



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**

VIRTUAL MEETING

Participate through this Zoom link:

<https://us02web.zoom.us/j/84459974499?pwd=YTI0bUE3QjdVTFdEek93emVJTnROUT09>

Or by calling: 1-929-205-6099

Meeting ID: 844 5997 4499

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

**Wednesday, December 2, 2020
12:00 p.m.**

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes – June 3, 2020
4. Treasurer’s Report
 - a. June through November 2020
 - b. Budget Amendment Request
5. Drake Road Path Update
6. 2020 Informational Sessions Update
7. 2021 Schedule
 - a. SoDA meetings
 - b. Informational Sessions Discussion
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: 844 5997 4499**

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 toll-free teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **844 5997 4499#**

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.

THE CHARTER TOWNSHIP OF OSHTEMO

South Drake Road Corridor Improvement Authority (SoDA) June 3, 2020

SoDA Board meeting was held virtually on Zoom. The meeting was called to order by Chair Ashley at approximately 12:06 p.m.

MEMBERS PRESENT:

Corey Ashley, Chair
Cheri Jodoin, Vice Chair
Joe Gesmundo
Libby Heiny-Cogswell
Dennis Patzer, Treasurer
Theresa Spurr
Christine Morse

MEMBERS ABSENT:

Galen Rike
Kelly Bringman

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

Minutes

Chair Ashley asked if there were any additions, deletions, or corrections to the minutes of December 4, 2019. Hearing none, he asked for motion to approve the minutes.

Ms. Spurr made a motion to approve the minutes of December 4, 2019 as presented. Mr. Patzer seconded the motion. The motion was approved by roll call vote of 5 to 0, with 4 absent. The motion was approved 7 to 0, with 2 absent.

Treasurer's Report

Chair Ashley asked for the Treasurer's report. Ms. Lubbert indicated that two reports were in the packet: a yearend Treasurer's report through 12/31/19 and a report for January – May 31, 2020. Ms. Lubbert noted that the only new expenditure shown in the 2019 yearend report was a legal fee of \$337.50. No new expenditures have yet occurred for 2020. She went on to state that although no Accounting/Audit fees were paid in 2019, the 2020 Accounting/Audit fee would be \$500. The 2020 budget includes \$300 for this expense. Therefore, a budget amendment will be required. Ms. Lubbert went on to remind the Board that a Memorandum of Understanding was accepted in June 2019 to have Oshtemo Township's Maintenance Department clear snow from the Drake Road Path. She noted that an invoice for 2019 sidewalk winter maintenance has not yet been received but will be reflected in the next Treasurer's report. She was informed that the maintenance fee would total \$259.44. The amount is significantly less than the \$7,500 budgeted for this expense, likely because parts of the path were not yet constructed and because it was a mild winter.

Ms. Spurr moved to amend the 2020 budget to increase Accounting/Audit fees from \$300 to \$500. Mr. Patzer seconded the motion. The motion was approved 7 to 0, with 2 absent.

Drake Road Path Update

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

He indicated that the project was making good progress. The northernmost section, from West Main Street almost to Green Meadow Road, is essentially complete. Minor corrective actions are being finalized. Mr. Elliott added that the Road Commission is working on signal improvements in preparation for repaving Drake Road. The final 15 foot section of path connecting to Green Meadow Road will be completed over the summer in conjunction with this work. Mr. Elliott reminded Board members that the construction delay in this section was because Consumers Energy did not move their underground power utilities out of the way until early 2020.

Mr. Elliott went on to describe the section of the path from Green Meadow Road to KL Avenue, which is funded by a Safety grant through MDOT. He added that the Road Commission is acting as our Act 51 agent for this section. Mr. Elliott described utility issues with AT&T, which included buried conduits that we became aware of after the project was bid. He added that because the utility easement was acquired prior to the public right of way easement, we are required to pay the \$111,000 cost to move AT&T's lines. He added that AT&T is completing this work now. Path construction is expected to start in late July.

Mr. Elliott stated that the easement over the rail lines has also caused a delay. He complimented the Road Commission, City of Kalamazoo, and grant makers for working collaboratively to allow the project to proceed while the rail easement was being resolved.

