

Kochville Township Downtown Development Authority
Board Meeting Minutes: September 24, 2010
8:30 a.m. at Kochville Township Hall

Board Members Present: Lyle Davis, Jr. (Chairman), Vern Weber (Vice-Chairman), Dave Abbs (Treasurer), Tom Basil, Jr., Jon Howell and Don Jackson

Board Members Absent: Scott LaDouce (Secretary), Jim Loiacano (Township Supervisor), Dave Maine

Others Present: Steve King (Director), Kevin Kilby, Rob Eggers, Steve Yanca, Judy Jackson, Mike Burger, John Olson

Proceedings:

I. Opening

Lyle Davis opened the meeting at 8:30 a.m. with the pledge of allegiance.

II. Agenda

- Moved by Abbs, second by Basil, to approve the agenda as presented. MOTION CARRIED UNANIMOUSLY

III. Minutes

a. August 27, 2010

- Moved by Weber, second by Basil, to approve the August 27, 2010 minutes as presented. MOTION CARRIED UNANIMOUSLY.

IV. Public Comment

Judy Jackson reminded the DDA board that the Kochville Township Parks & Recreation Committee will be raising money at Bennigan's on Tittabawassee Road in Saginaw Township on Thursday, October 14, and invited the board to attend.

Steve Yanca said he appreciates the partnership that has developed between Kochville Township and the Kochville Township Downtown Development Authority. He has heard many positive comments about the wayfinding sign system. The DDA is "right on" in working with the sewer extension project around the SVSU area.

V. Communications / Information – None

VI. Reports

a. Financials

Mr. Abbs referenced the most recent balance sheet and profit/loss statement. Payments for the Kochville Road project will start soon.

Mr. King noted that the DDA's qualifying statement is now filed for the year.

b. Police Protection

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Mr. Weber noted that a discussion between the Saginaw County Sheriff's Department and the business community was hosted by the DDA at Township Hall on September 15, with a tremendous response. Deputies are visiting every business in the DDA district to obtain emergency contact and other information. The DDA is monitoring activity and will make adjustments as necessary in the future. The DDA's new police cruiser should arrive soon for patrolling the district.

VII. Unfinished Business

a. Kochville Road

Mr. Eggers pointed out that new asphalt had been applied on Kochville Road, and the top coat would be applied soon. The targeted substantial completion date is October 15. The shoulders are now wider, the ditches are fixed, and the road will look great. He discussed the easternmost section of Kochville Road, just west of M-84, which was not included in the project since it was completed as part of the Bay Road widening a few years ago. Because this roughly-600-foot section of road would not be resurfaced, it may look less attractive aesthetically, and the expected life span may be slightly less than that of the new portion of road. An approximate estimate of the milling and resurfacing cost to include this portion of road was \$20,000.

- Moved by Howell, second by Jackson, to approve up to \$20,000 to mill and resurface the easternmost section of Kochville Road, west of M-84, in addition to the existing Kochville Road reconstruction project. MOTION CARRIED UNANIMOUSLY.

Yeas: Abbs, Basil, Weber, Jackson, Howell, Davis

Nays: None

b. Bay Road (M-84) / Pierce Road Sewer Extension

Mr. Olson distributed a milestone schedule highlighting the necessary timeline to utilize Saginaw County's Build America Bond issue. Designs have been submitted to the State of Michigan for environmental review. The County Services Committee would be considering the Act 185 agreement at its October 5 meeting.

Mr. Kilby described the Act 185 agreement. The project is being bonded through Saginaw County and managed through the County. The Township is only required to hold one public hearing on the confirmation of the assessment roll. The Act 185 agreement essentially states that the County will finance the project and the Township will pay the County back. The Township will have a special assessment district in place for the project; the special assessment roll will go toward the Township's commitment to Saginaw County.

Mr. Kilby noted that at a recent special Township Board meeting, the board decided not to take any action on extending the sewer project 200 feet east of Davis Road on Pierce Road. The approved project still calls for the sewer to be deep enough for the property owners east of Davis and SVSU to connect in the future with additional sewer line. In another issue, the DDA had never formally approved by motion the \$343,000 contribution expected initially for construction of a new lift station, which is no longer necessary. The DDA asked the Township to consider partially funding this contribution since about 35-percent of the district falls outside of the DDA. The Township Board commented that special assessment districts in the Township haven't been subsidized by the Township in the past and it did not want to start

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doing so now. The question was now back to the DDA board on whether it wanted to contribute to the assessment, as the Township Board of Trustees took no action on the issue. If the DDA contributes \$343,000, the price per foot of the project is estimated at \$95.36; if the DDA does not contribute, the project cost increases to \$138.57. This cost will probably be spread over a 15-year special assessment period.

Mr. Davis asked for a determination of what falls within the DDA and what is outside of the district. Mr. King replied that about 66-percent of the area is within the DDA, with 34-percent outside of the DDA. Initially the \$343,000 contribution was specifically to pay for a new lift station, as the entire project fell within the district. Since much of the project expense now falls outside of the DDA district area, the question is what the DDA can and should pay for based on the new project requirements. The Township's stance was to not subsidize a special assessment district.

Mr. Weber suggested that the DDA would be setting a precedent for future projects as well with this decision.

Mr. Davis noted that the DDA became involved in the project initially to try and help it along, with the understanding that it needed to build a brand new lift station within its district to accommodate the sewer extension. Now that the scope of the project has changed, the question to the board was how much involvement the board wanted with the project.

Mr. Howell noted that without additional funding toward the project district, the residents in the district would have to pay additionally toward their assessment as well, as well as a compulsory connection fee to the sewer system.

Mr. Olson noted that there is no clear basis for what the DDA can or should contribute to the project, given that the new lift station is no longer part of the project design.

Mr. Basil noted that the estimated price per foot for the project is just that, only an estimate. He also noted that private property owners should see the value of their real estate increase because of this project. Their cost of the project must equal their benefit derived from the project by law. While the DDA had said before that it would participate in bearing costs of the project for the lift station, that commitment was truly for a different project than the current project.

Mr. Kilby commented that private property owners had circulated the petition, not the DDA, though the DDA had, upon request, provided the estimated costs for that petition.

- Moved by Weber, second by Basil, to pass on 100-percent of costs of the Bay/Pierce Road sewer extension project cost to the respective project special assessment district. **MOTION CARRIED UNANIMOUSLY**
Yeas: Abbs, Basil, Weber, Howell, Jackson, Davis
Nays: None

c. Gateway Signs

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Mr. Eggers said the first gateway sign at Mackinaw and Tittabawassee is completed, and two more have been proposed in the district – at Fashion Square and Tittabawassee, and in front of Applebee’s on Tittabawassee. He noted that while the original cost of the project was estimated as \$32,800, but Pumford Construction has reduced the cost of the built sign to \$25,800, saving the DDA \$7,000. The cost of the Northwest Tire sign should be \$26,700. These costs also include the expense for an anti-graffiti sealant.

Mr. Davis asked Mr. King to draft a letter of thanks on behalf of the DDA board to Pumford Construction.

Mr. Basil suggested that all of the signs should look alike in order to establish a brand.

Mr. Abbs commented that flattening the top of the “Welcome to Kochville Township” gateway and making the letters all caps – like the other gateway signs – would help the signs match.

Mr. Eggers said that the solar cells proposed for the signs would require maintenance and would add cost to the projects.

Mr. Weber suggested waiting on installing the solar component until the cost comes down. Mr. Davis agreed.

d. Holiday Decorations and Lighting

Mr. King said he was asking for approval of the design scheme for the DDA’s holiday decorations. Funding for the decorations was approved at the DDA’s August meeting. Decorations for this year would include large fiberglass displays at Fashion Square and Tittabawassee, Bay and Tittabawassee, and Trautner and Bay, as well as banners throughout the district.

Mr. Basil suggested using a consistent theme – all fiberglass, or all lighted decorations. He preferred fiberglass.

