

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

**MINUTES OF THE MEETING HELD NOVEMBER 21, 2019**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, November 21, 2019. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview.

Members present: Grant Taylor, Bruce Betzler, Bill Cekola, Themis Corakis, Libby Heiny-Cogswell, Mike Lutke and Ryan Wieber

Members absent: Julie Hite, Rich MacDonald, Jack Siegel, and Dick Skalski.

Also present: Iris Lubbert, Planning Director, and Martha Coash, Meeting Transcriptionist

Others Present: OCBA representatives Ken Peregon and Paul Warwick, OCBA.

**Approval of Agenda**

Chairperson Taylor called the meeting to order and asked for a motion to approve the agenda.

Mr. Wieber moved to approve the agenda as presented. Mr. Corakis seconded the motion. The motion passed unanimously.

**Approval of Minutes**

Chairperson Taylor asked if there were additions or corrections to the minutes of the regular meeting of September 19, 2019 and October 10, 2019 (special meeting)

Hearing none, he asked for a motion.

Mr. Wieber moved to approve the Minutes of the Regular Meeting of September 19, 2019 and the Special Meeting of October 10, 2019 as presented. Mr. Cekola seconded the motion. The motion carried unanimously.

**Treasurer's Reports for September - October, 2019 (unaudited)**

The written report included invoices that reflected the main expenditures for the period of September – October, 2019 related to the corner property improvements and the Stadium Drive sidewalk. The first invoice request from the contractor for corner

property expenses was received in the amount of \$41,870.70 and two additional invoices from OCBA were received.

Chairperson Taylor explained an unexpected expense applied to the DDA budget in the amount of \$11,224.12 was repayment to the County for taxes collected in error for captured mils from the Juvenile Home fund that were not the DDA's to capture.

There were other administrative expenses related to accounting fees and maintenance costs associated with the Community Center.

Additional revenue was received for interest earned in the amount of \$7,855.89.

Ms. Lubbert noted that a more aggressive approach instituted by Mr. Taylor is resulting in a much better investment return for the Township/DDA.

Ms. Heiny-Cogswell moved to approve the Treasurer's Reports for October - November, 2019 as presented. Mr. Lutke seconded the motion. The motion carried unanimously.

## **Streetscape Update**

### **a. Corner Property Development (OCBA Presentation)**

Mr. Warwick of OCBA provided an update on the corner property development project. He reported slower progress than hoped for but that the sign logo and lettering were up.

Before the road commission will provide the R.O.W. permit, the final application and additional review fee need to be submitted. They are requiring that work be done by a MDOT certified electrician to adjust the traffic control manholes. Prein & Newhof are preparing that application for resubmittal which will require an additional fee quoted at \$1472.21 to be billed as a reimbursable expense. Additional landscape work the road commission was requiring for traffic control has been abandoned.

Ms. Lubbert added an electrical permit will also be needed.

The concrete work is also dependent on the R.O.W. permit; the subcontractor for that work indicated they are unavailable for the next couple of weeks. With December approaching this brings concern as freezing temperatures can cause cracking in newly poured concrete. In addition there would be an additional \$6000 charged for cold weather concrete and the work would not be guaranteed by the subcontractor.

He said Consumers has met with them on site and will be submitting a fee proposal and a schedule for a service line from the meter to the pole.

Mr. Warwick indicated some other work can be done during the cold season as weather allows, including adjusting traffic control manholes, electrical service, rough grading and topsoil, sign wall cap.

Spring 2020 work could include concrete walks, furniture and irrigation, landscaping, seeding, final cleanup and restoration.

After discussion it was agreed it would be better to pour concrete in the spring because of lack of the unavailability of the contractor, additional cost, and the possibility of damage to the newly poured concrete over the winter which would not be warrantied.

Chairperson Taylor determined the change order amount for the quote of \$1471.21 for the traffic control manhole adjustment, needed approval and asked for a motion.

Mr. Corakis moved to approve the quote for the traffic control manhole adjustment in the amount of \$1471.21. Mr. Betzler seconded the motion. The motion carried unanimously.

**b. Street Light Conversion to LED discussion (Update from Mr. Skalski)**

Chairperson Taylor noted Mr. Skalski was unable to attend the meeting, but has been working diligently with Consumers Energy on a cost to convert lighting from Meridian down to N Avenue, but learned today from Mr. Corakis the great news that it has already been converted, as well as 9<sup>th</sup> Street which the DDA was also looking to do. They also completed lighting on Stadium to 6<sup>th</sup> Street and even added more lights.