Mr. Ashley asked why sections of Drake Road pavement were removed at Skyridge and the Post Office. Mr. Elliott responded that the Road Commission was installing conduit for signal controls prior to repaving Drake Road. Mr. Gesmundo asked about the status of the rail crossing approval. Mr. Elliot responded that MDOT is working on an agreement with Amtrak for the Hwy 131 bridge crossing. The intent is to have our easement approved in conjunction with MDOT's approval. Mr. Ashley asked for an update on the total estimated cost of the path project. Mr. Elliott responded that he didn't have the amount available at that time, but estimated that utility costs were \$500,000 over the amount budgeted for this part of the project.

Budget Discussion – 2021 Draft Budget

Chair Ashley asked Ms. Lubbert to introduce the 2021 Draft Budget. Ms. Lubbert gave an overview, noting that the revenue number for the 2021 budget is now \$40,000 instead of \$80,000 in TIF and \$500 instead of \$1,400 in interest. She stated that expected revenue was reduced because an accounting error was discovered showing that SoDA collected more revenue than it should have in 2018. The error was discovered by Treasurer Taylor, who was present at the meeting to provide more information.

Treasurer Taylor stated that when he came into office he conducted an audit of the 2018 winter tax bill for the SoDA TIF. He noticed that KVCC had been charged and questioned whether this was appropriate. Treasurer Taylor and Attorney Porter then reviewed the account together and determined conclusively that KVCC is due a refund of approximately \$36,000 for payment made in 2018. Fortunately, the error was discovered before the 2019 winter tax bill. Attorney Porter stated that because it was an accounting error, the SoDA Board was not required to vote on the refund payment. Treasurer Taylor stated that he will reach out to KVCC, tell them about the amount owed and issue the refund.

Treasurer Taylor went on to inform members that the Kalamazoo County Brownfield Authority's tax capture is collected first, then SoDA's tax capture. He noted that the Brownfield Authority repayment is ahead of schedule and may be completed in 2022 or 2023 instead of 2025 as planned. When the Brownfield Authority's tax capture is complete, SoDA's tax capture will increase significantly. Mr. Gesmundo asked if the increase in tax capture is from more development than anticipated in the plan. Treasurer Taylor responded that the build out happened more quickly than expected and had higher values.

In further discussion on the 2021 budget, Ms. Heiny-Cogswell suggested that the 2020 budget be amended so that \$35,000 is available to repay KVCC. This would require reducing the amount paid to the Township for Capital Outlay/Obligated Projects from \$60,000 to \$30,000. Chair Ashley asked for information about the Appropriations line item titled BOR/MIT refund. Attorney Porter responded that this was for Board of Review/Michigan Tax Tribunal refunds required when a property owner appeals and wins. Mr. Patzer reminded the group that Costco appealed and received a refund of \$1,920.87 in 2019.

Ms. Morse made a motion to approve the 2020 Amended Budget as submitted with the following: Revenue from Current Real Property Tax reduced to \$40,000, interest earned reduced to \$500, Accounting and Auditing Fees increased to \$500, and Capital Outlay/Obligated Projects reduced to \$30,000. Mr. Patzer seconded the motion. In a roll call vote, the motion was approved 7 to 0, with 2 absent.

Chair Ashley then asked for additional comment on the 2021 Requested Budget. Ms. Morse made a motion to approve the 2021 Requested Budget as submitted with the following amendments: \$500 added for Accounting/Audit Fees and \$7,500 for Repairs/Maintenance. Ms. Spurr seconded the motion. In a roll call vote, the motion passed 6-0. The motion was approved 7 to 0, with 2 absent.

COVID 19 Update - Rescheduling Informational Sessions

Chair Ashley announced that the informational session planned for today had been postponed due to COVID-19 restrictions on public meetings. He asked Ms. Lubbart to provide an update. Ms. Lubbart noted that she reviewed the meeting requirements and determined that though two meetings per year are required, however, there was no requirement on time between meetings. Therefore, both meetings could be held later in the year. After discussion, Board consensus was to allow Ms. Lubbart to schedule the informational meetings and inform members of the dates and format.