Mr. Weber expressed concern with ground-mounted lighting on the decorations.

e. DDA Strategic Plan

Mr. King thanked board members for attending the strategic planning session on September 8.

Mr. Eggers distributed handouts showing board member rankings for potential projects at that meeting. Top ranked items included burying utility lines, access through-route to Davis Road, securing Fashion Square Boulevard right-of-way, and Kabobel Road improvements received the most votes for support at the meeting. Other projects receiving strong support included university path, public art, and DDA marketing.

Mr. Davis asked Mr. Eggers to discuss “secure right-of-ways.” Mr. Eggers said that the DDA and Township need right-of-ways in order to consider future considerations for a potential road or sewer along this route. The Township Board and DDA Board have both voted to support obtaining these easements.

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Mr. Jackson said that he's been approached by many people about sidewalks in the DDA in the interests of promoting a walkable community. Mr. Kilby noted that there are several deferment agreements in place for sidewalks in the DDA district. Mr. Eggers noted that DDA sidewalks was a "top ten" item for the plan.

VIII. New Business

a. October 28: DDA Open House Event

Mr. King said that the DDA will be hosting an open house mixer event on October 28, from 5 to 7 pm, at the SpringHill Suites hotel on Fashion Square Boulevard. Complimentary hors d'oeuvres and drinks will be served.

b. Snow Removal on Bay Road

Mr. King recalled that a board member had previously brought up concerns about snow removal on the Bay Road walking path.

Mr. Weber noted that Thomas Township requires private property owners to maintain their sidewalks.

Mr. King said that the Kochville Township DPW does have equipment that it could clear snow on the path with, should the DDA board wish to do this and reimburse the DPW.

Mr. Weber expressed concern with black ice on the path if snow and slush is cleared.

Mr. Jackson commented that snow removal should be bid out.

Mr. Kilby said that if the Township had a snow removal ordinance, the issue could be resolved through code enforcement. Since the Township does not have such an ordinance, the next step would be to request the Township Board to put such an ordinance in place. The DDA would have some immunity from liability should someone trip and fall on ice, but there many issues to consider.

Judy Jackson said that the Township's liability for its walking paths and parks applies while those facilities are officially open.

Mr. Kilby said that the DDA can justify doing the M-84 path because it is the primary walking path in the district and sees more foot traffic; however, as more sidewalks are installed in the district, more requests for similar service will come to the board.

Mr. Davis advised working with the Township Board to construct an ordinance that would address the issue. Mr. King said he would work on this.

Mr. King commented that along the lines of landscape maintenance, the DDA needs to think about whether it wants to exercise a fourth-year option on its existing landscape maintenance contract with Four Seasons Landscaping, or if it wants to bid out for a new contract for the next year. The existing contract officially expires on October 31.

Mr. Davis said that the board needs to decide its desired action before the current contract expires.

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Mr. King noted that the board would need to decide whether to continue flying flags in the district next year, as at least 90 or 100 have come down this year despite trying three different styles of heavy-duty poles.

Mr. Abbs said that at one point the DDA board had discussed displaying season banners.

IX. Township Supervisor's Report - None

X. Planning Commission Report

Mr. Jackson said the Planning Commission would be reviewing site plans for proposed Lovers' Lane at Bay and Tittabawassee, and for Buffalo Wild Wings on Tittabawassee near Fashion Square Boulevard.

XI. Board Member Comments

Mr. Weber noted that the Sheriff's Department had run a sting operation recently. The DDA will not be placing an overhead light bar on its patrol vehicle.

Mr. Basil noted that the Marshall Fredericks Museum would host a fundraiser on October 1.

XII. Other Business

a. Payment of the Regular Bills

- Moved by Weber, seconded by Abbs, to pay the regular bills. **MOTION CARRIED UNANIMOUSLY.**

b. **NEXT BOARD MEETING:** Friday, October 15, 2010 at 8:30 a.m.

XIII. Adjournment

The meeting adjourned at 10:22 a.m.

Minutes written by Steve King, DDA Director

Lyle Davis, Jr., DDA Chairman

Date

Stephen M. King, DDA Director

Date