

**MEETING MINUTES - DRAFT  
KOCHVILLE TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
FEBRUARY 27, 2014 – 8:30 AM**

**Board Members Present:** Lyle Davis, Jr. (Chairman), Dave Abbs (Treasurer), Jim Loiacano (Township Supervisor), Tom Basil, Jr., Scott Ellsworth, Don Jackson

**Board Members Absent:** Dave Abbs (Treasurer), Dave Maine (Secretary), Jon Howell

**Others Present:** Steve King (Director), Kevin Kilby, Rob Eggers, Dpt. Fausnaugh, Dpt. Thomas

**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**

a. Sewer Rate Adjustment

Mr. King described a recent sewer rate adjustment approved by the Township's Board of Trustees at their January board meeting. The Township's water and sewer funds are running at operating deficits, even with the significant increase in sewer rates, and the Township is studying what changes need to be made in operations, investments, and rates.

b. No Meeting Minutes from January 2014 – No DDA Quorum

The DDA board did not have a quorum to hold its January meeting, so no meeting minutes will be prepared for approval.

c. Letter re Bay Road / University Drive Traffic Signal

The DDA received a request from several SVSU faculty members requesting that the timing be changed on the Bay/University Drive traffic signal. The DDA will forward this request to the Michigan Department of Transportation.

**V. Reports**

**a. Financials**

Mr. Abbs reviewed the DDA's financial statements as of January 31, 2014, which showed total equity of \$681,880.49.

**b. Police Protection**

Deputy Fausnaugh discussed recent public safety activity in the DDA district. Because of winter weather, the deputies have responded to a significantly higher number of traffic crashes the past two or three months than usual. The deputies will be working with the Saginaw Township Police Department on an upcoming training.

**VI. Consent Agenda**

- a. Treasury Report / Payment of the Regular Bills
- b. December 19, 2013 Meeting Minutes
- c. Next DDA Meeting: Thursday, March 20, 2014

Mr. King asked to add the December meeting minutes to the consent agenda.

- Moved by Abbs, second by Ellsworth, to approve the Consent Agenda as amended. MOTION CARRIED UNANIMOUSLY.

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**VII. Projects and Updates**

**a. Projects Plan 2014 (Continuation)**

Mr. King asked the board to advise him whether it was okay with moving forward with planning several projects during 2014, including the installation of decorative mast arm traffic signal poles at the Fashion Square Boulevard and Tittabawassee Road intersection, estimated net cost to the DDA \$80,000; landscaping and maintenance improvements to the I-675 / Tittabawassee Road interchange, estimated cost up to \$25,000; and installation of a gateway sign facing southbound Bay Road traffic, estimated cost \$27,000. The DDA would also begin working on planning out a future public plaza area, and continue with other projects like public arts.

The board asked Mr. King to work with engineering and legal counsel on possible financing mechanisms for intersection improvements on Tittabawassee Road, including possible bonding and/or installment purchase arrangements, depending on the final scope and cost of these improvements. The board asked Mr. King to move forward with investigating and planning the proposed projects during 2014.

**b. Davis Road – 2017 Project Discussion**

Mr. King brought to the board's attention that the Saginaw County Road Commission tentatively has about \$1.2 million in funds allocated for Davis Road improvements in 2016-17; however, given the scope of other improvements that would have to take place in order to accommodate the road improvements, primarily relocating and replacing two large regional water supply lines under the road, this will be a much larger project than many realize. The DDA asked Mr. King and Mr. Eggers to work on preparing advisory materials for the DDA and Township to assist with these efforts. The board also noted that a broader plan should be worked on to identify long-term infrastructure needs and ideas.

**c. 2014-15 Sculpture Selection – March 19**

Mr. King said the DDA's day to select Midwest Sculpture Initiative sculptures for the 2014-15 sculpture program is March 19, and invited all board members to join. SVSU's art department will also be approached about assisting with this, if possible.

Mr. Davis asked Mr. King to look into possibly expanding the number of sculptures in the district this year. Mr. Basil asked for determination on where sculptures will be placed.

**VIII. Business**

**a. FY 2014-15 Budget Proposal**

Mr. Abbs and Mr. King discussed the proposed 2014-15 budget, which largely follows the 2013-14 budget but includes funding for projects including mast arm poles at the Fashion Square and Tittabawassee intersection, a new gateway sign on Bay Road, and also reflects the new Township Manager / DDA Director position and arrangement between the Township and DDA.

- Moved by Basil, second by Ellsworth, to approve the FY 2014-15 DDA budget as proposed. MOTION CARRIED UNANIMOUSLY.

\* Mr. Basil left at 9:45am

**b. 2014 Landscape Maintenance Contract Proposal with Bell Landscaping**

Mr. King said that 11 landscape firms in the immediate area were sent Requests for Proposals for grass cutting and other landscape work in the DDA district effective starting 2014, with one proposal submitted by Bell Landscaping. Although Mr. King was expecting to again arrange for these services through a contract with Kochville Township, the proposal from Bell Landscaping was cost neutral to working with Kochville Township, and administratively simpler.

- Moved by Abbs, second by Jackson, to approve 2014-16 landscape maintenance proposal with Bell Landscaping, contingent upon receipt of insurance certificate. MOTION CARRIED BY ROLL CALL VOTE.  
Yeas: Ellsworth, Abbs, Jackson, Loiacano, Davis

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Nays: None

**c. 2014-16 Christmas Decoration Rental Agreement w/ Hometown Decorations**

Mr. King asked the board to approve a new contract for light pole – mounted holiday decorations with Hometown Decorations, but for only 50 decorations instead of the 90 previously installed throughout the district. These decorations will be displayed in the interior of the DDA district on Trautner, Fashion Square, Hampton Place, Loeffler, and Davis Roads.

- Moved by Loiacano, second by Abbs, to approve the 2014-16 Christmas Decoration Rental Agreement with Hometown Decorations. MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.  
Yeas: Ellsworth, Abbs, Jackson, Loiacano, Davis  
Nays: None

**IX. Board Member Comments**

Mr. Jackson recounted recent activity by the Planning Commission.

Mr. Davis commented that he encouraged by seeing great work by the DDA, and is excited to see Kochville’s role in the region continue to grow and evolve.

**X. Adjournment**

The meeting adjourned at 9:59am.

*Minutes written by Steve King*

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Lyle Davis, Jr., Chairman

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Date

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Stephen M. King, Director

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Date