Any Other Business

Chair Ashley asked if there was any other business before the Board. Ms. Spurr suggested that KVCC be asked to confirm the amount of refund required. Attorney Porter stated that they didn't have the necessary information to do this. Ms. Morse thanked Treasurer Taylor for his diligence in discovering the error early on, noting that it could have been a much bigger surprise later.

There being no further business, Chair Ashley requested a motion to adjourn the meeting. Ms. Spurr made the motion and Ms. Morse seconded it. In a roll call vote, the motion passed 7 to 0, with 2 absent.

The meeting adjourned at approximately 1:15 p.m.

Minutes prepared:
11/24/2020

Minutes approved:

DRAFT

November 24, 2020



Mtg Date: December 2, 2020

To: South Drake Road Corridor Improvement Authority

From: Iris Lubbert, AICP
Planning Director

Re: Treasurer's Report and Budget Amendment Request

Attached you will find the Treasurer's Report for June 1st through November 31st 2020, unaudited.

To date the SoDA has received \$39,814.17 in Property Tax Revenue and \$227.00 in Interest Earned.

Expenditures for this period include the \$30,000 annual payment to the Township for the Drake Road Path, \$500.00 for accounting and audit fees, and \$259.44 for last year's winter maintenance.

As discussed at SoDA's previous meeting, \$35,944.44 of tax revenue was mis-captured by SoDA in 2018. These funds should have gone to KVCC. The refund to KVCC has been completed but is yet to be shown within the Treasurers report (staff is waiting on Auditor guidance – this amount will most likely be taken out of the Fund Balance).

Budget Amendment Request:

1. Last year no funds were budgeted for legal fees. Staff recently received an invoice for \$442.50 for legal services to SoDA, see attached. Staff requests a budget amendment to pay for this service.

Attachment: Treasurer's Report June through November 2020
June 1st through November 31st Invoices
Legal Services Invoice

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SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT AUTHORITY
Treasurer's Report - June - November 31, 2020

REVENUES	2020 Amended	Previous Activity	Activity this Period	Available Balance	Percent of Budget
Carryover	\$200.00	\$200.00	\$0.00	\$200.00	0.50%
Current Real Property Tax	\$40,000.00	\$0.00	\$39,814.17	\$39,814.17	98.94%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Interest Earned	\$500.00	\$0.00	\$227.00	\$227.00	0.56%
TOTAL REVENUES	\$40,700.00	\$200.00	\$40,041.17	\$40,241.17	100.00%

EXPENDITURES	2020 Amended 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	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	100.00%
Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Legal Notices	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Repairs/Maintenance	\$9,900.00	\$0.00	\$259.44	\$259.44	\$9,640.56	2.62%
Capital Outlay/Obligated Projects	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00	\$0.00	100.00%
Capital Outlay/Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL EXPENDITURES	\$40,400.00	\$0.00	\$30,759.44	\$30,759.44	\$9,640.56	76.14%

2019 YEAR END FUND BALANCE	\$70,148.00
2020 CARRYOVER	\$200.00
2020 REVENUES (Actual)	\$40,241.17
2020 EXPENDITURES TO DATE	\$30,759.44

*** \$35,944.44 payment made to KVCC to correct a tax collection error**

13349

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



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

INVOICE # 10099

Date: October 7, 2020

STATEMENT

Invoice #	Description	Rate	Quantity	Due	Balance
10099	Drake Road Non-Motorized Annual Payment 2020	\$30,000	-1-	\$30,000	\$30,000
Total Due					\$30,000

PAST DUE BALANCE

Invoice #	0-30	30-60	60-90	90+
10099	\$30,000			

Please make all checks payable to: **Oshtemo Township**
Invoice # 10093

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

Total Due:
\$30,000.00

Siegfried Crandall PC

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: 102775
Client ID: 6870

Date: 04/30/2020
Payable upon receipt

Professional services during the month of April 2020, which included the following:

J Frederickson (42.25 hours @ \$150 per hour) for audit preparation	6,337.50
J Gabrielse (24.50 hours @ \$200 per hour) for audit and financial statement preparation	4,900.00
S Bryer (34 hours @ \$200 per hour) for audit preparation, financial statement preparation and review, & meeting	6,800.00
T Moulton (1.75 hours @ \$120 per hour) for F-65 preparation	210.00
K Todd (3.50 hours @ \$88 per hour) for formatting/checking financial statements	308.00
Less: discount	(155.50)

