



7275 WEST MAIN STREET, KALAMAZOO, MI 49009
269-216-5220 Fax 375-7180
www.oshtemo.org

**SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT AUTHORITY
BOARD OF DIRECTORS – SPECIAL MEETING**

**OSHTEMO TOWNSHIP HALL
7275 WEST MAIN STREET**

**WEDNESDAY, SEPTEMBER 11, 2024
12:00 P.M.**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – December 6, 2023
Acceptance of Meeting Notes – June 5, 2024
4. Public Comment on Non-Agenda items
5. 2024 Election of Officers – Chair, Vice-Chair, Secretary, Treasurer
6. Treasurer’s Reports
 - a. 2023 Year End
 - b. 2024 January through August
7. 2025 – 2030 Capital Improvement Plan
8. Drake Road Non-Motorized Path Financial Contribution – Memo of Understanding – possible budget amendment
9. 2025 Budget
10. Projects
 - a. Nonmotorized Path Updates: Drake Road and KL Avenue
 - b. Master List of Project Ideas
11. Other Items
12. Adjournment

Next Meeting: **December 4, 2024**

THE CHARTER TOWNSHIP OF OSHTEMO

**South Drake Road Corridor Improvement Authority (SoDA)
December 6, 2023 DRAFT Minutes**

The SoDA Board meeting was held in person at Township Hall Meeting Room. The meeting was called to order by Chair, Dennis Patzer at 12:01 p.m.

MEMBERS PRESENT:

Corey Ashley
Cheri Jodoin
Dennis Patzer, Chair
Kelly Bringman
Theresa Spurr

MEMBERS ABSENT:

Joe Gesmundo
Dale DeLeeuw
Christine Morse
Cheri Bell, Supervisor (TB Liaison)

Also present were Iris Lubbert, Planning Director, and Leeanna Harris, Zoning Administrator.

Approval of the Agenda

There were no changes to the agenda. Chair Patzer let the agenda stand as published.

Minutes

Chair, Dennis Patzer asked if there were any additions, deletions, or corrections to the Minutes of June 7, 2023. Hearing none, he asked for a motion to approve. Ms. Jodoin made a motion to approve; Mr. Ashley seconded the motion. The motion was approved unanimously.

Public Comment on Non-Agenda Items

Chair Patzer asked if there were any public comments. None were made.

Treasurer's Report

Treasurer Report: Ms. Iris Lubbert noted that from June through November 28, 2023, revenues to date totaled \$73,597.36. Expenditures were roughly \$33,000 total which included a \$30K contribution for the Drake Road non-motorized path, and \$3K payment toward the Drake striping improvement project.

Non-motorized Paths Update

Chair Patzer asked Member Ashley about the striping. Member Ashley shared that cars are now stopping at the striping and noted where electric scooters had been speeding through the area, there has been

noticeable improvement. Member Ashley also noted it was interesting that the striping on KL Avenue is different from the striping on Drake.

Iris provided NM path updates from Director Horner, see attached. Question from Theresa Spurr when easements will be done for Drake Road NM use path? Iris doesn't see this information in the notes, but members will be notified once this information is available. Corey Ashley asked when KL Avenue will be closed off. The hope is to have this information to share before the next scheduled meeting. Also noted the road construction taking place at the Airport entrance has caused some business closures.

2024 Meeting Schedule

The two proposed dates for the 2024 meeting schedule are June 5, 2024, and December 4, 2024. Ms. Lubbert mentioned there was previous discussion with the Board about meeting more often. After discussion with members, it was decided to keep the two proposed dates for next year. Ms. Jodoin made a motion to approve the meeting schedule. Ms. Spurr seconded the motion. The motion passed unanimously. Further discussion noted if needed, can call special meetings during the year when items come up.

SoDA/DDA Open House

For anyone who is available, please stop by the Oshtemo Community Center between 4 and 6 p.m. today, for the DDA and SoDA open houses.

