

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

MINUTES OF A MEETING HELD NOVEMBER 18, 2021

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held meeting at the Oshtemo Community Center, on Thursday, November 18, 2021. The meeting was called to order at approximately 12:00 p.m.

Members Present: Grant Taylor, Themis Corakis, Libby Heiny-Cogswell (attending virtually from Seattle WA), Dick Skalski, Ryan Wieber, and Ryan Winfield.

Members absent: Bill Cekola, Stephen Dallas, Rich MacDonald, and Jack Siegel

Also present: Iris Lubbert, Planning Director, Josh Owens, Assistant Supervisor, and Martha Coash, Recording Secretary

Several Guests were present:

Ryan Russell, Prein & Newhof, Mike Lutke, and Mr. and Mrs. Lubbert

Agenda

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

Mr. Corakis made a motion to approve the agenda as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

Minutes

Ms. Lubbert suggested a correction to the Treasurer's Report motion. It was incorrectly referred to as the Minutes that were being approved rather than the Treasurer's Report.

Hearing no further additions or corrections to the Minutes of the Virtual Meeting of September 16, 2021, Chairperson Taylor asked for a motion.

Mr. Wieber made a motion to approve the Minutes of the Meeting of September 16, 2021, with the correction as noted. Mr. Skalski seconded the motion. The motion carried unanimously.

Treasurer's Report: September - October 2021 (unaudited)

Ms. Lubbert presented the Treasurer's Report for September – October 2021, unaudited, noting all tax revenues for the year have been collected. Due to a Tax

Tribunal case, \$1,348.63 dollars were returned to 05-26-480-020 which belongs to MITN 6203 Stadium Drive; this was reflected as a negative value in the report.

Expenditures from this cycle totaled \$58,600.29. Payments included general operating expenditures, Stadium Drive Shared Use Path work, a down payment for holiday decorations, landscaping fees, and snow removal expenses from the winter of 2020-2021.

Mr. Corakis was concerned that 2020/21 snow removal was not billed until late summer of 2021.

Ms. Heiny-Cogswell explained the Township's maintenance staff had been short, but that they were now caught up and agreed the billing for snow removal should be done in May.

Mr. Skalski made a motion to approve the Treasurer's Report for September – October 2021, as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

Chairperson Taylor moved to the next agenda item.

DDA Meeting Dates for 2022

Ms. Lubbert proposed, and the group considered meeting dates for 2022:

Downtown Development Authority (DDA)
Third Thursday- every other month @ noon
At the Oshtemo Community Center or virtually

2022 Meeting Dates

January 20th

March 17th

May 19th

July 21st

September 15th

November 17th

Mr. Skalski made a motion to approve the Meeting Date Schedule for 2022 as proposed. Mr. Wieber seconded the motion. The motion carried unanimously.

PROJECT UPDATES:

Stadium Drive Sidewalks Snow Removal

Ms. Lubbert noted that at their regular July 15th meeting the DDA Board agreed the DDA should assume snow removal responsibility for the new sidewalks being installed along Stadium Drive.

She said one option is to enter into an agreement with the Township's Maintenance Department for \$0.0178 per frontage foot per snow occurrence. She provided the following comment from Rick Everett, Maintenance Director, regarding his response time for snow removal:

“And a note of service to all our customers – I strive to keep within the 48 hour window of having the walks cleared. With now 6 miles of sidewalks to clear that's 15 hour of snow blowing – two day of clearing sidewalks and that comes after the township fire stations, lots and rental facilities get done. Last year that goal was met except when we had to order parts for the snowblower; then we were about 6 hours late. So in other words, if it snows in the morning, most sidewalks won't be cleared in the morning, many will be done in the afternoon and that snowfall won't be finished until the following day.”

Another option is to go with a private contractor to do the work. Themis Corakis was able to get a proposal from Leonard Landscaping, attached. Staff has reached out to request a per foot cost for comparison purposes.

Mr. Corakis explained he also approached S & T for a proposal, but they are fully booked and declined to bid. Leonard Landscaping would remove snow anytime two or more inches collect at 6.5 cents per foot.

The Chair suggested staying with the Township. Mr. Corakis noted people have been upset with the sidewalk installation and that the removal needs to be done in a timely manner.

The Chair agreed that they should stay with the Township unless timing becomes an issue. At that time they can explore going with a private contractor. If one is not available at that time, they would stay with the Township. He asked for a motion.

Ms. Lubbert suggested that Mr. Corakis keep an eye on the snow removal and report back with any issues or concerns.

Mr. Skalski made a **motion** to contract with Oshtemo Township for snow removal for the new sidewalks along Stadium Drive for the 2021-2022 winter as proposed. Mr. Wieber **seconded the motion**. The **motion carried** with Mr. Corakis abstaining due to a conflict of interest.

Stadium Drive Sidewalks

Mr. Ryan Russell with Prein & Newhof provided an update.

He stated the original cutoff date for completion was October 15. There were numerous problems with the contractor including covid slowdowns and issues with the concrete firm. The Road Commission allowed lane closure to extend to November 15 to allow the project to continue but that deadline for completion was also missed. The paving will begin from 9th Street to Andover in the spring, at which time the Road Commission will approve a mini closure at Andover. Some of the delay has been out of the contractor's control, including a 20 week lead time for materials to build the rail at the church, so that would have had to be done in the spring regardless. All trees are planted. S & T has planted the garden at the corner of 9th and Stadium.

