



7275 W. MAIN STREET, KALAMAZOO, MI 49009-9334
269-216-5220 Fax 375-7180 TDD 375-7198
www.oshtemo.org

**SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT AUTHORITY
BOARD OF DIRECTORS**

REGULAR MEETING – VIRTUAL

Participate through this Zoom link:

<https://us02web.zoom.us/j/81557591974>

Or by calling: 1-929-205-6099

Meeting ID: 815 5759 1974

(Refer to the www.oshtemo.org Home Page or the next page of this packet for additional Virtual Meeting Information)

WEDNESDAY, DECEMBER 1, 2021

12:00 P.M.

AGENDA

1. Call to Order
2. Roll Call and Remote Location Identification
3. Approval of Minutes – June 22nd, 2021
4. Treasurer’s Reports
 - a. June through November 2021
5. Drake Road Path Update
6. 2021 Informational Session Update
7. 2022 Meeting Schedule
8. Public Comment
9. Adjournment

Zoom Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 815 5759 1974**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet, or smartphone then you can join via conference call by following instructions below.

To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **815 5759 1974#**

Participant controls in the lower-left corner of the Zoom screen:



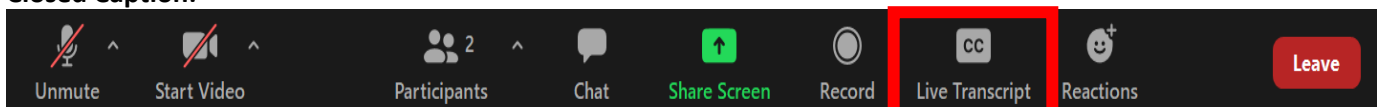
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press *9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

Closed Caption:



Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

1. Click on the “Live Transcription” button.
2. Then select “Show Subtitle”.

THE CHARTER TOWNSHIP OF OSHTEMO

South Drake Road Corridor Improvement Authority (SoDA) June 22, 2021

SoDA Board meeting was held virtually through Zoom. The meeting was called to order by Treasurer Patzer at 11:06 p.m.

MEMBERS PRESENT:

Corey Ashley, Chair
Joe Gesmundo
Libby Heiny-Cogswell
Dennis Patzer, Treasurer
Galen Rike
Kelly Bringman
Theresa Spurr
Dale Shugars

MEMBERS ABSENT:

Christine Morse

Also present were Planning Director Iris Lubbert, Township Attorney James Porter, and Public Works Director Marc Elliott.

Minutes

Chair Ashley asked if there were any additions, deletions, or corrections to the Minutes of December 2, 2020. Hearing none, he asked for motion to approve the Minutes.

Mr. Rike made a motion to approve the Minutes of December 2, 2020 as presented. Ms. Spurr seconded the motion. The motion was approved with a vote of 8 to 0, with 1 absent.

Election of Officers

Chair Ashley asked the Board members if there were any nominations. He noted that he has been the chair for two cycles and would be prepared to step down if someone else was interested in taking the role.

Ms. Spurr asked if the same slate of officers were willing to continue in 2021. Both Chair Ashley and Treasurer Patzer indicated they were willing.

Mr. Rike made a motion to approve Corey Ashley as Chair and Dennis Patzer as Treasurer. Mr. Gesmundo seconded the motion. The motion was approved with a vote of 8 to 0, with 1 absent.

Treasurer's Report

Chair Ashley asked for the Treasurer's reports. Ms. Lubbert shared the 2020-year end Treasurer's Report and the Treasurer's Report for January 1st, 2021 through May 27th, 2021.

She reported that the main two activities that occurred in 2020 were a \$30,000 payment to the Township for the Drake Road Path and a \$35,944.44 reimbursement to BOR/MIT for mis-captured tax revenue. Due to the reimbursement, approximately \$3,000 needed to be carried over from SoDA's fund balance to cover all 2020 expenses.

In 2021, to date, the only expenditure has been \$165 in legal fees. \$40,554.84 in tax revenue has been collected.

Mr. Patzer made a motion to approve the Treasurer's Report. Ms. Spurr seconded the motion. The motion was approved 8 to 0.

Drake Road Path Update

Marc Elliott, Public Works Director provided an update on the Drake Road Path.

