

**MINUTES
KOCHVILLE TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
JANUARY 21, 2011 – 8:30 AM (Township Board Room)**

Board Members Present: Dave Abbs (Treasurer), Jim Loiacano (Township Supervisor), Tom Basil, Jr., Jon Howell, Don Jackson

Board Members Absent: Lyle Davis, Jr. (Chairman), Vern Weber (Vice-Chairman), Scott LaDouce (Secretary), Dave Maine

Others Present: Steve King (Director), Kevin Kilby, Rob Eggers, Mike Burger, Deputy Steve Fausnaugh, Judy Fath Jackson

Proceedings

Dave Abbs opened the meeting with the pledge of allegiance at 8:35 a.m.

I. Approval of Agenda

- Moved Jackson, second by Loiacano, to approve the agenda as presented. MOTION CARRIED UNANIMOUSLY.

II. Approval of Minutes

- a. December 17, 2010

- Moved by Loiacano, second by Jackson, to approve the minutes as presented. MOTION CARRIED UNANIMOUSLY.

III. Public Comment

Judy Fath Jackson commented that the Township transitioned to BS&A accounting software this year and is working through some problems. Because of one problem, the DDA's funds have not been properly tallied yet; however, this problem is anticipated to be fixed by no later than March. She thanked the board for being patient.

IV. Communications / Information

Mr. King noted that the latest quarterly DDA newsletter was at the board members' desks, as well as a postcard that had been mailed to DDA businesses promoting an upcoming training on detecting counterfeit currency.

V. Reports

- a. Financials (Abbs)

Mr. Abbs noted that the DDA was closing out its checking account with Citizens Bank, and had opened a new checking account with 1st State Bank, where it also holds a CD.

- b. Police Protection (Weber)

Deputy Fausnaugh said that Deputy Swalwell would be leaving his DDA-dedicated patrol, and would be replaced by Deputy Matt Oswald, beginning January 24. He has begun summarizing results from the past six months of DDA patrolling, and as of the end of 2010, 65 shoplifters had been arrested.

VI. Unfinished Business

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

Mr. Eggers said that a pre-construction meeting was held on Wednesday, January 19, to bring all involved parties up-to-speed. The anticipated start date for the project is April 4, and the contract end date is August 30.

- b. Gateway Signs

Mr. Eggers noted that the brick work is done on the gateway sign in front of Northwest Tire. Pumford Construction anticipates all work to be done on the sign by the week of February 4, and the landscaping by this spring.

Mr. King noted that the easement for the Applebee's gateway sign had not yet been returned, though the DDA believes it has an agreement for this easement to build the sign this spring. This sign will read "Welcome to Kochville Township." Another potential location for a gateway sign that he will look into is in front of Toys 'R' Us.

January 21, 2011

c. Mast Arm Traffic Lights

Mr. Eggers said MDOT is amending their plans to accommodate the DDA's mast arm poles at the Bay / Tittabawassee intersection.

Mr. Howell said that Saginaw Township extended its thanks to the DDA for making this improvement happen.

d. Tittabawassee Road Utility Burial

Mr. Eggers said that there was not much new to report on this project. Consumers Energy is aware of the DDA's plans to bury the electrical leads east of Bay Road and is "lining things up right now."

e. Vision for the DDA's Future Land Use

Mr. King discussed the proposed list of DDA capital improvement projects to address during the 2011 – 2016 timeframe. This list is to be a very significant part of the Township's capital improvements program. The projects plan needs to help accomplish the DDA's vision for the future.

Mr. King said the DDA's vision needs to create an economically sustainable and attractive district that also achieves the Township's goal of preserving its low-density residential and agricultural areas. Although the DDA does not govern land use in its district, it can work with the Township to achieve mutually acceptable goals. One goal that Mr. King said he'd like to work with the DDA's consultants on is the preparation of overlay ideas for the Township's consideration. These overlay areas would require highly attractive but easy-to-understand development standards in the district that would not conflict with the current district but would also facilitate the DDA's future growth. Mr. King said he needed the board's consensus on the general vision of making the DDA a distinct, attractive place at the center of the region before moving forward with developing these ideas.

Mr. Abbs noted that the DDA would be planning its budget over the next couple of meetings for the 2011 fiscal year, and that this planning would be incorporated into that process.

Mr. Howell said that there may be a number of similarities between Grand Rapids and Allendale Township, where Grand Valley State University is located, and Kochville Township, particularly in how the area around the university has been incorporated into the community.

Mr. Abbs said he supported the idea of creating a clear vision for the district.

Mr. Loiacano recalled the former multi-use district near SVSU, which had faced resistance from the development community as well as the Township's residents. He advised meeting with land owners to obtain their feedback on the future of that area. The growth area near the university needs to not just be for students.

Mr. King said that with the board's support, he'd begin working on some ideas after the meeting.

f. DDA Three-Year Capital Improvements Plan (King – Presentation)

Mr. King reiterated that the capital improvements plan needed to match the DDA's long-term vision. The Township is working on its capital improvements program, which intends to help plan efficiently for future project needs. He reviewed a year's worth of meeting minutes, as well as the community survey done by SVSU for the DDA, and created a framework for project ideas that the DDA could address over the next six years. This would not be a strict list that the DDA would be limited by, but would rather help the board plan for its future options.

Mr. King also noted that the number of projects it addresses depends on its finances. The DDA can probably safely plan to spend \$1.2 million on projects through 2013 and maintain at least a fund balance reserve equal to six months' operating expenses; however, it can also address more by issuing bonds at some point for capital improvement projects. These bonds would, however, indebt the DDA for a longer-term period.

Mr. King said he was looking for board feedback in finalizing the capital improvements plan for the DDA.

Mr. Abbs commented that both the vision and the CIP are working documents that are subject to change.

January 21, 2011

Mr. Jackson noted that the Township's capital improvements plan will be revisited every year.

Mr. Howell said that Saginaw Township has added cement platforms for people to stand on while waiting for the bus to arrive. He'd like to see the DDA consider this type of project in the future, and wished to add the project to the projects list.

Mr. Abbs said he noticed Pierce Road was on the project list, which would help accommodate the future growth of the area near SVSU.

Mr. King replied that Pierce Road could not be a DDA standalone project; however, if SVSU or other entities are willing to participate in sharing the project costs, this would be a good project. The project should also incorporate streetscaping and other planning needs.

Mr. Loiacano said the Township would not have a problem looking into doing something with the road, but would not be willing to replace the road alone. Pierce Road would likely cost more than rebuilding Kochville Road.

Mr. Kilby noted that the DDA's boundaries extend to the edge of the right-of-way on the north side of Pierce Road.

g. DDA / Redevelopment Liquor Licenses

Mr. King noted that Kochville Township had adopted a resolution allowing redevelopment liquor licenses to be purchased in part of the DDA district, per the recommendation from the DDA board in 2010. The DDA's attorney, Mr. Kilby, drafted a policy framework that would put much of the requisite work by the Township in the hands of the DDA; however, the Township Board ultimately has the final local say in whether to recommend approval or denial of a license, as is always the case. Mr. King noted that he had not printed the drafted policy and would send this to board members for their review and consideration.

Mr. Basil asked if any projects were pending that requested a redevelopment liquor license. Mr. King replied that none were pending.

VII. New Business

a. Tittabawassee Road Streetlights

Mr. King said the DDA board had expressed a strong interest in adding streetlights to Tittabawassee Road, so he had Spicer Group prepare estimates to do several potential scopes of the project for the board's consideration. This could be a great, large project to address in 2011.

Mr. Eggers said that when the DDA had agreed to remove the electrical leads crossing Tittabawassee Road, the idea of adding streetlights was proposed. Three potential project scope estimates were prepared: for Bay Road to Fashion Square Boulevard for \$92,000; from Bay Road to Davis for \$264,000; and from Bueker Drive to Davis for \$364,000. He said there may be some overlapping costs that could save some money because of the work to be done by Consumers Energy in burying the electrical lines.

Mr. Loiacano said that the DDA should, at minimum, address the stretch from Bay to Davis.

Mr. Burger cited a concern with the old water main on the north side of Tittabawassee Road being older and more brittle than some of the lines in the township. He is concerned with the streetscaping project potentially disrupting this line.

Mr. Eggers noted that Mr. Burger had raised this issue before. The water line noted is asbestos and about 30 years old from Fashion Square Boulevard to Davis Road. Right now, the water line is about 10 feet off of the curb line into the right-of-way, leaving a remaining 18 feet of right-of-way north of the water line. Many of the streetlights on Bay Road were put in the gap between the curb and the water line. It would be the Township's call if it also wanted to replace this water line. Mr. Eggers asked if there had been any breaks in the water line on this part of Tittabawassee.

Mr. Burger said there hadn't been any breaks to note; however, the fire hydrants are not the current break-away style and could cause a problem if one is hit by a car. Parts are no longer available for these older hydrants.

Mr. Howell asked whose expense the water line would be, which Mr. Loiacano said would fall on the Township.

Mr. Abbs asked if there was interest in the project that would then bring the item forward for consideration at the next meeting. Several members concurred.

January 21, 2011

Mr. Basil said it didn't make sense to run the new streetlights out to Bueker Road yet. He supported installing them from Bay Road to Davis.

Mr. Abbs suggested it would be helpful for the DDA board to have a plan for incorporating streetlighting west of Bay Road on Tittabawassee in the future, potentially as part of a larger streetscaping plan.

Mr. Loiacano said that the streetlights need to be able to shine a sufficient amount of light on the road.

Mr. Basil commented that the aesthetic appearance of the streetlights is just as important. He inquired whether any grant money would be available for the project.

Mr. Eggers said that MDOT is "cold" on streetscape grants right now. Tittabawassee Road is not a state road, which also would not help. Mr. Eggers, responding to Mr. Basil, said he would look into any available grants from Consumers Energy. There is also Rural Development funding available in the form of low-interest loans.

Mr. Loiacano asked Mr. Burger to get Mr. Eggers information related to the water line between Bay and Fashion Square Boulevard.

Mr. Kilby noted that in the future, the DDA would likely work on installing sidewalks along the road, too. Plans for the streetlights need to allow for future installation of a non-motorized pathway.

Mr. Howell noted that there is currently no sidewalk along Tittabawassee Road, and said this would be a good project for the DDA to work on.

Mr. Kilby said that the deferral agreements in place for sidewalks should be inventoried for planning purposes. Mr. King said it would be good to start moving the issue along if the board supports it, given that a number of people want to see more sidewalks in the district. Mr. Eggers noted that if there are deferral agreements in place on Tittabawassee for sidewalks, it may make sense to do those as part of the streetlighting project.

b. Flags and Banners

Mr. King noted that the DDA displays flags and banners in its district during the spring, summer and fall. Last year, a number of flag poles broke because the weight of the wet 3x5 flags, coupled with high winds, was too much for the poles. An alternative approach would be to install two-foot-by-three-foot flags in the district instead of the larger 3x5 flags. He also asked for the board's input on whether to incorporate a State of Michigan flag and even a Kochville Township flag into the district's flag display scheme. The DDA will be redesigning and installing new banners this year, too.

Mr. Loiacano said the feedback from the Township Board seemed to be to keep flying American flags and perhaps add the State of Michigan flags, but not a Kochville Township flag.

Mr. Jackson said the DDA should use 2x3 flags so that they don't blow off as much.

Mr. King said that the DDA would stick to a U.S. and Michigan flag scheme for the year, and would potentially switch to 2x3 flags, depending on how "tester" flags looked when displayed.

VIII. Township Supervisor's Report (Jim Loiacano)

Mr. Loiacano said the second phase of the interceptor sewer project would begin soon in February. The Bay / Pierce sewer project should start the first week in April. The Township is waiting for software to arrive and will install its final new computers. The Township approved a wind ordinance that will allow small wind turbines. Mary Breeden was appointed to the Township's parks and recreation committee, and Ed Thone was appointed as the alternate to the Board of Review. The hiring of a stenographer for the Planning Commission was also approved. A special use permit was approved for Garber Chrysler.

IX. Planning Commission Report (Don Jackson)

Mr. Jackson said Mr. Loiacano had mentioned everything in his report. The CIP is moving along well. He advised that it seems there are many applications to the Board of Review regarding property taxes, and it appears that property tax revenues will decline for the next fiscal year.

January 21, 2011

X. Board Member Comments

Mr. Howell noted that the walking path on Bay Road is not plowed. He said he'd like the DDA to look at plowing snow on the sidewalk to make it usable during the winter.

Mr. Kilby said the Township is under no mandate to plow the walking path. He advised considering where the snow would go that would be pushed off of the path, since it cannot go in the road.

Mr. Howell said he'd like to see Mr. King inquire as to what it would cost to maintain the path, and how Saginaw Township manages their paths.

Mr. Jackson expressed concern with liability associated with maintaining the path.

XI. Other Business

a. Payment of the Regular Bills

- Moved by Jackson, second by Basil, to approve payment of the regular bills. MOTION CARRIED UNANIMOUSLY.

b. NEXT BOARD MEETING – Friday, February 18, 2011 at 8:30 a.m.

XII. Adjournment

The meeting adjourned at 10:14 a.m.

Minutes written by Steve King

Lyle Davis, Jr. – Chairman

Date

Steve King – Director

Date