Ms. Heiny-Cogswell indicated she knew Mr. Skalski had been working on a price for the work that is already done and observed Consumers has apparently not been communicating between their departments.

Chairperson Taylor said Mr. Skalski was also working on determining what portion of the \$200,000 paid by the Township for conversion was within the DDA. Once this is known the DDA would reimburse the Township, likely between \$40,000 and \$60,000, so the Township can do more conversions. That bill will likely come to the DDA in the spring for consideration.

Mr. Corakis noted he would like to see more lights on 9<sup>th</sup> Street by the park. It is still dark there and poles are already in place.

The Chair indicated Mr. Skalski is also working on trying to determine what the cost might be to bury some of the lines. A few years ago an estimate to bury the lines at the 9<sup>th</sup> Street and Stadium Drive corner was about \$400,000. That investigation will be continued in the spring.

### **Village Theme Development Plan Update**

Ms. Lubbert reported the public hearing was scheduled for the Planning Commission's November meeting which was cancelled for lack of a quorum. However, it is moving forward and will be included on the December Planning Commission meeting agenda.

### **2020 Meeting Dates**

Chairperson Taylor noted the 2020 meeting dates needed to be approved. The proposed schedule for the traditional third Thursday every other month at noon was as follows:

January 16  
March 19  
May 21  
July 16  
September 17  
November 19.

Ms. Heiny-Cogswell moved to approve the 2020 Meeting Dates as proposed. Mr. Corakis seconded the motion. The motion carried unanimously.

### **Announcements and Adjournment**

Chairperson Taylor broached the subject of banners for the holiday season.

Ms. Lubbert said she and Ms. Johnston determined there was no formal contract and that the banners have not been changed all year. She reported that she and Ms. Johnston have been in contact with the vendor about the situation who said that the holiday banners will be put up as soon as possible.

The Chair noted there is \$2000 in the budget for the current year but that no charges have been submitted. It was also noted that the holiday banners were still not up.

Ms. Lubbert noted that the vendor is still interested in providing service. She will reach out to them again to discuss a contract and about getting the holiday banners up as soon as possible.

The group agreed not to put decorations up at the corner this holiday season.

Ms. Lubbert reported the roof on the Chime School building has been replaced and some trees removed from the property.

She added that a prospective buyer reached out to Ben Clark, the Township's Zoning Administrator. They will meet Monday, November 25<sup>th</sup> at 11:00 a.m. at the Township Hall. The prospective buyer wants to talk about zoning requirements.

It was unclear whether the prospective buyer is Mr. Riggins or someone else.

It was agreed those available sub-committee members will attend the meeting on the 25<sup>th</sup>.

Chairperson Taylor reminded the group they had agreed they would not be interested in committing the Board to anything until an environmental impact study and a structural analysis were done.

Ms. Lubbert reported she had the legal description of the corner property back and has forwarded it to the church board, hopefully for signature.

The Chair explained the memo of understanding was that the shared cost of the demolition of the car wash would be squared by the church by ceding \$45,000 worth of land to the DDA. Once the agreement is signed, the new DDA area will be sodded in the spring. This arrangement was put on hold while negotiations were underway for the DDA to possibly buy the whole property. When an agreement on price could not be reached, the memo of understanding was advanced. He still thinks an agreement for purchase may be worked out in the future.

Since this was Ms. Lubbert's first DDA meeting as Planning Director, she and board members briefly introduced themselves.

Ms. Heiny-Cogswell explained it is the time of year the Township appoints members to the various Boards. She explained the DDA Board has had 13 members though there are currently 11. Bylaws allow between 8 and 12 members, plus the Supervisor. They are thinking they will shrink membership at this time and at the same time send out letters to people in the area inviting participation. A majority of members with interest or property within the DDA boundaries must be maintained; the rest can be at large.

She also reported feedback from both the Township and DDA on the sidewalk project has been given to Prein & Newhof some of which has been incorporated. The

Township has authorized additional design work for signal lights at the private drive at Hope Woods, outside of the DDA, across from Venture Park Road, a key intersection. The Township is providing the total cost of \$5000 to P & N for that work, since it is outside of the DDA.

There being no further business, Chairperson Taylor adjourned the meeting at 12:41 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: November 22, 2019  
Minutes Approved: January 16, 2020