

**MEETING MINUTES
KOCHVILLE TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
OCTOBER 14, 2011 – 8:30 AM (Township Board Room)**

Board Members Present: Lyle Davis, Jr., Vern Weber (Vice-Chairman), Jim Loiacano (Township Supervisor), Jon Howell, Don Jackson

Board Members Absent: Dave Abbs (Treasurer), Scott LaDouce (Secretary), Tom Basil, Jr., Dave Maine

Others Present: Steve King (Director), Kevin Kilby, Rob Eggers, Steve Yanca, Mike Burger, Lieutenant Robert Phelps, Deputy Steve Fausnaugh, Deputy Charlie Wehner

Proceedings

I. Opening of Meeting

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

II. Approval of Agenda

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

III. Public Comment

Steve Yanca said the DDA did a great job in hosting its 2011 open house event.

IV. Communications / Information

Mr. King said that a letter was being sent to DDA businesses regarding the upcoming training by the Saginaw County Sheriff's Department on preventing credit card fraud. He also distributed to the board a recent article in the Saginaw News about the DDA's open house event. He also distributed a copy of proposed updates to the Kochville Township Development Guide, which will be discussed by the Kochville Township Planning Commission.

V. Reports

a. Financials

Mr. King reviewed the DDA's September 30, 2011 financial statements, which showed about \$1.16 million in DDA accounts.

Mr. Weber noted that the DDA had \$380,000 - more than the FDIC-covered \$250,000 - in a checking account and asked Mr. King to adjust this balance to other accounts as needed.

b. Police Protection

Mr. Weber introduced Deputy Charlie Wehner as the newest DDA sheriff's deputy, as well as Lieutenant Phelps of the Saginaw County Sheriff's Department.

VI. Consent Agenda

- a. Meeting Minutes of September 16, 2011
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, November 18, 2011
- d. Board Member Absences (Excusal)

- Moved by Loiacano, second by Weber, to approve the Consent Agenda as presented. MOTION CARRIED UNANIMOUSLY.

VII. Projects and Updates

- a. Pierce Road

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Mr. Eggers discussed the Pierce Road project being undertaken by Kochville Township, the Kochville Township DDA, Saginaw Valley State University, and the Saginaw County Road Commission.

b. Tittabawassee Road Streetlight Project - Update

Mr. Eggers said that Helm Electric, the low bidder on the project, was underway on the project, expecting to be completed by around the middle of November.

c. Gateway Sign Solar Lighting Proposals

Mr. King noted that the DDA had previously discussed potentially lighting its other gateway signs in a similar manner to the lighting of the sign by Applebee's on Tittabawassee Road. The Green Panel, the company that installed that solar lighting system, had provided quotes for solar lighting system installation on the signs at Tittabawassee and Mackinaw Roads and at Tittabawassee and Fashion Square Boulevard.

Mr. King said that if the board wishes to install lighting systems on those signs, he would request it be done no later than the spring of 2012 in order to be in operation for the soccer tournament at the end of June 2012.

Board consensus was to take no action, but revisit the issue at the February 2012 DDA meeting.

d. 2011 Holiday Decorating Program - Update

Mr. King gave a brief overview of the DDA's holiday decorating plans for 2011. He noted that though the DDA has \$15,000 budgeted for holiday decorations purchases, the actual investment in these will be likely be much less this year. The DDA will continue its lease of lighted pole decorations this year and through 2013. The existing fiberglass decorations installed last year will be up again this year, and the DDA will be purchasing at least one more such decoration to install, too. Finally, the DDA's "snowflake" banners will be up throughout the district, including on Tittabawassee Road when those poles are installed.

VIII. Business

a. Property Improvement Grant – Subcommittee, Funding

Mr. King noted that while the board had approved the language and process for the DDA's new matching improvement grant program to be offered within the community, it still needs to address who will serve on the subcommittee to initially consider proposals, as well as a funding amount to allocate toward the program. He said he would have more details for the November meeting, but suggested a three-person subcommittee consisting of himself and two board members. He suggested perhaps a \$10,000 funding commitment toward such improvements for the remainder of the 2011/12 fiscal year ending March 31, 2012.

b. DDA Director Employment Contract

At Mr. Davis' request, Mr. King left the room.

Mr. Davis said that he had begun negotiation of a new contract with Mr. King to continue as DDA director. The draft contract would be effective from April 1, 2012 through March 31, 2015. Mr. King had requested a few minor changes to the contract from its existing form, one being to replace the current one week of paid time off (PTO) and one week of vacation for straight paid time off, which would also cover sick time. In addition, Mr. King requested one more week of leave time, for a total of three (3) weeks PTO. Another requested amendment to the contract by Mr. King was for an additional \$2,000 in salary. With an additional five-percent salary increase tied to his performance evaluation, his 2012 salary would be \$54,080.

Mr. Kilby noted that the proposed contract would allow the DDA to adjust compensation to Mr. King for use of his personal cellular phone for work purposes without amending the employment contract. He said the DDA also contributes five percent of Mr. King's salary toward his personal retirement account, which would not change with the new contract.

- Moved by Weber, second by Howell, to approve the proposed contract to employ Stephen M. King as director of the Kochville Township Downtown Development Authority from April 1, 2012 through March 31, 2015. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Howell, Weber, Jackson, Loiacano, Davis
Nays: None

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Absent: Abbs, LaDouce, Basil, Maine

IX. Board Member Comments

Mr. Davis noted that the DDA's next meeting was scheduled for November 18, 2011, which conflicted with a number of other board members' calendars. He suggested moving the meeting up one week to November 11.

- Moved by Weber, second by Davis, to move the November 2011 DDA meeting date to November 11, 2011. MOTION CARRIED UNANIMOUSLY.

Mr. Weber invited the DDA board to attend the dedication of the new Great Lakes Solar Technology Park in Thomas Township at 11am on November 11.

X. Adjournment

- Moved by Weber, second by Davis, to adjourn. MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 9:25 am.

Minutes written by Steve King

Lyle Davis, Jr., Chairman Date

Stephen M. King, Director Date