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**SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT AUTHORITY
Board of Directors**

**Oshtemo Township Hall
7275 West Main Street**

Wednesday
May 4, 2016
12:00 p.m.

AGENDA

1. Call to Order
2. Approval of Minutes - August 4, 2015
3. Public Comment
4. Treasurers Report
5. Drake Road Non-motorized Path
 - a. Construction
 - b. Maintenance
6. Budget 2017 Discussion
7. Any Other Business
8. Adjournment

**Policy for Public Comment
Township Board Regular Meetings, Planning Commission & ZBA Meetings**

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

- a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official to respond at a later date.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be board discussion prior to call for a motion.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name; it is not required unless the speaker wishes to have their comment recorded in the minutes.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment or Citizen Comment on Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which is in contravention of any of the principles and procedures set forth herein.

(adopted 5/9/2000)
(revised 5/14/2013)

**Policy for Public Comment
6:00 p.m. "Public Comment"/Portion of Township Board Meetings**

At the commencement of the meeting, the Supervisor shall poll the members of the public who are present to determine how many persons wish to make comments. The Supervisor shall allocate maximum comment time among persons so identified based upon the total number of persons indicating their wish to make public comments, but no longer than ten (10) minutes per person. Special permission to extend the maximum comment time may be granted in advance by the Supervisor based upon the topic of discussion.

While this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official to respond at a later date.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name; it is not required unless the speaker wishes to have their comment recorded in the minutes.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor shall terminate any public comment which is in contravention of any of the principles and procedures set forth herein.

(adopted 2/27/2001)
(revised 5/14/2013)

THE CHARTER TOWNSHIP OF OSHTEMO

South Drake Road Corridor Improvement Authority (SoDA)

August 4, 2015

SoDA Board meeting was held at the Township Hall. At the request of the Chairperson, the meeting was called to order by Vice Chairperson Corey Ashley at 4:30 p.m.

MEMBERS PRESENT:

Theresa Spurr, Chair
Corey Ashley, Vice Chair
Deb Jung, Secretary
Dennis Patzer, Treasurer
Joe Gesmundo
Kelly Bringman
Libby Heiny-Cogswell
Jackie Kimble
Dale Shugars

Also present were Planning Director Greg Milliken and Township Attorney James Porter.

Minutes

Motion by Ashley, second by Bringman to approve the minutes of the February 13, 2015 meeting. Carried 9-0.

Public Comment

None.

Review of Draft Budget for 2016

Attorney Porter indicated that since the draft budget had been prepared, new information regarding tax appeals had been processed. The projected revenue to be captured by SoDA had reduced from over \$10,000 to approximately \$4,700.

Mr. Milliken explained that at this point, SoDA needed to recommend to the Township Board a draft budget. The budget would then be incorporated into the larger Township Budget. Upon approval of the Township Budget, the SoDA budget would return to this group for final approval.

Mr. Gesmundo asked if there was an estimate of revenue for 2017 considering likely development in 2016. Mr. Milliken indicated there was not due to the many changes that had already occurred to those projections. Attorney Porter also commented that it was challenging to make accurate projections due to the fact that Costco had also filed a tax appeal and that was pending. The Board discussed the tax appeal process and its impact on the budget process.

Mr. Milliken indicated that the draft budget proposes that the \$4700 in projected revenues be utilized for the proposed non-motorized facility due to the fact that that was a project that had been previously discussed. It was a draft however, and the Board should discuss if there are other ways it wants to utilize this money.

Mr. Ashley indicated that there had been other projects discussed including crosswalks across Drake Road.

Mr. Gesmundo stated that there will be several projects completed in the next 12-18 months that will generate revenue for SoDA and only help with the group's ability to complete improvements.

Upon inquiry, Mr. Milliken and Ms. Heiny-Cogswell provided an update on the status of the non-motorized facility project along Drake Road. Ms. Heiny-Cogswell indicated that survey work should be completed next week that will allow for a greater understanding of design constraints and limitations and allow for more detailed conversations with property owners along the route.

Ms. Jung suggested that perhaps the Safety Grant from the City of Kalamazoo could be used as matching funds for the MDOT grant.

Mr. Patzer asked if the money needed to be spent this year or if the Board could wait until additional moneys were saved. Mr. Milliken explained that tax entities do not like to see the authority sitting on its captured tax money, but that can be explored.

Mr. Patzer suggested the budget designate a few different options for the expenditure of the money in order to provide flexibility for different projects or opportunities that may arise in 2016.

