

MEETING MINUTES (DRAFT)
KOCHVILLE TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
JULY 20, 2012 – 8:30 AM (Township Board Room)

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

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

Others Present: Steve King (Director), Rob Eggers, Dpt. Fausnaugh, Dpt. Wehner, Heather Reisling (SVSU), Mike Comstock

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 Weber, second by Jackson, to approve the agenda as presented. MOTION CARRIED UNANIMOUSLY.

III. Public Comment

Heather Reisling, a graduate student at SVSU, spoke to being excited about the proposed new development near SVSU. She is concerned about pedestrian safety along Pierce Road and asked the DDA to address traffic safety issues near SVSU to the extent that it can.

IV. Communications / Information

- a. Emails from Denise Sherman @ Davenport University re project requests

Mr. King referenced two emails from Denise Sherman at Davenport University, one requesting consideration to build a bus stop shelter on Trautner Drive, and one requesting sidewalk construction on Bay Road.

V. Reports

- a. Financials

Mr. King reviewed the DDA's financial statements dated June 30, 2012. The DDA showed total assets of \$817,571. Mr. King noted that the DDA was beginning to receive large invoices for the Pierce Road project and that this fund balance would be reduced in coming months.

- b. Police Protection

Mr. Weber discussed the status of the DDA's law enforcement operations, which are going well. The DDA has officers on the road largely in correlation with 9-1-1 call volumes.

Deputy Wehner mentioned that shoplifting activity seems to have increased this year, as he has arrested 59 people since the start of the year for this crime, in addition to those arrested by Deputy Fausnaugh.

VI. Consent Agenda

- a. Meeting Minutes of June 15, 2012
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, August 17, 2012
- d. Board Member Absences (Excusal)

- Moved by Jackson, second by Loiacano, 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 progressing well and still appears on schedule to open for through-traffic on July 28. The roundabout at the SVSU south entrance is about 75-percent completed.

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b. Proposed 2012-13 Projects (Continuation of Strategic Planning Workshop Discussion)

- i. Tittabawassee/Bay Road Sidewalk Construction
- ii. Bus Shelter @ Davenport University
- iii. Christmas/Holiday Decorations

Mr. King gave a presentation to the DDA board about proposed projects to undertake in 2012 and 2013. In total, the projects would cost an estimated \$267,000 in FY 2012, consistent with the DDA's approved budget. Proposed projects include increased marketing efforts, community festivals, sidewalk construction and repairs, purchase of holiday decorations, continuation of the gateway sign project, and potential expansion of the public art displays within the district, among others. Mr. King noted that the DDA will need to not undertake significant capital improvements for a couple of years, or will need to bond those, in order to maintain the \$500,000 minimum fund balance reserve for several years.

- Moved by Loiacano, second by Davis, to approve \$8,417 toward the purchase of an LED-lighted holiday decoration from Bronner's Christmas Decorations. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Howell, Weber, Jackson, Loiacano, Davis
Nays: None

VIII. Business

a. GIS Intern Proposal

Mr. King noted that in 2011 the DDA had approved up to \$5,000 toward Kochville Township GIS expenses, but had spent only \$1,000 toward the cause to help pay for a new GPS unit. The Township has been unable to mark all utilities desired to date and transpose this data into map layers for the GIS system. Mr. King proposed hiring a temporary intern for 10 weeks to collect GIS data within the DDA district and create map layers from this data. This information would be extremely useful for future DDA projects and will also help greatly improve the DDA's forthcoming development app.

Mr. King noted that Mr. Grant Murschel came with a letter of recommendation from Dan Hoffman at the Saginaw GIS Authority, having interned there for a year, as well as with Tittabawassee Township. Mr. King said Mr. Murschel would be able to improve the Township's GIS capabilities immediately.

- Moved by Weber, second by Loiacano, to approve hiring of Grant Murschel as GIS intern through October 5, 2012, at a rate of \$15.00 per hour for up to 20 hours per week. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Howell, Weber, Jackson, Loiacano, Davis
Nays: None

b. Tree Maintenance Proposal/Discussion

Mr. King noted that the street trees along Trautner, Fashion Square Boulevard and other DDA streets haven't been sufficiently pruned or trimmed in years. This work is included within the landscape maintenance contract with Kochville Township; however, Mr. King said he felt that the work currently required exceeded the general level of maintenance envisioned with the Township contract. Mr. King provided a quote from Jack's Tree Service for \$4,500 to raise and trim a total of 116 trees, shorten three poplars, and remove five crab apples. He proposed that the DDA should cover half of this year's tree maintenance costs for the Township in order to make future years' maintenance more reasonable in scope. Mr. King said the ultimate decision on who to contract with is probably the Township's to make, but the DDA could set a ceiling for the amount of cost match if it chose.

- Moved by Weber, second by Jackson, to approve up to \$2,500 toward tree pruning and maintenance within the DDA district. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Howell, Weber, Jackson, Loiacano, Davis
Nays: None

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IX. Adjournment

The meeting adjourned at 10:01am.

Minutes written by Steve King

Lyle Davis, Jr., Chairman Date

Stephen M. King, Director Date