He indicated that there is still ongoing negotiation between AMTRAK and MDOT regarding how the sidewalk will cross the railroad line. He is hopeful that negotiations are coming to a close. He reported on the sections of the sidewalk that have been completed.

2022 Budget Discussion

Ms. Lubbert proposed that the budget for 2022 follow the adopted 2021 budget with no changes. She noted that in 2021 \$40,554.84 in tax revenue has been collected. It is anticipated that the same amount of tax revenue will be collected in 2022.

She added that it has come to her attention that the sidewalk on the north side of Green Meadow is scheduled to be constructed this year (Green Meadow to Round Hill Dr.) A portion of this sidewalk is within the SoDA boundary. The SoDA Board should consider whether they want to take on funding the snow removal of that portion of the sidewalk.

After discussion the Board unanimously agreed that they were not interested in taking on snow removal of other sidewalk segments at this time.

Ms. Spurr made a motion to approve the 2022 budget as presented by staff and forward it to the Township Board. Mr. Patzer seconded the motion, The motion was approved 8 to 0.

2021 Open Houses

Public Act 57 of 2018 requires that Corridor Improvement Authorities hold at least two informational meetings a year. These meetings do not have to be official Board meetings but can be designed as Open Houses to inform the public of the goals of the Board and the projects that the South Drake Road Corridor Improvement Authority is financing. Due

to Covid19, SoDA's two informational meetings in 2020 were held virtually on November 19th and December 2nd. For efficiency, these two Open Houses were combined with the two Open Houses required for the Downtown Development Authority (DDA).

The DDA is currently finalizing their plans to install sidewalk on the north side of Stadium Drive that is within their boundary. To collect public input on the project they scheduled a virtual Open House on June 2nd and also utilized this meeting as one of their two required informational meetings. Given the SoDA Board's previous permissions to staff, for efficiency, this meeting was also designed to be utilized as one of the two informational meetings required for SoDA.

With Covid-19 restrictions changing, Ms. Lubbert requested input from the Board on how they wish to approach the second required informational meeting for 2021 and if they would be comfortable continuing to have joint informational meeting with the DDA.

Ms. Spurr she was in favor for whatever was most convenient for staff and had no concern with the SoDA and DDA informational sessions being combined. The Board unanimously agreed.

Public Comment

Chair Ashley asked if there was any Public Comment. There was none.

Other Business

Chair Ashley asked if there was any other business before the Board. Mr. Rike indicated that this would be his last meeting with the SoDA Board as he is moving out of State. The Board thanked him for his service and wished him the best with his future endeavors.

There being no further business, the meeting was adjourned at approximately 1:50 p.m.

Minutes prepared:
6/23/2021

Minutes approved:

November 17, 2021



Mtg Date: December 1, 2021
To: South Drake Road Corridor Improvement Authority
From: Iris Lubbert, AICP
Planning Director
RE: Treasurer's Report

Attached you will find the Treasurer's Report for June 1st through November 31st 2021, unaudited.

To date the SoDA has received \$40,554.84 in Property Tax Revenue and \$12.02 in Interest Earned.

Expenditures for this period include \$950.00 for accounting and audit fees, \$255.00 in legal fees, and \$1,000.79 for 2020/21 Sidewalk Winter Maintenance. The \$30,000 annual payment to the Township for the Drake Road Path is currently being processed.

Note- it appears that SoDA has been charged twice for a \$45 invoice for legal services. Staff is currently looking into this.

Attachments: Treasurer's Report June through November 2021
Invoices

SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT AUTHORITY
Treasurer's Report through November 17, 2021
Unaudited

REVENUES	2021 Budget	Previous Activity	Activity this Period	Available Balance
Current Real Property Tax	\$40,000.00	\$40,554.84	\$0.00	\$40,554.84
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earned	\$500.00	\$0.00	\$12.02	\$12.02
Carryover	\$1,000.00	\$0.00	\$0.00	\$1,000.00
TOTAL REVENUES	\$41,500.00	\$40,554.84	\$12.02	\$41,566.86

