

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

MINUTES OF SPECIAL MEETING HELD DECEMBER 3, 2014

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a special meeting on Wednesday, December 3, 2014. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

Members of the Board of Directors present: Terry Schley, Grant Taylor, Fred Gould, Andy Wenzel, Chip Everett, Jay Brown, Libby Heiny-Cogswell, Maria Dacoba, Bruce Betzler, Michael Lutke, and Glenn Steeg.

Members of the Board of Directors absent: Jack Siegel and Stephen Dallas.

Also present was Gregory Milliken, Planning Director, and two guests.

Approve Agenda

Mr. Gould indicated that he would like to talk about problems scheduling meetings and possibly moving times or scheduling additional meetings. Mr. Taylor indicated he would like to provide an update on grants and loans. Chairperson Schley stated these could be added to new business.

Mr. Betzler moved to approve the agenda with the amendments as discussed. Mr. Gould seconded the motion. The Chairperson called for a vote on the motion, and the motion passed unanimously.

Approve Minutes

Chairperson Schley made a change to the proposed minutes on page 3.

Mr. Taylor moved for approval of the minutes of the regular meeting of September 19, 2014 with the proposed change. Mr. Gould seconded the motion. The Chairperson called for a vote on the motion, and the motion passed unanimously.

Treasurer's Report

Mr. Gould presented the Treasurer's Report for September and October. He said the report presents anticipated revenues and expenses with few surprises.

Chairperson Schley indicated that the biggest expense that jumped out on the report was for the demolition of the Citgo building that occurred in this period. Mr. Milliken confirmed the cost was consistent with the proposal submitted.

Mr. Brown asked about the demolition and the total cost that has been spent on that property. Mr. Milliken confirmed the total expended by the DDA on the purchase of the property, demolition, and analysis has been about \$300,000 to date.

Ms. Heiny-Cogswell also noted that there was some bonus revenue sharing dollars added to the revenue from the State as part of the legislative changes to the property tax laws. She indicated it was unclear if this would continue.

Mr. Wenzel moved to approve the Treasurer's Report. Mr. Lutke seconded the motion. The motion was approved unanimously.

Public Comment

Chairperson Schley asked if any of the members of the public in attendance would like to make any comments.

Themi Corakis indicated that he thought the new banners looked nice in the DDA area.

Streetscape and Beautification Efforts – Selection of Design Partner

Chairperson Schley presented a summary of the findings from the Streetscape Committee upon review of the proposals submitted. An RFP was submitted to five firms. There were three proposals received. Out of those three, two finalists were selected – OCBA and Viridis. MC Smith also submitted a proposal. That firm did the previous streetscape study but was not selected as a finalist with this project. The committee determined that their proposal did not represent a detailed effort, and the fee was high.

Chairperson Schley indicated that the subcommittee took a detailed look at the proposals of the two finalists. The first review was based strictly on qualifications. OCBA appeared to have a better grasp of the project and had a more detailed proposal. Then they looked at the fees. OCBA has a much higher fee.

Chairperson Schley stated that the subcommittee recognized that if grant money is solicited, further assistance will be needed from the design partner, so additional information was sought. OCBA was still more money but it was closer.

Chairperson Schley summarized stating that the subcommittee recognized the volunteer nature of the DDA and the lack of dedicated staffing to the Board. The subcommittee recommended OCBA even though there was a higher cost due to the qualifications, the high level of detail in

the proposal, and the greater confidence in the team to accomplish the desired outcome with less engagement from DDA volunteers.

Chairperson Schley asked the DDA if they supported the recommendation with the understanding that the Township Board would ultimately have to support the expenditure.

Ms. Heiny-Cogswell stated she was on the subcommittee and that was a good summary.

Mr. Wenzel was also on the subcommittee and stated he focused on the dollars. He believed there was a substantial difference in the service provided between the two finalists. Due to the volunteer nature of the Board, OCBA appears to be less hands-on and will do more leg work for the DDA. He also stated he was impressed with the previous examples provided by OCBA.

