

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

**MEETING WILL BE HELD IN PERSON
IN THE LARGE MEETING ROOM AT OSHTEMO TOWNSHIP HALL
7275 WEST MAIN STREET**

**WEDNESDAY, DECEMBER 6, 2023
12:00 P.M.**

AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of Minutes – June 7, 2023
4. Public Comment on Non-Agenda items
5. Treasurer’s Report - June through November 2023
6. Nonmotorized Paths Update
 - a. Drake Road Path
 - b. KL Ave
7. 2024 Meeting Schedule
8. Open Houses
9. Other Items
10. Adjournment

Next meeting TBD

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THE CHARTER TOWNSHIP OF OSHTEMO

South Drake Road Corridor Improvement Authority (SoDA) June 7, 2023 DRAFT Minutes

The SoDA Board meeting was held in person at Township Hall in the North Conference Room. The meeting was called to order by Chair Ashley at 12:02 p.m.

MEMBERS PRESENT:

Corey Ashley, Chair
Joe Gesmundo
Cheri Bell
Dennis Patzer, Treasurer
Kelly Bringman
Theresa Spurr

MEMBERS ABSENT:

Christine Morse
Dale DeLeeuw

Also present were Iris Lubbert, Planning Director, Anna Horner, Public Works Director, and Cheri Jodoin, a member of the public.

Approval of the Agenda

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

Minutes

Chair Ashley asked if there were any additions, deletions, or corrections to the Minutes of December 7, 2022. Hearing none, he asked for a motion to approve the Minutes.

Ms. Spurr made a motion to approve the Minutes of December 7, 2022 as presented. Ms. Bringman seconded the motion. The motion was approved unanimously.

Public Comment on Non-Agenda Items

Chair Ashley asked if there was any Public Comment. Ms. Lubbert read an email received from Pamela Post, representing the Leisure Time Condominium Association Board, asking SoDA to consider plowing the new sidewalk that runs on the north side of Green Meadow. Pamela Post's email is attached to these Minutes. Cheri Jodoin, noted that she was in attendance to answer any questions the SoDA Board may have as Pamela was unable to attend.

The sidewalk under consideration is 6' wide and not located entirely within SoDA's boundaries. It was clarified that the SoDA Board was only allowed to implement projects and provide assistance for areas within their boundaries.

Ms. Horner noted that per the Township's Complete Streets Policy, property owners are responsible for clearing snow from sidewalks and that the Township is responsible for clearing snow from shared use paths. She noted that generally it takes property owners a couple years from when a new sidewalk is installed to be consistent in snow removal. She offered to reach out to the adjacent property owners.

After discussion, the Board felt it unwise and unfair to only be able to assist with clearing a section of the sidewalk. They asked that Anna Horner reach out to the neighboring property owners to help address the concerns from the Leisure Time Condominium Association Board.

Cheri Jodoin thanked the SoDA Board for the discussion. She also noted that she would be interested in becoming a SoDA Board member.

Ms. Lubbert noted that there are currently no vacant seats on the SoDA Board, but that she would note her interest and gladly take her contact information.

With there being no more public comment, Chair Ashley moved to the next item on the agenda.

2023 Election of Officers

Ms. Lubbert indicated 2023 appointments were needed for Chairperson, Vice Chair, Secretary, Treasurer, Assistant Secretary, and Assistant Treasurer. Ms. Lubbert noted that she would continue as Assistant Secretary and Assistant Treasurer. The following nominations were made:

Chair – Dennis Patzer
Vice Chair – Kelly Bringman
Secretary - Theresa Spurr
Treasurer - Corey Ashley
Assistant Secretary – Iris Lubbert
Assistant Treasurer – Iris Lubbert

Mr. Ashley made a motion to approve the 2023 Election of Officers as nominated. Ms. Spurr seconded the motion. The motion was approved unanimously.

Treasurer's Report

Chair Ashley asked for the Treasurer's Report. Ms. Lubbert shared the 2022 end of year Treasurer's Report and the Treasurer Report for January 2023 through May 2023, unaudited.

Revenues for 2022 totaled \$78,678.56. Expenditures for 2022 totaled \$61,175.33. Expenditures for 2022 included the \$60,000 payment for the 2021 and 2022 contribution for the Drake Road path and \$1,175.33 for winter maintenance costs. SoDA has a total of \$128,248.23 in carryover funds.

There have been no expenditures to date in 2023. \$71,536.26 in tax revenue has been collected.

Board members questioned the amount of interest that had been collected in 2022. Ms. Lubbert noted that the Township's Treasurer is responsible for making those investments and the Treasurer provided insight on this topic last year. Mr. Ashley noted that he had been in contact with the Treasurer last year but that he would like to discuss this topic again with her. Ms. Lubbert will connect the SoDA Board with the Treasurer.

