

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

MINUTES OF THE MEETING HELD MAY 16, 2019

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, May 16, 2019. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Ave.

Members present: Grant Taylor, Bruce Betzler, Themis Corakis, Libby Heiny-Cogswell, Mike Lutke, Rich MacDonald, Dick Skalski and Ryan Wieber.

Members absent: Bill Cekola, Jack Siegel and Julie Hite.

Also present: Julie Johnston, Oshtemo Township Planning Director and Martha Coash, Meeting Transcriptionist.

Approval of Agenda

Chairperson Taylor asked for a motion to approve the agenda as presented.

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

Approval of Minutes

Chairperson Taylor asked if there were additions or corrections to the minutes for the special meeting of April 4, 2019.

Hearing none, he asked for a motion.

Mr. Skalski moved to approve the Minutes of the Special Meeting of April 4, 2019 as presented. Mr. Corakis supported the motion. The motion carried unanimously.

Treasurer's Reports for March - April, 2019 (unaudited)

Ms. Johnston presented the Treasurer's Report for March - April, 2019. She reported a number of small expenditures during this time period; staff fees, auditing fees, and legal fees. The remaining expenses, from Prein and Newhof and OCBA, were related to the Stadium Drive sidewalk project and the corner improvement project.

Tax revenue was collected in March totaling \$126,216.65. This is a little over \$20,000 more than expected in this line item. The DDA will still collect personal property revenue from the State of Michigan later in the year, likely increasing the budget beyond what was originally planned.

Chairperson Taylor noted tax revenue would be up even more next year due to 100% capture of the new memory care facility construction.

Mr. Lutke moved to approve the Treasurer's Reports for March – April, 2019 as presented. Mr. MacDonald supported the motion. The motion carried unanimously.

Streetscape Update

a. Corner Property Development – Subcommittee Update

Ms. Johnston provided a written report indicating the Streetscape Subcommittee met with the Oshtemo Methodist Church contingent on Monday, May 6th to discuss the concept plan, mutual agreements, and any concerns related to the project. It was a productive discussion, but led to some issues to be resolved. The Church is concerned about storm water management on their parcel and how it might interconnect to the existing system at the car wash property. Staff has put them in touch with Prein and Newhof to have this investigated. One of two outcomes are likely; either the Church property is on its own storm water system and therefore any changes to the car wash property will be irrelevant or, the two properties are connected and we will need to consider this within the design plan, possibly increasing the storm water detention area. This issue will need to be resolved before we complete the bid documents.

In addition, maintenance of the properties was discussed. The DDA Subcommittee offered a plan where the planting beds are maintained by the DDA and the turf areas (for both parcels) is maintained by the Church. This would likely include mowing, edging, and trimming. The Church indicated they would consider this request, but did not commit at the meeting. Staff would recommend continuing this discussion, particularly related to the DDA property. Maintenance of the grass areas would require more than mowing and trimming, which was not discussed with the Church. Fertilizing, weeding, and seeding should also be considered.

Finally, cost related to maintenance of the storm water management system was a concern. At this time, there was tentative agreement that each parcel owner would cover maintenance costs based on the percentage of storm water runoff from their parcel. Staff has asked OCBA to provide those numbers to be included in the agreement.

According to OCBA, the bid documents are approximately 75 percent complete. The electrical and irrigation subcontractors have the design plans and are in the process of producing their components of the bid documents. OCBA anticipates having the complete draft set ready within two to three weeks. They suggested meeting with the Streetscape Subcommittee at that time to finalize the documents. Staff would recommend the DDA Board grant the Subcommittee permission to approve the final documents so the project can go out to bid as soon as all of the remaining issues have been worked out with the Church.

She reported that subsequent to the meeting, Mr. Selkirk, the main contact person for the Church, indicated they would like the DDA to purchase the property in question. The church has several conditions they would want met if they were to sell the property:

- perpetual access by the church through an easement to 9th Street.
- deed restriction if the land was sold by DDA in the future to ensure if a building were constructed it would not obscure the church line of sight from Stadium Drive.
- the continued ability to use the lot for overflow parking via cross-access and maintenance agreements.

