

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

MINUTES OF THE MEETING HELD SEPTEMBER 21, 2017

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, September 21, 2017. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members present: Grant Taylor, Chair, Themis Corakis, Libby Heiny- Cogswell, Rich MacDonald, Jack Siegel, Bruce Betzler and Dick Skalski.

Members absent: Jay Brown, Maria Dacoba, Julie Hite, Mike Lutke, and Ethan Sivewright.

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

Approval of Agenda

Chairperson Taylor asked if there were any changes to the agenda. Hearing none, he asked for a motion.

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 any additions or corrections to the minutes for the meeting of July 25, 2017.

Hearing none, The Chairperson asked for a motion to approve the July 25, 2017 Minutes.

Mr. Skalski moved to approve the Minutes of the Regular Meeting of July 25, 2017 as presented. Mr. MacDonald supported the motion. The motion carried unanimously.

Treasurer's Reports for July – August, 2017 (unaudited)

Ms. Johnston presented the unaudited Treasurer's Reports for May - June, 2017.

Real property tax revenue has been collected for the 2017 year totaling \$66,674.83. This is approximately \$10,000 less than collected in 2016, which is concerning as taxable values are increasing. Staff is reviewing the total tax revenue for 2017 to see if an error was made. Personal property tax collection has not yet been provided to the Township. The total personal property taxes collected are managed by the State of Michigan and a check is sent to the Township. We have not yet received this information from the State.

Chairperson Taylor noted personal property taxes are being looked into, determined there were no comments from Board Members, and asked for a motion to approve the Treasurer's Report.

Mr. Skalski moved to approve the Treasurer's Report as presented. Mr. MacDonald supported the motion. The motion passed unanimously.

Streetscape Update

a. Car Wash Property

Ms. Johnston reported Prein & Newhof have completed the Phase I, Environmental for the car wash demolition. The final walk through for the bid documents was completed Monday and the documents are now with the Attorney for review.

The Church expressed interest in reviewing the bid documents before a public release; Ms. Johnston has been trying to get in touch with them to set up a meeting with two of the church members before the public release, which is planned for the first week in October. It will be important to complete this review in a timely manner so that bids can be collected in October and the demolition completed in November, if possible.

She said she has been pleased with the timely work provided by Prein & Newhof.

b. Stadium Drive Sidewalks

Ms. Johnston met with representatives from OCBA and Prein & Newhof to discuss moving forward with design of the Stadium Drive sidewalks. They have provided a scope of work to complete the following:

- Identification of any easements on property owned by others that may be required to construct the sidewalks.
- Identification and approximate quantities of ancillary elements such as retaining walls, detectable warning devices, etc.
- Cost data to allow the Township and DDA to budget for construction.
- Supporting information (plans and cost data) to allow the Township to submit applications for grant funding.

Ms. Johnston reported their lump sum fee for services is \$15,500, plus expenses that are estimated at \$150. The DDA's consultant budget included \$50,000 for the

design of sidewalks on 9th Street as part of a Safe Routes to School Grant, but the funds will not be needed for that project this year, although the project is still planned by the DDA. She recommended moving \$16,000 from the Safe Routes to School budget to the Stadium Drive project to cover these costs.

She said the next step will be schematic design and to determine what easements will be necessary. In 2018, the easements will be obtained either by agreement or purchase if necessary. The grant request will be submitted to MDOT in 2018 for the part of the funding we do not have from Quail to 8th Street. If successful, construction drawings will be planned for 2019 with construction in 2020, when the already approved grant from 11th Street to Quail Run will be received.

Ms. Johnston said both sides of the street will be paved concrete, six feet wide. In response to a question from Mr. Skalski about winter sidewalk maintenance, she said it would be the responsibility of property owners. She suggested the Ordinance Enforcement Officer may be able to facilitate a contract between the owners for one contract which would reduce the cost of maintenance for all.

Ms. Johnston said the Township will be responsible for one third of the cost for this project and the DDA two thirds. She said she had forgotten \$5,000 had been set aside at the last DDA meeting for the project and changed her recommendation for 2017 transfer from the School Sidewalk fund to this project from \$16,000 to \$6,000. She will work with the Township to allocate \$5,000 from their 2017 budget.

Chairperson Grant asked for a motion to that effect.

Mr. Corakis moved to reallocate \$6000 from the 2017 School Sidewalk budget to the Stadium Drive Sidewalk project. Mr. Skalski supported the motion. The motion passed unanimously.

In answer to a question about why curb cuts that have not been in place for very long have been replaced this summer, Ms. Heiny-Cogswell said ADA guidelines have changed and the curb cuts were replaced to meet the new regulations.