Other Items

Chair Patzer asked if there were any other items.

Iris mentioned that this is her last meeting and introduced Leeanna Harris as the new SoDA Liaison. Iris conveyed that she has enjoyed her time here. Members shared their well wishes for Iris and their appreciation for her service. Theresa asked for Leeanna's background in which she shared earning her degrees at MSU and studies and the benefit of being able to jump right into the field, which she is grateful for this opportunity. Leeanna received a thoughtful welcome from members.

Adjournment at 12:21 p.m.

Minutes prepared: 12/13/2023

Minutes approved:

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NOTE: THERE WAS NOT A QUORUM AT THIS MEETING; ONLY MEETING NOTES WERE TAKEN

THE CHARTER TOWNSHIP OF OSHTEMO

**South Drake Road Corridor Improvement Authority (SoDA)
June 5, 2024 Meeting Notes**

The SoDA Board meeting was held in person at Township Hall in the Meeting Room.

MEMBERS PRESENT:

Corey Ashley
Cheri Bell
Dennis Patzer, Chair
Theresa Spurr

MEMBERS ABSENT:

Kelly Bringman
Dale DeLeeuw
Joe Gesmundo
Cheri Jodoin

Also present were Jodi Stefforia, Planning Director and Leeanna Harris, Zoning Administrator.

Approval of the Agenda

Due to lack of quorum, the agenda could not be approved.

Minutes

The Minutes of December 7, 2022 could not be voted upon due to the lack of quorum.

Public Comment on Non-Agenda Items

There were no members of the public present.

2024 Election of Officers

Officers were not selected due to lack of quorum.

Treasurer's Report

The Treasurer's Reports were reviewed.

Projects

- a. Non-Motorized Path Updates: Drake Road and KL Avenue**

Chair Patzer asked for clarification on the design being completed and if there was any discussion on a monetary contribution from SoDA. Ms. Stefforia affirmed there was not, Supervisor Bell noted that the Attorney General and MDOT stepped in to ensure Amtrak was moving on the installation on the Drake Road path.

b. Master List of Project Ideas

Discussion regarding any future projects, or current projects to work on occurred. Supervisor Bell mentioned the path along KL Avenue to Drake. Moving to the Master List of Project Ideas, Member Ashley stated no striping has taken place at the county level. Supervisor Bell suggested reaching out to METRO to see if they have any upcoming projects. Further commented there has been a lot of crime on the corner of Drake Road and KL Avenue. Would recommend not covering any more of that corner, i.e., landscaping. As for the fourth bullet point, this concerns a capital improvement update that was presented at the December 2023 SoDA Board meeting which was a generated list from the Public Works Director to consider the timing of traffic signals and other enhancements to improve traffic flow. Members present agreed the fifth project idea on the list would be a positive one and commented could potentially aid in reducing crime in the area of Drake Road and KL Avenue.

2025 Budget Discussion

Discussion regarding repayment terms to the Township from the SoDA Board from 2019-2024 for \$60K each year. Ms. Stefforia communicated that in 2021 and 2023 there was only \$30K repaid to the Township. Members attempted to recall the discussion that may have taken place at a previous meeting, Mr. Patzer offered to go through his notes and provide information to Ms. Stefforia. It was clarified that SoDA is not necessarily required to pay \$60K each year. Supervisor Bell noted that the agreement stipulates that a different amount can be agreed upon each year, which Ms. Stefforia confirmed.

Ms. Stefforia stated she conversed with Public Works Director before the meeting, and she asked if the SoDA Board would consider a lump-sum contribution to the Drake Road Avenue Nonmotorized Path design expense. Supervisor Bell asked if this could go to the KL Avenue design. Planning Director Stefforia clarified that is already in place, however, the KL Avenue to Stadium segment along Drake Road will be a project next year. Mr. Ashley asked for clarification of what SoDA repaid each year. 2017 - \$40K, 2018 – \$30K, amended to \$60K, then 2019 – \$60K, 2020 - \$60K, 2021 - \$30K, 2022 – \$60K, 2023 – \$30K, 2024 - \$0 so far, but \$30K budgeted.

