

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

MINUTES OF THE MEETING HELD JANUARY 18, 2018

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, January 18, 2018. The meeting was called to order at approximately 12:05 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

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

Members absent: Maria Dacoba, Mike Lutke, Ethan Sivewright and Grant Taylor

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

Approval of Agenda

In the absence of both Chairperson Taylor and Vice-Chairperson Dacoba, Mr. MacDonald nominated and moved Mr. Betzler as acting Chair for this meeting. Ms. Heiny-Cogswell supported the motion. The motion carried unanimously.

Acting Chair Betzler asked if there were any changes to the agenda. Hearing none, he asked for a motion.

Mr. MacDonald moved to approve the agenda as presented. Mr. Skalski supported the motion. The motion passed unanimously.

Election of Officers for 2018

Ms. Johnston noted the current officers were:

Grant Taylor, Chairperson
Maria Dacoba, Vice-Chairperson
Themis Corakis, Treasurer
Secretary, vacant

Ms. Johnston determined the three 2017 officers were willing to continue in the same offices for 2018. Mr. Betzler agreed he would be willing to serve as Secretary.

It was determined there were no other nominations; Mr. MacDonald moved and Mr. Skalski supported the motion to elect the following slate of officers for 2018:

Grant Taylor, Chairperson
Maria Dacoba, Vice-Chairperson
Themis Corakis, Treasurer
Bruce Betzler, Secretary

The motion carried unanimously.

Approval of Minutes

Acting Chairperson Betzler asked if there were any additions or corrections to the minutes for the meeting of November 16, 2017.

Hearing none, he asked for a motion to approve the November 16, 2017 Minutes.

Mr. MacDonald moved to approve the Minutes of the Regular Meeting of November 16, 2017 as presented. Mr. Skalski supported the motion. The motion carried unanimously.

Treasurer's Reports for November - December, 2017 (unaudited)

Ms. Johnston reported the main activities for this two-month period were for the consultant work on the demolition of the car wash, the Village Theme Development Plan and the Stadium Drive Sidewalks. These expenditures totaled approximately \$19,000. Additional miscellaneous activities included accounting services, maintenance of the Community Center and a banner swap within the Village area. She noted the consultant invoices equal more than what was billed to the DDA. This is due to the shared costs with the Township for the Village Theme Development Plan work.

She said in the previous Treasurer's report, collected tax revenue was down by a little over \$10,000 from 2016. Since that time, personal property tax collection was provided by the State of Michigan in the amount of \$44,288.27, for total revenues equaling \$110,963.10, which is \$8,805.58 less than the \$119,768.68 received in 2016. According to the Township Assessor, this is likely due to increased personal property tax exemptions, which may mean revenues for 2018 could also be less than anticipated. The DDA may want to keep this in mind during the budgeting process for 2019.

Acting Chairperson Betzler asked for a motion to approve the Treasurer's Report for November – December 2017 as presented.

Mr. Skalski moved to approve the Treasurer's Report for November – December 2017 as presented. Mr. Corakis supported the motion. The motion passed unanimously.

Streetscape Update

a. Car Wash Property – Re-Bid

Ms. Johnston reported Prein & Newhof developed the re-bid packet for the car wash demolition, which was made available to any interested contractors on Wednesday, January 3rd. The revised bid eliminated the need to manage the unmarked liquids found on site, as well as completing the asphalt paving. A new requirement was added to the bid that the demolition site should be filled with gravel for safety after the demolition is complete. A 60-day window to complete the demolition was provided.

In addition, Rick Suwarsky, Ordinance Enforcement Officer, secured a contract with Drug and Laboratory Disposal, Inc. for the removal of the liquids found on site. The quote for removal was \$1,260 with a 10 percent energy and insurance fee for an approximate total fee of \$1,386, much lower than the original quotes from last fall which were between \$8-10,000.

Ms. Johnston indicated that originally this project was planned under the 2017 budget. Since the demolition did not occur in 2017, those funds are no longer available. The DDA will need to approve a budget amendment for the 2018 budget to cover the costs of the demolition. The requested budget amendment will also have to be approved by the Township Board.

