

**MEETING MINUTES (DRAFT)**  
**KOCHVILLE TOWNSHIP**  
**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**  
**MAY 18, 2012 – 8:30 AM (Township Board Room)**

**Board Members Present:** Lyle Davis, Jr. (Chairman), Dave Abbs (Treasurer), Jon Howell, Don Jackson, Dave Maine

**Board Members Absent:** Vern Weber (Vice-Chairman), Jim Loiacano (Township Supervisor), Scott LaDouce (Secretary), Tom Basil, Jr.,

**Others Present:** Steve King (Director), Kevin Kilby, Rob Eggers, Dan Hill, Sheila Hill, Sgt. Stevens (Sheriff's Office)

**Proceedings**

**I. Opening of Meeting**

Lyle Davis opened the meeting with the pledge of allegiance at 9:00 a.m.

**II. Approval of Agenda**

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

**III. Public Comment - None**

**IV. Communications / Information**

- a. Correspondence from Saginaw Future, Inc.

**V. Reports**

- a. Financials

Mr. Abbs reviewed the DDA's financial statements as of April 30, 2012. The DDA currently shows assets of \$962,021.

Mr. King noted that the DDA board also had received its draft end-of-year financial statements as of March 30, 2012, reflecting the estimated figures for the end of the last fiscal year. Because the DDA won't receive a final settlement check for delinquent taxes from Saginaw County until June, these figures must be estimated at this point, but will be revised when actual amounts are known.

- b. Police Protection

Mr. Davis said he had spoken with Mr. Weber, who had indicated that things are going well with the DDA's public safety contract.

**VI. Consent Agenda**

- a. Meeting Minutes of April 20, 2012
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, June 15, 2012
- d. Board Member Absences (Excusal)

Mr. King said he was informed by Messrs. Weber, Loiacano and Basil of their absences before the meeting.

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

**VII. Projects and Updates**

**a. Pierce Road – Update**

Mr. Eggers said the Pierce Road project is going well and is now a full week underway. The project is commencing well east of Bay Road and moving westward. Completion of the road reconstruction is anticipated by July 28 at this point.

**b. Gateway Crowns Proposal**

Mr. King recalled that at the May 2011 DDA meeting the DDA looked at renderings from Spicer Group illustrating a project idea to add metal cages, or "crowns", to the top of some brick columns in the district to continue the DDA's gateway sign theme. The DDA's electrical contractor had worked with a local metal fabricator to produce a prototype crown/cage for the DDA's input on whether to move forward with the basic idea, and to gather feedback as to design change suggestions.

May 18, 2012

The DDA board appointed Dave Maine and Don Jackson to an advisory subcommittee to assist Mr. King with moving forward on the project, in particular to make design suggestions.

c. Kochville Township Joint Project Proposal: Krossroads Park Lighting

Mr. King presented a proposal to fund from the DDA's "Joint Projects" budget item: installing a parking lot light fixture at Krossroads Park. The park is located within the DDA district, making this an eligible expense for the DDA to fund for the Township. The proposal, for \$4,589, would install a single pole with two 400-watt metal halide light fixtures to light the parking lot.

The DDA board asked Mr. King to investigate more energy-efficient light fixtures for use with the project, such as LED.

- Moved by Maine, second by Jackson, to approve up to \$5,000.00 toward lighting the parking lot at Krossroads Park as a joint project with Kochville Township. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.  
Yeas: Howell, Maine, Abbs, Jackson, Davis  
Nays: None

**VIII. Business**

**a. 2012 Strategic Planning Meeting**

Mr. King discussed the importance of the DDA's annual strategic planning meeting, and requested that the DDA consider holding it early this summer to allow for more project and program planning time for 2013 activities. He had suggested three dates in June (6<sup>th</sup>, 19<sup>th</sup> or 29<sup>th</sup>).

Mr. Maine suggested that the DDA consider holding an off-site (out-of-township) strategic planning meeting, as many other organizations do.

Mr. King was directed by the board to investigate several options for where to hold this year's meeting, and send this information to the board for consideration.

**b. Proposal w/ Saginaw County Sheriff for Work Release Crews**

Mr. King said he had been approved by the Sheriff's Office about establishing a more regular contract to utilize the jail work release crews for various manual labor tasks within the DDA, particularly trash pickup. The Township currently is provided with occasional help from the jail's work release program at Krossroads Park. This program is being examined right now because of budget constraints at the County level. Mr. King said the basic idea behind the proposal is to give the DDA priority service for these crews on an as-needed basis while ensuring the service on a more regular basis. The cost of the proposal, for which Mr. King was requesting approval of up to \$5,000, would pay the Sheriff's Office \$61.75 per hour to cover the work crew supervisor's compensation, and would provide between two and eight inmates to perform manual labor tasks.

Mr. Maine said he was comfortable trying out the contract for a short period, but not more than a couple of months.

Mr. Davis noted that Mr. Basil had objected to the proposal in an earlier email.

- Moved by Maine, second by Howell, to approve up to \$3,600 to fund work performed by the Saginaw County Sheriff's Office jail work crew within the DDA district on an hourly, as-requested basis. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.  
Yeas: Howell, Maine, Abbs, Jackson, Davis  
Nays: None

**IX. Board Member Comments**

Mr. Abbs and Mr. Maine both expressed concern about loose trash blowing around within the DDA district.

May 18, 2012

**X. Adjournment**

The meeting adjourned at 9:35am.

*Minutes written by Steve King*

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Lyle Davis, Jr., Chairman

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Date

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Stephen M. King, Director

\_\_\_\_\_  
Date