Breakdown by fund:

✓ 101 - \$10,400
✓ 107 - 500
✓ 206 - 1,500
✓ 207 - 500
✓ 211 - 500
219 - 500
247 - 500
249 - 1,500
490 - 1,000
491 - 1,000
900 - 500

\$18,400
=====

New Charges:	\$18,400.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$18,400.00</u>

Oshtemo
Township
 7275 W. Main
 Kalamazoo MI, 49009



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

INVOICE # 10091

Date: June 3, 2020

STATEMENT

Invoice #	Description	Rate	Instances	Due	Balance
10091	Sidewalk Winter Maintenance	\$75.65	5	\$378.25	\$378.25
	Credit for portion under construction/not accessible				-\$118.82
Total Due					\$259.44

PAST DUE BALANCE

Invoice #	0-30	30-60	60-90	90+
10091	\$259.44			

Please make all checks payable to: **Oshtemo Township**
Invoice # 10091

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

Total Due: \$259.44

Oshtemo
Township
 7275 W. Main
 Kalamazoo MI, 49009



Bill To:
 Oshtemo Downtown Development Authority
 7275 West Main
 Kalamazoo, MI 49009

INVOICE SUMMARY – LEGAL SERVICES

Date: November 23, 2020

STATEMENT

Invoice #	Description	Rate	Quantity	Due	Balance
	Legal Support				
10081	4 th Qtr 2019			\$322.50	\$322.50
10086	1 st Qtr 2020			\$60.00	\$60.00
10094	2 nd Qtr 2020			\$60.00	\$60.00
Total Due					\$442.50

PAST DUE BALANCE

Invoice #	0-30	30-60	60-90	90+
<i>10081</i>				<i>\$322.50</i>
<i>10086</i>				<i>\$60.00</i>
<i>10094</i>				<i>\$60.00</i>

Please make all checks payable to: *Oshtemo Township*

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

<p>Total Due: \$442.50</p>

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November 24, 2020



Mtg Date: December 2, 2020

To: South Drake Road Corridor Improvement Authority

From: Iris Lubbert, AICP
Planning Director

RE: Drake Road Path Update

At the December 2nd meeting, Public Works Director Marc Elliott will be in attendance to provide an update on the Drake Road Path project.

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November 24, 2020



Mtg Date: December 2, 2020

To: South Drake Road Corridor Improvement Authority

From: Iris Lubbert, AICP
Planning Director

Re: Open Houses – November 19th and December 2nd

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, the original plans to hold these Open Houses in the spring and summer were canceled and the Board gave staff permission to plan and execute the two Open Houses when deemed appropriate and safe.

With Covid19 cases increasing and the deadline to meet the requirement of Public Act 57 fast approaching, staff organized two virtual Open Houses 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, see attached flyer. For education purposes, staff also created the attached information sheet.

Attachment: DDA and SoDA Open House Flyer
About the SoDA handout

UPDATED DUE TO RECENT COVID-19 DEVELOPMENTS
Downtown Development Authority (DDA)
&
South Drake Road Corridor Improvement Authority (SoDA)
OPEN HOUSES



You are invited!

When: Thursday, November 19th, 2020 and Wednesday, December 2nd, 2020
Stop by anytime between **3:00 to 5:00 PM**

Where: **Virtually, participate through this Zoom link:**
<https://us02web.zoom.us/j/85874015116>

Or by calling: 1-929-205-6099
Meeting ID: 858 7401 5116

What: Have you ever wondered what the DDA and SoDA are? Curious to know what these Authorities do and how they do it? These informational meetings 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 future Stadium Drive nonmotorized path connection. **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 during these two public Open Houses!

To learn more about the Open Houses, please contact Iris Lubbert, Oshtemo Township Planning Director, at ilubbert@oshtemo.org or (269) 375-7180.