EXPENDITURES	2021 Budgeted	Previous Activity	Activity this Period	Total Activity	Available Balance	Percent Used
Salary-Staff	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Consultants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Accounting & Audit Fees	\$1,000.00	\$0.00	\$950.00	\$950.00	\$50.00	0.00%
Legal Fees	\$500.00	\$165.00	\$255.00	\$420.00	\$80.00	84.00%
Legal Notices	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Repairs/Maintenance	\$7,500.00	\$0.00	\$1,000.79	\$1,000.79	\$6,499.21	13.34%
Capital Outlay/Obligated Projects	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%
Capital Outlay/Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL EXPENDITURES	\$39,000.00	\$165.00	\$2,205.79	\$2,370.79	\$36,629.21	6.08%

2020 YEAR END FUND BALANCE (Estimated)	\$67,124.00
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Oshtemo
Township
 7275 W. Main
 Kalamazoo MI, 49009



Bill To:
 South Drake Road Corridor Authority
 7275 West Main
 Kalamazoo, MI 49009

INVOICE # 10147

Date: October 12, 2021

STATEMENT

Invoice #	Description	Rate	Instances	Due	Balance
10147	2020/21 Sidewalk Winter Maintenance	\$125.10	8	\$1,000.79	\$1,000.79
Total Due					\$1,000.79

PAST DUE BALANCE

Invoice #	0-30	30-60	60-90	90+
10147	\$1,000.79			

Please make all checks payable to: ***Oshtemo Township***
Invoice # 10147

Attention:
Oshtemo Twp Treasurer's Office
7275 W Main
Kalamazoo MI, 49009

Total Due: \$1,000.79

SoDA Sidewalk Winter Maintenance
Oshtemo Township Maintenance Department

Date	Job			
1/4/2021	Blow Side walk			
1/20/2021	Blow Side walk	Walk Blowing Instances		
1/27/2021	Blow Side walk	7028 ft X \$0.0178 per ft		
2/1/2021	Blow Side walk		8	\$1,000.79
2/5/2021	Blow Side walk			
2/8/2021	Blow Side walk			
2/18/2021	Blow Side walk			
2/22/2021	Blow Side walk			
		Total seasonal cost		\$1,000.79

**Oshtemo
Township**
7275 W. Main
Kalamazoo MI, 49009



Bill To:
South Drake Road Corridor Authority
7275 West Main
Kalamazoo, MI 49009

INVOICE # 10134

Date: July 19, 2021

STATEMENT

Invoice #	Description	Rate	Quantity	Due	Balance
10134	2nd Qtr 2021 Legal Support				
	Apr 2021	\$150	-0-	\$0.00	
	May 2021	\$150	-0-	\$0.00	
	Jun 2021	\$150	1.4	\$210.00	\$210.00
Total Due					\$210.00

PAST DUE BALANCE

Invoice #	0-30	30-60	60-90	90+
10134	\$210.00			

Please make all checks payable to: **Oshtemo Township**
Invoice # 10134

Attention:
Oshtemo Twp Treasurer's Office
7275 W Main
Kalamazoo MI, 49009

Total Due: \$210.00

***Oshtemo
Township***
7275 W. Main
Kalamazoo MI, 49009



Bill To:
South Drake Road Corridor Authority
7275 West Main
Kalamazoo, MI 49009

INVOICE # 10127

Date: April 5, 2021

STATEMENT

Invoice #	Description	Rate	Quantity	Due	Balance
10127	1st Qtr 2021 Legal Support				
	Jan 2021	\$150	-0-	\$0.00	
	Feb 2021	\$150	-0-	\$0.00	
	Mar 2021	\$150	0.3	\$45.00	\$45.00
Total Due					\$45.00

PAST DUE BALANCE

Invoice #	0-30	30-60	60-90	90+
10127	\$45.00			

Please make all checks payable to: ***Oshtemo Township***
Invoice # 10127

Attention:
Oshtemo Twp Treasurer's Office
7275 W Main
Kalamazoo MI, 49009

Total Due: \$45.00

SiegfriedCrandallPC

Certified Public Accountants & Advisors

246 E. Kilgore Road
Portage, MI 49002-5599
www.siegfriedcrandall.com

Telephone 269-381-4970
800-876-0979
Fax 269-349-1344

CHARTER TOWNSHIP OF OSHTEMO
7275 WEST MAIN STREET
KALAMAZOO, MI 49009

Invoice Number: 106181
Client ID: 6870

Date: 04/30/2021
Payable upon receipt

Professional services during the month of April 2021, which included the following:

A Knafel (6.50 hours @ \$135) assistance with bank reconciliations	877.50
J Frederickson (3.50 hours @ \$160) for audit and financial statement preparation	560.00
S Bryer (19 hours @ \$210) for audit preparation, financial statement preparation and review, & meeting	3,990.00
K Todd (5 hours @ \$95) for formatting/checking financial statements	475.00
Less: discount	(402.50)

Breakdown by Fund:

101 - \$3,000	13792 Gen
107 - 250	Parks 13801
206 - 250	FD 13800
207 - 250	Police 13793
211 - 250	FD 13800
249 - 250	Ord. Ent. 13795
490 - 250	PW 7 13753
491 - 250	PW
219 - 250	Streetlight PW
247 - 250	SODA Fund
900 - 250	Planning 13794

\$5,500
=====

New Charges:	\$5,500.00
Plus Prior Balance:	\$2,300.00
New Balance:	<u>\$7,800.00</u>

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CHARTER TOWNSHIP OF OSHTEMO
7275 WEST MAIN STREET
KALAMAZOO, MI 49009

Invoice Number: 106759
Client ID: 6870

Date: 07/31/2021
Payable upon receipt

Professional services during the month of July 2021, which included the following:

J Frederickson (8.75 hours @ \$160) May and June bank reconciliations	1,400.00
S Bryer (5 hours @ \$210) DDA, SODA reports; Top line budget calculation	1,050.00
A Knafel (4 hours @ \$135) - bank account reconciliation assistance/research	540.00

Breakdown by fund:

- 101 - \$ ~~700~~ 790 - Per Elmitra 7/4/21
 - 107 - 200
 - 206 - 200
 - 207 - 200
 - 211 - 200
 - 249 - 200
 - 490 - 200
 - 491 - 200
 - SODA - 300
 - 900 - 500

~~\$2,900~~ 2,990
 =====

New Charges:	\$2,990.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$2,990.00</u>

<u>07/31/2021</u>	<u>06/30/2021</u>	<u>05/31/2021</u>	<u>04/30/2021</u>	<u>03/31/2021+</u>
2,990.00	0.00	0.00	0.00	0.00

Unpaid balances after 60 days subject to interest at 1% per month, minimum of \$1.00

SiegfriedCrandallPC

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800-876-0979
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CHARTER TOWNSHIP OF OSHTEMO
7275 WEST MAIN STREET
KALAMAZOO, MI 49009

Invoice Number: 106506
Client ID: 6870

Date: 05/31/2021
Payable upon receipt

Professional services during the month of May 2021, which included the following:

Steve - assistance with questions from auditors, 2 meetings, SODA report, 5 year expense analysis spreadsheet, responses to Seber Tans questions, 2020 Financial Statement Updates (12.50 hours @ \$210 per hour)	2,625.00
Ann - assistance with cash reconciliation's (4 hours @ \$135 per hour)	540.00
Joel - assistance with cash reconciliation's - March & April (7.25 hours @ \$160 per hour)	1,160.00
Tyler - F65 preparation - 1 hour @ \$125 per hour	125.00

Breakdown by Fund

101 - \$2,000	13792
107 - 150	13801
206 - 150	13800
207 - 150	13793
211 - 150	13795
247 - 400	SODA
249 - 1,000	13795
490 - 150	13753
491 - 150	13753
900 - 150	13794

\$4,450
=====

New Charges:	\$4,450.00
Plus Prior Balance:	\$7,800.00
New Balance:	<u>\$12,250.00</u>

November 17, 2021



Mtg Date: December 1, 2021

To: South Drake Road Corridor Improvement Authority

From: Iris Lubbert, AICP
Planning Director

RE: Drake Road Path Update

At the Board's December 1st meeting, Public Works Director Marc Elliott will be in attendance to provide an update on the Drake Road Path project.

November 17, 2021



Mtg Date: December 1, 2021

To: South Drake Road Corridor Improvement Authority

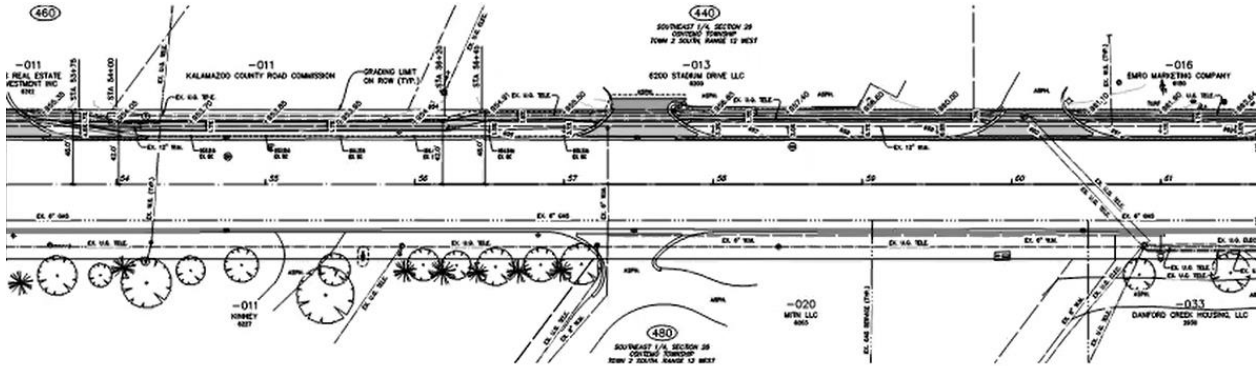
From: Iris Lubbert, AICP
Planning Director

RE: 2021 Open Houses

Public Act 57 of 2018 requires that Corridor Improvement Authorities hold at least two informational meetings a year. These meetings do not have to be official Board meetings but can be designed as Open Houses to inform the public of the goals of the Board and the projects that the South Drake Road Corridor Improvement Authority is financing. Due to Covid19, SoDA's two informational meetings in 2021 were held virtually. The first on June 2nd and the second on December 1st. For efficiency, these two Open Houses were combined with the two Open Houses required for the Downtown Development Authority (DDA).

Attachment: June 2nd DDA and SoDA Open House Flyer
December 1st DDA and SoDA Open House Flyer

Downtown Development Authority (DDA)
&
South Drake Road Corridor Improvement Authority (SoDA)
VIRTUAL OPEN HOUSE



You are invited! We are looking for feedback on our upcoming Stadium Drive sidewalk project.

When: Wednesday, June 2nd, 2021
Stop by anytime between **3:00 to 5:00 PM**

Where: Virtually, participate through this Zoom link:
<https://us02web.zoom.us/j/83255800762>

Or by calling: 1-929-205-6099
Meeting ID: 832 5580 0762

What: Have you ever wondered what the DDA and SoDA are? Curious to know what these Authorities do and how they do it? This informational meeting will outline both the DDA's and SoDA's Development Plans and provide information on their past, present, and future projects.

