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

**OSHTEMO TOWNSHIP HALL
7275 WEST MAIN STREET**

**WEDNESDAY, JUNE 5, 2024
12:00 P.M.**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – December 6, 2023
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 May
7. Projects
 - a. Nonmotorized Path Updates: Drake Road and KL Avenue
 - b. Master List of Project Ideas
8. 2025 Budget Discussion
9. 2024 Open Houses
10. Other Items
11. Adjournment

Next Meeting: **December 4, 2024**

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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:

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 May 2024, unaudited. Revenues for 2023 totaled \$70,301.49. Expenditures for 2023 totaled \$33,000.

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.

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 – May 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	% BGD 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
			NORMAL (ABNORMAL)	MONTH 05/31/2024 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	499.91	0.00	800.09	38.45
247-000-67700	Miscellaneous	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - General		72,545.00	74,304.74	0.00	(1,759.74)	102.43
TOTAL REVENUES		72,545.00	74,304.74	0.00	(1,759.74)	102.43
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	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	0.00	0.00	39,000.00	0.00
TOTAL EXPENDITURES		39,000.00	0.00	0.00	39,000.00	0.00
Fund 247 - SoDA (South Drake Rd Corridor Imp. Auth):						
TOTAL REVENUES		72,545.00	74,304.74	0.00	(1,759.74)	102.43
TOTAL EXPENDITURES		39,000.00	0.00	0.00	39,000.00	0.00
NET OF REVENUES & EXPENDITURES		33,545.00	74,304.74	0.00	(40,759.74)	221.51

Memorandum



Date: May 30, 2024
To: Jodi Stefforia, Planning Director
From: Anna Horner, Public Works Director
Subject: Non-motorized Projects Update

Below are timely updates for the SoDA Board related to non-motorized projects within the boundaries of the SoDA CIA:

KL Avenue Non-motorized Pathway (north side) – Phase 1 of this project, Drake Road to the east side of the US-131 overpass/Concord Place Apartments, is substantially complete! The contract is still open to complete the second season of restoration and ensure establishment of turf.

MDOT has begun construction on the US-131 overpass. Within this project, the segment of the path under the bridge will be completed.

Once the section of path under the bridge is completed, Phase 2, the west side of the overpass to The Paddock Apartments can be constructed. The Township and the consultants are currently working on easement negotiations, environmental clearances, utility coordination and final design. The anticipated construction start is mid-2025.

Drake Road Path – The section from Stadium Drive to KL Avenue is the next priority for non-motorized on this corridor. The design work and easement acquisition are underway. Amtrak is required to install the crossing by June 23, 2024 and the remainder is expected to be constructed in Spring 2025.

Master List of SoDA Project Ideas

- KL Path contribution.
- Partnering with METRO to install additional transit facilities.
- Creating a gateway at or beautifying the northwest corner of KL and Drake.
- Partnering in a corridor analysis that would look at operational improvements and capacity needs.
- A grant program to improve lighting on private property.
- Coordinating and funding crosswalk signs (both on private and public property).



May 30, 2024

To: South Drake Road Corridor Improvement Authority

From: Jodi Stefforia, Planning Director

RE: 2025 Budget Discussion

Staff proposes the budget for 2025 generally follow the adopted 2024 budget. To date in 2024, \$73,804.83 in tax revenue has been collected of which \$2,559.83 is attributable to fiscal year 2023. It is anticipated that approximately the same amount of tax revenue will be collected in 2025 plus a 5% inflationary increase.

SoDA generally has three expenses – the annual payment to the Township toward the Drake Road Path (which increases to \$70,000 in 2025 per a 2019 Memorandum of Understanding between the Township and SoDA), Drake Road Path maintenance, and accounting/auditing/legal fees.

Please see the attached draft budget for further discussion at the June 5th meeting.

Attachments: Suggested 2025 Budget (June 2024)

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**SUGGESTED SoDA BUDGET FOR 2025
June 2024**

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	2023 ACTUAL	2024 APPROVED BUDGET	2025 REQUESTED BUDGET
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Fund 247 - TAX INCREMENT FINANCE AUTHORITY (SoDA)

ESTIMATED REVENUES

Dept 001-Revenue

247-001-40300	Current Real Property Tax	\$ 75,000.00	\$ 67,456.45	\$ 71,245.00	\$ 75,000.00
247-001-47500	Miscellaneous	\$ -	\$ -	\$ -	\$ -
247-001-66500	Interest Earned	\$ 100.00	\$ 2,845.04	\$ 1,300.00	\$ 2,000.00
TOTAL ESTIMATED REVENUES		\$ 75,100.00	\$ 70,301.49	\$ 72,545.00	\$ 77,000.00

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	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
247-728-82600	Legal Fees	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
247-728-90300	Legal Notices	\$ -	\$ -	\$ -	\$ -
247-728-93300	Repairs/Maintenance	\$ 7,500.00	\$ 3,000.00	\$ 7,500.00	\$ 7,500.00
* 247-728-97500	Capital Outlay/Obligated Projects	\$ 65,000.00	\$ 31,802.19	\$ 30,000.00	\$ 70,000.00
247-728-97600	Capital Outlay/Land Acquisition	\$ -	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS		\$ 74,000.00	\$ 34,802.19	\$ 39,000.00	\$ 79,000.00

note: * It has been discovered that \$1,802.19 was incorrectly charged to SoDA in 2023 that should have been charged to DDA. This will be corrected.

* Beginning in 2025, annual payment is \$70,000 per 2019 Memorandum of Understanding between Township and SoDA.