Further discussion between Mr. Patzer and Mr. Ashley regarding the thoughts and history of what was paid from the budget (aside from the Drake Road improvements). Mr. Patzer further conveyed to Ms. Spurr they should plan to increase the repayment to \$60-70K in 2025, to get the balance down and plan for future projects. Ms. Spurr agreed though noted that the business taxes for property have increased and could be a contributing factor. Supervisor Bell stated that the taxes have not increased from the Township side. Mr. Patzer stated their only revenue comes from new construction. Supervisor Bell suggested if a situation occurs where SoDA doesn't have any new projects come up, SoDA would not have the ability to repay their commitments. Mr. Patzer will search through his notes to notify Ms. Stefforia of the reasons for years where less than \$60K was repaid.

2024 Open Houses

Ms. Stefforia communicated an Open House was held May 16, 2024 at the Oshtemo Community Center and that it was well attended with the Atlantic Avenue project presented to community members.

The next SoDA and DDA open house date has not yet been determined. Member Spurr and Chair Patzer noted they are typically held in December. Ms. Stefforia recommended that both SoDA and DDA could present updates to the Township Board and treat that as the required informational meeting. It does not have to be an open house.

Other Items

There was discussion about having more than two Board meetings per year. Supervisor Bell suggested that having a minimum of quarterly meetings would be better. There was consensus amongst members of having more than two meetings per year. The reasoning for noon meetings was that this was and remains a better time for most members to meet. There was consensus that additional meetings will take place at 12 p.m. A September 11, 2024 meeting was proposed. A special meeting will be noticed for this date and time. There will be future follow up via phone calls to attempt to ensure quorum before the meeting is held.

Discussion about recruiting more SoDA members. Supervisor Bell mentioned talking with members of the community or business representatives. Ms. Stefforia conveyed as long as they have an interest, Board members they are eligible to serve.

Member Ashley noted that he walked down the new sidewalk today and he very much enjoyed it.

With there being no further discussion, the meeting ended at 1:01 p.m.

Meeting Notes prepared: June 7, 2024

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May 30, 2024



To: South Drake Road Corridor Improvement Authority

From: Jodi Stefforia, Planning Director

RE: Treasurer's Reports

Attached you will find the Treasurer's Report for 2023 year end and the Treasurer's Report for January through August 2024, unaudited.

Revenues for 2023 totaled \$70,301.49. Expenditures in the amount of \$33,000 were incurred in 2023. Expenditures for 2023 included a \$30,000 annual capital outlay payment for contribution toward the Drake Road path; and, \$3,000 for crosswalk striping across intersections. As of December 31, 2023, SoDA fund balance was \$163,747, per the audit.

Tax revenue in the amount of \$73,804.83 has been collected/captured in tax increment for 2024. There have been no 2024 expenditures to date.

Attachments: 2023 Year End Treasurer's Report
2024 January – August Treasurer's Report