Chairperson Schley stated that another difference between the two finalists is that OCBA has included Prein & Newhof and EPI on their project team for electrical, utility, and heavy engineering work while Viridis stated that landscape architects could address these issues with some support provided by a consulting engineer as needed. There will be a lot of utility coordination and street work engineering included in this design project, and the committee was more comfortable having Prein & Newhof engaged in this process. This has some fee implications as well.

Mr. Gould stated he reviewed the two proposals and was concerned with the Viridis proposal due to errors in the document, so he is happy with the recommendation.

Chairperson Schley said that the project would first focus on developing the design and then if necessary get into the grant work.

Mr. Betzler asked what the time frame is for the project.

Chairperson Schley indicated they were hoping to have started already. They had aimed to be doing consensus building in 2015 as well as exploring funding issues. That will require some time. Construction, depending on funding, will commence in 2016 at best.

Mr. Gould moved to recommend OCBA for approval as the selected design partner to complete a streetscape design plan for the DDA area and to authorize the Chair to enter into a contract with OCBA consistent with their proposal. Ms. Dacoba seconded the motion. The motion was approved unanimously.

2015 Budget

Mr. Milliken explained that the Township budget had been approved by the Township Board on November 18, which included the DDA's budget. There have been no substantial changes to the proposed DDA budget from the projected budget that was recommended by the DDA in July.

Chairperson Schley reviewed the revenues and funds available to the DDA and a rough forecast loan and bond amount that could be received for future projects like the streetscape.

Mr. Wenzel asked about the grant and loan program and whether there were any stipulations on how that works.

Mr. Taylor stated that he has been working on that as part of the subcommittee assigned to that task. He indicated the point is to have funds available in the budget if the program can be established and defined in 2015.

Mr. Betzler moved to approve the DDA budget for 2015. Mr. Wenzel seconded the motion. The motion was approved unanimously.

CITGO Station Update

Chairperson Schley stated that contractors put some grass seed down in bare spots that remained at the cleared Citgo site, and they have addressed some of the punch list items. He does not expect anything additional to occur at the site until spring. He stated that if someone else was interested in heading up some activity or being in charge of doing something at the site, they were welcome to. In the spring, the Board may want to think about putting some flowers or other interim treatment at the site. In summary, the DDA owns the site, the building is down, and the environmental issues are in good shape.

Mr. Gould asked about the soil erosion devices that have fallen down.

Chairperson Schley stated they should be put back up. Mr. Milliken indicated the Township could address that.

Mr. Brown indicated he did not understand why some parts of the site had to be capped and others could remain open space.

Chairperson Schley said it was a good question, but it was a requirement of DEQ.

Mr. Wenzel thanked Chairperson Schley for spearheading the effort to get the Citgo site and get it cleaned up.

9th Street Rear Access Drive

Ms. Heiny-Cogswell indicated that she has gotten things to a point where she is ready to set up a meeting with Township Staff and representatives of the DDA to review and polish the design plan for the access drive.

Chairperson Schley indicated he thought the design meeting should be open to all members of the DDA and give all the opportunity for input.

Ms. Heiny-Cogswell reminded that if a quorum was present, it would have to be noticed as a public meeting.

Mr. Brown asked if the DDA was just an advisory board or if they would be making any decisions.

Chairperson Schley stated that the DDA made some decisions and took action on maintenance at the last meeting and this is consistent with the previous decisions made.

Mr. Brown stated he just wanted to know if the Board had any say in this driveway or if the DDA was just funding the project.

Ms. Heiny-Cogswell stated the Township needs to vet out what they want to do with the property since the drive is going on Township property but certainly views the DDA as partners in this project.

Chairperson Schley agreed stating that this is a collaborative process and that the drive is what the DDA wants in this area. The Township may be taking it further than the DDA thought but that is ok.

