

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

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

MEETING WILL BE HELD <u>IN PERSON</u> IN THE NORTH CONFERENCE ROOM AT OSHTEMO TOWNSHIP HALL 7275 WEST MAIN STREET

WEDNESDAY, JUNE 7, 2023 12:00 P.M.

AGENDA

- 1. Call to Order and Roll Call
- 2. Approval of Agenda
- 3. Approval of Minutes December 7, 2022
- 4. Public Comment on Non-Agenda items
- 5. 2023 Election of Officers Chair, Vice-Chair, Secretary, Treasurer, Assistant Treasurer, and Assistant Secretary
- 6. Treasurer's Reports
 - a. 2022 Year End
 - b. January 2023 through May 2023
- 7. Projects
 - a. Drake Rd. Non-motorized path Crosswalk Markings and Signage
 - b. Nonmotorized Path Updates: Drake Road Path and KL Ave
 - c. Master List of Project Ideas
- 8. 2024 Budget Discussion
- 9. 2023 Open Houses
- 10. Other Items
- 11. Adjournment

Next Meeting: December 6, 2023

THE CHARTER TOWNSHIP OF OSHTEMO

South Drake Road Corridor Improvement Authority (SoDA) December 7, 2022

The SoDA Board meeting was held in person at Township Hall. The meeting was called to order by Chair Ashley at 12:05 p.m.

MEMBERS PRESENT:

Corey Ashley, Chair Joe Gesmundo Libby Heiny-Cogswell (joined around 12:15 PM) Dennis Patzer, Treasurer Kelly Bringman Theresa Spurr Dale Shugars

MEMBERS ABSENT:

Christine Morse

Also present was Iris Lubbert, Planning Director and Anna Horner, Public Works Director (attending virtually).

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 June 1, 2022. Hearing none, he asked for a motion to approve the Minutes.

Ms. Spurr made a <u>motion</u> to approve the Minutes of June 1, 2022 as presented. Ms. Bringman <u>seconded the motion</u>. <u>The motion was approved unanimously.</u>

Public Comment on Non-Agenda Items

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

Treasurer's Report

Chair Ashley asked for the Treasurer's Report. Ms. Lubbert shared the Treasurer's Report for June 1st, 2022 through November 29th, 2022, unaudited.

Ms. Lubbert summarized that \$75,989.93 in tax revenue has been collected in 2022. To date \$82.37 has been collected in interest earned. The only 2022 expenditure to date is the \$60,000 for the 2021 and 2022 contribution for the Drake Road path.

Board members questioned the amount of interest that had been collected in 2022. Some investment suggestions were shared which could increase the amount collected. Ms. Lubbert noted that it is unclear to her how the investment process works for the SoDA funds; she said the Township's Treasurer is responsible for making those investments. Chair Ashley asked to be put in contact with the Treasurer to discuss options.

Mr. Patzer made a <u>motion</u> to approve the Treasurer's Report. Ms. Spurr <u>seconded the motion</u>. The motion was approved unanimously.

Nonmotorized Paths Update

Ms. Horner reported that the first section of the Drake Road sidewalk is fully completed down to KL Avenue. The piece below this area crosses the railroad; this section is still under negotiation between MDOT and M-Trak. She reported that there has been some progress in the negotiation process and she is optimistic that the project will be able to proceed in the near future.

Ms. Horner noted that the KL path, a 10-foot-wide path spanning between Drake Road to Copper Beach Drive on the north side of the road, is planned to be constructed in 2023 and 2024. About two thirds of the path is within the SoDA boundary. She noted that a number of grants have been obtained to assist in the cost of the project and consultants are in the process of obtaining the necessary easements from property owners. Total cost for this project is estimated at around 3 million. The Board discussed financing for the project and clarified that they are currently not contributing to the project. There was agreement that the Drake Road Path is the SoDA Boards priority.

2023 Meeting Schedule

Ms. Lubbert proposed two meetings dates for the SoDA Board for 2023: Wednesday, June 7th and Wednesday, December 6th at noon.

Mr. Patzer made a <u>motion</u> to approve the proposed 2023 meeting dates. Ms. Bringman <u>seconded the motion</u>. 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).

She reported that the first required open house was held on February 16, 2022. The second has been scheduled for December 14th from 3:30 PM to 5:30 PM.

