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www.oshtemo.org

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

AMENDED PACKET

REGULAR MEETING – VIRTUAL

(Refer to the www.oshtemo.org Home Page for Virtual Meeting Information, or page 2 of the packet)

**Wednesday, June 3, 2020
12:00 p.m.**

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes – December 4, 2019
4. Treasurer’s Report
 - a. 2019 Year End
 - b. 2020 through May 31st
5. Drake Road Path - Update from Public Works
6. Budget Discussion
 - a. 2021 Draft Budget
7. COVID-19 Update
 - a. Rescheduling Informational Sessions
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: 869 9711 1218**

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: **869 9711 1218#**

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

DRAFT MINUTES

South Drake Road Corridor Improvement Authority (SoDA) December 4, 2019

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

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Cheri Jodoin, Vice Chair

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

Minutes

Chair Ashley asked if there were any additions, deletions or corrections to the minutes of July 10, 2019. Hearing none, he asked for motion to approve the minutes.

Ms. Morse made a motion to approve the minutes of July 10, 2019 as presented. Mr. Rike seconded the motion. The motion was approved with a vote of 8 to 0, with 1 absent.

Public Comment

Ms. Heiny-Cogswell shared with the Board that Cheri Jordan has moved outside of the district and could no longer be a member of SoDA. The Board now needs a new member. She asked the other SoDA members to let her know if they had any recommendations on a potential member.

Treasurer's Report

Chair Ashley asked for the Treasurer's report. Ms. Lubbert indicated the main activities that occurred between June 1st through November 31st for 2019 were a budget adjustment and a payment to the Township for the Drake Road Path. The 2019 budget amendment to increase the capital outlay/obligated projects line item from \$30,000 to \$60,000 was approved by the SoDA Board at their special July 10th, 2019 meeting. The

Township invoiced, see attached, the \$60,000 for the Drake Road Path on October 17th, 2019.

This year SoDA has received a total of \$73,789.61 in tax revenue to date, \$41,289.61 more than anticipated. This is great news for the Authority as revenues are beginning to align with the SoDA Tax Increment Financing Plan, which indicates we should be collecting around \$76,655 in 2019.

An expense that was applied to the SoDA budget that was unexpected was a refund to Costco as a result of their tax tribunal settlement, which totaled \$1,920.87.

Ms. Lubbert added that when reviewing the Treasurer's Report it came to staff's attention that the audited \$41,072.00 from the 2018 Year End Fund Balance was not being fully included. This is good news as it appears that including the full 2018 Year End Balance increases the Authority's Account Fund Balance by approximately \$25,000.00.

The Board had questions about setting next year's budget. Ms. Lubbert noted that the budget for the following year would need to be discussed and finalized at the June meeting. With the increase in the Authority's Account Fund Balance, Ms. Lubbert asked the Board to consider how these funds should be utilized. She noted that the Board could take on additional projects or make a larger repayment to the Township for the Drake Road Path Project. The Board agreed to discuss options further at their next meeting

Mr. Rike made a motion to approve the Treasurer's Report. Ms. Spurr seconded the motion. The motion was approved 8 to 0, with 1 absent.

Drake Road Path Update

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

He indicated that the Township needed to revisit the scope of the project and have repacked funding as issues have arisen due to a disagreement between AMTRAK and MDOT. He explained that there is a railroad line that the sidewalk will need to cross but that no agreement has been reached on how this would be done. With funding tied to making this connection the Township will be changing the order of the project to keep moving and focus on doing a safety project this year. Mr. Elliot handed out an updated Project Scope diagram and images of work in process. He gave an overview of what that project entailed.

Mr. Elliot shared with the Board another issue that has arisen with the project, a utility obstruction at West Main 2000 LLC. The township was ready to install sidewalk at this location, however a number of utilities (mainly from Consumers Electric) still needed to be moved. The utility companies have been dragging their feet and as a result this section of the sidewalk improvement is at a standstill. His hope is that this will be completed in the spring.

Mr. Elliot outlined a few additional setbacks and unforeseen problems that have arisen with the project.