Village Theme Development Plan Review October 5th Open House

Ms. Johnston said the October 5th Open House will be an opportunity for property owners to weigh in on several concept site plans developed by Wade Trim. Notice was sent to all property owners in the DDA. She hoped for a good turnout and encouraged Members to spread the word.

Private Drive Sign

Ms. Johnston said the Township Board approved the name "Millards Way" for the private drive constructed behind the Oshtemo Community Center in remembrance of Millard Loy who served on Township Boards for a number of years. With the name of

the drive established, signage can be constructed. At the May 18th meeting, the DDA unanimously approved the purchase of a street sign for the private drive. Staff researched the design and cost of the sign through Rathco Safety and Supply in Portage, a sign company used previously by the Township. She provided possible sign designs to choose from and noted approval will be needed to produce the sign.

A standard street sign is 6-inches by 30-inches and will cost approximately \$40. The inclusion of a “private drive” sign will add an additional \$40 to the price. To have the sign installed on a 10-foot galvanized post will be around \$100. Therefore, the total cost for the sign will be between \$140 and \$180, depending on the usage of a “private drive” sign. She suggested approval of a \$200 budget from the Supplies budget line item to cover the anticipated costs.

Members considered sign options and settled on two signs, one that will read “MILLARDS WAY” and one to be mounted under it to include the Oshtemo Logo with “NO THRU TRAFFIC” printed below the logo.

Mr. Corakis moved to allocate \$200 for the agreed upon signs and installation. Mr. Siegel supported the motion. The motion passed unanimously.

S & T Lawn Service – Gas Station Property

Ms. Johnston said she received an estimate of \$60 per month (estimate of two mowings per month at \$30 each) for the remainder of the year as needed for the gas station property.

It was agreed that in addition to mowing, weeds need to be removed.

Mr. Corakis felt a dead tree on the Community Center property needs to be removed and suggested funds be allocated for that as well.

Ms. Heiny-Cogswell said the Rotary Club is looking for locations to plant trees next spring and thought they might like to replace the tree to be removed.

Mr. Skalski moved to accept the proposal from S & T of \$60 per month for mowing and weed removal for the lot at 9th Street and Stadium Drive (gas station property) and up to \$300 for removal of the dead tree at the northwest corner of the Oshtemo Community Center property. Mr. Corakis supported the motion. The motion passed unanimously.

Façade Grant Guidelines

a. 6667 Stadium Drive

Ms. Johnston said Mr. Richard Spigelmyer, owner of 6667 Stadium Drive, has requested a \$5,000 Façade Grant from the DDA. The request is to repair the roof, front porch and bell tower cupola of the building. The building in question has been the subject of ordinance enforcement by the Township and the grant would assist Mr. Spigelmyer in bringing the structure back to code compliance. The requested work items are eligible expenses under the Façade program.

She provided suggestions for changes she felt were needed to the Façade Grant Guidelines. After discussion, the suggestions for change from Ms. Johnston were agreed upon, except for the wording regarding “roof repairs, re-roofing, etc.

There was a continuation of the discussion at the last meeting regarding whether an emphasis of the façade grant program should be used as a tool to fight blight as well as to support businesses, including maintenance improvements as well as emphasis on aesthetics.

The result of the discussion was to deem roof repairs, re-roofing etc. as ineligible, “except as an integral part of a façade visible to the public.”

Also suggested was to tie the eligibility of vacant buildings to whether there is a lease or document showing the building will be utilized or some other flexible language for approval or denial of an application.

Mr. Corakis suggested and the group agreed it would be helpful to provide a construction schedule or tentative timeline to be approved by the DDA to recognize seasonal limitations.

Ms. Johnston will make the changes discussed and return to the DDA in November for approval.

Property Purchase Discussion – Follow-Up

Ms. Johnston told the Board the owners of the property next door accepted an offer of \$74,000 from a party that plans to live in the home, however the closing is not yet final. If the property goes back on the market, she will let the Board know.

Any Other Business

There was no other business to come before the Board.

Announcements and Adjournment

Mr. Corakis suggested an applicant to Ms. Heiny-Cogswell to fill the open seat on the DDA.

Ms. Johnston said a memorial service for Mr. Millard Loy is planned for December 10 from noon – 3:00 p.m. at the Community Center.

She also noted there is now a new principal at Prairie Ridge Elementary School who might be more inclined to work with the DDA on the Safe Routes to School grant. In addition, there is a teacher and a parent who are willing to champion the program, so it becomes more possible to submit for a grant next year.

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

Mr. Skalski moved to adjourn the meeting of the DDA. Mr. Siegel supported the motion. The motion passed unanimously.

The Chairperson adjourned the meeting at approximately 12:52 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: September 23, 2017

Minutes Approved: