

**Kochville Township Downtown Development Authority**  
**Board Meeting Minutes: December 18, 2009**  
**8:30 a.m. at Kochville Township Hall**

**Board members present:** Lyle Davis (Chair); Vern Weber (Vice-Chair); Jim Loiacano (Supervisor); Dave Abbs (Treasurer); Tom Basil; Don Jackson; Scott LaDouce; Jon Howell; Andrew Forester; Dave Maine

**Board members absent:** None

**Others Present:** Steve King (Director); Kevin Kilby, Rob Eggers; Deb Brown; Sheila Hill; Mike Burger

**Proceedings:**

**I. Opening**

Lyle Davis called the meeting to order at 8:30 a.m. and led the pledge of allegiance.

**II. Agenda:**

Mr. Davis introduced Dave Maine and Don Jackson as new members of the Downtown Development Authority board.

- Moved by Weber to approve the agenda as presented, second by Forester. Motion approved unanimously

**III. Minutes:**

- Moved by Weber to approved minutes as presented, second by Forester. Motion approved unanimously

**IV. Public Comment**

Mike Burger wished everyone on the Authority happy holidays.

**V. Communications - None**

**VI. Reports**

a. Financials

Mr. Abbs said that the DDA has opened an account with Wildfire Credit Union. He and Mr. King are working on budget amendments that will be presented at the next meeting.

b. Police Subcommittee - None

Mr. Weber asked to move the Police Subcommittee section to 8g, a closed session.

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b. Entry Point Beautification

Mr. Forester commented that he would prefer to see as little landscaping maintenance as possible with the gateway signs.

Mr. Davis noted that Vienna Township's gateway signs, located just off of I-75, require little or no landscaping maintenance and look quite attractive.

**VII. Unfinished Business**

a. Kochville Road

Mr. Eggers said that the Kochville Road project is coming along well, and plans are progressing. The project is currently on track to go to bid in January. The Township had brought up concerns with the AC water main along Kochville Road, which is susceptible to breaking. About 80 percent of the line is far enough away from the road as to not pose a risk; however, near the VFW hall the water line easement moves closer to the ditch. This creates a concern for disturbing that section of the line.

Mr. Loiacano noted he had asked Brian Wendling, the Saginaw County Road Commission administrator, about relaxing AASHTO standards for this construction. This standard is not necessarily needed on all rural roads. Mr. Wendling wants to look at the project plans to see what can be done.

Mr. Eggers said the road commission could relax the construction standards. Another option could be to replace that section of water line that is at risk, at about \$42.50 per linear foot. Also, the storm sewer could be shifted closer to under the road, at perhaps a \$20,000 cost.

Mr. Loiacano noted that his main concern is the asbestos water line.

Mike Burger stated that the dirt under the existing main will likely be disturbed from this work, causing a future risk to the line.

Mr. Davis said that in a best case scenario, no additional cost will be borne for needed water main work. In a worst case scenario, an additional \$50,000 or so will be needed to perform the necessary changes.

Mr. Loiacano said that replacing the entire water main on the affected section of Kochville Road would cost about \$250,000.

Mr. Davis said the project should be done right this time in order to prevent future problems.

Mr. Loiacano noted that the Township is just looking for a road for residents and the fire department to cross on.

Mr. Eggers said that if the Township wants to replace the water line, this is preferential. Otherwise, the next-best option is probably to shift the storm sewer.

Mr. Loiacano asked to hold off on the project for a few weeks to see if savings are available from other funding sources.

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Mr. Davis asked if the noted changes would bring additional cost to the DDA.

Mr. Eggers said that shifting the storm sewer would be an additional \$20,000 or so. He will advise on more specific figures at the January meeting. The ultimate choice will be with the Township on this project.

b. Wayfinding

Mr. Eggers distributed renderings of the new wayfinding signs. An example of the signs will be displayed at the open house event on January 21.

Mr. Weber asked what the project cost would be. Mr. Eggers replied about \$85,000.

c. Bus Stop

Mr. Eggers said the bus stop shelter should arrive that day. Three Rivers Construction will install the shelter as soon as it arrives. Spicer Group is coordinating the project with Wal-Mart, which will install a cart corral for the bus stop.

d. M-84 (Bay Road) Sewer District

Mr. Eggers said that Spicer Group is coordinating the project with the Saginaw County Department of Public Works.

Mr. Kilby noted that the reimbursement agreement for the project is completed. As soon as the bids are done, this can be brought to the board for approval. He had received a phone call regarding whether assessment is based on linear footage in the district, or on acreage. Assessments are based on the amount of linear footage. The project is being managed and bonded by Saginaw County. The Township will be liable for the bond, which is entering the reimbursement agreement with the Downtown Development Authority.

Mr. Eggers said that Ed Meisel was curious about the sewer line, and curious if he should participate in the special assessment district. Mr. Meisel is concerned about saving trees on his property. He has a well out front, but would also like to connect his house to the water line.

e. Project Signs

Mr. Eggers noted that a DDA project sign was placed on Fashion Square Boulevard just north of Toys 'R' Us.

Mr. King said that the Kochville Road project sign was not in yet. Sign Image is waiting on information from Miss Dig regarding gas lines under the target location.

Mr. Davis expressed concern with the readability of the signs, specifically the white lettering not standing out clearly to passersby.

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Mr. Eggers said he would check on lettering options for future signs.

f. Entry Point Gateways

Mr. King said that with a new potential owner of the property at the northwest corner of Bay and Tittabawassee Roads, placing a gateway sign at that intersection may be more viable than before.

Mr. Eggers said that the owner of the 7-11 store at Mackinaw and Tittabawassee was curious about what the sign might look like. The owner will bring the conceptual design to his corporate board. Mr. Eggers hasn't received other responses yet.