Ms. Johnston said the church would like a letter of understanding and mentioned a purchase price of \$250,000 and that they would prefer to sell on a land contract and to receive payment in installments over 10 – 15 years.

There was an extended discussion regarding whether the DDA was interested in purchasing the property which would provide more green space, how a fair price might be determined, terms of payment, what might happen if the DDA declines to purchase the property, whether the current design/construction documents would need to be altered, whether an appraisal should be done of the property including the restrictions the Church has proposed, ordinance restrictions, and expenses already incurred by DDA to arrive at a fair market value.

It was agreed waiting to move ahead with the DDA owned portion was not acceptable. They will continue to move forward with the plan except for the Church owned property. The group decided to authorize Ms. Johnston and the Subcommittee to talk with the Church regarding process and to let them know an appraisal would be sought to determine value of the property.

Mr. MacDonald moved to authorize Ms. Johnston to hire an appraiser with DDA funds to determine the fair market value of the property the Church has proposed to sell

the DDA, including the various restrictions from both the Church and Township Ordinance. Mr. Lutke supported the motion. The motion carried unanimously.

Mr. MacDonald moved to authorize the Subcommittee (comprised of Betzler, Corakis, Heiny-Cogswell, Skalski, Taylor) to negotiate terms with the Church. Mr. Wieber supported the motion. The motion carried unanimously.

Ms. Johnston will talk with OCBA to let them know the DDA wishes to move forward and that the DDA work should be prioritized. She will also ask if storm water provision needs to be made if there is no hard surface, and whether there are issues in moving forward without the Church property, if purchased.

b. Stadium Drive Sidewalks

Ms. Johnston said Prein & Newhof are continuing to develop construction drawings. Staff will work on acquiring the necessary easements through the summer.

New Project Development

Ms. Johnston suggested as the corner property and Stadium Drive sidewalk project are currently underway and will likely be completed within the next one to three years, it might be prudent to consider next DDA steps and provided a list of possible projects.

Mr. MacDonald asked for an update on the revised Village Theme Development Plan and whether it was going to be reviewed for adoption.

Ms. Heiny-Cogswell said a number of projects need conversation with the Township Board. The steps that are necessary need to be taken to implement the village vision or the DDA needs to walk away from it.

Mr. MacDonald said the full concept of the village cannot be realized without taking control of the roads. A clear, collaborative vision that aligns everything necessary needs to be agreed upon and included in a resolution from the Township Board. Traffic volume needs to be managed; it is not feasible to fully implement the village theme plan otherwise, no matter who controls the roads.

He said the DDA needs direction from the Township Board about what is really needed – whether to stay with or modify the current Form Based Code and noted traffic safety is in question.

Ms. Johnston noted the average traffic travelling through the village center is approximately 30,000 vehicles a day and suggested engaging a traffic engineer to determine what would need to happen with traffic to allow the vision to succeed. Significant infrastructure change would be required to change the volume and slow it down. She agreed direction is needed from the Township Board and noted this subject was the subject of a joint meeting with the Township Board but the brakes were put on at that time.

Suggestions were made to hire a paid consultant to meet with business/property owners, and to ask the GEOC committee to take this issue on to try to come to conclusion on the FBC/roads issue. Those steps may help the Township Board come to a decision that would guide the DDA.

The Board then discussed the possibility of purchasing property near the Community Center, where new residential development might possibly be achieved. Some type of public/private partnership with a developer could be investigated for the development of new residential units. The Board requested Ms. Johnston reach out to a realtor for assistance with this idea.

Announcements and Adjournment

There being no further business, Chairperson Taylor asked for a motion to adjourn.

Mr. Skalski moved to adjourn the meeting. Mr. Corakis supported the motion. The motion carried unanimously.

Chairperson Taylor adjourned the meeting at approximately 1:25 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: May 18, 2019
Minutes Approved: July 18, 2019