The South Drake Road Corridor Improvement Authority (SoDA)

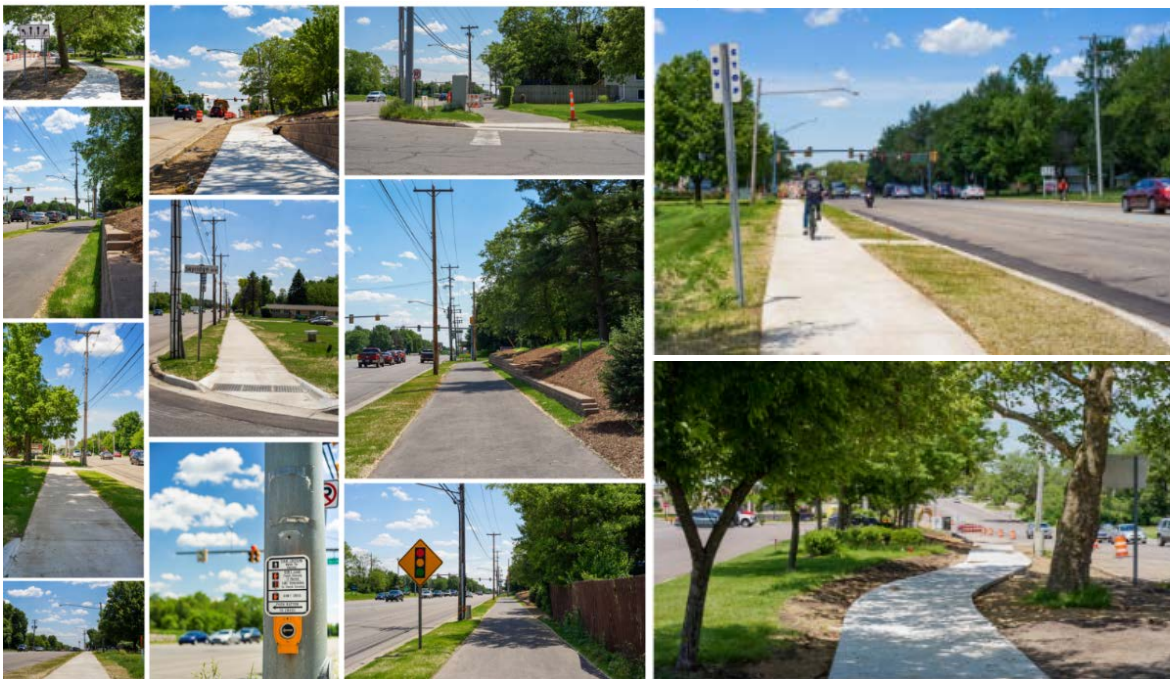
What is the SoDA and when was it established? SoDA is a corridor improvement authority (CIA) that is a tool, established by the Michigan Legislature to assist local communities with funding improvements in a commercial corridor by permitting the capture and use of future tax increment funds generated in the designated area. The SoDA was established by the Township Board on March 18, 2014. The SoDA's Board of Directors consists of the Township Supervisor and eight members, the majority are stakeholders representing the designated area, appointed by the Township Board.

This SoDA Board is responsible for the formulation and implementation of the Tax Increment Financing and Development Plan regarding the use of captured tax dollars. The Oshtemo SoDA annual budget is subject to Township Board approval.

What are the boundaries of the SoDA? See the map on the back of this document.