Mr. Ashley moved to recommend the 2016 SoDA budget to the Township Board showing the total captured revenues currently projected at \$4700 to be designated for capital outlay for sidewalks, crosswalks, bus shelters, and/or lighting. Mr. Gesmundo supported the motion. The motion passed unanimously, 9-0.

Any Other Business

Mr. Shugars encouraged the Board and Township to engage property owners and stakeholders in an open process during and prior to the design work on the Drake Road non-motorized facility in order to work through the opposition. He has heard concerns and thinks they need to be addressed. Mr. Ashley and Ms. Spurr indicated concerns they had with a non-motorized facility including maintenance and snow removal. Ms. Heiny-Cogswell explained the process that is on-going including the various public input opportunities that had been completed and the many more that will be held.

There being no further business, the meeting was adjourned at approximately 5:20 p.m.

Minutes prepared:
August 6, 2015

Minutes approved:

SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT AUTHORITY
Treasurer's Report MAY 4, 2016
unaudited

REVENUES	2016 Budget	Previous Activity	Activity this Period	Available Balance	Percent of Budget
Carryover	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Current Real Property Tax	\$10,565	\$0.00	\$12,834.25	\$12,834.25	121.48%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Interest Earned	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL REVENUES	\$10,565.00	\$0.00	\$12,834.25	\$12,834.25	121.48%

EXPENDITURES	2016 Budget	Previous Activity	Activity this Period	Total Activity	Available Balance per Original Budget	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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Capital Outlay/Obligated Projects	\$10,565.00	\$0.00	\$0.00	\$0.00	\$10,565.00	0.00%
Capital Outlay/Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL EXPENDITURES	\$10,565.00	\$0.00	\$0.00	\$0.00	\$10,565.00	0.00%

REVENUES 2016	\$12,834.25
EXPENDITURES 2016	\$0.00
NET BALANCE 2016	\$12,834.25

TOTAL FUND BALANCE: \$12,834.25

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 247 TAX INCREMENT			FINANCE AUTHORITY (SoDA)				
01/01/2016			247-000-00100 Cash Balances		BEG. BALANCE		0.00
03/29/2016	CR	RCPT			12,834.25		12,834.25
12/31/2016			SUMMARY CR POSTING: 03/29/2016 7000 247-000-00100	END BALANCE	12,834.25	0.00	12,834.25
01/01/2016			247-001-40100 Carryover		BEG. BALANCE		0.00
12/31/2016			247-001-40100	END BALANCE	0.00	0.00	0.00
01/01/2016			247-001-40300 Current Real Property Tax		BEG. BALANCE		0.00
03/29/2016	CR	RCPT				12,834.25	(12,834.25)
12/31/2016			SUMMARY CR POSTING: 03/29/2016 7000 247-001-40300	END BALANCE	0.00	12,834.25	(12,834.25)
01/01/2016			247-001-47500 Miscellaneous		BEG. BALANCE		0.00
12/31/2016			247-001-47500	END BALANCE	0.00	0.00	0.00
01/01/2016			247-001-66500 Interest Earned		BEG. BALANCE		0.00
12/31/2016			247-001-66500	END BALANCE	0.00	0.00	0.00
01/01/2016			247-728-70300 Salary-Staff		BEG. BALANCE		0.00
12/31/2016			247-728-70300	END BALANCE	0.00	0.00	0.00
01/01/2016			247-728-72800 Supplies		BEG. BALANCE		0.00
12/31/2016			247-728-72800	END BALANCE	0.00	0.00	0.00
01/01/2016			247-728-73000 Postage		BEG. BALANCE		0.00
12/31/2016			247-728-73000	END BALANCE	0.00	0.00	0.00
01/01/2016			247-728-80800 Consultants		BEG. BALANCE		0.00
12/31/2016			247-728-80800	END BALANCE	0.00	0.00	0.00
01/01/2016			247-728-82500 Accounting & Audit Fees		BEG. BALANCE		0.00
12/31/2016			247-728-82500	END BALANCE	0.00	0.00	0.00
01/01/2016			247-728-82600 Legal Fees		BEG. BALANCE		0.00
12/31/2016			247-728-82600	END BALANCE	0.00	0.00	0.00
01/01/2016			247-728-90300 Legal Notices		BEG. BALANCE		0.00
12/31/2016			247-728-90300	END BALANCE	0.00	0.00	0.00
01/01/2016			247-728-93300 Repairs/Maintenance		BEG. BALANCE		0.00
12/31/2016			247-728-93300	END BALANCE	0.00	0.00	0.00
01/01/2016			247-728-97500 Capital Outlay/Obligated Projects		BEG. BALANCE		0.00
12/31/2016			247-728-97500	END BALANCE	0.00	0.00	0.00
01/01/2016			247-728-97600 Capital Outlay/Land Acquisition		BEG. BALANCE		0.00
12/31/2016			247-728-97600	END BALANCE	0.00	0.00	0.00
TOTAL FOR FUND 247 TAX INCREMENT FINANCE AUTHORITY (SoDA)					12,834.25	12,834.25	0.00

