

MEETING MINUTES - DRAFT
KOCHVILLE TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
DECEMBER 19, 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., Scott Ellsworth, Jon Howell, Don Jackson

Board Members Absent: None

Others Present: Steve King (Director), Kevin Kilby, Rob Eggers, Dpt. Fausnaugh, Dpt. Thomas, Brandon Rossi, 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 Basil, to approve the agenda as presented. MOTION CARRIED UNANIMOUSLY.

III. Public Comment - None

IV. Communications / Information

Mr. King told the board that the DDA would need to file insurance claims for damage from a pair of recent crashes, one damaging a streetlight pole, the other damaging a gateway sign.

V. Reports

a. Financials

Mr. Abbs reviewed the DDA's financial statements as of October 31, 2013, which showed a fund balance of \$618,826.

b. Police Protection

Deputy Fausnaugh discussed recent public safety activity in the DDA district, including a recent sting operation that netted 30 arrests between Saginaw Township and Kochville Township for shoplifting.

VI. Consent Agenda

- a. Meeting Minutes of November 14, 2013
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Thursday, January 16, 2013

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

VII. Projects and Updates

a. Projects Plan 2014

Mr. Eggers reviewed projects discussed at one point or another since 2011 by the DDA that are not yet completed, and brought these forward as potential projects for 2014. The board heard a summary of each potential project and agreed to discuss the matter again at its next board meeting in January.

VIII. Business

a. Employee Contract with Steve King

Mr. Kilby reviewed a proposed contract between the DDA and its director, Steve King. The contract was revised to coincide with the recently-adopted employment contract between Mr. King and Kochville Township to serve as its manager. The new contract runs through March 31, 2015, the expiration date for Mr. King's existing contract with the DDA.

- Moved by Abbs, second by Maine, to approve the proposed employment contract between the Kochville Township Downtown Development Authority and Steve King, expiring March 31, 2015. MOTION CARRIED UNANIMOUSLY

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b. Interlocal Agreement between Kochville DDA and Kochville Township

Mr. Kilby reviewed the proposed interlocal agreement between Kochville Township and the Kochville DDA, which the Township Board of Trustees had approved at its board meeting on December 17. The agreement would effectively authorize the Township to reimburse the DDA for proportionate payment of Mr. King's salary and expenses.

- Moved by Maine, second by Loiacano, to approve the Interlocal Agreement between Kochville Township and the Kochville Township Downtown Development Authority. MOTION CARRIED UNANIMOUSLY.

c. DDA 2014 Meetings Calendar

Mr. King presented the DDA board with two options for a 2014 meetings calendar: one with meetings every month, generally on the third Thursday of the month; the other with meetings every other month, also on the third Thursday morning.

- Moved by Maine, second by Basil, to approve the 2014 DDA meetings calendar reflecting monthly meetings on the third Thursday of the month, unless otherwise amended. MOTION CARRIED UNANIMOUSLY

d. Sam Korson (DDA Intern) Contract Extension

Mr. King asked the board to extend the end date of Mr. Korson's contract to March 31, 2014, or the end of the fiscal year. Mr. Korson has worked on a variety of projects in recent months, including inventorying sidewalk and walking path conditions, inventorying other development features, performing research, and other items as Mr. King has requested. Mr. Korson is paid \$10.00 per hour as an intern.

- Moved by Weber, second by Maine, to approve an employment contract extension for Sam Korson as DDA intern through March 31, 2014. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Ellsworth, Howell, Maine, Weber, Basil, Abbs, Jackson, Loiacano, Davis
Nays: None

e. 2014 Landscape Maintenance Plan

Mr. King asked the board to consider a revised landscape maintenance contract structure with Kochville Township for 2014 in which the DDA would purchase and maintain its own equipment, but would continue to compensate Kochville Township for the employment costs of a seasonal employee within the district. Total expected costs for 2014 would rise because of the purchasing expenses, but would drop substantially in 2015 and beyond.

The board asked Mr. King to solicit quotes from private contractors for landscape maintenance services within the district and use these as an informational tool to weigh the proposal.

f. FY 2013-14 Budget Amendments

Mr. King presented the board with revised budget amendments for fiscal year 2013-14 ending March 31, 2014, as well as a projection for future years that included a budget proposal for FY 2014-15. Overall spending in FY 2013-14 was proposed for upward amendment by about \$33,000 to \$768,640.

- Moved by Maine, second by Loiacano, to approve FY 2013-14 budget amendments as proposed. MOTION CARRIED UNANIMOUSLY.

IX. Board Member Comments

Mr. Howell thanked Kochville Township for plowing the M-84 walking path after recent snowfall.

Mr. Davis thanked the DDA board for its work throughout the year.

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X. Adjournment

The meeting adjourned at 10:00am.

Minutes written by Steve King

Lyle Davis, Jr., Chairman

Date

Stephen M. King, Director

Date