Mr. Patzer made a motion to approve the two Treasurer's Reports. Ms. Spurr seconded the motion. The motion was approved unanimously.

The SoDA Board asked that the outstanding balance for the Drake Road path be added to the Treasurer's report. Ms. Lubbert noted that she will include this number moving forward.

Drake Road Non-motorize path Crosswalk Markings and Signage

At their last meeting the SoDA Board requested that the Township's Public Works Department explore the feasibility and cost implications of additional crosswalk pavement markings and signage to improve the safety of pedestrians traveling along Drake Road within their boundaries. The non-motorized path along this corridor has crossings at nine (9) large commercial access drives that have significant traffic flow, and three (3) public streets: Skyridge Ave, Driftwood Ave, and Green Meadow Ave. Ms. Horner presented her departments findings which were provided in the meeting packet.

After discussion, the SoDA Board unanimously agreed that Mr. Ashley would reach out to the Road Commission of Kalamazoo County about the crossings on the public roads and that the SoDA Board would proceed with installing the new crosswalk markings on the private areas with a total project cost of \$5,232 with up to a 10% contingency.

The SoDA Board noted that they will need to plan to cover the upkeep of the new crosswalk markings in their future budgets.

The Board noted that the completion of the Drake Road path is their #1 priority.

Nonmotorized Paths Update

Anna Horner provided updates on the two nonmotorized projects within the SoDA boundary.

Drake Road Non-motorized Path: The section from Stadium Dr to KL Ave is the next priority for nonmotorized on this corridor. The Township recently received proposals for design services on this project to reengage with MDOT Office of the Rail and Amtrak. The grant funding needs to be utilized by 2025. A recent repair was completed to the damaged retaining wall by Blaze Pizza.

KL Ave Non-motorized Pathway (north side): Phase 1 of this project, Drake Rd to the east side of the US131 overpass/Concord Place Apartments, is nearing final design and right-of-way/easement negotiations in anticipation of construction in Fall of 2023. The facility will match what is on Drake Rd; a 10' wide asphalt path.

MDOT is still working on an agreement with Amtrak and is pushing for late 2023 to start construction on the US-131 overpass. This will include a full closure of KL Ave for

through traffic between 11th St and Drake Rd for approximately two years. Within this project, the path under the bridge will be completed.

Once the section of path under the bridge is completed, Phase 2, the west side of overpass to The Paddock Apartments can be constructed.

Master List of Projects

Per SoDA Board request a list of project ideas has been included in the packet. The Board reviewed the list and had no changes.

2024 Budget Discussion

Ms. Lubbert presented the proposed budget for 2024. She noted that the drafted budget generally follows the adopted 2023 budget. To date in 2023 \$71,536.26 in tax revenue has been collected. According to the Township Treasurer, the increase in collected tax revenue is due primarily to the Road Millage and increased housing values. It is anticipated that approximately the same amount of tax revenue will be collected in 2024. SoDA generally has three expenses: the annual \$30,000 payment to the Township toward the Drake Road Path, Drake Road Path maintenance, and accounting/auditing/legal fees. Following budgeting for 2023, a general budget line for 'Safety Improvements' is also proposed.

After discussion the Board agreed that a budget line of 'Safety Improvements' for 2024 was not needed and removed the line item from the proposed budget. It was agreed that the maintenance of the non-motorized crosswalk markings that are to be installed this year could come out of the 'Repairs/Maintenance' line item.

Mr. Patzer made a motion to approve the 2024 budget with the discussed amendment. Mr. Ashley seconded the motion. The motion was approved unanimously.

2022 Informational Session Update

Ms. Lubbert noted that 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. For efficiency, the SoDA Board agreed to combining the two required Open Houses with the two Open Houses required for the Downtown Development Authority (DDA).

The DDA held an Open House on May 15th to introduce and collect initial feedback on an upcoming road reconfiguration project and also utilized this meeting as one of their two required informational meetings. Given the SoDA Board's previous permissions to staff, this meeting was also designed as one of the two informational meetings required for SoDA.

Ms. Lubbert asked if the SoDA Board wanted to do anything specific for their second open house. The Board did not and felt that combining their open houses with the DDA was working well.

Other Business

Ms. Lubbert shared her drafted Accomplishments, Goals, and Vision document for SoDA that will be presented to the Township Board. Based on the budget discussion some amendments were made. The Board thanked Ms. Lubbert for her hard work.

With there being no further business, the meeting was adjourned at 1:58 p.m.

