

**MEETING MINUTES - DRAFT**  
**KOCHVILLE TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**  
**NOVEMBER 14, 2013 – 8:30 AM**

**Board Members Present:** Lyle Davis, Jr. (Chairman), Jim Loiacano (Township Supervisor), Tom Basil, Jr., Scott Ellsworth, Jon Howell

**Board Members Absent:** Vern Weber (Vice-Chairman), Dave Abbs (Treasurer), Dave Maine (Secretary), Don Jackson

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

NOTE: The DDA did not have a quorum until Mr. Basil's arrival at 9:00am.

**I. Opening of Meeting**

Lyle Davis opened the meeting with the pledge of allegiance at 9:00 a.m.

**II. Approval of Agenda**

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

**III. Public Comment - None**

**IV. Communications / Information**

Mr. King told the board that Kochville Township was being awarded by the University of Michigan – Dearborn business school's eCities program as a "five-star" community for being entrepreneur-friendly.

**V. Reports**

**a. Financials**

Mr. King reviewed the DDA's financial statements as of October 31, 2013, which showed a fund balance of \$645,922.

**b. Police Protection**

Deputy Fausnaugh discussed recent public safety activity in the DDA district, including the recent arrest of a shoplifting suspect.

**VI. Consent Agenda**

- a. Meeting Minutes of October 18, 2013
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Thursday, December 19, 2013

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

**VII. Projects and Updates**

**a. Veterans Administration Wayfinding Sign Request**

Mr. King noted that he was informed the Veterans Administration is opening a new Vet Center facility on Hampton Place in the DDA district, and had requested exposure on some of the DDA's wayfinding signs. Mr. Eggers said that the wayfinding signs were designed per Road Commission standards for a minimum clear height, and thus didn't have the ability for new plates to be added without replacing an existing plate. The board directed Mr. King to work with Mr. Eggers on identifying specific locations to possibly swap out existing direction plates for "Vet Center" directional plates.

**b. SAW Grant Resolution**

Mr. Eggers said that MDEQ requires an approved resolution from the applying body for SAW grant applications that the board will commit the required 10% local match for applicant projects. In this case, the DDA needed to commit 10% of an estimated \$200,000 total project cost, or \$20,000, for the SAW grant application to create a master storm water plan for the DDA district.

November 14, 2013

- Moved by Loiacano, second by Howell, to approve a resolution committing \$20,000 toward the proposed Kochville DDA SAW grant application to the Michigan Department of Environment Quality. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.  
Yeas: Howell, Ellsworth, Basil, Loiacano, Davis  
Nays: None

**c. DDA Projects Plan 2014-15**

Mr. King suggested it would be helpful for the DDA board to identify priority projects and activities for the next several years in order to establish a budget projection and capital improvements plan.

Mr. Ellsworth advised comparing potential projects by expense category in order to consider based on budget capacity.

Mr. Basil said that if the DDA is to consider any larger-scale project, it should be something dramatic and of obvious impact for the business district.

Mr. Howell identified full-time police and fire protection as his top priorities.

Mr. Ellsworth suggested focusing attention on the Bay Road corridor, as this area could benefit from anchor investments that might also help tie SVSU into the district better.

Mr. King agreed to work with Mr. Eggers on assembling possible project plans for the next board meeting.

**VIII. Business**

**a. Township Manager / DDA Director Contract**

Mr. Kilby discussed the status of the proposed Township Manager / DDA Director contract. The language of that contract is being worked through with the Township/DDA insurer to address any potential liability concerns, and should be ready for both the DDA and Township boards' consideration for December.

**b. FY 2013-14 Budget Amendments**

Mr. King described proposed mid-year budget amendments to the DDA board to bring the adopted budget closer to actual expected spending levels, now that more than half of the fiscal year has passed.

Mr. Basil asked that the DDA maintain a relatively high budget level for tax tribunal refunds, as more could be on the horizon.

Mr. King agreed to make revisions per Mr. Basil's and other board members' comments and resubmit the proposed budget amendments for consideration at the December meeting.

**c. FY 2014-15 Budget (Introduction) – Discussed in tandem with 8b.**

**d. DDA Arts Support Request – Cycle Fit Murals**

Mr. King presented the board with a request for assistance by Cycle Fit on Bay Road toward three 10x10' murals on their side building façade.

Board consensus was to consider the murals under the DDA's matching improvement grant program. The board requested that pertinent documentation be filled out for this application under the matching grant program and resubmitted for consideration.

**IX. Board Member Comments - None**

**X. Adjournment**

The meeting adjourned at 10:08am.

*Minutes written by Steve King*

\_\_\_\_\_  
Lyle Davis, Jr., Chairman                      Date

\_\_\_\_\_  
Stephen M. King, Director                      Date