

Kochville Township Downtown Development Authority
Board Meeting Minutes: November 20, 2009
8:30 a.m. at Kochville Township Hall
Not Yet Approved

Board members present: Lyle Davis (Chair); Jim Loiacano (Supervisor); Dave Abbs (Treasurer); Tom Basil; Scott LaDouce; Jon Howell; Andrew Forester

Board members absent: Vern Weber (Vice-Chair)

Others Present: Steve King (Director); Kevin Kilby, Rob Eggers; Deb Brown; Judy FathJackson; Don Jackson; Sheila Hill; Mike Burger

Proceedings:

I. Opening

Lyle Davis called the meeting to order at 8:30 a.m. and led the pledge of allegiance.

II. Agenda:

Mr. Davis noted that Mr. King had requested to add an item under Unfinished Business, "Anchor Zones."

- Moved by Abbs to approve agenda as amended, seconded by Loiacano. Motion approved unanimously.

III. Minutes:

- Moved by Abbs to approved minutes as presented, second by Forester. Motion approved unanimously

IV. Public Comment

Judy FathJackson said she had received bids for fixing the pathway around the lake at Krossroads Park, but the Parks and Recreation Committee can't afford all of the expense. ITC donated \$500 toward the project, and the Committee can also pay \$500. The biggest cracks have been fixed. From now on, she wants to fix the cracks in the spring in order to minimize needed repairs. She requested \$875 from the DDA to help repair the remaining cracks at the park.

Mr. Davis said the board would take the matter under consideration and likely take the matter up at its next board meeting.

V. Communications - None

VI. Reports

- a. Financials

Mr. Abbs noted that he and Mr. King are working on budget amendments to present to the board. They

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are also working on redistributing some of the DDA's assets among local financial institutions to best utilize FDIC insurance protection.

b. Police Subcommittee - None

c. Entry Point Beautification

Mr. Eggers described the DDA's desired locations for gateway signs. Spicer Group has begun approaching land owners about these signs. MDOT won't allow signs in their right-of-ways, which are very large. If the gateway signs are not in the right-of-way, they would have to be set a couple of hundred feet back from the road, which reduces the sign's value. Other communities are also working with MDOT on signage issues, which Spicer Group is keeping a watch on for information on how to proceed. Spicer is attempting to contact property owners at Mackinaw and Tittabawassee for permission to place a sign, as well as at the Fashion Square Boulevard and Tittabawassee intersection, though to no avail yet. He indicated that officials would need to "start knocking on doors" because of the lack of response thus far.

VII. Unfinished Business

a. Kochville Road

Mr. Eggers said that Spicer Group had retrieved pavement core samples on the existing road. The road base varies substantially across the length to be repaired. Spicer officials met with Township officials to walk the length of the road and identify unknown concerns. Mike Burger pointed out numerous issues to Spicer to address during the project. They decided to proceed with concrete drains, not metal. These must be elliptical because of the depth of the ditch. The existing road center line will shift slightly to the north. Current average daily traffic on the road is about 1,400 vehicles. The projected 2026 average daily traffic will be about 1,800 per day. By complying with AASHTO standards, the project will make the lanes 11 feet wide with an additional shoulder. The cost of the project is still within the anticipated range.

Mr. Loiacano noted concerns about the cost of moving the water line under the road.

Mr. Burger said that the water line actually runs behind the hydrants along the road.

Mr. Eggers said that Spicer Group had examined the water line and believes it should be okay. The needed sewer access is included in the revised cost estimate.

Mr. Forester asked what the shoulder is made of, which Mr. Eggers replied is limestone.

Mr. LaDouce asked why only a particular section of the drain would be enclosed. Mr. Eggers replied that the VFW previously enclosed their drain section with a metal tile. Mr. Burger suggested replacing this portion as a part of the road project.

Mr. Kilby noted that a section of the Kochville Road project is located within the DDA. The DDA can only spend money within its district. The contract is drawn up with the Township to pay it 30 days before the bond contract. The DDA road project agreement is with the Township, not with the County.

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Mr. Loiacano said that Brian Wendling, the County Road Commissioner, is looking into whether stimulus money might be available for the project.

Mr. Kilby noted that the referendum period for the project has already begun for the bonding. The project is on track for bids in January.