Multiple Board members expressed concern on the additional costs that would be needed for these issues. Mr. Elliott noted that the Board shouldn't worry about these issues from a budget standpoint as the budget included covering these type of setbacks and that he will be going after the Utility companies for some of the fees as their unresponsiveness was the reason for some of the required extra expenditures.

2019 Snow Removal

Ms. Lubbert and Mr. Ashley updated the Board on this item. In summary, a RFP was sent out for maintenance services in the 2019-2020 winter season to clear snow from the portions of the Drake Road Path. Only one private firm responded. They requested substantially more than what it would cost for the Township's maintenance staff to do the work. Ms. Heiny-Cogswell provided the Board with a Memorandum of Understanding. After discussion it was agreed that the Townships proposal was reasonable.

Mr. Gesmundo moved to accept the Memorandum of Understanding with the township for snow removal this winter season. Ms. Morse seconded the motion. The motion was approved 8 to 0, with 1 absent.

2020 Schedule

Ms. Lubbert provided the Board two suggested meeting dates: June 3rd and December 2nd. After discussion it was agreed that these two dates would work. Mr. Gesmundo moved to accept the proposed 2020 schedule. Ms. Morse seconded the motion. The motion was approved 8 to 0, with 1 absent.

Two Informational Sessions

Mr. Ashley asked about the Informational Session that was scheduled for after this meeting. Ms. Lubbert explained that due to staffing changes and timing the Informational Session that was previously scheduled has been canceled. She reassured the Board that this cancelation will not affect their compliance with Public Act 57 as the requirement do not officially go into effect until January 1st, 2020. The Board discussed future need for future Informational Sessions. It was agreed that these meetings would be held after the June 3rd and December 2nd regular SoDA meetings. Mr. Rike made a motion to approve the dates of the two informational sessions. Ms. Spurr seconded the motion. The motion was approved 8 to 0, with 1 absent.

Any Other Business

Chair Ashley asked if there was any other business before the Board.

There being no further business, the meeting was adjourned at approximately 12:49 p.m.

Minutes prepared:
12/05/19



May 27, 2020

To: SoDA Board

From: Iris Lubbert, AICP
Planning Director

Re: Treasurer's Report

Attached you will find the Treasurer's Report for 2019-year end and the Treasurer's report for January 1st, 2020 through May 31st for 2020, unaudited.

The main activity that occurred in 2019 was a payment to the Township for the Drake Road Path. A total of \$60,000 was paid to the Township in 2019.

For 2020, revenue is the main activity to discuss. SoDA anticipates receiving at least \$70,000 in tax revenue. However, based on the collected tax revenue in 2019 and current trends, at least an additional \$20,000 is projected.

No expenditures have occurred yet in 2020.

Attachment: Treasurer's Report 2019 Year End
Legal invoice
Treasurer's Report through May 2020

SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT AUTHORITY
Treasurer's Report - Through December 31, 2019

REVENUES	2019 Amended	Previous Activity	Activity this Period	Available Balance	Percent of Budget
Carryover	\$7,220.87	\$0.00	\$2,258.37	\$4,962.50	5.15%
Current Real Property Tax	\$62,500.00	\$73,193.37	\$17,108.97	\$90,302.34	93.78%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Interest Earned	\$0.00	\$961.38	\$70.44	\$1,031.82	1.07%
TOTAL REVENUES	\$69,720.87	\$74,154.75	\$19,437.78	\$96,296.66	100.00%

EXPENDITURES	2019 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	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
Legal Fees	\$0.00	\$0.00	\$337.50	\$337.50	-\$337.50	100.00%
Legal Notices	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BOR/MIT Refund	\$0.00	\$1,920.87	\$0.00	\$1,920.87	-\$1,920.87	100.00%
Repairs/Maintenance	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0.00%
Capital Outlay/Obligated Projects	\$60,000.00	\$60,000.00	\$0.00	\$60,000.00	\$0.00	100.00%
Capital Outlay/Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL EXPENDITURES	\$67,800.00	\$61,920.87	\$337.50	\$62,258.37	\$5,541.63	91.83%

2018 YEAR END FUND BALANCE (AUDIT)	\$41,072.00
2018 CARRYOVER	\$7,220.87
2019 REVENUES	\$96,296.66
2019 EXPENDITURES	\$62,258.37
2019 REMAINING BALANCE	\$34,038.29