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PERIOD ENDING 12/31/2023

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2023		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	NORMAL	12/31/2023 (ABNORMAL)	MONTH 12/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 247 - SoDA (South Drake Rd Corridor Imp. Auth)							
Revenues							
Dept 000 - General							
247-000-40000	Carryover	0.00		0.00	0.00	0.00	0.00
247-000-40400	Current Real Property Tax	75,000.00		67,456.45	(4,079.81)	7,543.55	89.94
247-000-44400	Other Tax Revenue	0.00		0.00	0.00	0.00	0.00
247-000-66500	Interest Earned	100.00		2,845.04	276.70	(2,745.04)	2,845.04
247-000-67700	Miscellaneous	0.00		0.00	0.00	0.00	0.00
Total Dept 000 - General		75,100.00		70,301.49	(3,803.11)	4,798.51	93.61
TOTAL REVENUES		75,100.00		70,301.49	(3,803.11)	4,798.51	93.61
Expenditures							
Dept 728 - Economic Development							
247-728-70300	Salary-Staff	0.00		0.00	0.00	0.00	0.00
247-728-72800	Supplies	0.00		0.00	0.00	0.00	0.00
247-728-73000	Postage	0.00		0.00	0.00	0.00	0.00
247-728-80800	Consultants	0.00		0.00	0.00	0.00	0.00
247-728-82500	Accounting & Audit Fees	1,000.00		0.00	0.00	1,000.00	0.00
247-728-82600	Legal Fees - internal	500.00		0.00	0.00	500.00	0.00
247-728-90300	Legal Notices	0.00		0.00	0.00	0.00	0.00
247-728-93300	Repairs/Maintenance	7,500.00		3,000.00	0.00	4,500.00	40.00
247-728-96100	BOR/MTT	0.00		0.00	0.00	0.00	0.00
247-728-96300	Contingency Items	0.00		0.00	0.00	0.00	0.00
247-728-97500	Capital Outlay/Obligated Projects	65,000.00		31,802.19	0.00	33,197.81	48.93
247-728-97600	Capital Outlay/Land Acquisition	0.00		0.00	0.00	0.00	0.00
Total Dept 728 - Economic Development		74,000.00		34,802.19	0.00	39,197.81	47.03
TOTAL EXPENDITURES		74,000.00		34,802.19	0.00	39,197.81	47.03
Fund 247 - SoDA (South Drake Rd Corridor Imp. Auth):							
TOTAL REVENUES		75,100.00		70,301.49	(3,803.11)	4,798.51	93.61
TOTAL EXPENDITURES		74,000.00		34,802.19	0.00	39,197.81	47.03
NET OF REVENUES & EXPENDITURES		1,100.00		35,499.30	(3,803.11)	(34,399.30)	3,227.21

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			08/31/2024 NORMAL (ABNORMAL)	MONTH 08/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 247 - SoDA (South Drake Rd Corridor Imp. Auth)						
Revenues						
Dept 000 - General						
247-000-40000	Carryover	0.00	0.00	0.00	0.00	0.00
247-000-40400	Current Real Property Tax	71,245.00	73,804.83	0.00	(2,559.83)	103.59
247-000-44400	Other Tax Revenue	0.00	0.00	0.00	0.00	0.00
247-000-66500	Interest Earned	1,300.00	1,576.63	517.84	(276.63)	121.28
247-000-67700	Miscellaneous	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - General		72,545.00	75,381.46	517.84	(2,836.46)	103.91
TOTAL REVENUES		72,545.00	75,381.46	517.84	(2,836.46)	103.91
Expenditures						
Dept 728 - Economic Development						
247-728-70300	Salary-Staff	0.00	0.00	0.00	0.00	0.00
247-728-72800	Supplies	0.00	0.00	0.00	0.00	0.00
247-728-73000	Postage	0.00	0.00	0.00	0.00	0.00
247-728-80800	Consultants	0.00	0.00	0.00	0.00	0.00
247-728-82500	Accounting & Audit Fees	1,000.00	300.00	300.00	700.00	30.00
247-728-82600	Legal Fees - internal	500.00	0.00	0.00	500.00	0.00
247-728-90300	Legal Notices	0.00	0.00	0.00	0.00	0.00
247-728-93300	Repairs/Maintenance	7,500.00	0.00	0.00	7,500.00	0.00
247-728-96100	BOR/MTT	0.00	0.00	0.00	0.00	0.00
247-728-96300	Contingency Items	0.00	0.00	0.00	0.00	0.00
247-728-97500	Capital Outlay/Obligated Projects	30,000.00	0.00	0.00	30,000.00	0.00
247-728-97600	Capital Outlay/Land Acquisition	0.00	0.00	0.00	0.00	0.00
Total Dept 728 - Economic Development		39,000.00	300.00	300.00	38,700.00	0.77
TOTAL EXPENDITURES		39,000.00	300.00	300.00	38,700.00	0.77
Fund 247 - SoDA (South Drake Rd Corridor Imp. Auth):						
TOTAL REVENUES		72,545.00	75,381.46	517.84	(2,836.46)	103.91
TOTAL EXPENDITURES		39,000.00	300.00	300.00	38,700.00	0.77
NET OF REVENUES & EXPENDITURES		33,545.00	75,081.46	217.84	(41,536.46)	223.82

**SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT AUTHORITY
CAPITAL IMPROVEMENT PLAN - DRAFT SEPTEMBER 2024**

	CAPITAL IMPROVEMENT PLAN	2025 - 2030 ILLUSTRATIVE CAPITAL IMPROVEMENTS PLAN					
REVENUES:	2024	2025	2026	2027	2028	2029	2030
Property tax capture	\$ 71,200	\$ 71,300	\$ 72,000	\$ 72,700	\$ 73,400	\$ 74,100	\$ 74,800
Interest	\$ 1,300	\$ 1,326	\$ 1,353	\$ 1,380	\$ 1,407	\$ 1,435	\$ 1,464
Total Revenues:	\$ 72,500	\$ 72,626	\$ 73,353	\$ 74,080	\$ 74,807	\$ 75,535	\$ 76,264
EXPENDITURES:							
Operating expenditures	\$ 9,300	\$ 9,600	\$ 9,900	\$ 10,200	\$ 10,500	\$ 10,800	\$ 11,100
Capital expenditures:							
Drake Road Nonmotorized Path (Payment)	\$ 30,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Safety Improvements TBD	\$ -	\$ 7,500	\$ -	\$ 7,500	\$ -	\$ 7,500	\$ -
Total Expenditures:	\$ 39,300	\$ 87,100	\$ 79,900	\$ 87,700	\$ 80,500	\$ 88,300	\$ 81,100
FUND BALANCE:							
Net change in fund balance	\$ 33,200	\$ (14,474)	\$ (6,547)	\$ (13,620)	\$ (5,693)	\$ (12,765)	\$ (4,836)
Beginning fund balance (Estimated)	\$ 163,747	\$ 196,947	\$ 182,473	\$ 175,926	\$ 162,305	\$ 156,612	\$ 143,848
Ending Fund Balance:	\$ 196,947	\$ 182,473	\$ 175,926	\$ 162,305	\$ 156,612	\$ 143,848	\$ 139,012

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**DRAKE ROAD PATH CONSTRUCTION COST REPAYMENT
 BETWEEN THE
 SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT AUTHORITY
 AND
 OSHTEMO CHARTER TOWNSHIP
 MEMORANDUM OF UNDERSTANDING**

The purpose of this memorandum is to outline an understanding between the South Drake Road Corridor Improvement Authority (SoDA) and the Oshtemo Charter Township Board (Board) for the repayment of costs associated with the development of the Drake Road Non-Motorized Path. Through the collection of tax increment financing, the SoDA will assist with the construction costs of the Drake Road Non-Motorized Path. The payments made by the SoDA will go towards those costs incurred for the project and which are not covered through grants or other sources of funds not provided by the Township.

The parties agree that the payments made by SoDA to the Township toward the construction of the Drake Road Non-Motorized Path will occur as tax revenues are collected. The intent is for the SoDA to meet or exceed this repayment schedule over time, as follows:


Years	Payment Per Year	Total
2017 – 2018	\$30,000	\$60,000
2019 – 2024	\$60,000	\$360,000
2025 – 2030	\$70,000	\$420,000
2031 – 2037	\$75,000	\$525,000
TOTAL:		\$1,365,000

SoDA will have an opportunity each year during the budgeting process to approve a different payment to the Township than outlined above based on revenue and other considerations. In addition, it is anticipated that final construction costs for the Drake Road Non-Motorized Path will likely be higher

than the amount scheduled in the table above. If revenues allow, the SoDA may increase the amount of their payments to assist with covering the total Township costs for the Path.