Ms. Heiny-Cogswell indicated that in a related note, small pieces of the AT&T easement along Atlantic have been offered to the adjacent property owners to the north to enhance those properties with access onto Parkview.

There was discussion as to the best way to proceed with review of the driveway design. Since there is some work yet to be done to refine the design, a committee review was determined to be a good next step. Chairperson Schley asked if anyone wanted to be on an ad-hoc committee to review the rear access drive with the Township. Mr. Lutke, Mr. Taylor, and Chairperson Schley will make up that committee.

Streetscape and Beautification Efforts – Outreach to Church for Car Wash Property

Mr. Wenzel stated that he and Dr. Dallas met with representatives of the Church to discuss the car wash property and options they both have. The representatives from the Church expressed interest in working with the DDA and partnering together for mutual benefit. They want to see something they can take back to the membership to discuss. Mr. Wenzel stated he would like to have authorization to develop ideas with them. He indicated these would include different sharing concepts including costs, parking areas, maintenance, etc.

Chairperson Schley stated he was looking for a sanctioning of the committee to continue to explore these ideas with the Church members.

Mr. Betzler asked if the committee had a better understanding of the mechanics of the decision making process by the Church.

Mr. Wenzel stated it was a matter of getting concepts together at this time.

Mr. Brown indicated they were talking to representatives of the Church Board of Trustees. Any offer or decision would have to go to the Administrative council. Then it would go to Grand Rapids where a final decision would be reached.

Ms. Heiny-Cogswell suggested that perhaps the designer could be pulled in to study the space with the balance of the DDA property before the DDA agrees to anything. It would give the DDA and the adjacent property owners a better sense of what can happen.

Chairperson Schley moved to approve authorization for committee members to continue dialogue with Church representatives regarding car wash property, related issues, and its future use. Mr. Betzler seconded the motion. Mr. Brown abstained due to conflict of interest as he is a member of the Church. The motion was approved unanimously.

2015 Meeting Dates

Chairperson Schley stated this would be a good place to include Mr. Gould's request to discuss the schedule of meetings, time of meetings, etc.

Mr. Gould stated that numerous times over the past year, it seems there has been challenge finding times to get quorum. Therefore, it may make sense to evaluate the meeting time. He stated he has no problem as he is retired, but for working people noon may not be best.

Chairperson Schley added he is not a fan of additional evening meetings.

Mr. Taylor indicated he had been thinking similarly. He wondered if there should be more meetings.

Ms. Dacoba agreed stating that when meetings are every other month it is more difficult to engage in the meetings and maintain continuity.

Mr. Lutke said that morning meetings are hard for him as that is when he is getting his business started.

All members were asked to state a preference for meetings in morning, noon, or late afternoon. Various opinions were voiced, but noon was a consistent option for all.

Chairperson Schley indicated that it appears noon will be most successful option. He added that he is not interested in adding meetings at this time, but in the near future additional meetings will be needed for the streetscape project as the DDA gets into the design work.

Chairperson Schley moved to approve the schedule of meetings for 2015 as presented. Mr. Lutke seconded the motion. The motion was approved unanimously.

Grant / Loan Program

Mr. Taylor stated that he had been studying and searching for information on the City of Kalamazoo DDA and their grant / loan program and had received information on other similar programs. He had not met with or shared the information with the rest of the committee yet. A key piece remaining to figure out is the revenue picture as well as the allocation process. He expects to have something more formal at the next meeting.

Chairperson Schley suggested reaching out beyond just City of Kalamazoo to other similar sized and type communities to see what they have in place.

Other Business

There was no other business.

Announcement and Adjournment

The next meeting is scheduled for January 15, 2015. Chairperson Schley indicated that at that time there will be an election of officers. Anyone wishing to be an officer or wishing to no longer be an officer should let him know.

Having exhausted the agenda, Chairperson Schley adjourned the meeting at 1:25 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: December 9, 2014

Minutes Approved: January 15, 2015