

**MEETING MINUTES - APPROVED
KOCHVILLE TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
APRIL 17, 2014 – 8:30 AM**

Board Members Present: Lyle Davis, Jr. (Chairman), Vern Weber (Vice-Chairman), Dave Maine (Secretary), Jim Loiacano (Township Supervisor), Scott Ellsworth, Jon Howell, Don Jackson

Board Members Absent: Dave Abbs (Treasurer), Tom Basil, Jr.

Others Present: Steve King (Director), Dpt. Fausnaugh, Dpt. Thomas, Ken Bayne

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

III. Public Comment

Ken Bayne discussed the 2-mill levy paid by commercial property owners in the DDA district. Mr. Bayne said the levy was initially intended as a three-year millage and was renewed in 2006, no longer as a three-year millage because of the uncertainty of the DDA's tax capture at the time. He said the intent of the 2-mill levy was for it to go away if and when the lawsuits regarding tax capture were settled. He asked the DDA board to consider the intentions of the levy from 2006.

IV. Communications / Information

Mr. King referenced a newsletter from the Michigan Par Plan, the DDA's general insurance policy provider.

V. Reports

a. Financials

Mr. King reviewed the DDA's financial statements as of March 31, 2014, showing a fund balance of \$835,403; however, he noted that several significant expenses were not reflected in this balance, including the 2014 first-quarter sheriff contract expenses, the revenue sharing contract with Kochville Township, and additional tax funds owed to Kochville Township.

b. Police Protection

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

VI. Consent Agenda

- a. Treasury Report / Payment of the Regular Bills
- b. March 20, 2014 Meeting Minutes
- c. Next DDA Meeting: May 15, 2014

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

VII. Projects and Updates

a. Fashion Square / Tittabawassee Mast Arms Project

Mr. King noted that the Saginaw County Road Commission has agreed to design the improvement project to install mast arm traffic signal poles at the Tittabawassee / Fashion Square intersection, for \$7,200. This project is budgeted for FY 2014-15. DDA consensus was to approve the design of the project for \$7,200.

VIII. Business

a. Farmers Market Intern Agreement with Jesus Castillo

April 17, 2014

Mr. King explained that he would like to hire Jesus Castillo as a DDA intern to work on the farmers market this year. Mr. Castillo was recommended by the SVSU Greenhouse as a great candidate, and also volunteered for the Greenhouse's market booth last year at the farmers market.

b. Farmers Market Manager Agreement with Kerri Malesky

Mr. King said he would like to continue 2014 with Kerri Malesky as market manager, continuing this appointment from 2013.

- Moved by Weber, second by Jackson, to approve employment contracts with Jesus Castillo as DDA farmers market intern and Kerri Malesky as farmers market manager. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.

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

Nays: None

c. Recommendation re Board Member Re-Appointment (Jon Howell)

Mr. King noted he did not realize that Mr. Howell's term on the DDA board was soon expiring. The DDA retains the right to recommend appointments to the board as a condition of its revenue sharing agreement with Kochville Township. The DDA board is not required to recommend any candidates, whether new applicants or existing board members.

- Moved by Davis, second by Maine, to recommend to the Kochville Township Board of Trustees re-appointment of Jon Howell for a term on the Kochville DDA board. MOTION CARRIED UNANIMOUSLY.

IX. Board Member Comments

Mr. Howell asked to discuss the DDA's two-mill levy on a future agenda.

Mr. Maine asked that the DDA promote its police protection contract with the Sheriff's Office.

Mr. Jackson noted that the Planning Commission is working on updating its master plan. This process will take months.

Mr. Loiacano commented that the Township's tax tribunal docket is currently clear for the first time in years.

X. Adjournment

The meeting adjourned at 8:57am.

Minutes written by Steve King

Lyle Davis, Jr., Chairman Date

Stephen M. King, Director Date