Mr. Davis noted that Vienna Township has a very nice gateway sign design, which greets visitors exiting off of the freeway.

g. Charter School

Mr. King noted that he had spoken with Brian Wendling regarding proposed traffic improvements at the charter school. Mr. Wendling seems favorable to the ideas, but needs to wait for the State Police to complete their traffic study of the area and review the proposal. That study is in progress right now.

Mr. Howell asked if the Road Commission is aware of the DDA's concerns. Mr. Weber replied that the Commission is aware of these.

Mr. Eggers suggested putting something in writing to the Road Commission regarding the Township and DDA concerns at the charter school.

Mr. Forester asked about the speed control process at Heritage High School.

Mr. LaDouce said that that speed control study was completed due to a fatality at the school.

Mr. Davis noted that such an occurrence is what the DDA is trying to avoid.

h. Anchor Zones

Mr. Eggers noted that the DDA extends to Center Road. About one-half of the DDA is in the Anchor Zone area. A new business in the City of Saginaw, GlobalWatt Inc., is using Anchor Zone incentives.

Mr. Davis commented that the DDA should be able to offer shovel-ready sites to interested eligible businesses.

Mr. Weber said that in Thomas Township they offer sites with everything ready for development, including a pad.

Mr. Eggers distributed maps indicating approximate locations of water and sewer lines in the township. There is no sewer available on Tittabawassee from Mackinaw to Center road. The grade of the water line is higher along this section, which works in the DDA's favor.

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Mr. Abbs asked what size the sewer line is behind Meijer, which Mr. Eggers said was not yet known. Mr. Eggers noted that an initial cost estimate to extend sewer to Center Road was about \$550,000.

Mr. Forester asked if qualifying Anchor Zone businesses have to be Hemlock Semi Conductor related.

Mr. Eggers replied that to be eligible for the Anchor Zone incentive, businesses must be “hi-tech” or alternative energy businesses.

Mr. Weber commented that Thomas Township makes infrastructure readily available at Anchor Zone qualifying sites, in order to take advantage of grant assistance.

Mr. Eggers noted that Saginaw Township has prepared their campus district to cater to the Anchor Zone sector as well.

Mr. Weber noted that zoning can be amended should an opportunity arise.

Mr. Jackson said that the master plan committee is discussing this area. That committee makes a recommendation to the planning commission.

Mr. Howell asked how Saginaw Township is faring in filling its campus district. Mr. Eggers replied that the Township is actively working to recruit firms, though none have yet built in that area. Saginaw Township is working with several prospects right now.

Mr. Davis noted that “alternative energy is coming.” The question is whether the DDA wants to be a player in the movement. Saginaw Future, Inc. needs shovel-ready sites to promote to potential firms.

Mr. Weber said that also necessary is a board that’s “ready to move.”

### **VIII. New Business**

- a. New DDA Board Members: David Maine and Don Jackson

Mr. Davis welcomed Messrs. Maine and Jackson again to the DDA board.

- b. DDA Open House on January 21, 2010

Mr. King distributed postcards that will be mailed to all Kochville Township businesses, inviting them to the DDA open house event on January 21, 2010.

- c. DDA Billing Cycle

Mr. King noted that the DDA’s accountant had requested that the DDA enter a twice-monthly billing cycle. This would help address past problems with timeliness in paying some utility and other bills. Currently, bills are paid once-a-month at DDA meetings.

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Mr. Kilby said that a motion was needed to approve regular recurring bills in advance of a DDA board meeting. Administrative staff would have the ability to pay bills as they come in and avoid late fees. Two sets of bills would then be presented at meetings: one of pre-paid bills, and one of regular bills to be paid.

- Motion by Abbs to enter a twice-monthly bill payment cycle, second by Maine.  
Yeas: LaDouce, Forester, Weber, Maine, Abbs, Basil, Howell, Jackson, Loiacano, Davis  
Nays: None  
Absent: None

d. Krossroads Park

Mr. King commented that the DDA might receive more requests for assistance with Krossroads Park improvements in the future.

Mr. LaDouce noted that he has information regarding the original plans for the park.

Mr. Forester said that the DDA needs to focus on capital improvements and maintain that focus.

Mr. Kilby said that because the park is not a DDA parcel, it is not eligible for direct contributions from the DDA. At the moment, the revenue sharing agreement with the Township allocates the DDA shared revenue to parks and recreation.

e. Strategic Planning

Mr. King gave a presentation regarding his vision of a DDA work plan in 2010. The DDA should continue its focus on capital improvements in the DDA, but with the new director position should begin expanding into marketing and communications more.

Mr. Davis noted that he is very concerned regarding “dark stores” in the district.

Mr. Howell asked about the possibility of hosting a local business show to assist local small businesses.

Mr. Forester commented that the DDA’s public relations component is very important to the community.

f. Sub-committee meetings: none

g. Closed session pursuant to MCL 15.268(e) to consult with attorney regarding trial or settlement strategy in connection with specific pending litigation.

- Motion by Basil to enter closed session, second by Loiacano. Motion approved unanimously.  
Yeas: Weber, Maine, Abbs, Basil, Howell, Jackson, Loiacano, Davis, LaDouce, Forester  
Nays: None  
Absent: None

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The DDA board reconvened its regular meeting at 10:28 a.m.

- Motion to pay regular bills by Abbs, second by Loiacano. Approved unanimously.
- Motion by Loiacano to adjourn the meeting, second by Abbs. Approved unanimously.

The meeting adjourned at 10:35 a.m.

Minutes prepared by Steve King

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Lyle Davis, Jr. – Chairman

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Stephen M. King - Director