Mr. Corakis moved to recommend to the Township Board that they amend the 2018 DDA budget to carry \$40,000 forward from the 2017 reserve funds to fund the car wash property demolition project. Mr. Skalski supported the motion. The motion was approved unanimously.

b. Stadium Drive Sidewalks

Ms. Johnston reported this project is moving forward. Township staff walked the street from 8th Street east to 11th Street with OCBA and Prein & Newhof. The walk through was to lay out the path, determine difficulties with rights-of-way and decide where easements will be needed. It is expected the schematic plan will be finalized in February which will allow a budget to be developed. She expects to bring the actual sidewalk layout to the DDA in March. A plan to obtain the needed easements will need to be determined; she is hopeful that will occur without a lot of cost. Although not that many easements will be needed, they should be in place prior to submitting a grant application to MDOT. She hopes the project will be engineered in winter of 2019, with construction to begin in 2020. Temporary grading easements will also be needed. Some affected property belongs to the Township and the DDA.

Maintenance and snow clearing of new sidewalks will be the responsibility of property owners, but Ms. Johnston is hopeful property owners can be brought together as a group to achieve economy of scale.

Mr. Corakis suggested the DDA take care of the sidewalks and bill the property owners. Ms. Johnston will check to see if the DDA has the authority to assess for this cost. Also suggested was that the DDA could pay to maintain them outright. Ms. Johnston said she would discuss that possibility with the Township. Ms. Hite felt if the DDA creates sidewalks it should be responsible for maintenance. Mr. MacDonald suggested possibly paying for maintenance for the first year after installation and recommended finding out what that cost would be.

Mr. McDonald also suggested the area could be considered for a Business Improvement District.

Ms. Johnston said she would find out the cost of seasonal snow removal for the new sidewalks and obtain information on Business Improvement District provisions regarding maintenance of the sidewalks.

c. Corner Property Development

Ms. Johnston said with the impending demolition of the car wash, staff was recommending the DDA begin consideration of improvements to the northwest corner of Stadium Drive and 9th Street. During the development of the streetscape project in 2014/2015, OCBA provided some concept plans and preliminary budgets for the corner improvements and she provided documents to Members.

Based on the feedback received from MDOT on the lack of possible grant funds for this corner, she recommended considering a pared down approach to the improvements OCBA outlined. She noted the 2018 budget dedicated funds for the development of plans and possible bid documents for the corner improvements and recommended continuing with the current consultant team of OCBA and Prein & Newhof to complete this work through the winter. They would be able to coordinate the corner improvements with the plans to construct sidewalks through this area in 2020.

Ms. Johnston said if the DDA authorized staff to contract with the consultant team within the existing 2018 budget of \$10,000, she could request that they try and have preliminary concept plans ready for review by the March DDA meeting.

There was discussion about what might or might not be included in the plan. The outcome was a desire for the consultants to provide a preliminary plan that would be for more of a gateway to the area rather than a gathering place. Suggestions were for an

asymmetrical space with less concrete and more earth work, natural landscaping, sidewalk connections and a focal point that could consist of an electronic sign board featuring events, time and temperature, possibly a clock with some financial assistance from Rotary. Ms. Johnston indicated the impervious cap must be maintained according to DEQ regulations and the method to do that must be included in any plan.

Acting Chairperson Betzler asked for a motion.

Mr. MacDonald moved to authorize Ms. Johnston to work with OCBA and to use up to \$3000 of the \$10,000 budgeted for development of a preliminary plan per the discussion, to be brought to the DDA in March. Mr. Corakis supported the motion. The motion carried unanimously.

Announcements and Adjournment

Ms. Johnston informed Members that Mr. Jay Brown, DDA member, passed away January 6, 2017. A funeral for him will be held at the Oshtemo Methodist Church on January 20 at 11:00 a.m.

There being no further business, Acting Chairperson Betzler adjourned the meeting at approximately 1:10 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: January 20, 2018
Minutes Approved: May 17, 2018