Mr. Burger said the current hydrants are non-breakaway. He requested that these be replaced, not relocated. There is asbestos pipe on these hydrants.

b. Wayfinding

Mr. Eggers said that Huron Sign Company was awarded the wayfinding project a month ago. Permission has been secured for use of the needed university logos. There are soon-to-be resolved issues with Huron Sign Company's bonding and insurance. MDOT won't allow the primary portion of the sign, or any of the arrows, to be red. The top of the sign, the background for "Kochville," will be red, however.

Mr. Davis noted that he had asked Mr. Eggers to incorporate as much red as he was able to in the signs without MDOT problems.

Mr. Loiacano commented that the red will help the signs stand out. Mr. Forester said he was glad to see the red in the signs.

- Motion by Loiacano to approve the wayfinding sign color scheme as presented (red background on top; green primary background; black background for directional arrows), seconded by Forester. APPROVED UNANIMOUSLY.

c. Bus Stop

Mr. Eggers said the concrete is installed for the Wal-Mart bus stop. The shelter is due to be delivered and installed in the first or second week of December. Wal-Mart will install a cart corral at the bus stop. The bus route now follows the original plan, routing around the back of the store.

d. M-84 (Bay Road) Sewer District

Mr. Eggers noted that there was a public hearing held on Tuesday, November 17, regarding the sewer project. Good discussion took place at the hearing. The DDA has handed project management over to the County, who is working on bonds and a formal agreement. The project has officially begun.

Mr. Loiacano said he is working on an agreement with the Township to give the County authority to go forward with the project.

Mr. Kilby said that Ed Meisel is considering adding a property to the district. There was concern from one resident at the public hearing about trees and fencing along her property. The DDA explained to that resident that as little would be disrupted as possible, and any affected fence would be fully restored. The reimbursement agreement is done and is being reviewed. The project is 100% in the DDA district. The DDA is paying about a third of the total project cost. The DDA agreed to pay for maintenance at

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the needed lift station - this is included in the reimbursement agreement. Non-emergency items need pre-approval by the board. Ed Meisel's property is in a PA 451 section. Mr. Meisel would have to pay the full amount of the assessment to tap into the sewer in the future.

Mr. Eggers noted he had provided a cost estimate to add a portion of Liberty Road east of Bay Road to the project, at an estimated total of \$170,000. The section along the north side of that road is not within the DDA.

Mr. Loiacano said he would like to know the cost to residents if that section were done.

Mr. Davis noted that Mr. Loiacano had received questions from interested residents in the Liberty Road area about the project. This estimate gave Jim information to address those questions with.

Mr. Eggers said that maintenance expenses for the sewer lift station would likely be around \$15,000 per year, which is a conservative estimate.

Mr. Burger noted that he had info available on electricity costs for the station, but that odor control costs are not known.

e. Project Signs

Mr. Eggers said that DDA promotional project signs are made and will be installed soon. Signs will be installed near Toys 'R' Us and also along Kochville Road. Two more signs are also built and can be installed at future projects.

f. Charter School

Mr. Loiacano said that the Township is waiting on a State Police speed study of Trautner Drive in order to proceed.

Mr. Forester commented that the DDA can't forget about the traffic problem around the charter school.

Mr. Kilby commented that crosswalk improvements should be able to be completed without the speed study, but that the DDA should check with Brian Wendling to confirm.

Mr. Abbs asked if the Township is working with the Bridgeport State Police office.

Mr. Kilby noted that some work might be able to be done without a speed study. He suggested following a plan to do everything possible without the study component.

Mr. Eggers said the cost for the crosswalk is perhaps around \$500 or so.

Mr. Forester said a motion had already been approved at a previous meeting for \$18,000 for the entire project.

Mr. Davis instructed Mr. King to work with Mr. Eggers and Sign Image to get the project done.

g. Anchor Zones

Mr. Eggers explained that when Hemlock Semi Conductor (HSC) was planning its first expansion in Thomas Township, the State of Michigan explored incentives to build related economic development with. Tax credits are available for "anchor" related companies that locate within 10 miles of HSC, including suppliers. A significant portion of the DDA falls within the boundaries of this Anchor Zone.

Mr. LaDouce asked about the requirements for such locating businesses.

Mr. Eggers replied that businesses must be specifically brought in in relation to the anchor company, Hemlock Semi Conductor, and locate within the zone. The company entering the anchor zone must invest at least \$1 million and create at least 10 full-time jobs. This can apply for a current Michigan business that is expanding, or for a business looking to locate in Michigan. The new Anchor Zone incentives are targeted at companies, suppliers and customers active in high-growth, high-technology industries, particularly in the area of alternative energy. Suniva, a recent addition to the region, is part of the Anchor Zone cluster.

