

**MINUTES (DRAFT)**  
**KOCHVILLE TOWNSHIP**  
**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**  
**MARCH 18, 2011 – 8:30 AM (Township Board Room)**

**Board Members Present:** Lyle Davis, Jr. (Chairman), Dave Abbs (Treasurer), Scott LaDouce (Secretary), Jim Loiacano (Township Supervisor), Tom Basil, Jr., Jon Howell, Don Jackson, Dave Maine

**Board Members Absent:** Vern Weber (Vice-Chairman)

**Others Present:** Steve King (Director), Kevin Kilby, Rob Eggers, Mike Burger, Bob Sonntag, Dan Hill

**Proceedings**

**I. Opening of Meeting**

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

**II. Approval of Agenda**

Mr. Howell requested that Item 8a, 2012 Soccer Tournament, be moved to immediately follow Public Comment as 3b in order to facilitate Dr. Sonntag.

- Moved by Howell, second by Loiacano, to approve the agenda as amended. MOTION CARRIED UNANIMOUSLY.

**III. Public Comment**

Dan Hill suggested that the DDA support a “Kochville Days” event where the community could know that the business district is involved.

Mr. Howell commented that the DDA could potentially host an event at a future public plaza.

**III (b). 2012 Soccer Tournament**

Dr. Bob Sonntag noted that the Saginaw Township Soccer Association (STSA) will host a regional soccer tournament in late June of 2012 that will draw thousands of attendees and families to the region. There will be approximately 14,000 visitors to move around for five days during the tournament. The transportation needs for the tournament will primarily involve moving referees between SVSU and the soccer fields in Saginaw Township. He suggested that perhaps the DDA could sponsor a shuttle bus service that would transfer visitors to various stops in the Kochville DDA district during the tournament. In all there will be 212 soccer teams attending the tournament.

Mr. King said that this tournament is the biggest event coming to the region for a while, and the soccer association would like to make the tournament a semi-regular event in the region. Mr. King said he feels that the DDA could help be a support to the event in a manner specifically benefiting the DDA district that indirectly benefits everyone involved. Saginaw Township businesses could perhaps also participate in the shuttle bus service, although at a higher cost than to DDA businesses.

Mr. Howell suggested that Mr. King work with the soccer association to develop a more specific idea as to what options might be available for such a proposed shuttle service.

**IV. Communications / Information (None)**

**V. Reports**

- a. Financials

Mr. Abbs noted that the DDA was closing its Citizens Bank checking account.

- b. Police Protection (None)

**VI. Consent Agenda**

- a. Meeting Minutes of February 18, 2011
- b. Treasury Report / Payment of the Regular Bills

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- c. ICSC Seminar Report from March 1, 2011
- d. Next Board Meeting: Friday, April 15, 2011

Mr. Davis noted that the consent agenda was a new addition to the DDA meeting agenda, functioning as a “catch all” for several items in order to move the meeting along more efficiently.

Mr. Jackson asked what the ICSC report was. Mr. King replied that he should provide a summary of various conferences and seminars that he attends, and the ICSC report was a summary of a seminar he attended on March 1.

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

**VII. Unfinished Business**

- a. FY 2011/12 Budget

Mr. King said that the FY 2011/12 budget takes effect on April 1. The DDA and Township boards must adopt the budget before the DDA can spend money during the effective fiscal year.

- Moved by Loiacano, second by Maine, to approve the DDA Fiscal Year 2011/12 budget as presented. MOTION CARRIED UNANIMOUSLY.

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

Mr. Eggers noted that a progress meeting will take place on March 22 to update all involved parties as to the project’s status.

- c. Gateway Signs

Mr. Eggers said that Pumford Construction was preparing to repair the 7-Eleven gateway sign when the weather turns warmer. The sign in front of Northwest Tire is completed and landscaping will be installed when the weather warms up.

- d. Mast Arm Traffic Lights

Mr. Eggers said the current estimate for this project is about \$86,000. Originally the estimated cost was about \$100,000.

- e. Tittabawassee Road Streetscape Project (Bay to Davis)

Mr. King recalled that the DDA had already approved at a prior meeting the burial of some electrical lines on Tittabawassee Road east of Bay. There are potential cost savings to installing decorative street lights along that same section of road by doing that project and the utility burial together. As such, he requested that the board consider approving the project based on engineering estimates at this meeting, while considering other projects separately at a future meeting. The estimated cost of the street light project is \$279,000.

Mr. King gave a slideshow presentation of approximate before-and-after renderings of the proposed project area.

Mr. Maine asked if the project was budgeted for, which Mr. King said was the case.

Mr. Howell asked about the quality of the light to be thrown by the new street lights. Mr. Eggers noted that there is currently no road lighting on Tittabawassee east of Art Van, so the lights in that part will be a tremendous improvement. The lighting may be a bit less intense west of Art Van.

Mr. Davis asked Mr. Eggers to plan for the Tittabawassee corridor in a holistic way, including sidewalks and other elements, to make sure they tie together.

Mr. Jackson asked if the light fixtures would be dark sky compatible. Mr. Eggers replied that the fixtures potentially could be, though he didn’t know that the proposed lights would be.

Mr. Jackson asked Mr. Eggers for an approximate cost to bury utility cabinets in the district. Mr. Eggers noted that there are both electrical cabinets and telecommunications cabinets in the district. The cabinet at the Bay/Tittabawassee intersection probably cannot

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be buried; however, there are a number of expensive elements to burying cabinets, such as confined space requirements, water-proof containers, and others.

- Moved by Abbs, second by Maine, to approve the installation of decorative street lights on the north side of Tittabawassee Road between Bay and Davis Roads, not to exceed \$279,000. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.

