

**MEETING MINUTES - DRAFT
KOCHVILLE TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
OCTOBER 18, 2013 – 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., Jon Howell, Don Jackson

Board Members Absent: None

Others Present: Steve King (Director), Kevin Kilby, Dpt. Fausnaugh, Brandon Rossi, Kevin Machata, Tony Dier

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

III. Public Comment - None

IV. Communications / Information

Mr. King told the board the DDA had no adjustments in the recently-completed FY 2012/13 audit of Kochville Township. He also referenced the most recent Par Plan newsletter for board review if desired.

V. Reports

a. Financials

Mr. Abbs reviewed the DDA's financial statements, which reflected total assets as of the end of September of \$728,511. Mr. King said he believes that all of the DDA's expected summer tax revenue has been received.

b. Police Protection

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

Mr. Howell asked the sheriff deputies to keep an eye on Bay Road traffic, particularly in the afternoon.

Mr. Weber described recent activity related to the contract with the Sheriff's Office. He also said that some issues with Saginaw County's emergency notification system are being resolved.

VI. Consent Agenda

- a. Meeting Minutes of September 20, 2013
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, November 15, 2013

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

VII. Projects and Updates

a. Midwest Sculpture Initiative

Mr. King referenced the Midwest Sculpture Initiative's written request for commitment to the 2014/15 sculpture program by no later than November 15, 2013. The DDA's minimum commitment must be for six (6) sculptures; however, Mr. King advised committing to eight sculptures and possibly growing the program from that point.

- Moved by Maine, second by Basil, to approve a commitment for the one-year lease of eight (8) sculptures in 2014/15 from the Midwest Sculpture Initiative at an estimated cost of \$12,000. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.

Yeas: Howell, Maine, Ellsworth, Weber, Basil, Abbs, Jackson, Loiacano, Davis

Nays: None

October 18, 2013

VIII. Business

a. Resolution Extending Temporary Township Manager / DDA Director Position

Mr. Kilby discussed current work toward a contract and related ordinances affecting a joint township manager / DDA director position. Township legal counsel recently identified some language it would like to see modified before consideration. It's likely the contract and ordinances will take until November to review and present to the DDA and Township boards.

Mr. Ellsworth noted that language on page two, paragraph eight of the proposed resolution should read "Be it further resolved that, the DDA shall pay 40% of the compensation and the Township shall pay 60% of the compensation per month."

- Moved by Weber, second by Loiacano, to approve the resolution authorizing a joint Township Manager / DDA Director position through January 1, 2014. MOTION CARRIED UNANIMOUSLY.

b. Matching Improvement Grant Request by Dubai Body Shop (\$5,000)

Mr. King noted that the DDA's grant subcommittee had met and discussed this grant request and agreed to a funding amount of \$5,000. Mr. Dubai's estimated project expenses were above \$49,000 to asphalt and curb his property in addition to other improvements. Mr. King suggested that the board provide a sunset date for eligibility for these funds in order to make sure the work is completed by an appropriate date, as well as any other desired conditions.

Mr. Weber asked that the criteria for eligibility through the DDA's matching improvement grant be better specified. Mr. King agreed to work on this and bring suggestions to the board.

Mr. Ellsworth said he'd like to potentially see assistance focus on the Township's "Cardinal Square" design improvements.

Mr. Howell expressed concern about the fairness of potentially assisting one business but not another with improvements. Mr. King noted that to qualify, it's important for a project to be considered by the DDA before starting work; otherwise, the project is ineligible for funding.

- Moved by Weber, second by Basil, to approve \$5,000 in matching improvement grant funds toward Dubai's Body Shop, 5925 Bay Road, toward proposed site improvements. Improvements must be approved by Kochville Township and receive necessary permits, be completed by June 1, 2014, and comply with other applicable requirements per the DDA's matching improvement grant program. \$3,000 may be applied toward asphalt improvements, and \$2,000 toward sidewalk construction. MOTION CARRIED UNANIMOUSLY.

IX. Board Member Comments

Mr. Jackson reviewed recent activity by the Kochville Township Planning Commission, including a site plan and special use permit requested by Hamilton RV.

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

Mr. Davis noted that at least one board member would have trouble making Friday morning meetings for quite a while and suggested that the DDA adjust its regular meetings to another day of the week.

- Board consensus was to move the regular monthly Kochville DDA meetings to the third Thursday of every month at 8:30am at Kochville Township Hall.

DDA consensus also was to move the next meeting date to Thursday, November 14, 2013 at 8:30am at Kochville Township Hall.

October 18, 2013

X. Adjournment

The meeting adjourned at 9:10am.

Minutes written by Steve King

Lyle Davis, Jr., Chairman

Date

Stephen M. King, Director

Date