Collected from winter taxes

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 247 TAX INCREMENT FINANCE AUTHORITY (SoDA)							
01/01/2015			247-000-00100 Cash Balances				
				BEG. BALANCE			0.00
12/31/2015			247-000-00100	END BALANCE	0.00	0.00	0.00
01/01/2015			247-001-40100 Carryover				
				BEG. BALANCE			0.00
12/31/2015			247-001-40100	END BALANCE	0.00	0.00	0.00
01/01/2015			247-001-40300 Current Real Property Tax				
				BEG. BALANCE			0.00
12/31/2015			247-001-40300	END BALANCE	0.00	0.00	0.00
01/01/2015			247-001-47500 Miscellaneous				
				BEG. BALANCE			0.00
12/31/2015			247-001-47500	END BALANCE	0.00	0.00	0.00
01/01/2015			247-001-66500 Interest Earned				
				BEG. BALANCE			0.00
12/31/2015			247-001-66500	END BALANCE	0.00	0.00	0.00
01/01/2015			247-728-70300 Salary-Staff				
				BEG. BALANCE			0.00
12/31/2015			247-728-70300	END BALANCE	0.00	0.00	0.00
01/01/2015			247-728-72800 Supplies				
				BEG. BALANCE			0.00
12/31/2015			247-728-72800	END BALANCE	0.00	0.00	0.00
01/01/2015			247-728-73000 Postage				
				BEG. BALANCE			0.00
12/31/2015			247-728-73000	END BALANCE	0.00	0.00	0.00
01/01/2015			247-728-80800 Consultants				
				BEG. BALANCE			0.00
12/31/2015			247-728-80800	END BALANCE	0.00	0.00	0.00
01/01/2015			247-728-82500 Accounting & Audit Fees				
				BEG. BALANCE			0.00
12/31/2015			247-728-82500	END BALANCE	0.00	0.00	0.00
01/01/2015			247-728-82600 Legal Fees				
				BEG. BALANCE			0.00
12/31/2015			247-728-82600	END BALANCE	0.00	0.00	0.00
01/01/2015			247-728-90300 Legal Notices				
				BEG. BALANCE			0.00
12/31/2015			247-728-90300	END BALANCE	0.00	0.00	0.00
01/01/2015			247-728-93300 Repairs/Maintenance				
				BEG. BALANCE			0.00
12/31/2015			247-728-93300	END BALANCE	0.00	0.00	0.00
01/01/2015			247-728-97500 Capital Outlay/Obligated Projects				
				BEG. BALANCE			0.00
12/31/2015			247-728-97500	END BALANCE	0.00	0.00	0.00
01/01/2015			247-728-97600 Capital Outlay/Land Acquisition				
				BEG. BALANCE			0.00
12/31/2015			247-728-97600	END BALANCE	0.00	0.00	0.00
TOTAL FOR FUND 247 TAX INCREMENT FINANCE AUTHORITY (SoDA)							0.00

SUGGESTED BUDGET FOR 2017

GL NUMBER	DESCRIPTION	2015 ACTIVITY	2016 AMENDED BUDGET	2016 ACTIVITY THRU 12/31/15	2017 REQUESTED BUDGET
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Fund 247 - TAX INCREMENT FINANCE AUTHORITY (SoDA)

ESTIMATED REVENUES

Dept 001-Revenue

247-001-40100	Carryover	\$0	\$0	\$0	\$0
247-001-40300	Current Real Property Tax	\$0	\$10,565	\$12,834	\$18,700
247-001-47500	Miscellaneous	\$0	\$0	\$0	\$0
247-001-66500	Interest Earned	\$0	\$0	\$0	\$200
TOTAL ESTIMATED REVENUES			\$10,565	\$12,834	\$18,900

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				
247-728-82600	Legal Fees				
247-728-90300	Legal Notices				
247-728-93300	Repairs/Maintenance				\$1,500
247-728-97500	Capital Outlay/Obligated Projects		\$10,565	\$12,834	\$17,400
247-728-97600	Capital Outlay/Land Acquisition				
TOTAL APPROPRIATIONS			\$10,565	\$12,834	\$18,900