He noted as the contractor did not meet the deadline for substantial completion by November 15 that Prein & Newhof would need to be present in the spring to monitor and inspect the work yet to be done. That work would cost \$500 per day until completion, and estimated at 20 days' work to accomplish, would amount to \$10,000.

Several options were considered. The group settled on penalizing the contractor liquid damages of \$500 per day for the overage in time to compensate the DDA for the additional charges that will be incurred for Prein & Newhof's inspection work. In addition the unit prices from Krohn will remain the same.

Mr. Corakis indicated he wanted to speak as a business owner. He said he had been told maintenance at the entrance at Theo & Stacy's would be done by the Township as it is a major intersection/drive and as it was the only drive that met ADA requirements, it was not replaced with concrete but was left as asphalt. He noted it is 15 years old and will need maintenance. He requested assurance in writing that the Township would be responsible for its maintenance.

Chairperson Taylor assured him this issue will be looked into. Mr. Russell will look into costs for concrete for this drive and agreed the issue needs to be defined.

Electric Vehicle Charging Stations

Mr. Josh Owens, Oshtemo Assistant Supervisor and consultant for this project, asked the Board to consider approving the installation of an electric vehicle charging station (two charging ports) at Flesher Field.

He said during the previous meeting the Board was presented with several charging station options as well as two potential locations, Harding's Friendly Market and Flesher Field. The Board chose to use the Juicebox Enel X charging stations and asked the consultant to look at installing charging stations at both locations.

Following that DDA Board meeting, a quote for both locations was sought from an installer. The Township's Parks Committee unanimously agreed to the installation of an electric vehicle charging station at Flesher Field.

The installer looked at both locations and determined Harding's Friendly Market is not a viable option because there is not a useable power source. In order to run power to a parking space it would require using a power source within Harding's which would lead to tearing up a portion of the parking lot, greatly increasing the cost. Because of this determination, he proposed only the Flesher Field location.

Mr. Owens requested the DDA Board approve installation of the electric vehicle charging station with two ports at Flesher Field. If approved, work would begin immediately with installation projected to occur before the end of the year.

The group was in favor of installing the station. There is a three year initial warranty; they acknowledged they will need to decide who will own and maintain the station. It was noted oversight of the dash board, which is easy to maintain and will provide many data points, would be part of the maintenance.

Chairperson Taylor said to start with the DDA will own and be responsible for the station. Other options, including insurance, can be considered later.

Mr. Owens noted there will be concrete barriers protecting the station, but vandalism would be a possibility.

Mr. Corakis asked if it might be possible to recoup some cost for installation when grant money from Consumers Energy next year becomes available.

Mr. Owens said that was possible and noted the budgeted amount for the project was approved at \$20,000, but the quoted cost is \$11,390. He noted users would pay the electricity cost. Our attorney says as a governmental we cannot give away a free utility. Rates will need to be decided upon.

Ms. Heiny-Cogswell asked that a plan be brought to the January DDA meeting addressing ownership options, maintenance, insurance, cost and use monitoring.

The Chair asked for a motion.

Mr. Wieber made a **motion** to approve the contract with Hage Automotive to install a charging station at Flesher Field as proposed, in the amount of \$11,390. Mr. Winfield **seconded the motion**. The **motion carried unanimously**.

VC and Village Form Based Code Amendment

Ms. Lubbert reported Wade Trim, per contract with the DDA, is underway drafting amendments to both the VC zoning district and Village Form Based Code. The first meeting to review drafted amendments with the DDA subcommittee has been scheduled for Tuesday, December 7.

Holiday Décor

Ms. Lubbert said most of the holiday decorating at the Stadium and 9th corner lot is done, with the exception of a some tree ornaments that needed to be replaced.

Chairperson Taylor noted there is a cost decline for decoration due to buying and storing items for future years.

Open House Coordination – December 1st

Ms. Lubbert reported the public notice for the DDA's virtual open house being jointly held with SoDA and scheduled for December 1 from 3-5 p.m., was done yesterday.

She expected topics to be covered will be:

1. What is DDA?
2. What is SoDA?
3. Current projects
4. How does DDA receive funding?

Mr. Russell from Prein & Newhof will be present for questions and will provide project photos.

Other Board Items/Updates

Ms. Lubbert said the Housing Action Plan study is starting up and is seeking help to gather names of stakeholders who might participate in meetings with a consultant, similar to a focus group. She asked that any suggested names be sent to her.

Mr. Corakis said S & T did a great job re-seeding at the sidewalks, finished a day early and put in a good sized tree.

Chairperson Taylor said the south side sidewalk loan funding from the Township was approved at a 0% rate for a three year pay back at \$200,000 a year. The first payment will be in 2022 after the summer tax capture. It will be great to get both the

north and south sides done in two years, but means that a lot of funding over the next few years will be tied to the repayment. He thanked Mr. Russell for his great work.

Public Comment

Residents Mr. and Mrs. Lubbert were in attendance and asked Mrs. Lubbert asked if there would be visual surveillance of the new charging station and also commented on the corner holiday décor.

Chairperson Grant said there was not a plan for surveillance, but that it was a good idea and would be considered.

Announcements and Adjournment

As there were no announcements, Chairperson Taylor adjourned the meeting at approximately 1:15 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: November 20, 2021

Minutes Approved: January 20, 2022