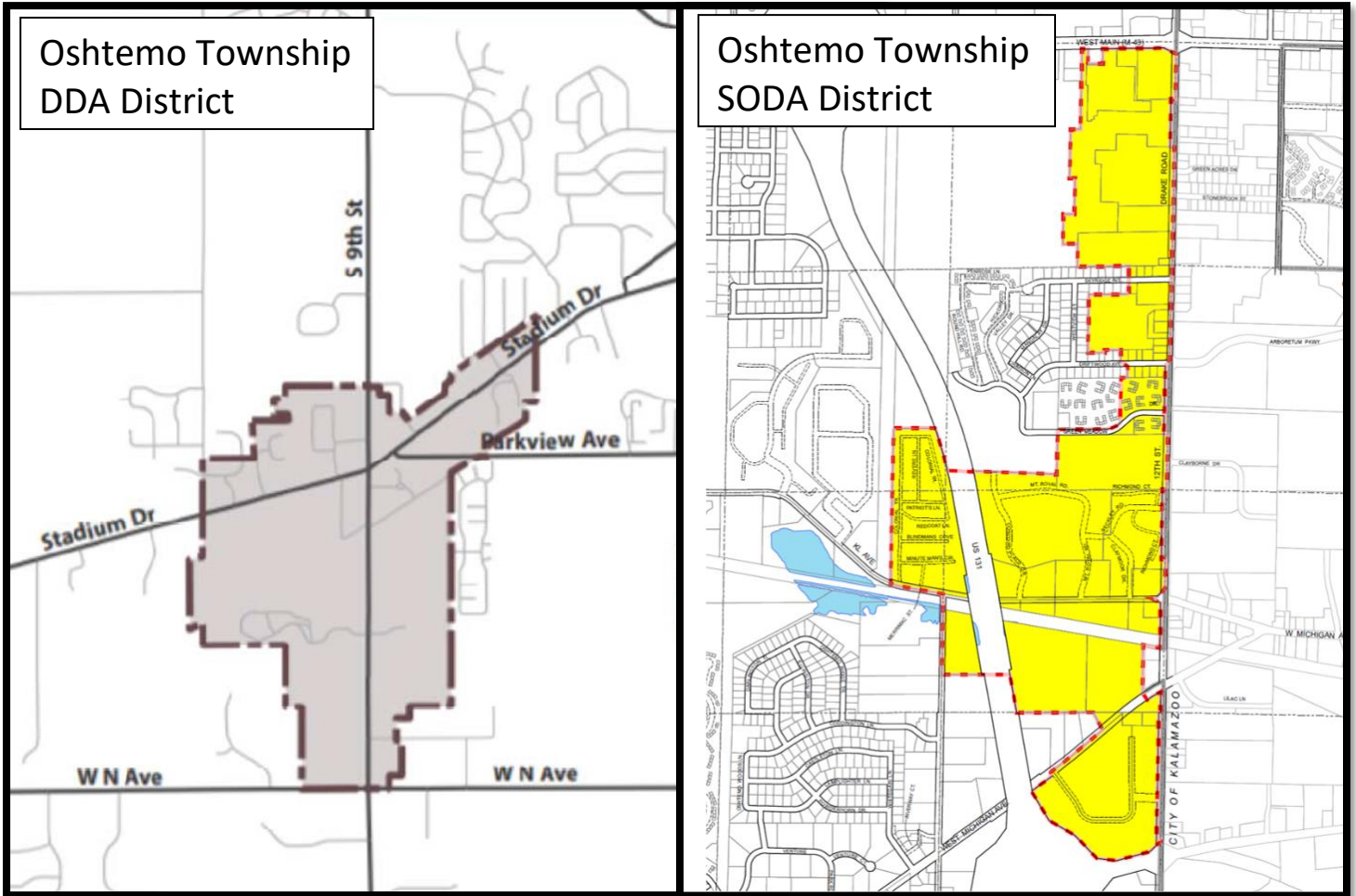
At this Open House the DDA will also present their plans for and collect feedback on the installation of sidewalk on the north side of Stadium Drive which is planned to be installed within their boundary this year.

A short presentation will occur at 3:00PM and 4:15PM. The remaining time will remain open for questions and comments.

Please come to learn and share your thoughts anytime between 3:00 to 5:00 PM!

To learn more about the Open House, please contact Iris Lubbert, Oshtemo Township Planning Director, at ilubbert@oshtemo.org or (269) 216-5232.

Downtown Development Authority (DDA)
&
South Drake Road Corridor Improvement Authority (SoDA)
VIRTUAL OPEN HOUSE



When: Wednesday, December 1st, 2021
Join us anytime between **3:00 and 5:00 PM**

Where: Virtually, participate through this Zoom link:
<https://us02web.zoom.us/j/88438011961>

Or by calling: 1-929-205-6099
Meeting ID: 884 3801 1961

What: Have you ever wondered what the DDA and SoDA are? Curious to know what each Authority does and how they do it? This Virtual Open House will outline both the DDA's and SoDA's Development Plans and provide information on their past, present, and future projects. Projects include, but are not limited to, the Village Corner Plaza, the Drake Road Path, and a nonmotorized path connection on Stadium Drive. **A short presentation will occur at 3:05 PM and 4:15 PM. The remaining time will remain open for questions and comments.**



7275 W. MAIN STREET, KALAMAZOO, MI 49009
269-216-5220 Fax 375-7180 TDD 375-7198
www.oshtemo.org

South Drake Road Corridor Improvement Authority (SoDA)

Meeting Location - Oshtemo Township Hall or Virtual

Proposed 2022 Meeting Dates (Wednesdays at noon)

June 1st

December 7th