

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

SUMMARY OF THE MEETING HELD NOVEMBER 17, 2016

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, November 17, 2016 at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Absent a quorum, the members present asked Ms. Johnston to review the items on the agenda, noting no official action could be taken.

Members present: Jay Brown, Libby Heiny- Cogswell, Mike Lutke and Dick Skalski.

Members absent: Grant Taylor, Chair, Bruce Betzler, Shelly Corakis, Maria Dacoba, Rich MacDonald, Terry Schley, Jack Siegel and Glenn Steeg

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

Treasurer's Report for September - October, 2016 (unaudited)

Ms. Johnston presented the Treasurer's Report for September - October, 2016, noting three payments were made this reporting period: two to S & T Lawn Service and one to Siegfried Crandall for accounting services. Revenues increased by \$192.12 through interest earned on the DDA's fund balance.

Streetscape Update

a. Car Wash Property

Ms. Johnston reported that on October 5th, the Streetscape Subcommittee, comprised of Ms. Heiny-Cogswell, Ms. Dacoba, Mr. Taylor and Mr. Skalski met to review and finalize the Letter of Understanding for the demolition of the car wash at 6532 Stadium Drive. The Letter details the requirements the Oshtemo Methodist Church must meet to receive a loan from the DDA, as well as the grant of a new parking lot. In addition, the Letter detailed the responsibilities of the DDA as part of the agreement.

On October 13th, the Letter of Understanding was forwarded to Mr. William Selkirk, representative of Oshtemo Methodist Church. An email response was provided by Mr.

Selkirk on October 21st which indicated he would present the proposal at the next Church Trustee meeting scheduled for November 12th. Mr. Selkirk and any Church Trustees were invited to attend the November 17th DDA meeting for further discussion on the terms outlined in the Letter of Understanding.

Prior to the DDA meeting, she received e-mail from Mr. Selkirk indicating the church members who attended a meeting regarding the Letter of Understanding were amenable to the terms of the letter except that even though the terms were favorable, they were concerned about incurring further debt through a loan for the property. Instead, they are interested in trading some property to the DDA in exchange for demolition of the car wash.

Mr. Skalski said we need to have a drawing from the church to determine exactly what property they are interested in trading. If it is adjacent to current DDA property the DDA may be interested.

It was agreed the church will be asked for a drawing and that the Streetscape sub-committee will meet prior to the January DDA meeting to consider the revised proposal and the drawing.

b. 9th Street Safe Routes to School Proposal

Ms. Johnston reported Prein and Newhof prepared a proposal to assist the DDA in submitting a Safe Routes to School grant. The proposal required Township staff to complete a large portion of the grant process. Due to time constraints associated with other projects, staff does not have the time to commit to all of these tasks. At the September meeting, staff indicated they were going to request Prein and Newhof prepare a new proposal with more of the grant tasks handled by their firm.

On September 30, staff met with Prein and Newhof to get a better understanding of the steps involved with grant submittal. During this discussion, it became clear that support from Prairie Ridge Elementary school was paramount to the success of the grant. Staff suggested buy-in from the school should occur before any more time was spent on proposal development. If the school was not interested in participating, assistance from Prein and Newhof would not be needed.

Staff met with Principal Spencer to discuss their role and involvement in the grant process. She was receptive to the possibility of sidewalks along 9th Street, but indicated she did not have the authority to decide if the school would participate. She stated she would contact Mr. Alex Lee, Executive Director of the Communications and Public Relations Department for Kalamazoo Public Schools to discuss the project. Principal Spencer stated she would contact Ms. Johnston within the next week, but had not yet done so at the time of this meeting.

Principal Spencer did not think the sidewalk would be used by the school's children but that it would be of benefit to others, particularly parents who utilize the bus

system and must walk from Stadium Drive. She was willing to work with the DDA to seek permission to proceed with the project.

Ms. Johnston noted the grants for which this project is eligible might be as much as 100% of the cost and hoped for progress before the January meeting.

Mr. Brown wondered how the DDA could apply for a grant for property that is not in the district.

Ms. Johnston said the application would need to be done in partnership with the Township.

If the school participates, staff will have Prein and Newhof revise their proposal to provide greater support of the grant process. The intent continues to be to work on the grant proposal during the winter and begin design and easement acquisition (if needed) during the summer of 2017.

Village Theme Development Plan

Ms. Johnston noted at the September DDA meeting, a proposal was provided by Wade Trim for the review and possible update of the Village Theme Development Plan. The DDA evaluated the proposal and the discussion resulted in the following outcomes:

- Costs associated with the project should be shared equally with the Township.
- The proposal should be updated to include working with a joint Steering Committee between the DDA and the Township Planning Commission.
- A stronger transportation component should be added to the proposal.

As part of the budgeting process for 2017, staff included an allocation of \$15,000 for this project in the Planning Department budget. This amount was based on the original proposal provided by Wade Trim of \$25,750. The updated proposal, which includes a more robust transportation component, has a total budget of \$32,250. If the DDA wishes to continue with this project, either a total of \$17,250 will be needed, the scope of work reduced, or an amendment of \$1,125 requested in 2017 to the Planning Department budget for a total project cost of \$16,125. If the increased cost is split 50/50 with the Township, the DDA budget would need to increase by an additional \$1200. She indicated this could be discussed at the January DDA meeting.

She provided the revised proposal to review and update the Village Theme Development Plan and suggested the following possible schedule for the project:

Kick-off meeting with Steering Committee:	January
Assessment of Conditions:	January – March

Transportation /Circulation Plan Update:	January - March
Stakeholder Interviews:	March
Community Forum #1:	March
Steering Committee Meeting:	April
Mock Development Illustrations:	April - May
Community Forum #2:	May
Steering Committee Meeting:	June
Updates to Village Theme Development Plan:	June/July
Final Meeting with Steering Committee:	August/September

She noted the schedule may need to be revised to begin in February since no action was taken at this meeting. She also noted it is critical for the DDA to be involved because any update to the area will inform any changes to the Form Base Code in the Ordinance.

Leadership Positions - 2017 Office of Chair, Vice-Chair, Secretary and Treasurer

Ms. Johnston noted there will need to be an election for new officers in January and asked members to consider running for one of the offices. She said she would like the executive committee to begin meeting with her in off-meeting months in order to keep projects moving.

Any Other Business

a. 2017 DDA Meeting Dates

Ms. Johnston provided the following schedule for 2017, meeting the third Thursday - every other month at noon at the Oshtemo Community Center.

January 19
 March 16
 May 18
 July 20
 September 21
 November 16

b. Commercial Access Drive

Mr. Lutke told members the recently completed rear access to his property was "marvelous." Semi drivers are very pleased and have experienced no maneuvering problems. The only issue to come up is traffic cutting-through and going fairly fast. He suggested signage is needed soon, as well as a conversation with police to show a presence in order to slow people down. He also noted kids are using the area.

Ms. Heiny-Cogswell and Ms. Johnston will work on speed limit and "not a through street" signage and will talk with the police about the situation. Mr. Lutke will put up a "business" sign.

Announcements and Adjournment

Ms. Johnston introduced Mr. Millard Loy and Mr. Ethan Sivewright, who will begin 4-year terms on the DDA Board in January.

There being no further business, the meeting was adjourned at approximately 12:30 p.m.