Minutes prepared:
6/13/2023

Minutes approved:

DRAFT

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Dear Ms. Lubbert,

The Leisure Time Condominium Association Board is submitting a request to the SoDA Board to fund the plowing of the sidewalk that runs on the north side of Green Meadow Road. This sidewalk is used by many children coming from the large apartment complex (Canterbury House) at the end of Green Meadow and people needing to use the bus or travel on foot to the store. LTCA has been responsible for keeping the sidewalk plowed adjacent to our property; however Sojourner and Canterbury House have not. This had led to children walking on the street. Green Meadow Road is highly trafficked and because so many speed on this curvy road the LTCA Board has formed a subcommittee to work with the Kalamazoo County Road Commission, Oshtemo Township and the police to get a calming method in place. Please consider our request for the safety of our children and adults. Thank you.

Respectfully,
Pam Kornoelje, LTCA President

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November 28, 2023

To: South Drake Road Corridor Improvement Authority

**From: Leeanna Harris
Zoning Administrator**

RE: Treasurer's Reports

Attached you will find the Treasurer's Report for June 1st through November 28th, 2023, unaudited.

Revenues to date for 2023 totaled \$73,597.36. Expenditures for this cycle totaled \$33,000. Expenditures included the \$30,000 payment for the 2023 contribution for the Drake Road path and \$3,000 for the striping improvement project.

Attachments: June – November 2023 Treasurer's Report
Invoices

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SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT AUTHORITY
Treasurer's Report June 1, 2023 through November 28, 2023
Unaudited

REVENUES	2023 Budget	Previous Activity	Activity this Period	Available Balance
Current Real Property Tax	\$75,000.00	\$71,536.26	\$0.00	\$71,536.26
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earned	\$100.00	\$456.86	\$1,604.24	\$2,061.10
2022 Carryover (fund balance)	\$128,248.23	\$0.00	\$0.00	\$128,248.23
TOTAL REVENUES	\$203,348.23	\$71,993.12	\$1,604.24	\$201,845.59

EXPENDITURES	2023 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	\$0.00	\$0.00	\$1,000.00	0.00%
Legal Fees	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Legal Notices	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Repairs/Maintenance	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0.00%
Capital Outlay/Obligated Projects	\$65,000.00	\$0.00	\$33,000.00	\$33,000.00	\$32,000.00	50.77%
<i>Drake Road Repayment</i>	<i>\$30,000.00</i>	<i>\$0.00</i>	<i>\$30,000.00</i>	<i>\$30,000.00</i>	<i>\$0.00</i>	<i>100.00%</i>
<i>Safety Improvements</i>	<i>\$35,000.00</i>	<i>\$0.00</i>	<i>\$3,000.00</i>	<i>\$3,000.00</i>	<i>\$32,000.00</i>	<i>8.57%</i>
Capital Outlay/Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL EXPENDITURES	\$74,000.00	\$0.00	\$33,000.00	\$33,000.00	\$41,000.00	44.59%

Actual Available Balance (Total Revenue - Total Expenditure)	\$168,845.59
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***Oshtemo
Township***
7275 W. Main
Kalamazoo MI, 49009



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

INVOICE # 10175

Date: November 28, 2023

STATEMENT

Invoice #	Description	Rate	Quantity	Due	Balance
10175	Drake Road Non-Motorized 2023	\$30,000.00	1	\$30,000.00	\$30,000.00
				Total:	\$30,000.00

PAST DUE BALANCE

Invoice #	0-30	30-60	60-90	90+
10175	\$30,000.00			

Please make all checks payable to: ***Oshtemo Township***
Invoice # 10175

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

Total Due: \$30,000.00

Ace Parking Lot Striping Inc.
 935 Industrial Parkway
 Plainwell, MI 49080-1401 US
 269-349-8900
 kingstriper1@aol.com
 www.aceparkinglotstriping.com

Invoice 829136



BILL TO

Ostemo Township
 Accounts Payable
 7275 W Main
 Kalamazoo, MI 49009

DATE 07/26/2023	PLEASE PAY \$3,000.00	DUE DATE 08/01/2023
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ESTIMATE REQUESTED BY

josh

DESCRIPTION	QTY	RATE	AMOUNT
Drake Road - West Main Street to KL Ave work 2023			
Each intersection - Includes 12" crosswalk	12	250.00	3,000.00

Payment is due upon completion!!!
 Credit Card payments are accepted.

TOTAL DUE \$3,000.00

THANK YOU.

November 28, 2023

To: South Drake Road Corridor Improvement Authority

**From: Leeanna Harris
Zoning Administrator**

RE: Nonmotorized Path Updates: Drake Road Path and KL Ave

An update on both projects will be provided to the SoDA board at their regular December 6th, 2023 meeting.