ACCOUNT FUND BALANCE: \$75,110.29

Req #: 000012769

Oshtemo Township

7275 W. Main
Kalamazoo MI, 49009



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

INVOICE # 10082

Date: January 7, 2020

STATEMENT

Invoice #	Description	Rate	Quantity	Due	Balance
10082	4th Quarter 2019 Legal Support				
	Oct 2019	\$150	-0-	\$0.00	
	Nov 2019	\$150	1.0	\$150.00	\$150.00
	Dec 2019	\$150	1.25	\$187.50	\$187.50
Total Due					\$337.50

PAST DUE BALANCE

Invoice #	0-30	30-60	60-90	90+
10082	\$337.50			

Please make all checks payable to: **Oshtemo Township**
Invoice # 10082

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

Total Due:
\$337.50

SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT AUTHORITY
Treasurer's Report - January - May 31, 2020

REVENUES	2019 Original	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	\$70,000.00	\$0.00	\$0.00	\$70,000.00	98.04%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Interest Earned	\$1,400.00	\$0.00	\$0.00	\$1,400.00	1.96%
TOTAL REVENUES	\$71,400.00	\$0.00	\$0.00	\$71,400.00	100.00%

EXPENDITURES	2019 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	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	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	\$9,900.00	\$0.00	\$0.00	\$0.00	\$9,900.00	0.00%
Capital Outlay/Obligated Projects	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0.00%
Capital Outlay/Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL EXPENDITURES	\$70,200.00	\$0.00	\$0.00	\$0.00	\$70,200.00	0.00%

2019 YEAR END FUND BALANCE	\$75,110.29
2020 CARRYOVER	\$0.00
2020 REVENUES (Anticipated)	\$71,400.00
2020 EXPENDITURES	\$0.00

May 27, 2020



Mtg Date: June 3, 2020

To: South Drake Road Corridor Improvement Authority

From: Iris Lubbert, AICP
Planning Director

RE: Drake Road Path Update

At the June 3rd meeting, Public Works Director Marc Elliott will be in attendance to provide an update on the Drake Road Path project.

June 1, 2020



Mtg Date: June 3, 2020

To: South Drake Road Corridor Improvement Authority

From: Iris Lubbert, AICP
Planning Director

RE: UPDATED 2021 Draft Budget / Memorandum of Understanding

2021 DRAFT Budget

Through the audit process new information has come to light concerning the SoDA budget, specifically regarding the collected TIF funds. Grant Taylor, Oshtemo Township Treasurer, will be in attendance on June 3rd to provide an overview of these changes to the Board. The proposed 2021 draft SoDA budget has been updated accordingly.

Please note that the original recommended revenue number for the 2021 budget is now \$40,000 instead of \$80,000 in TIF and \$500 instead of \$1,400 in interest.

On the expenditure side, SoDA generally has three expenses: the Drake Road Path payment to the Township, Drake Road Path maintenance, and accounting and auditing fees. Per the Memorandum of Understanding entered into with the Township, see attached, \$60,000 were originally allocated to the Drake Road Path project. However due to the decrease in TIF dollars it is now recommended that only \$30,000 be allocated to this item. Additionally, following last year's approved budget, the proposed budgeted maintenance cost for snow removal is \$9,900. Finally, \$300 is needed for the accounting and auditing fees for a total expenditure of \$40,200.

Please see the attached revised recommended draft budget for further discussion at the meeting.

Attachments: Approved Memorandum of Understanding
DRAFT 2019 Financial Statements (Net Position)
Revised Draft 2021 Budget

**DRAKE ROAD PATH CONSTRUCTION COST REPAYMENT
 BETWEEN THE
 SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT AUTHORITY
 AND
 OSHTEMO CHARTER TOWNSHIP
 MEMORANDUM OF UNDERSTANDING**

The purpose of this memorandum is to outline an understanding between the South Drake Road Corridor Improvement Authority (SoDA) and the Oshtemo Charter Township Board (Board) for the repayment of costs associated with the development of the Drake Road Non-Motorized Path. Through the collection of tax increment financing, the SoDA will assist with the construction costs of the Drake Road Non-Motorized Path. The payments made by the SoDA will go towards those costs incurred for the project and which are not covered through grants or other sources of funds not provided by the Township.

