

**MEETING MINUTES
KOCHVILLE TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
MARCH 12, 2015 – 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: Scott Ellsworth

Others Present: Steve King (Director), Deputy Fausnaugh, Deputy Meisner, Brandon Rossi, Kevin Kilby, Rob Eggers

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 - None

IV. Communications / Information

Mr. King shared the latest Township/DDA newsletter with the board, and said there will be a public safety forum for business stakeholders on April 29.

V. Reports

a. Financials

Mr. Abbs reviewed the DDA's financial statements, which reflected total fund equity of \$909,723 as of February 28, 2015.

b. Police Protection

Deputies Meisner and Fausnaugh discussed law enforcement activity in the DDA district.

Mr. Weber discussed the budget status of the DDA's law enforcement contract from calendar year 2014. It appears the DDA will be under budget through FY 2013-14 if current trends hold up.

VI. Consent Agenda

- a. Meeting Minutes of February 19, 2015
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Thursday, April 16, 2015

- Moved by Weber, second by Jackson, to approve the Consent Agenda as presented. Motion carried unanimously.

VII. Projects and Updates

a. Fashion Square Boulevard Extension to Kochville Road (Update)

Mr. Eggers explained to the board the current status of this project. The DDA is discussing possible road locations with various landowners.

b. Bay Road Gateway Sign

Mr. Eggers noted that the DDA is only waiting for the final signed easement agreement to build this sign on Bay Road at an expected cost of about \$20,000.

c. I-675 / Tittabawassee Interchange Cleanup

Mr. Eggers said several tree service companies were invited to bid on this project, and Spicer Group hosted a pre-bid meeting earlier this week for that project. Bids are due on Tuesday, March 17.

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- Moved by Maine, second by Basil, to approve administrative approval of the lowest-cost responsible bidder in accordance with the DDA's purchasing policy. MOTION CARRIED UNANIMOUSLY.

d. Discussion re vehicle for DDA intern / seasonal employee use

Mr. King discussed plans to continue landscape beautification efforts in the DDA district.

The board asked Mr. King to develop an operations plan for possibly bringing landscape "in-house" to the Township, but to also work with the current contractor on future needs and costs.

VIII. Business

a. DDA Director / Township Manager Employment Agreement

Mr. Kilby discussed proposed changes to the existing employment contract with Mr. King. The new contract would apply through March 31, 2018. Mr. King's new base salary for performing both roles of Township Manager (if approved by Kochville Township) and DDA Director in FY 2015-16 would be \$69,177. If Mr. King does not continue as Township Manager and only as DDA Director, his FY 2015-16 base salary would be \$60,867.

- Moved by Abbs, second by Howell, to approve the proposed DDA Director / Township Manager employment agreement with Steve King. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Howell, Basil, Maine, Weber, Abbs, Jackson, Loiacano, Davis
Nays: None
Absent: Ellsworth

The proposed interlocal agreement between the DDA and Township would call for the Township reimbursing the DDA throughout the year for a total of \$43,218.24 of Mr. King's base salary, as well as proportionate vehicle, retirement, and cell phone expenses.

- Moved by Weber, second by Howell, to approve the resolution approving an interlocal agreement between Kochville Township and the Kochville Township DDA regarding the joint Township Manager / DDA Director position. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Howell, Basil, Maine, Weber, Abbs, Jackson, Loiacano, Davis
Nays: None
Absent: Ellsworth

b. Employment Agreement with Sam Korson as Intern

Mr. King requested the board's approval to re-hire Sam Korson as an intern through the year. Mr. Korson's primary activities will involve computer imaging and modeling work for the DDA.

- Moved by Abbs, second by Howell, to approve an employment agreement with Sam Korson as DDA intern through December 31, 2015. MOTION CARRIED UNANIMOUSLY

IX. Board Member Comments

Mr. Howell asked the board and Township to consider full-time policing in the community.

Mr. Jackson recalled activity by the Planning Commission and noted that the Commission has recommended approval to the Township Board of future land use amendments to the master plan.

Mr. Loiacano mentioned several items on the agenda for the March 16, 2015 Township Board meeting, including a proposal rental housing inspection/licensure ordinance.

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X. Adjournment

The meeting adjourned at 9:55am.

Minutes written by Steve King

Lyle Davis, Jr., Chairman

Date

Stephen M. King, Director

Date