

**MEETING MINUTES - DRAFT
KOCHVILLE TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
SEPTEMBER 20, 2013 – 8:30 AM**

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

Board Members Absent: Lyle Davis, Jr. (Chairman), Dave Maine (Secretary)

Others Present: Steve King (Director), Kevin Kilby, Dpt. Fausnaugh, Mike Comstock, Lte. Randy Pfau

I. Opening of Meeting

Vern Weber opened the meeting with the pledge of allegiance at 8:30 a.m.

II. Approval of Agenda

- Moved by Basil, second by Loiacano, to approve the agenda as presented. Motion carried unanimously.

III. Public Comment - None

IV. Communications / Information

Mr. King told the board that the DDA-sponsored solar sculpture via the Great Lakes Bay Regional Alliance would be installed by September 28; that the board received one application from Dubai Auto Body toward the matching improvement grant program; and that the DDA office would be permanently closed as of September 30, when the lease expires, with regular operations moving back to Township Hall at 5851 Mackinaw Road.

V. Reports

a. Financials

Mr. Abbs reviewed the DDA's financial statements, which reflected total assets as of the end of August of \$446,654.

b. Police Protection

Deputy Fausnaugh discussed recent public safety activity in the DDA district.

Mr. Weber noted that the DDA received a letter from Sam's Club commending Deputy Fausnaugh for his diligent work in assisting in apprehending suspected thieves. Mr. Weber then presented Deputy Fausnaugh with a letter of commendation from the DDA, citing his "tremendous efforts in our community."

Mr. Weber noted that he, Mr. Davis, Mr. Kilby and Mr. King had met recently with representatives from the Sheriff's Office to agree upon terms for a proposed new contract between those entities, effective for October 1, 2013. Mr. Kilby reviewed the proposed terms and noted changes related to officers' sick leave, expected costs, the appointment of a DDA board liaison to handle general matters of the contract, and car repairs and expenses. In all, the contract is very similar to the prior contract executed in 2010.

- Moved by Abbs, second by Jackson, to approve the proposed amendments to the contract for law enforcement services between the Kochville DDA and the Saginaw County Sheriff's Office, contingent upon administrative reviews by attorneys for both parties. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Ellsworth, Howell, Abbs, Basil, Jackson, Loiacano, Weber
Nays: None
- Moved by Abbs, second by Basil, to appoint Vern Weber as the DDA liaison regarding the law enforcement contract between the Kochville DDA and Saginaw County Sheriff's Office. MOTION CARRIED UNANIMOUSLY.

VI. Consent Agenda

- a. Meeting Minutes of August 15, 2013
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, October 18, 2013

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

September 20, 2013

VII. Projects and Updates

i. MDEQ SAW Grant

Mr. Eggers gave a presentation regarding grant funds being available from MDEQ to study sanitary and storm sewer systems through the new SAW grant program. In total, \$97 million will be made available to Michigan local units of government for these purposes, with applications due December 2.

Mr. King said that the Township and/or DDA could seek funds to update its storm water management plan, or to develop a more comprehensive asset management program for this infrastructure. He cited potential concerns about storm water along the Bay Road corridor of the DDA.

- Moved by Abbs, second by Howell, to approve \$2,500 in expenses to Spicer Group for a SAW grant application. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Ellsworth, Howell, Abbs, Basil, Jackson, Loiacano, Weber
Nays: None

VIII. Business

a. Recommendation re Upcoming Board Member Appointments/Renewals

Mr. King noted that four board members' terms were to expire as of November 20, 2013 – those of Messrs. Davis, Weber, Abbs, and Basil. The DDA has not received any additional requests to be appointed to the board. Mr. King told the board that it retains the right to recommend appointments to the Township Board per a condition of the revenue sharing agreement between those entities.

- Moved by Jackson, second by Weber, to recommend reappointment of Messrs. Davis, Weber, Basil and Abbs to the Kochville Downtown Development Authority board. MOTION CARRIED UNANIMOUSLY.

b. Law Enforcement Contract with Saginaw County Sheriff's Office

(Discussed under 5b.)

c. Contract re Joint Township Manager / DDA Director Position

Mr. Kilby discussed the proposed contract for a joint Township Manager / DDA Director position, but requested that the board table consideration until after the Township's legal counsel has had an opportunity to review and discuss with him.

- Moved by Basil, second by Loiacano, to table consideration of the proposed contract regarding a joint Township Manager and DDA Director position, pending legal review by Kochville Township. MOTION CARRIED UNANIMOUSLY.

d. DDA Credit Card Policy

Mr. Kilby presented a proposed credit card policy to the board, which would allow the DDA Director to charge pertinent expenses to an approved credit card. The credit card policy is required legally in order to be issued a credit card by a financial institution. This credit card would have a limit of \$2,500, though this is not specified in the credit card policy in order to make the figure more easily amendable if needed in the future.

- Moved by Abbs, second by Basil, to approve the DDA credit card policy as presented, with a \$2,500 balance limit. MOTION CARRIED UNANIMOUSLY.

IX. Board Member Comments

Mr. Jackson reviewed recent activity by the Kochville Township Planning Commission.

Mr. Loiacano discussed recent activity by Kochville Township and its Board of Trustees.

X. Adjournment

The meeting adjourned at 9:41am.

September 20, 2013

Minutes written by Steve King

Lyle Davis, Jr., Chairman

Date

Stephen M. King, Director

Date