

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

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

Board Members Absent: Tom Basil, Jr.; Scott LaDouce

Others Present: Steve King (Director), Kevin Kilby, Rob Eggers, Steve Yanca, Sheila Hill, Mike Comstock

** Mr. Abbs arrived at 8:40am*

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. King requested that “Bay/Pierce Sewer Extension” be added as item 7c to the agenda.

- Moved by Maine, second by Loiacano, to approve the agenda as amended.

III. Public Comment

Steve Yanca noted that there was an item on the agenda regarding the DDA’s landscape maintenance contract. He suggested that the Township may be able to do this work for the DDA as a component of the DDA’s revenue sharing agreement with Kochville Township, allowing the DDA to allocate the savings toward joint projects with the Township, for example.

Mike Comstock introduced himself and said he was recently promoted to Public Works Supervisor for the Township. He said he was employed with the Township when Public Works used to maintain the DDA’s areas, and mentioned that the Township had the equipment and staff to be able to take this work back on.

IV. Communications / Information

Mr. King said that the DDA deputies Fausnaugh and Wehner had written a public safety newsletter that was recently sent out to DDA businesses. They had also worked with SVSU to offer a rape prevention clinic for female employees in the DDA district in January, for which a flyer was also mailed out to the district. Mr. King noted that it appears the DDA’s electrical bills were reduced about 40- to 45-percent from the prior year thanks to the new induction light fixtures in the district, yielding about a \$1,100 savings on the most recent monthly bill.

V. Reports

a. Financials

Mr. King reviewed the DDA’s November 30, 2011 financial statements, which showed assets of \$934,914. The DDA will be writing some large checks soon for projects such as the Tittabawassee streetscape.

b. Police Protection

Mr. Weber noted that the Sheriff’s Department and its DDA deputies had recently arrested a serious shoplifter that had stolen many times from district stores. The DDA deputies’ shifts, which vary during the week, seem to be matching call volumes within the district very well based on recent statistics.

VI. Consent Agenda

- a. Meeting Minutes of November 11, 2011
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, January 20, 2012
- d. Board Member Absences (Excusal)

December 16, 2011

Mr. Weber asked to remove item 6c from the Consent Agenda.

- Moved by Jackson, second by Maine, to approve the Consent Agenda as amended. MOTION CARRIED UNANIMOUSLY.

VII. Projects and Updates

a. Pierce Road

Mr. Eggers said the soil boring reports for the project were starting to come in. A utility coordination meeting was planned for the following week. The Saginaw County Road Commission is busy planning the upcoming stakeholder meeting between itself, Kochville Township, the Kochville DDA, and Saginaw Valley State University. The project is right on schedule and should be advertised toward the end of January.

b. Tittabawassee Road Streetlight Project

Mr. Weber said that the fixtures were shipping that day and would be stored at Standard Electric. Because of the holiday shopping season, the fixtures won't be installed until early January.

Mr. Eggers said the project will be wrapped up in January. The contractor has run into an excessive amount of hand digging and locating of utilities because of utility marking issues. They have requested additional funding to compensate for this additional work. This should be resolved more in January.

c. Bay/Pierce Sewer Extension

Mr. Eggers said the final items were being completed so that the project can be closed out. Based on preliminary cost accounting of the project, the overall cost is under budget. It appears that the DDA should be able to recoup some of its expenditures toward the total project cost, perhaps \$78,000.

Mr. Davis commented that everyone seems to be happy with the project and that it's been a win-win-win across the board.

VIII. Business

a. Landscape Maintenance Contract - Update

Mr. King recalled that two months prior the DDA board had approved the basic terms to include in its new landscape maintenance contract. After several edits, the Request for Proposals document to send out for competitive quotes was completed for the board's review, adding more specificity to the contract than had been included prior and also encompassing new signs and other work elements.

Mr. Comstock said that based on comparable work that the DPW does within the Township, including 70 acres of park lands, the Township's DPW should be able to provide the same scope of work as to be bid at a lower or very competitive cost.

Mr. Kilby suggested that the DDA either needed to bid out the project, or to simply wrap the service into the revenue sharing agreement with the Township as an addendum.

Mr. Jackson asked how much the total contract costs the DDA. Mr. King replied that he believed between all aspects of the contract, including banners and flags, the total cost of the contract was about \$21,000 or \$22,000 last year.

Mr. Kilby said that by including the service as an addendum to the revenue sharing agreement, if things are not working out well, the DDA can always opt to bid out the contract to private firms.

Mr. Jackson asked if the DPW has the staffing to handle the contract. Mr. Comstock said he is sure the DPW can take on the additional work load.

Mr. Weber asked that the DDA notify the current contractor of the change to who will perform the work.

December 16, 2011

- Moved by Jackson, second by Weber, to include landscape maintenance in the DDA district within the revenue sharing agreement between the Kochville DDA and Kochville Township, with expected savings to be allocated toward potential joint projects with Kochville Township for future consideration. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.

Yeas: Howell, Maine, Weber, Abbs, Jackson, Loiacano, Davis
Nays: None

b. DDA Meetings Calendar – Approval

Mr. Davis noted that at the November DDA meeting the board had discussed possibly moving the date of the DDA meetings in order to accommodate members' schedules to increase attendance. It's important to have members on the DDA that are committed to doing great things for the community. The DDA's new bylaws may require action if members miss too many meetings.

Mr. Weber said that members need to check in if they know they'll be missing an appointment.

Mr. Howell questioned whether moving the meeting date would actually increase attendance.

Mr. Davis suggested keeping the traditional third-Friday-of-the-month schedule for 2012 but changing the November meeting to the second Friday in order to avoid deer hunting season.

Board consensus was to maintain the third Friday of the month as the typical monthly meeting date for 2012 DDA meetings, with the November meeting changed to November 9, 2012.

c. 2012 Projects and Work Plan

Mr. King distributed a set of budget projections for the DDA in coming years. During 2012, the DDA will be spending in deficit to the budget because of the Pierce Road project; however, the DDA will likely still begin fiscal year 2013 with about a half a million dollars in asset reserve. In addition to Pierce Road, the new mast arm traffic signal supports at the Bay/Tittabawassee intersection, and the walking path connection with Saginaw Township are DDA-supported projects in place for 2012. The DDA sheriff's deputies will continue engaging with the business district on outreach and crime prevention efforts. The DDA will undertake both traditional beautification efforts like the Tittabawassee streetscape, and also work to incentive private beautification with its new matching improvement grant. The DDA will support an economic gardening program with business training programs, and also begin attending trade shows and other attraction efforts to bring new consideration for investment in the DDA district.

Mr. Abbs asked Mr. King to include some of the same information in the DDA's next newsletter.

IX. Board Member Comments

Mr. Howell thanked the DDA board for a great year.

Mr. Weber thanked Kochville Township for working closely with the DDA in improving the community.

Mr. Jackson noted that the Planning Commission approved the Township's Capital Improvements Plan, the Town & Gown overlay ordinance, the master plan, and the rezoning of the property at 6930 Bay Road.

Mr. Loiacano said that the Township Board's agenda for its December meeting was also quite full.

Mr. Davis echoed comments thanking the board for accomplishing a number of significant projects recently.

X. Adjournment

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

The meeting adjourned at 9:30 am.

Minutes written by Steve King

December 16, 2011

Lyle Davis, Jr., Chairman _____
Date

Stephen M. King, Director _____
Date