Yeas: LaDouce, Howell, Maine, Abbs, Basil, Jackson, Loiacano, Davis

Nays: None

Absent: Weber

f. Saginaw Square Public Plaza

Mr. King recalled that at the DDA's February meeting he presented a concept to construct a public plaza at the Saginaw Square shopping center. Spicer Group had since developed a more specific estimate for the project, with the first section estimated to cost \$227,000.

Mr. Maine commented that the plaza would allow the DDA to potentially host events in the future. Mr. Davis said the plaza could be a significant quality of life enhancement within the business district.

Mr. King noted that Dan Hill had also worked with a local landscape designer to provide a sketch of a potential plaza area that the DDA could incorporate in the future.

g. DDA / Redevelopment Liquor Licenses

Mr. King discussed how the Township Board of Trustees had adopted a resolution allowing for the provision of redevelopment liquor licenses within a portion of the DDA district. These site-specific licenses essentially function as an economic development tool to offer prospective businesses. In order to obtain such a license, a prospective business would have to apply to the Township and substantiate their economic development investment to the community. The DDA would effectively perform the initial application review process, with the Township Board ultimately providing a final recommendation on behalf of the Township to the State of Michigan Liquor Control Commission. The DDA and Township Boards both need to adopt the same set of procedures in order to move forward with future processing and acceptance of requests for redevelopment liquor licenses.

Mr. Loiacano noted that the Township Board of Trustees has been unsure as to whether it would retain the ultimate recommendation on a redevelopment license application; however, the proposed policy clearly stated on the first page that the Township would retain this power.

Mr. Kilby discussed the proposed process by which the license requests would be handled per the draft policy. Applicant businesses must show a minimum investment within the identified redevelopment area, and the Township assessor must also affirm a minimal total public and private investment within the area during the previous five years.

Mr. Basil commented that if the DDA does not have an active director in the future, the attempted streamlining of the redevelopment liquor license review could actually complicate the process more than help it.

- Moved by Abbs, second by Jackson, to approve and recommend Kochville Township Board of Trustees adoption of the Kochville Township Redevelopment Liquor License Guidelines, Fact Sheet, Pre-Application Questionnaire, Application, and Checklist. MOTION CARRIED UNANIMOUSLY.

**VIII. New Business**

- a. 2012 Soccer Tournament (Covered earlier in meeting)
- b. Holiday Decorations

Mr. King told the board that by establishing a contract for its lighted holiday decorations with Kenmark, Inc., which provided the lighted decorations during the 2010 holiday season, the board could determine which designs of decorations it would receive, and also lock in a fixed price for three years. He noted that the DDA had 50 decorations installed last year, and request approval for funding

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for up to 90 decorations for 2011 through 2013, not to exceed \$5,000 per year. The DDA received a number of compliments related to these decorations.

- Moved by Basil, second by Maine, to approve a three-year contract for lighted pole-mounted holiday decorations with Kenmark, Inc., not to exceed \$5,000 annually. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.  
Yeas: LaDouce, Howell, Maine, Abbs, Basil, Jackson, Loiacano, Davis  
Nays: None  
Absent: Weber

Mr. King introduced an idea to the board to install electrical outlets on the traffic islands between Wal-Mart and Krossroads Park on Fashion Square Boulevard. He said that with the proposed outlets, which will be covered by plates during the non-winter months, holiday lights can be installed on the islands' trees during the winter, which will help brighten that area. The quoted cost to install these outlets, one for every two trees, is \$4,150 by Roenicke Electric, the DDA's electrical contractor.

- Moved by Maine, second by Howell, to approve installation of ground-mounted electrical outlets on Fashion Square Boulevard traffic islands by Roenicke Electric per proposal number 65053, not to exceed \$4,150.00. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.  
Yeas: LaDouce, Howell, Maine, Abbs, Basil, Jackson, Loiacano, Davis  
Nays: None  
Absent: Weber

c. Cardinal Square Banners

Mr. King said since the current banners displayed during warm weather months in the district are now seven years old, it's time to redesign and print new banners. He obtained three quotes from two Saginaw County businesses and one out-of-state firm, though a quote from a DDA business had not arrived as expected. The two quotes from Saginaw County businesses, from Sign Image and from Bronner's, included mock-up design ideas. The Sign Image quote was for \$47.50 per 18-inch by 36-inch banner, \$6,615 in total for 140 banners. The Bronner's quote was for \$55 per 18-inch by 36-inch banner, \$7,700 in total for 140 banners.

Mr. Basil suggested that the DDA should approve the cost of the low local bid, but not the design ideas. He asked Mr. King to bring back more ideas for the board's consideration.

- Moved by Basil, second by Abbs, to approve the bid submitted by Sign Image, Inc., for 140 new DDA Cardinal Square banners not to exceed \$6,615. MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.  
Yeas: LaDouce, Howell, Maine, Abbs, Basil, Jackson, Loiacano, Davis  
Nays: None  
Absent: Weber

d. MSU STDI Presentation Highlights

Mr. King said he would run through the final presentation previously given by Michigan State University's Small Town Design Initiative at the end of the meeting for those interested in viewing the results of that study.

**IX. Township Supervisor's Report (Jim Loiacano)**

Mr. Loiacano reviewed a number of Kochville Township updates, including those relating to the interceptor sewer project, the Township budget, and others. The Township will hold a public hearing related to its fiscal year 2011 budget on March 31, with a special meeting to follow.

**X. Planning Commission Report (Don Jackson)**

Mr. Jackson said that the Planning Commission was continuing to work on the Township's master plan.

**XI. Board Member Comments - None**

**XII. Adjournment**

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The meeting adjourned at 10:00 a.m.

*Minutes written by Steve King*

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Lyle Davis, Jr. – Chairman

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Date

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Steve King – Director

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Date