

**MEETING MINUTES (DRAFT)**  
**KOCHVILLE TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**  
**APRIL 19, 2013 – 8:30 AM**

**Board Members Present:** Lyle Davis, Jr. (Chairman), Vern Weber (Vice-Chairman); Tom Basil, Jr., Scott Ellsworth, Jon Howell, Don Jackson

**Board Members Absent:** Dave Abbs (Treasurer); Dave Maine (Secretary); Jim Loiacano (Township Supervisor)

**Others Present:** Steve King (Director), Kevin Kilby, Dpt. Fausnaugh, Dpt. Wehner

**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 - None**

**IV. Communications / Information**

- a. Michigan Par Plan Newsletter
- b. Kochville Township Night @ Great Lakes Loons

**V. Reports**

- a. Financials

Mr. King told the board that the end-of-month financials for March 2013 weren't yet ready due to some tax questions and known pending expenses attributable to fiscal year 2012-13. He presented the board with an estimated projection of long-term income and expenditures.

- b. Police Protection

Mr. Weber noted that the contract is going well for the DDA with the Saginaw County Sheriff's Office. He advised the board that he has spoken with the Sheriff in regards to potentially extending the contract, which expires on October 1, 2013.

**VI. Consent Agenda**

- a. Meeting Minutes of March 22, 2013
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, May 17, 2013
- d. Board Member Absences Report

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

**VII. Projects and Updates**

- a. **Discussion of Proposed Kochville Township Litter Ordinance (Update)**

Mr. Kilby reviewed for the board the proposed modifications to the proposed litter ordinance which would be adopted by the Township Board. The ordinance would create a five-year grace period for all businesses in the township to screen their dumpster areas with enclosures, but require them by the end of that period. The ordinance would also create a fee structure for fines levied to businesses that do not pick up loose litter on their property.

**VIII. Business**

- a. **Vehicle Provision for Landscape Maintenance Contract (Update)**

Mr. King notified the board that he approved an expense of \$465 to repair a truck owned by Kochville Township to provide transportation for the new landscape maintenance employee servicing the DDA district.

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**b. Proposed Use of DDA Office (Twp Hall) by Grant Murschel**

Mr. King told the board that Grant Murschel, who is now Kochville Township's planning assistant, was requesting use of the DDA office at Kochville Township to work out of during the day, rather than his current location in the basement. Mr. King said he had no problem with Mr. Murschel's use of the office, provided that the Township install wireless internet capacity that is usable upstairs when Mr. King is working out of Township Hall, and that the Township understand that should the DDA close its external office location, Mr. King must contractually be provided with an office per the revenue sharing agreement with Kochville Township.

The DDA board asked Mr. King to work on a proposed agreement for the use of the office and bring this back to the board.

**IX. Board Member Comments**

Mr. Jackson noted that Panera Bread was scheduled for a variance hearing and site plan review on April 29, 2013.

**X. Adjournment**

The meeting adjourned at 8:56am.

*Minutes written by Steve King*

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Lyle Davis, Jr., Chairman                      Date

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Stephen M. King, Director                      Date