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South Drake Road Corridor Improvement Authority (SoDA)

Meeting Location - Oshtemo Township Hall or Virtual

Proposed 2024 Meeting Dates (Wednesdays at noon)

June 5th

December 4th

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November 28, 2023

To: South Drake Road Corridor Improvement Authority

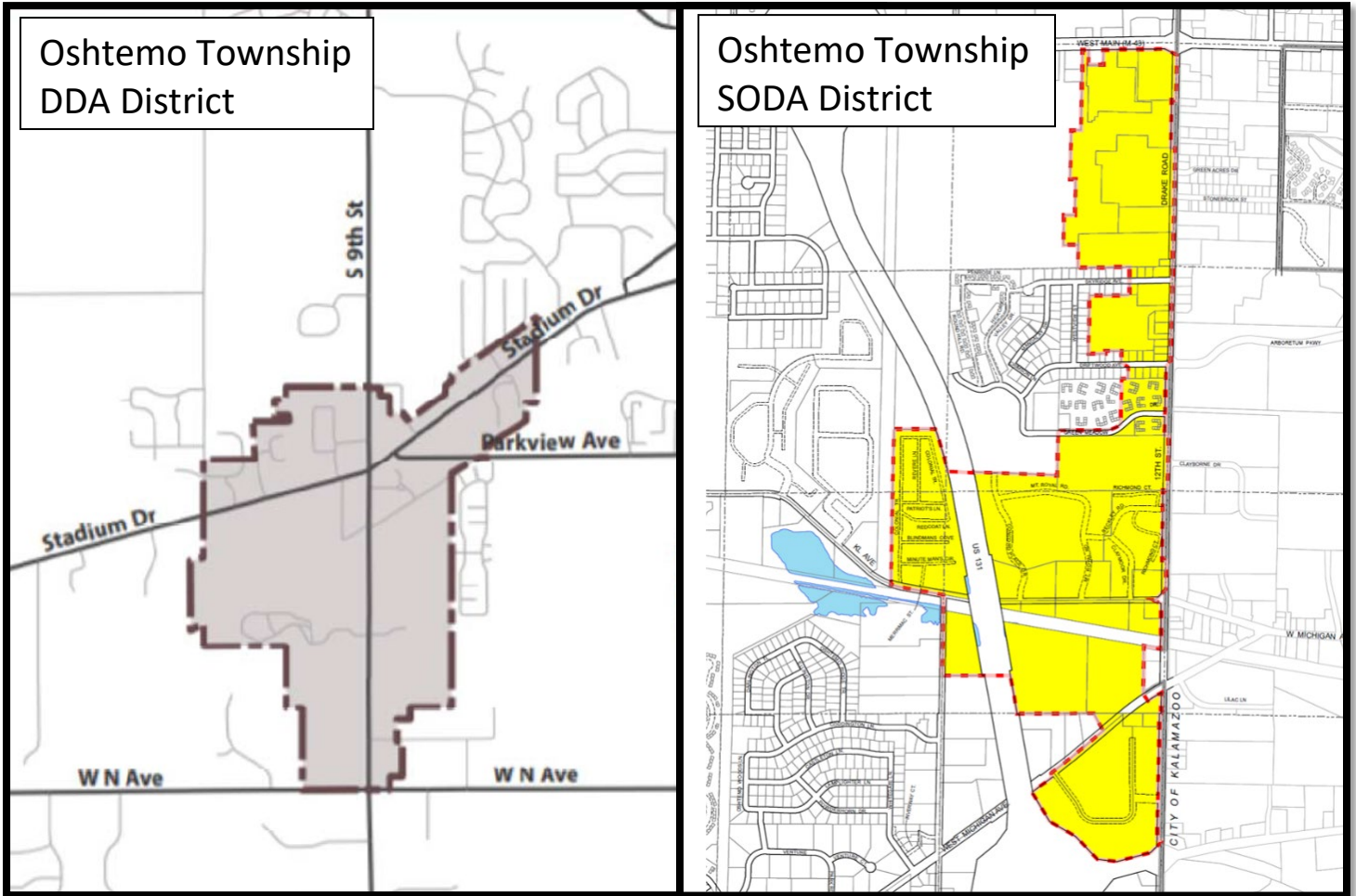
**From: Leeanna Harris
Zoning Administrator**

RE: 2023 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. For efficiency, the SoDA Board agreed to combining the two required Open Houses with the two Open Houses required for the Downtown Development Authority (DDA).

The first required open house was held on May 15, 2023. The second has been scheduled for December 6, 2023 from 4:00 PM to 6:00 PM. The flyer for the open house is attached for reference.

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



When: Wednesday, December 6th, 2023
Join us anytime between **4:00 and 6:00 PM**

Where: **The Oshtemo Community Center**
6407 Parkview Avenue

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