Tif Plan Discussion - Potential Projects

Based on additional revenues received this year and anticipated next, the SoDA Board expressed interest in exploring new safety improvement projects. Board members were asked to review the SoDA Tax Increment Financing Plan and be prepared to discuss project ideas. The following projects were suggested:

- KL Path contribution
- Partnering with METRO to install additional transit facilities
- Creating a gateway at or beatifying the northwest corner of KL and Drake
- Partnering in a corridor analysis that would look at operational improvements and capacity needs
- A grant program to improve lighting on private property
- Coordinating and funding crosswalk signs (both on private and public property)

The Board liked the idea of keeping a master list of project ideas that would be part of future packets that could be referenced and updated as needed. The Board also expressed interest in looking further into the possibility of the sidewalk crossing signs. Ms. Horner agreed to assist with a pilot that would look at one private and one public location to assess feasibility. The Board also asked that she look into maintenance costs for this project.

Mr. Gesmundo stated his priority would be finishing what the SoDA Board has already started. He suggested that no other new projects be taken on until the remaining details and expenses for the completion of Drake Road path are finalized. He would prefer that SoDA's additional funds be put toward the completion of that project.

The SoDA Board agreed to discuss the project list further at their next meeting. When Ms. Horner has details for the sidewalk crossing signs, they agreed that they would be supportive of scheduling a special meeting.

Other Business

It was noted that this meeting is Dale Shugars last meeting as a SoDA Board member. He was thanked for this service.

With there being no further business, the meeting was adjourned at approximately 1:45 p.m.

Minutes prepared: 12/12/2022	
Minutes approved:	



To: South Drake Road Corridor Improvement Authority

From: Iris Lubbert, AICP

Planning Director

RE: Treasurer's Reports

Attached you will find the Treasurer's Report for 2022 year end and the Treasurer's Report for January 1st, 2023 through May 30th, 2022, 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 \$128,248.23 in carryover funds.

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

Attachments: 2022 Year End Treasurer's Report

2022 Winter Maintenance Invoice

January – May 2023 Treasurer's Report

SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT AUTHORITY 2022 Year End Report Unaudited

REVENUES	2022 Budget	Previous Activity	Activity this Period	Available Balance
Current Real Property Tax	\$40,000.00	\$75,989.93	\$2,024.89	\$78,014.82
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earned	\$0.00	\$82.37	\$581.37	\$663.74
2021 Carryover (fund balance)	\$110,745.00	\$0.00	\$0.00	\$110,745.00
TOTAL REVENUES	\$150,745.00	\$76,072.30	\$2,606.26	\$189,423.56

EXPENDITURES	2022 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	\$1,175.33	\$1,175.33	\$6,324.67	15.67%
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	\$69,000.00	\$60,000.00	\$1,175.33	\$61,175.33	\$7,824.67	88.66%

Remaining Funds \$128,248



INVOICE

7275 West Main Kalamazoo, MI 49009 Phone 269-375-4260 Fax 269-375-7180 **DATE:** December 13, 2022 **INVOICE #** 10167

FOR: 2021-2022 Winter

Maintenance

Bill To:

South Drake Road Corridor Authority 7275 West Main Kalamazoo MI 49009

DESCRIPTION		Qty	Rate		Due
SoDA Sidewalk Winter Maintenance 2021-2022		1	\$1,175.33	\$	1,175.33
				\$	-
				\$	-
See attached for breakdown of dates and service provided					
				_	
TOTAL DUE					1,175.33

Make check payable to "Oshtemo Township"

Questions about this invoice should be directed to:

Oshtemo Maintenance Department

SoDA Sidewalk Winter Maintenance

Oshtemo Township Maintenance Department

Date	Job			
1/2/2022	Blow Side walk			
1/6/2022	Blow Side walk	Walk Blowing Instances		
1/8/2022	Blow Side walk	6603 ft X \$0.0178 per ft		
1/23/2022	Blow Side walk		10	\$1,175.33
1/26/2022	Blow Side walk			
2/3/2022	Blow Side walk			
2/11/2022	Blow Side walk			
2/18/2022	Blow Side walk			
2/25/2022	Blow Side walk			
3/11/2022	Blow Side walk			

Total seasonal cost \$1,175.33

Not accessable lots; 430-031, 430-041, 430-060 and 175' of 485-005

SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT AUTHORITY Treasurer's Report January 1, 2023 through May 30, 2023 Unaudited

REVENUES	2023 Budget	Previous Activity	Activity this Period	Available Balance
Current Real Property Tax	\$75,000.00	\$0.00	\$71,536.26	\$71,536.26
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earned	\$100.00	\$0.00	\$456.86	\$456.86
2022 Carryover (fund balance)	\$128,248.23	\$0.00	\$0.00	\$128,248.23
TOTAL REVENUES	\$203,348.23	\$0.00	\$71,993.12	\$200,241.35

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	\$0.00	\$0.00	\$65,000.00	0.00%
Drake Road Repayment	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Saftey Improvements	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Capital Outlay/Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL EXPENDITURES	\$74,000.00	\$0.00	\$0.00	\$0.00	\$74,000.00	0.00%

Actual Available Balance (Total Revenue -	\$200,241.35
Total Expenditure)	7200,241.33

Memorandum

Date: May 31st, 2023

To: Iris Lubbert, Planning Director

From: Zach Pearson, Public Works Project Manager

Subject: Drake Rd. Non-motorized path Crosswalk Markings and Signage



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.

