

**MEETING MINUTES (DRAFT)
KOCHVILLE TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
OCTOBER 12, 2012 – 8:30 AM (Township Board Room)**

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

Board Members Absent: Dave Maine (Secretary)

Others Present: Steve King (Director), Kevin Kilby, Dpt. Fausnaugh, Dpt. Wehner, Angela Burke, Dan Hill

* Mr. Abbs arrived at 9:12am.

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 Jackson, second by Basil, to approve the agenda as amended. MOTION CARRIED UNANIMOUSLY.

III. Public Comment – None

Mr. Davis welcomed Mr. Ellsworth as the DDA's newest board member. Mr. Davis also thanked Mr. LaDouce for his many years of service to the DDA.

IV. Communications / Information

Mr. King referenced the Kochville Fall Fest flyer and the latest Kochville DDA newsletter in the board packets.

V. Reports

- a. Financials

The board postponed discussion of financials until Mr. Abbs arrived.

- b. Police Protection

Mr. Weber noted that things are going well with the DDA's law enforcement contract. He said that overall, the contract expenses are within the established budget.

VI. Consent Agenda

- a. Meeting Minutes of September 14, 2012
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, November 9, 2012
- d. Board Member Absences Report

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

VII. Projects and Updates

- a. **Tittabawassee Traffic Island Paving**

Mr. King described difficult mowing conditions on the traffic island on Tittabawassee Road by Davis Road, as the island is only eight feet wide. Mr. King asked Spicer Group to design and estimate the cost to remove the grass from this island and cover it with decorative stamped concrete to eliminate the need for mowing. Two quotes provided by Pumford Construction for the project were \$8,565 and \$10,215, respectively, for regular concrete and decorative stamped concrete. Mr. King said that this could be a good project to look at, but the DDA should wait until the spring to reexamine.

October 12, 2012

b. Dumpsters and Trash Removal Within the DDA District

Mr. Kilby discussed an opinion written to the board by request from Messrs. Davis and Weber regarding options for the DDA to consider in addressing free-blowing trash in the district. The options highlighted in the opinion include Township adoption of a police power ordinance regarding trash pickup; Township adoption of an ordinance regarding plastic bags; and establishing a special assessment for commercial rubbish pickup.

The DDA board agreed to review Mr. Kilby's memo and discuss at the next board meeting.

c. Bay / Tittabawassee Mast Arms

Mr. King said that the vertical support mast arm poles are now installed at the Bay/Tittabawassee intersection, and MDOT's Bay City office has indicated that the entire intersection should be finished by the end of October.

VIII. Business

a. Request to Hire DDA Intern

Mr. King asked the DDA board to allow him to hire an intern for 20 hours per week through the end of August, 2013. Mr. King said he wished to hire Ms. Angela Burke, a Kochville Township resident and recent University of Michigan architecture graduate, to assist with various design, communications, and data collection projects in the township.

Mr. Basil asked Mr. King to provide a more detailed description of intern duties than what was provided in the board's one-page summary of the request.

Mr. Weber said the DDA needs to closely monitor its spending across the board, including on hiring an intern, though he would support the request.

- Moved by Weber, second by Jackson, to approve the hiring of Angela Burke as DDA intern through August 30, 2013. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Ellsworth, Weber, Loiacano, Howell, Davis, Jackson, Basil
Nays: None

b. DDA FY 2012/13 Mid-Year Budget Amendments

Mr. King and Mr. Abbs described proposed mid-year budget amendments for board consideration. Mr. King noted that the DDA needs to budget for less revenue than initially expected, and for higher expenses, largely attributable to higher-than-expected Michigan Tax Tribunal refunds to commercial properties in the district. In all, the DDA's proposed revised budget shows end-of-year general fund balance as \$527,409, down from the initially budgeted \$630,934.