The parties understand that this Memorandum of Understanding binds both parties to the incremental repayment of the Drake Road Non-Motorized Path as outlined herein.

SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT
AUTHORITY

By: 

Its: Chairperson

Dated: October 3rd, 2019

OSHTEMO TOWNSHIP BOARD

By: 

Its: Supervisor

Dated: 23 October, 2019

SoDA Drake Road Path Payback History
August 2024

Year	Amount		Agreement	
	Paid	Budgeted	Amount	
2017	\$ 30,000	\$ 30,000	\$ 30,000	
2018	\$ 60,000	\$ 60,000	\$ 30,000	
2019	\$ 60,000	\$ 60,000	\$ 60,000	
2020	\$ 30,000	\$ 30,000	\$ 60,000	
2021	\$ -	\$ 30,000	\$ 60,000	
2022	\$ 60,000	\$ 30,000*	\$ 60,000	
2023	\$ 30,000	\$ 30,000	\$ 60,000	
2024	\$ -	\$ 30,000	\$ 60,000	
2025	tbd	tbd	\$ 70,000	
	<u>\$ 270,000</u>		<u>\$ 490,000</u>	

* amended to \$60,000 to make up for missing 2021 payment

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**SUGGESTED SoDA BUDGET FOR 2025
August 2024**

GL NUMBER	DESCRIPTION	2024	2024	2025
		APPROVED BUDGET	AMENDED BUDGET	REQUESTED BUDGET

Fund 247 - TAX INCREMENT FINANCE AUTHORITY (SoDA)

ESTIMATED REVENUES

Dept 001-Revenue

247-001-40300	Current Real Property Tax	\$ 71,245	\$ 71,245	\$ 71,336
247-001-47500	Miscellaneous	\$ -	\$ -	\$ -
247-001-66500	Interest Earned	\$ 1,300	\$ 1,300	\$ 1,326
TOTAL ESTIMATED REVENUES		\$ 72,545	\$ 72,545	\$ 72,662

APPROPRIATIONS

Dept 728-Economic Development

247-728-70300	Salary-Staff	\$ -	\$ -	\$ -
247-728-72800	Supplies	\$ -	\$ -	\$ -
247-728-73000	Postage	\$ -	\$ -	\$ -
247-728-80800	Consultants	\$ -	\$ -	\$ -
247-728-82500	Accounting & Audit Fees	\$ 1,000	\$ 1,000	\$ 1,000
247-728-82600	Legal Fees	\$ 500	\$ 500	\$ -
247-728-90300	Legal Notices	\$ -	\$ -	\$ -
247-728-93300	Repairs/Maintenance	\$ 7,500	\$ 7,500	\$ 7,500
247-728-97500	Capital Outlay/Obligated Projects*	\$ 30,000	\$ 30,000	\$ 70,000
247-728-97600	Capital Outlay/Land Acquisition	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS		\$ 39,000	\$ 39,000	\$ 78,500

note: * Beginning in 2025, annual payment is \$70,000 per 2019 Memorandum of Understanding for Drake path.

8-13-2024 Balance is \$169,596 = carryover from 2023 plus tax capture for 2024

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**Master List of SoDA Project Ideas
Updated September 2024**

- KL Avenue / Drake Road Path contribution.
- Bi-annual coordinating and funding crosswalk markings (both on private and public property).
- Partner with METRO to install additional transit facilities.
- A grant program to improve lighting on private property.
- Create a gateway at or beautifying the corner(s) of KL and Drake – Twp side
- Partner in a corridor analysis that would look at operational improvements and capacity needs.