Below are our recommendations to be shared with the SoDA Board:

Public Streets:

The three (3) public streets are managed by the Road Commission of Kalamazoo County (RCKC), and they are responsible for maintaining the pavement markings at the intersections. Currently there are "piano key" style pavement markings installed with stop bars at only two (2) of the three (3) public streets. These crossings should continue to be managed and maintained by the RCKC.

It is recommended that a request is made by SoDA directly to the RCKC to change the current markings to 12" parallel solid line crosswalks during the next maintenance cycle to create consistent crossings. The estimated cost of removing the existing markings and installing uniform crossings on all three (3) public streets would be \$2,135 including a 10% contingency if SoDA wishes to complete the work sooner.

Commercial Drives:

There are nine (9) major commercial access drive crossings along the non-motorized path. Two (2) commercial drives have parallel solid lines for the crosswalk designation. The commercial drive that serves Lowes also has a stop bar for approaching vehicles.

The recommendation for all nine (9) major commercial drive crossings is to install 12" parallel solid line markings to create consistent crossings for pedestrians. Stop bars should not be added to any of the commercial drives where there are no existing stop signs.



Signage:

There are currently no signs warning vehicles of pedestrian crossings at any location along the route. Any new signage in the public Right-of-Way would need to be permitted through the RCKC. Signs would have to meet Michigan Manual of Uniform Traffic Control Devices (MMUTCD) specifications and standards as well as the RCKC specifications and standards. An example of appropriate signage is shown below. Signs were considered only for vehicles exiting the nine (9) commercial drives to avoid sign pollution.



Costs:

Staff assumed for an initial project, completing every commercial drive crossing regardless of what condition the existing markings were in to have a fresh starting point.

Using the MDOT 2023 weighted average item price report and an engineer's estimate from a recent Public Works project, we determined the estimated cost of completing all the recommended commercial drive work to be \$8,854.70 including a 10% contingency and permit for work in the Right-of-Way. There is no RCKC permit fee for signage. See cost breakdown below.

270	Ft	Pavt Mrkg, Waterborne, Crosswalk, 12 inch Rem	@	1.60	\$432.00
1,200	Ft	Pavt Mrkg, Waterborne, Crosswalk, 12 inch	@	4.00	\$4,800.00
56	Sft	Sign, Type IIIB, W11-2	@	20.00	\$1,120.00
18	Sft	Sign, Type IIIB, W16-7P	@	20.00	\$360.00
122	Ft	Post, Steel, 3 lb, Modified	@	10.00	\$1,215.00
		SUBTOTAL ESTIMATED CONSTRUCTION COST			\$7,927.00
		Construction Contingency (10% +/-)			
		TOTAL ESTIMATED CONSTRUCTION COST			\$8,719.70
		Permitting			135.00
		TOTAL ESTIMATED PROJECT COST			\$8,854.70

Maintenance:

The useful life of waterborne based pavement markings is approximately 3 years. Maintenance costs would be approximately \$4,935, which is equal to the initial pavement marking application cost plus the RCKC permit for completing the work in the Right-of-Way.

Photo Log:

Images below show the identified crossings for recommended improvements. Crossings with no existing markings are shown with red. Crossings with existing markings are shown with white.

Measurements are for pavement marking quantities.



5015 W. Main North (Taco Bell) - North Entrance- 90' South Exit- 80'

5015 W. Main South (Blaze Pizza) - North Entrance 48' South Exit 48'



5125 W. Main (Lowes) – 120' of existing pavement markings

Existing stop bar.

167 N. Drake Rd. (Post Office) – 150' of existing pavement markings.



302 S. Drake Rd. (Country Club Apartments) – 116'

Skyridge Ave (Public Street) – 100'



454 Drake Rd. (Reformed Baptist Church of Kalamazoo) – 168^{\prime}

Driftwood Ave (Public Street) – 70' of existing "piano key" pavement markings.

Existing stop bar – 16'



Green Meadow Ave (Public Street) – 110' of existing "piano key" pavement markings.

Existing stop bar – 34'

704 S. Drake Rd. (Nottingham Place Apartments) North Entrance – 70'
South Exit – 74'



Beckley Rd. (Concord/Seville Apartments) – 180'

5034 W KL Ave (Bronco Liquor Entrance) – 24'



To: South Drake Road Corridor Improvement Authority

From: Iris Lubbert, AICP

Planning Director

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

The following updates have been provided by the Township's Public Works Director.