- Moved by Weber, second by Loiacano, to approve proposed amended DDA Fiscal Year 2012-13 budget. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Abbs, Ellsworth, Weber, Loiacano, Howell, Davis, Jackson, Basil
Nays: None

c. Fund Balance Reserve Limit

Mr. King recalled that the DDA has, on numerous occasions, discussed its desire to maintain a stable long-term financial position by maintaining a strong fund balance reserve, with \$500,000 generally being the consensus minimum reserve under discussion. A board resolution would create a binding policy to adhere to on the budget; however, there would definitely need to be "triggers" allowing the board to drop below a stated minimum reserve level should a grant opportunity arise, or an emergency, or simply an important project or activity. Mr. King noted that a \$500,000 reserve would amount to about 10 months of FY 2013-14 expected operating expenses not including discretionary capital improvements project spending, and that the Government Finance Officers Association recommends that local governments hold at least two months of operating reserves or operating expenditures in reserve.

- Moved by Loiacano, second by Basil, to table discussion of item 8c until the November DDA board meeting. MOTION CARRIED UNANIMOUSLY.

October 12, 2012

d. Improvement Grant Request by Brandy's Custom Framing

Mr. King discussed a matching improvement grant request from Brandy Lupo at Brandy's Custom Framing, a new business in the DDA at 5719 Bay Road, seeking funds of up to \$2,000.00 for a new exterior sign. The DDA's matching improvement grant program allows the board to fund up to 50-percent of an exterior enhancement to a property via this grant program, which includes new signage. The board expressed concern that some projects provide much more value to the district than others, and thus should be prioritized. The board also noted that other factors should be considered for future requests, such as how long a business has existed, and what its long-term commitment is to the community. The board agreed to establish a committee to examine the matching improvement grant program comprised of Messrs. Abbs, Davis, Kilby and King.

- Moved by Abbs, second by Loiacano, to approve up to \$2,000.00 toward the matching improvement grant request from Brandy's Custom Framing for a new exterior sign, not to exceed 50% of total cost, based upon the lowest of three quotes for the project. MOTION CARRIED VIA ROLL CALL VOTE.
Yeas: Abbs, Ellsworth, Weber, Loiacano, Jackson, Davis
Nays: Howell, Basil

e. Branding Committee Update

Mr. King said the branding committee of Mr. Loiacano, Mr. Maine, and himself met and agreed that the DDA's different activities should all relate to achieving a common goal for the district. The committee will meet again soon to discuss further.

f. Resolution Establishing Fee Procedures and Guidelines for FOIA Requests

Mr. King noted that on August 14, the DDA had received a Freedom of Information Act (FOIA) request from Neil Hammerbacher seeking detailed financial statements from fiscal years 2008 – 2011, which was fulfilled. It was apparent during the request that the DDA did not have a FOIA policy to adhere to, which it should have. The proposed policy would establish the process and fee structure for future FOIA requests to the DDA.

- Moved by Basil, second by Loiacano, to table discussion of the proposed FOIA policy until the November DDA meeting. MOTION CARRIED UNANIMOUSLY.

IX. Board Member Comments

Mr. Jackson said the Planning Commission had approved a site plan request from Preferred First Insurance on Bay Road for a professional office suite and storage units, contingent upon Saginaw County's approval for water and septic.

Mr. Howell inquired about the status of the walking path extension with Saginaw Township. Mr. Loiacano expressed concern about the project and potential design changes coming forward. Mr. King recalled the project history since 2010. The project is expected to commence in July of 2013.

Mr. Loiacano said that Township Hall's parking lot is being replaced during October and November, which will make access more difficult than usual. He said that road funding in the area is likely to be decreased 30% from current allocations.

Mr. Weber asked if the DDA had committed funds toward a joint streetlight project with SVSU on Pierce Road. Mr. King said that there have been a number of conversations about the issue, and that he expected the DDA to approve at minimum the remaining funds budgeted for Pierce Road improvements; however, the DDA has not formally acted to approve additional funds. SVSU is planning to finish designing a potential project, receive bids for that work, and then discuss with the DDA and Township.

X. Adjournment

The meeting adjourned at 9:50am.

October 12, 2012

Minutes written by Steve King

Lyle Davis, Jr., Chairman

Date

Stephen M. King, Director

Date