

**MEETING MINUTES (DRAFT)**  
**KOCHVILLE TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**  
**DECEMBER 21, 2012 – 8:30 AM**

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

**Board Members Absent:** None

**Others Present:** Steve King (Director), Dpt. Fausnaugh, Dpt. Wehner, Brandon Rossi, Grant Murschel, Angela Burke, Curt Tucker

\* Mr. Maine arrived at 8:38am.

**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 asked to add “Banners” as item 7b.

- Moved by Loiacano, second by Basil, to approve the agenda as amended. MOTION CARRIED UNANIMOUSLY.

**III. Public Comment**

Curt Tucker, owner of Team Tech Motor Sports in Kochville Township, thanked the DDA for its work in improving the community.

**IV. Communications / Information**

- a. DDA Open House Postcard

Mr. King noted that the DDA’s next community open house would take place on Thursday, January 24 at 5:30pm, hosted at Garber Bay Road.

**V. Reports**

- a. Financials

Mr. Abbs reviewed the board’s most recent financial statements ending November 30, 2012, which reflected total equity of \$544,655. Tax bills were sent to Kochville Township as of December 1.

- b. Police Protection

Mr. Weber noted that things are going well with the DDA’s law enforcement contract, which Deputies Wehner and Fausnaugh concurred with.

**VI. Consent Agenda**

- a. Meeting Minutes of November 9, 2012
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, January 18, 2013
- d. Board Member Absences Report

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

**VII. Projects and Updates**

- a. **2013 DDA Art Programs – Update**

Mr. King distributed a summary of several projects the DDA may consider in coming months related to its efforts to expand public art displays within the district, including leased sculptures through the Midwest Sculpture Initiative; the DDA’s own sculpture commissioning program; efforts to partner with the Great Lakes Bay Regional Alliance in promoting solar art displays; and a murals project connecting local businesses with local college and university art students.

December 21, 2012

**b. Banners**

Mr. King displayed to the board the size of two “tester” banners that will be installed on Tittabawassee Road: a 72-inch-tall snowflake banner; and an 84-inch-tall snowflake banner. The DDA is also replacing the banner brackets on this road, as the original banner arms are not withstanding the elements and continuously fall out of the poles.

**VIII. Business**

**a. DDA 2013 Meetings Calendar**

Mr. King said that the board needed to approve its formal 2013 calendar for posting at Township Hall, which as proposed would continue the DDA meetings on the third Friday of each month at Township Hall, except for the November meeting which would take place on the second Friday of that month.

- Moved by Abbs, second by Maine, to approve the proposed 2013 DDA meetings calendar. MOTION CARRIED UNANIMOUSLY.

**b. DDA Matching Improvement Grant**

Mr. King noted that the grant subcommittee had met and discussed a revised approach to the DDA’s improvement grant. These proposed changes, conveyed through a memo from the DDA attorney, include: 1) the DDA will not fund free-standing signs in the district; 2) signs connected to a structure will be considered only if the sign is part of a broader building façade improvement; 3) only existing structures will qualify through this particular grant; 4) this grant program will not be used to fund Cardinal Square design requirements imposed by the Kochville Township zoning ordinance; and 5) the DDA will only fund, through this grant program, businesses or individuals that have done business within the district for at least three (3) years.

- Moved by Maine, second by Basil, to approve the proposed changes to the Kochville DDA matching improvement grant program. MOTION CARRIED UNANIMOUSLY.

**c. Planned Upcoming Events**

**a. DDA Open House (January 24, 2013)**

**b. Cardinal Square Eats Week (February 25 – March 1, 2013)**

Mr. King noted that the DDA would be hosting, or helping to host, two community events in coming weeks: the annual community open house to learn about DDA efforts in Kochville Township; and a new event, “Eats Week”, co-sponsored with Saginaw Charter Township, during the final week of February.

**d. Presentation by Angela Burke, DDA Intern**

Ms. Burke gave a presentation about her work in illustrating potential DDA projects. This work included renderings for beautifications to existing commercial properties, sidewalk improvements, a farmers market, modeling of the existing forms along Bay and Tittabawassee Roads, and work with public art locations, among others.

Grant Murschel, GIS intern for Kochville Township, also presented about recent improvements to the Township’s GIS records, including enhancements to sewer line data.

**IX. Board Member Comments**

Mr. Maine said the district is looking great, and encouraged the board to think big.

Mr. Jackson noted that the Township is issuing an RFP (Request for Proposals) to consider hiring a planning consultancy, and is also potentially looking to hire a staff planning assistant.

Mr. Loiacano said the Township is currently working on its water contract with the City of Saginaw, is looking to hire a new code enforcement officer, and is selling a used truck.

Mr. Davis thanked everyone on the board for their work and service over the past year.

**X. Adjournment**

The meeting adjourned at 9:09am.

*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

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Date