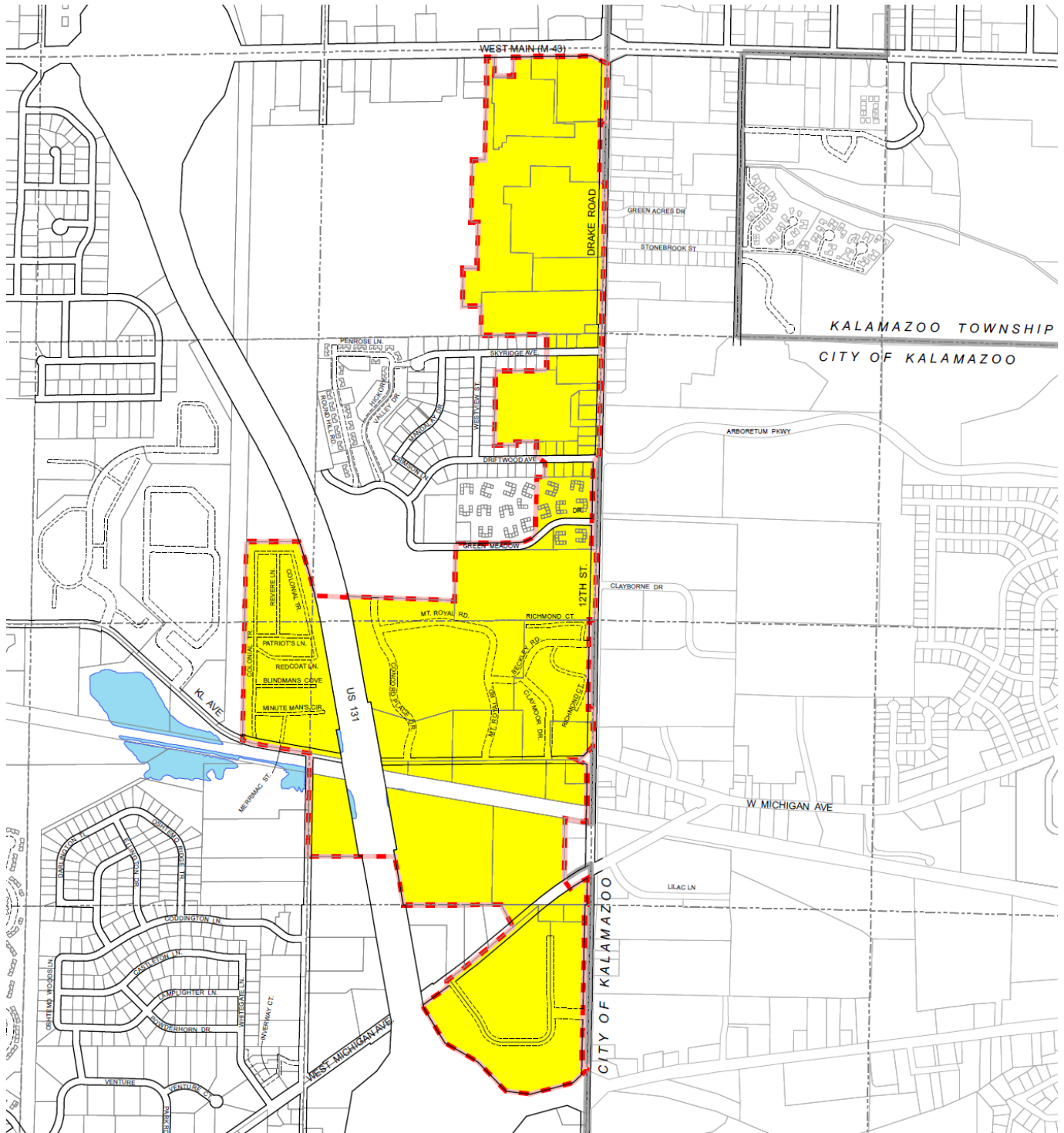
How does the SoDA get its funding? SoDA is allowed to capture and use future tax increment financing (TIF) funds from their area for reinvestment. This means that as improvements are made and/or development occurs within the SoDA boundary which increase the value in that designated area, the authority is allowed to capture the taxes generated on the increased value. These collected funds then allow them to make improvements within the SoDA boundary without impacting the general fund of the local jurisdictions.

How has the SoDA reinvested into the community? The SoDA partnered with Oshtemo Township to construct the Drake Road Path. Until paid in full, most of the SoDA's annual funds go toward paying for their portion of the project (\$1.37 million). Additional funding is utilized to pay for snow removal and sidewalk maintenance within the district. Images of Drake Road Path are shown below.



If you have any questions or comments about the SoDA, their projects, or are within the SoDA boundary and want to get involved with the group, please feel free to contact Iris Lubbert, Oshtemo Planning Director, ilubbert@oshtimo.org.

Oshtemo Township
Kalamazoo County, Michigan
South Drake Road
Corridor Improvement Authority
- MAP 2 -
Corridor Boundary





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 2021 Meeting Dates (Wednesdays at noon)

June 2nd

December 1st