

MEETING MINUTES (DRAFT)
KOCHVILLE TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
FEBRUARY 17, 2012 – 8:30 AM (Township Board Room)

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

Board Members Absent: Lyle Davis, Jr.; Scott LaDouce

Others Present: Steve King (Director), Kevin Kilby, Rob Eggers, Dan Hill, Deputy Fausnaugh, Deputy Wehner

* *Mr. Abbs arrived at 9:25am*

Proceedings

I. Opening of Meeting

Vern Weber opened the meeting with the pledge of allegiance at 8:30 a.m.

II. Approval of Agenda

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

III. Public Comment - None

IV. Communications / Information

- a. Saginaw Future / Kochville Township Annual Progress Report
- b. Tractor Supply Invoice

Mr. King said that Saginaw Future, Inc. had sent its annual report of projects and benefits to the Kochville Township community, which was before the board. He also shared a request by a Kochville Township staff member to pay for a late fee indirectly stemming from the DDA's office location change. The DDA board declined to pay this late fee.

V. Reports

- a. Financials

The DDA board deferred discussion of financials until Mr. Abbs' arrival.

- b. Police Protection

Deputy Wehner noted that Saginaw Township and other nearby communities have seen a few armed robberies recently, so the deputies continue to be on alert for any unusual signs in Kochville's DDA district.

Mr. Weber reviewed a summary of the 911 Authority's call database from the last year. More than 65-percent of all 911 calls are now made by cell phone in the county. The Kochville Fire Department received 465 calls in the last year.

VI. Consent Agenda

- a. Meeting Minutes of January 20, 2012
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, March 16, 2012
- d. Board Member Absences (Excusal)

Mr. King said that both Mr. LaDouce and Mr. Davis had contacted him to inform him of their absences at the meeting.

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

VII. Projects and Updates

- a. Pierce Road – Update

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Mr. Eggers said the project design is going well. The stakeholders recently met to discuss drainage going south on Pierce Road.

Mr. Jackson asked if the ditch would be entirely eliminated on Pierce Road, which Mr. Loiacano said was about three-quarters of the road stretch, from Bay Road to the SVSU south entrance.

b. Tittabawassee Road Streetlight Project

Mr. King asked to discuss the Helm Electric change order request under this agenda item.

Mr. Eggers noted that the project has been completed. Helm Electric had brought forward a change order request for \$17,250 related to unanticipated project needs of marking utility services, hand digging, and other items. Mr. King had offered half of this amount at an internal meeting, but Helm Electric had requested approximately \$12,500. Mr. King counteroffered \$10,325.

Mr. Weber asked why the project was delayed (that caused some of the issues related to the change order request). Mr. Eggers noted that an easement issue with a City of Saginaw water main caused a significant delay, as did inaccurate or lacking information about utility locations.

Mr. Maine said he was confused why the contractor followed procedural protocol on one change order request but not this one, which was being requested after having already completed the work.

Mr. King said he did not agree with the contractor not seeking approval to conduct the work first, even if it was necessary. He also questioned the clarity of the change order. He did agree that the contractor incurred additional, unexpected expenses that the DDA should at minimum compensate for.

- Moved by Maine, second by Howell, to approve \$8,600 compensation for Helm Electric invoice number 46639 (Tittabawassee Streetscape change order no. 2). MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Howell, Maine, Basil, Jackson, Loiacano, Weber
Nays: None
Absent: Davis, Abbs, LaDouce

c. Gateway Sign Lighting Proposal

Mr. King recalled that the DDA board had tabled consideration of a solar lighting proposal for its two un-lighted gateway signs until the February 2012 meeting. That tabled proposal for a solar lighting system was approximately \$5,600 per sign. The DDA's electrical contractor, Roenicke Electric, had provided a quote (proposal number 65195) to light both signs (at Mackinaw and Tittabawassee Roads, and at Fashion Square Boulevard and Tittabawassee Road) with LED lights – without a solar energy system – for \$3,625.62.

- Moved by Maine, second by Howell, to approve Roenicke Electric proposal number 65195 to light two DDA gateway signs for \$3,625.62. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Howell, Maine, Basil, Jackson, Loiacano, Weber
Nays: None
Absent: Davis, Abbs, LaDouce

d. Midwest Sculpture Initiative – DDA Selection Committee

Mr. King said that the selection for sculptures in the DDA district from the Midwest Sculpture Initiative will take place on March 15. He invited DDA board members to participate if interested. Tom Basil, Jr. and Don Jackson volunteered for the committee, and Mr. Weber suggested Mr. Davis be invited to participate, too.

VIII. Business

a. DDA Fiscal Year 2011 – 2012 Final Budget Amendment

Mr. King said he could discuss both the FY 2011 and the FY 2012 budgets at the same time. The DDA should adopt an end-of-year final budget amendment for the 2011/12 fiscal year (ending March 31, 2012) in the functional budget breakdown.

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Mr. Maine said he understood the DDA wanted to maintain a minimum fund balance reserve, which he thought was at least \$500,000 if not \$600,000. Mr. Weber said he thought \$600,000 sounded right, too. Mr. Maine said he would like to focus on preserving cash flow as much as possible for future projects. There should be a reason to allow the DDA's fund balance to fall beneath that floor level.

Mr. King reviewed various expenditures planned for Fiscal Year 2012/13.

Mr. Basil said he objected to the proposed \$90,000 expenditure line for revenue sharing with Kochville Township for FY 2011/12 and beyond. He noted that the existing agreement with Kochville Township is for \$53,500.

Mr. Maine agreed that the board needs to demonstrate sufficient value for the amount of revenue shared with Kochville Township or any entity.

The DDA appointed a subcommittee to meet and discuss the revenue sharing agreement with Kochville Township, inclusive of board members Basil, Weber, Abbs, and either Davis or Maine.

b. DDA Fiscal Year 2012 – 2013 Proposed Budget

Mr. Abbs arrived at 9:25am. The DDA reviewed its financial statements.

Mr. Maine reiterated that the DDA should maintain a minimum floor balance. He asked DDA management to examine cash flow for the next few years.

IX. Board Member Comments

Mr. Loiacano asked the DDA board to approve Mr. King's potential temporary appointment as assistant zoning administrator for Kochville Township. He noted that Mr. King already serves as the Township's Town/Gown district administrator.

Mr. Kilby said that he didn't believe the appointment being a conflict of interest for Mr. King.

- Moved by Maine, second by Howell, to allow the DDA director, Stephen King, to serve as temporary assistant zoning administrator of Kochville Township through the end of April, 2012. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.

Mr. Weber noted that property assessments are being adjusted across the state right now, and said the DDA needs to be properly prepared for negative assessment adjustments.

X. Adjournment

- Moved by Basil, second by Loiacano, to adjourn. MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 9:46 am.

Minutes written by Steve King

Vern Weber, Vice- Chairman

Date

Stephen M. King, Director

Date