Mr. King asked for clarification that there is an incentive for HSC to attract businesses to the region, which would make this incentive different from others. Mr. Eggers responded that this was correct.

Mr. Davis said that HSC is working on developing their supply chain. The community is very fortunate to have these companies in the area. Saginaw Future is trying to focus on developing the alternative energy supply chain. He asked if there are shovel-ready sites available for potential companies.

Mr. Eggers replied that the Mackinaw and Tittabawassee intersection, including the northwest corner, is available and within the Anchor Zone.

Mr. Burger noted that water and sewer services are installed and available west on Tittabawassee to Anderson Eye Center.

Mr. Eggers noted that the DDA extends down Tittabawassee to Center.

Mr. Burger said that Dr. Shaheen had installed sewer on his parcel at the northwest corner of Mackinaw and Tittabawassee.

VII. New Business

a. Bay Road Sewer Maintenance Expenses - None

b. Consideration of David Maine for DDA Board

Mr. Basil commented that Mr. Maine is a Saginaw area native, and holds a business degree. He possesses significant financial experience and is an active volunteer in the community. He wants to continue volunteering and is interested in serving on the DDA.

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Mr. Abbs said that Mr. Maine is a "good guy."

Mr. Kilby said he would review the request, but did not believe Mr. Maine's employment with Lake Huron Credit Union would present a conflict of interest.

Mr. Howell commented that Mr. Maine is a "good guy" that makes good decisions.

Mr. Davis noted that the appointment is made by the Township board. The DDA board would make a recommendation to the Township board for Mr. Maine to be appointment and can later make a recommendation to add another member as well, such as a planning commissioner.

- Motion by Basil to recommend appointment of David Maine to the DDA Board, seconded by Davis.

Yeas: Forester, LaDouce, Davis, Loiacano, Howell, Basil

Nays: None

Abstention: Abbs

c. Payroll Services

Mr. King noted that he was requesting board approval to contract with a payroll services provider to process his paychecks and related documentation. Two quotes were obtained, with a recommendation to contract with MyPay Solutions, a Thomson Reuters company.

- Motion by Abbs to approve contract with MyPay Solutions to provide payroll processing services for the DDA director, seconded by Forester. CARRIED UNANIMOUSLY.

d. Market Study and Website

Mr. King noted that he really had two requests for the DDA board - funding for a market study to be conducted by SVSU marketing students, and funding for a new DDA website. He said he needs market data pertaining to businesses in the DDA, attitudes within and toward the DDA and the business community, and other considerations in order to identify businesses to try and recruit to the area, develop a public relations program, and other tasks. To contract with a marketing firm for such a study would easily cost \$25,000; however, the marketing program at Saginaw Valley State University conducts such studies for area organizations, at a much reduced price. Mr. King said he was requesting a commitment by the DDA board of up to \$5,000 for the market study.

Mr. King also said he was requesting funding for a DDA website, though this is not as urgent a priority. The SVSU study would provide an analysis of what the DDA needs to include in its website, which would then be developed sometime during the summer. He has discussed website development with other DDAs and Saginaw Future, Inc., and all agree that marketing efforts need to be focused on the organization's website to reach the most people most efficiently.

Mr. Basil noted that he would like to see additional information regarding a website plan before committing to funds for a website. Mr. King agreed to bring additional information at a future meeting for board consideration on the website.

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- Motion by Basil to approve up to \$5,000 to fund a market study to be conducted by SVSU marketing students; seconded by LaDouce. CARRIED UNANIMOUSLY - ABSTENTION, ABBS.

e. Subcommittee Meetings - None

f. Closed session pursuant to MCL 15.268(h) to discuss material exempt from discussion or disclosure.

- Motion by Howell to pay recorded bills, seconded by Forester. CARRIED UNANIMOUSLY.
- Motion by Howell to enter into closed session pursuant to MCL 15.268(h) to discuss material exempt from discussion or disclosure, seconded by Loiacano.

Yeas: Davis, Loiacano, Howell, Basil, Abbs, Forester, LaDouce.

Nays: None

The DDA Board returned from closed session at 10:40 a.m.

- Motion by LaDouce to adjourn, seconded by Forester. CARRIED UNANIMOUSLY.

The meeting adjourned at 10:41 a.m.

- Minutes prepared by Steve King