's Report. Mr. Siegel seconded the motion. The motion was approved unanimously.

Election of Secretary

Chairperson Schley indicated there is still a vacancy in the office of Secretary and that Ms. Dacoba had indicated a willingness to serve in that position. Mr. Gould moved to elect Ms. Dacoba as Secretary. Mr. MacDonald seconded the motion. The motion was approved unanimously.

9th Street Rear Access Drive

Ms. Heiny-Cogswell provided the DDA with an update on the status of the commercial access drive. She indicated that the Planning Commission had approved the Special Exception Use for the drive. The plans are at a 90% complete stage.

Ms. Heiny-Cogswell indicated that at this point the next step is to get 2-3 of the agreements in place before committing the funds and constructing the drive. Two businesses have been engaged in the discussions regarding the drive to date, so there is a need to get those properties to sign on to the agreements. Once the agreements are in place, then the project can be put out to bid. That will provide the DDA and Township Board with specific costs for the project that can be provided to each of the Boards for approval.

Chairperson Schley summarized that to move forward, the Township is looking for commitment from at least two users and then will secure bids for the project and present costs to the DDA and Township Board. He indicated the DDA is still committed to the project.

Ms. Heiny-Cogswell indicated that the RCKC is putting out an HMA bid letting in two weeks, and there would be bid savings if the group is able to complete those tasks within that quick deadline.

Grant / Loan Program

Chairperson Schley stated that he received some communication from Mr. Taylor about the proposed grant and loan program. After the last meeting, members were to send Mr. Taylor comments. It did not appear that any changes had been made. So there is still time to submit comments if you have any. There is also a need to create an application form and coordinate with Attorney Porter regarding the proposed program. Chairperson Schley indicated that conversation should also address the role of the Township Board in the process.

Mr. MacDonald asked who prepared the original document.

Ms. Dacoba indicated it was mostly copied from the Paw Paw materials.

Mr. MacDonald indicated it would be good to avoid grey area that could be misinterpreted and problem spots that create challenges for applicants and staff.

Streetscape and Beautification Efforts

Chairperson Schley indicated that a first invoice was received from OCBA and approved. He described a meeting on April 23rd with the Road Commission to discuss their proposed projects on Stadium Drive and 9th Street and how they may relate to the DDA's Streetscape Project. He indicated that the Road Commission has its own goals and challenges to overcome. These do not leave a lot of room for what the DDA wants to achieve in terms of pedestrian oriented development, but at least the Road Commission is now aware of the DDA's vision.

Chairperson Schley described a second meeting on April 30th that was an open house charrette set up to gather ideas from property owners and residents in the DDA district. He indicated it was reasonably attended, and the consultant is working on those ideas. Generally speaking, OCBA is a little behind schedule on the project, but they are trying to get back on schedule. They want to schedule a next meeting with DDA and Township Staff to review the design plan likely in mid-June.

Chairperson Schley indicated that the car wash continues to get worse. He reminded the Board that the DDA will be incorporating that site into plans that will be useful in communication with the Church. Until then, no other initiative is under way to acquire that site or remove the building unless the Church does something on their own.

Mr. Siegel indicated that on the south side of Stadium west of 9th street there are several homes with long grass and similar issues. Ms. Heiny-Cogswell indicated she passed that on to the Enforcement Officer, and he was addressing it.

Chairperson Schley thanked the Township for maintaining the Citgo site.

Mr. Milliken discussed the need for agreements for non-motorized facilities required by the RCKC.

CITGO Station Update

Chairperson Schley indicated that Ms. Dacoba has been doing good work on collecting information on options for beautifying the Citgo site on a temporary, low cost basis.

Ms. Dacoba said that S&T Landscaping has given a cost of \$2-500 for a few boulders to be located on the site on a temporary basis. Chairperson Schley indicated he is in favor of doing this; the intent is to block the access. Ms. Dacoba said she talked to them about all three drives.

Chairperson Schley said Staff should carry the ball from here.

Ms. Heiny-Cogswell said they should go in the concrete area so there is no mowing impacts.

Mr. Betzler moved to approve the proposed from S&T for the temporary use of rocks to block the access drive for up to \$300. Mr. Gould seconded the motion. The motion was approved unanimously.

Chairperson Schley asked about the question previously asked regarding property taxes on the site. Ms. Heiny-Cogswell indicated that the site was taxed in 2014 as taxes had to be carried through to the end of 2014. It was switched at the start of 2015 and will be exempt in 2015 and beyond.

Other Business

Ms. Dacoba asked if Mr. Taylor was going to talk to the Church. Chairperson Schley indicated that Andy Wenzel had handled those conversations previously. The notes are in hard copy form. There was conversation about sharing of resources, but the Church had trouble visualizing what that meant. Idea was to have OCBA involve that site in their planning and then use that in the conversation with the Church.

Announcement and Adjournment

Chairperson Schley may need to move the date on the November meeting. Mr. Gould moved to adjourn the meeting. The meeting was adjourned at 12:57 pm

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: May 29, 2015

Minutes Approved: July 16, 2015