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 US-131 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 SoDA Project Ideas

- KL Path contribution
- Partnering with METRO to install additional transit facilities
- Creating a gateway at or beatifying the northwest corner of KL and Drake
- Partnering in a corridor analysis that would look at operational improvements and capacity needs
- A grant program to improve lighting on private property
- Coordinating and funding crosswalk signs (both on private and public property)

May 30, 2023



To: South Drake Road Corridor Improvement Authority

From: Iris Lubbert, AICP

Planning Director

RE: 2024 Budget Discussion

Staff proposes the budget for 2024 generally follow 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.

Please see the attached draft budget for further discussion at the June 7th meeting.

Attachments: Draft 2024 Budget

SUGGESTED BUDGET FOR 2024

		2022	2022	2023	2024
		AMENDED	ACTUAL	APPROVED	REQUESTED
GL NUMBER	DESCRIPTION	BUDGET		BUDGET	BUDGET
Fund 247 - TAX IN	CREMENT FINANCE AUTHORITY (Soda	A)			
ESTIMATED REVE	NUES				
Dept 001-Revenue	e				
247-001-40300	Current Real Property Tax	\$ 40,000.00	\$ 78,014.82	\$ 75,000.00	\$ 75,000.00
247-001-47500	Miscellaneous	\$ -	\$ -	\$ -	\$ -
247-001-66500	Interest Earned	\$ -	\$ 663.74	\$ 100.00	\$ 100.00
TOTAL ESTIMATED	REVENUES	\$ 40,000.00	\$ 78,678.56	\$ 75,100.00	\$ 75,100.00
APPROPRIATIONS					
Dept 728-Econom	nic Development				
247-728-70300	Salary-Staff	\$ -	\$ -	\$ -	\$ -
247-728-72800	Supplies	\$ -	\$ -	\$ -	\$ -
247-728-73000	Postage	\$ -	\$ -	\$ -	\$ -
247-728-80800	Consultants	\$ -	\$ -	\$ -	\$ -
247-728-82500	Accounting & Audit Fees	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
247-728-82600	Legal Fees	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
247-728-90300	Legal Notices	\$ -	\$ -	\$ -	\$ -
247-728-93300	Repairs/Maintenance	\$ 7,500.00	\$ 1,175.33	\$ 7,500.00	\$ 7,500.00
247-728-97500	Capital Outlay/Obligated Projects	\$ 60,000.00	\$ 60,000.00	\$ 65,000.00	\$ 65,000.00
247-728-97600	Capital Outlay/Land Acquisition	\$ -	\$ -	\$ -	\$ -
TOTAL APPROPRIA	ATIONS	\$ 69,000.00	\$ 61,175.33	\$ 74,000.00	\$ 74,000.00

Capital Outlay/Obligated Projects					
Drake Rd Path	\$	30,000.00			
Saftey Improv.	\$	35,000.00			
Total	\$	65,000.00			

May 30, 2023



To: South Drake Road Corridor Improvement Authority

From: Iris Lubbert, AICP

Planning Director

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 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. See attached flyer for the May 15th Open House.

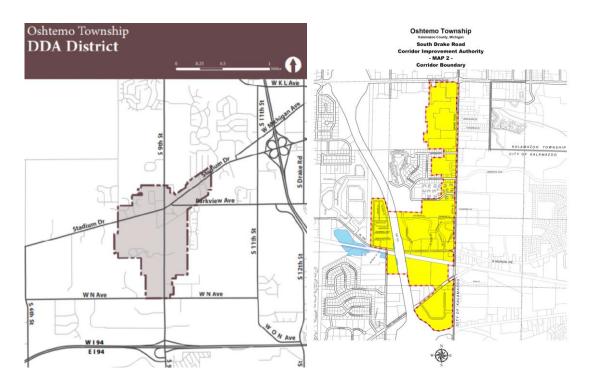
Staff is requesting input from the Board on how they wish to approach the second required informational meeting for 2023.

Attachment: May 15, 2023 DDA and SoDA Open House Flyer

Downtown Development Authority (DDA)

&

South Drake Road Corridor Improvement Authority (SoDA) OPEN HOUSE



When: Monday, May 15, 2023

Stop by anytime between 4:00 to 6:00 PM

Where: Oshtemo Community Center

6407 Parkview Avenue, Kalamazoo, Michigan 49009

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 introduce and collect initial feedback on a road reconfiguration project which will improve the overall safety and circulation for the district. Specifically, the project will explore the reconfiguration and continuation of Atlantic Avenue to Stadium Drive and the reconfiguration of the Parkview Avenue and Stadium Drive intersection.

Please come to learn and share your thoughts anytime between 4:00 to 6:00 PM!

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