

THE CHARTER TOWNSHIP OF OSHTEMO

South Drake Road Corridor Improvement Authority (SoDA)

July 27, 2017

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

MEMBERS PRESENT:

Corey Ashley, Vice Chair
Kelly Bringman
Joe Gesmundo
Libby Heiny-Cogswell
Cheri Jodoin
Dale Shugars
Theresa Spurr, Chair
Dennis Patzer, Treasurer

MEMBERS ABSENT:

Galen Rike

Also present were Planning Director Julie Johnston and Public Works Technical Specialist Jamie Baker.

Election of Officers

Chairperson Spurr turned the meeting over to Director Johnston to assist with the election of 2017 Officers. Director Johnston indicated that the normal procedure was to nominate a person for a position, receive affirmation from that person that they wish to hold office, and then make a motion to approve that person for that office. Director Johnston reviewed the current officers and then asked for nominations.

Mr. Patzer asked if the current officers, outside of Deb Jung who functioned as the Secretary and is no longer with the Board, were willing to continue in their current position for another year. The current officers agreed.

Minutes

Chairperson Spurr asked if there were any additions, deletions or corrections to the minutes of July 20, 2016. Hearing none, she asked for motion to approve the minutes.

Mr. Gesmundo made a motion to approve the minutes of July 20, 2016 as presented. Mr. Ashley seconded the motion. The motion was approved unanimously.

Public Comment

None.

Treasurer's Report

Chairperson Spurr asked for the Treasurer's report. Director Johnston indicated that revenues received in 2017 were not as high as expected when the 2017 budget was developed. This is largely due to projects with the Corner@Drake project not being 100 percent on the tax rolls because construction was not complete. It was anticipated that SoDA would receive \$43,295 in revenue but taxes received totaled \$29,193 for 2017. No expenses have been applied to the budget as the Drake Road Path has not yet been built.

Chairperson Spurr requested a motion to accept the Treasurer's Report.

Drake Road Path Update

Jamie Baker from the Township's Public Works Department provided an update on the Drake Road Path.

The Township continues to work towards construction of the non-motorized path on the west side of Drake Road, between Stadium Drive and West Main Street. The asphalt path will be 10 feet in width between Stadium Drive and Driftwood Avenue. It will then change to concrete and reduce to 6 feet in width from Driftwood to West Main Street. This is a joint project between the Township, City of Kalamazoo and Road Commission of Kalamazoo County.

The project is now intended to be funded in three sections;

- Phase I (Federal Safety Grant) – Michigan Ave to Green Meadow Ave.
- Phase II (Transportation Alternatives Grant) – Stadium to Michigan.
- Phase III (Transportation Alternatives Grant) – Green Meadow to West Main.

Approximately 50 percent of the project is Township funded at \$719,000 with \$737,000 coming from Federal grant programs, for a total of \$1,456,000. All three sections are intended to be constructed in 2018. The engineering design for the project and easement acquisition is nearly complete.

2018 Draft Budget Discussion

Ms. Johnston gave a summary of the memo provided in the agenda packet and presented the proposed budget for 2018.

Ms. Johnston informed the Authority that the Township Clerk requested funds be provided for accounting and audit fees for 2018. The Clerk recommended between \$200 and \$300. The Authority discussed the budget numbers and recommended the following changes:

Revenues

Carryover	\$ 600.00
Current Real Property Tax	\$ 32,500.00
Miscellaneous	\$ -
Interest Earned	\$ 200.00
TOTAL ESTIMATED REVENUES	\$ 33,300.00

<u>Expenditures</u>	\$ -
Accounting & Audit Fees	\$ 300.00
Repairs/Maintenance	\$ 3,000.00
<i>Contracted snow plowing Nov/Dec 2018</i>	
Capital Outlay/Obligated Projects	\$ 30,000.00
<i>Payment #2 to Township for South Drake Path/Safety Grant Match</i>	
TOTAL APPROPRIATIONS	\$ 33,300.00

Vice Chairperson Ashley requested the Contingency funds to help cover any unforeseen expenses in 2018. Discussion was had regarding what percentage of the budget the contingency should total. Attorney Porter recommended 5 percent because any funds not spent are shifted at the end of the year to the fund balance. Also, if a project comes up in the year that is not a capital outlay, the Board can always approve an amendment to the budget. The discussion then turned to the Fund Balance and how that essentially serves as a contingency fund, which can be accessed at any time with a budget amendment.

Mr. Patzer made a motion to approve the budget as amended. Mr. Gesmundo seconded the motion. The motion was approved unanimously.

Further discussion was had regarding the budget to pay back the Township for the Drake Road Non-Motorized Path. Mr. Patzer stated that it will be important to review the budget each year to determine how much SoDA can afford. Ms. Heiny-Cogswell indicated that a memorandum of understanding from the SoDA to the Township Board should be considered which spells out how SoDA plans to pay back the 40 percent of the project that is not covered by the grant. Mr. Patzer indicated that the annual discussion of budgets and revenues should be included in the Memorandum of Understanding.

Mr. Gesmundo made a motion to direct staff to prepare a Memorandum of Understanding to be reviewed by the SoDA and Township Board on paying back the

Drake Road Non-Motorized Path costs not covered by grant funding. Mr. Ashley seconded the motion. The motion was approved unanimously.

Any Other Business

Director Johnston asked the Authority if they would like to establish quarterly meetings or continue to meet when new information needs to be provided to the Board. It was decided that staff would provide email updates and convene meetings when needed.

There being no further business, the meeting was adjourned at approximately 1:52 p.m.

Minutes prepared:
July 31, 2017

Minutes approved:
June 27, 2018