The parties agree that the payments made by SoDA to the Township toward the construction of the Drake Road Non-Motorized Path will occur as tax revenues are collected. The intent is for the SoDA to meet or exceed this repayment schedule over time, as follows:

Years	Payment Per Year	Total
2017 – 2018	\$30,000	\$60,000
2019 – 2024	\$60,000	\$360,000
2025 – 2030	\$70,000	\$420,000
2031 – 2037	\$75,000	\$525,000
TOTAL:		\$1,365,000

SoDA will have an opportunity each year during the budgeting process to approve a different payment to the Township than outlined above based on revenue and other considerations. In addition, it is anticipated that final construction costs for the Drake Road Non-Motorized Path will likely be higher

than the amount scheduled in the table above. If revenues allow, the SoDA may increase the amount of their payments to assist with covering the total Township costs for the Path.

The parties understand that this Memorandum of Understanding binds both parties to the incremental repayment of the Drake Road Non-Motorized Path as outlined herein.

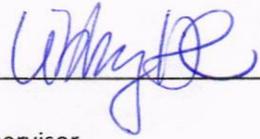
SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT
AUTHORITY

By: 

Its: Chairperson

Dated: October 3rd, 2019

OSHTEMO TOWNSHIP BOARD

By: 

Its: Supervisor

Dated: 23 October, 2019

SUGGESTED BUDGET FOR 2021

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTUAL	2020 APPROVED BUDGET	2021 REQUESTED BUDGET
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Fund 247 - TAX INCREMENT FINANCE AUTHORITY (SoDA)

ESTIMATED REVENUES

Dept 001-Revenue

247-001-40100	Carryover	\$ 7,220.87	\$ 7,220.87	\$ -	\$ -
247-001-40300	Current Real Property Tax	\$ 62,500.00	\$ 90,302.00	\$ 70,000.00	\$ 40,000.00
247-001-47500	Miscellaneous	\$ -	\$ -	\$ -	\$ -
247-001-66500	Interest Earned	\$ -	\$ 1,031.82	\$ 1,400.00	\$ 500.00
TOTAL ESTIMATED REVENUES		\$ 69,720.87	\$ 98,554.69	\$ 71,400.00	\$ 40,500.00

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	\$ 300.00	\$ -	\$ 300.00	\$ 300.00
247-728-82600	Legal Fees	\$ -	\$ 337.50	\$ -	\$ -
247-728-90300	Legal Notices	\$ -	\$ -	\$ -	\$ -
247-728-93300	Repairs/Maintenance	\$ 7,500.00	\$ 7,500.00	\$ 9,900.00	\$ 9,900.00
	BOR/MIT refund	\$ -	\$ 1,920.87	\$ -	\$ -
247-728-97500	Capital Outlay/Obligated Projects	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 30,000.00
247-728-97600	Capital Outlay/Land Acquisition	\$ -		\$ -	\$ -
TOTAL APPROPRIATIONS		\$ 67,800.00	\$ 69,758.37	\$ 70,200.00	\$ 40,200.00

***staff is working to verify the amount for the SoDA meeting on 6/3/2020**

May 27, 2029



Mtg Date: June 3, 2020

To: South Drake Road Corridor Improvement Authority

From: Iris Lubbert, AICP
Planning Director

RE: COVID-19 Update

Governor Whitmer instituted Executive Order No. 2020-21 on March 24, 2020, which stated that to suppress the spread of COVID-19, to prevent the state's health care system from being overwhelmed, to allow time for the production of critical test kits, ventilators, and personal protective equipment, and to avoid needless deaths, it is reasonable and necessary to direct residents to remain at home or in their place of residence to the maximum extent feasible. This order originally continued through April 13, 2020 but has since been extended multiple times. Although restrictions have loosened, in person meetings of more than 10 people are currently not permitted.

To comply with the order and for the safety of the public, board members, and staff, SoDA's originally scheduled informational session for June 3rd was canceled.