

Kochville Township Downtown Development Authority
Board Meeting Minutes: March 5, 2010
8:30 a.m. at Kochville Township Hall

Board members present: Lyle Davis, Jr. (Chair); Vern Weber (Vice-Chair); Dave Abbs (Treasurer); Jim Loiacano (Supervisor); Tom Basil, Jr.; Jon Howell; Don Jackson; Scott LaDouce;

Board members absent: Andrew Forester, Dave Maine

Others Present: Steve King (Director); Kevin Kilby, Rob Eggers; Mike Burger, Steve Yanca, Sheila Hill

Proceedings:

I. Opening

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

II. Agenda:

- Moved by Weber to approve the agenda as presented, second by Howell. Motion approved unanimously

III. Minutes:

- Moved by Abbs to approve the February 19, 2010 minutes as presented, second by Weber. Motion approved unanimously

IV. Public Comment

Steve Yanca thanked the DDA board for putting on a great open house event in January. He asked the board to not forget about the dark stores in the community.

V. Communications - None

VI. Reports

a. Financials

Mr. King noted that full financial reports weren't yet available because of the early meeting date, though a list of checks was available. He said he would send out the financials as soon as they are available.

b. Police Subcommittee

Mr. Weber commended Mr. Kilby for his work toward a police protection contract. He asked if the contract should be wrapped up in another two weeks or so.

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Mr. Kilby noted that language was being finalized with Saginaw County's counsel, and then needed to go to County services, and then to the County board. April 1st is a realistic target for the start date of the contract.

Mr. Davis asked Mr. Kilby to clarify how long the first "year" of the contract runs. Mr. Kilby noted that the County's fiscal year runs from October through September. From his discussions with Mr. McGill at the County, the DDA's contract will include the months between the effective date, perhaps April 1, and the end of the first year's contract, September 30, 2011. This first "year" will thus actually be for a year and six months.

Mr. Jackson asked when a likely start date is for the officers. Mr. Weber replied that this isn't yet known, but hopefully in April.

VII. Unfinished Business

a. Kochville Road

Mr. Eggers said the plans for the road and water line are done, and these were recently sent to stakeholders and relevant agencies. Engineers still need feedback from the fire chief. The intent is to advertise the project on March 21, with bids returned by April 14. A meeting is scheduled to review the project on April 16 at which some preliminary numbers might be available to consider. Depending on how long bonding takes, construction could start in May or June, wrapping up by September.

Mr. Davis commended Mr. Eggers and others for their work on this project.

Mr. Weber noted that the DDA's promotional project sign was not yet installed for the Kochville Road project. Mr. King said he would contact the sign company again to have this installed immediately.

b. Bay Road (M-84) Sewer District

Mr. Eggers said that considerations of including SVSU in the project required a waiting period, but the project is now moving ahead again as previously approved. SVSU is providing information about its existing pump station and these figures will be considered, but the project is currently following its approved form and design.

Mr. Weber suggested placing a DDA promotional sign in conjunction with this project.

c. Signage (Gateway, Wayfinding) – Eggers

Mr. Eggers said the sign manufacturer, Huron Sign Company, has been waiting for the DDA's approval of the visual appearance before manufacturing the signs. The snow also needs to melt for installation, which will probably begin in a few weeks.

VIII. New Business

a. Andrew Forester Resignation

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Mr. Davis said he had received a note from Mr. Forester, who needs to resign from the board. Mr. Forester noted that he wanted to give the DDA board his best, but because of professional commitments wouldn't be able to do so. Mr. Forester thanked the board for his opportunity to serve.

Mr. Weber asked the Mr. Forester receive a letter of appreciation from the board for his service, noting that he will be missed.

- Moved by Weber to accept the resignation of Andrew Forester from the Kochville Township DDA, second by LaDouce. Motion carried unanimously.

Mr. LaDouce echoed Mr. Weber's sentiments.

b. FY 2010 budget – King

Mr. King noted that the DDA needed to adopt its budget before the start of the new fiscal year, beginning April 1, 2010. He had not heard any requested changes to the proposed budget distributed at its February 19, 2010 meeting.

Mr. Loiacano noted that the budgeted figures for Township revenue sharing needed to be amended. Mr. King said he was waiting for figures to arrive from the Township.

- Moved by Abbs to approve the proposed FY 2010-11 DDA budget, second by Weber. Motion approved unanimously.

c. Delta College

Mr. King said he had met with Deb Lutz of Delta College, expressing the DDA's interests in working collectively toward the future with partners like Delta. Ms. Lutz had discussed with him two potential projects that might benefit the DDA, but would likely require DDA participation with. One of these projects is a 4.7-mile-long walking path extension that would run from Saginaw Valley State University north to Delta College. The majority of the estimated project costs would be paid by MDOT through a grant, but Delta College is seeking private contributions to match this grant. Delta is interested in this project, and he feels that it could benefit the DDA as well.

Mr. Abbs asked if the overlay in relation to the DDA district was known for the walking path proposal. Mr. King replied that the path would begin within SVSU's campus and would run north roughly from Bay and Freeland Roads. The DDA's involvement would likely have to be tied to a revenue sharing agreement tied to its capture of Delta funds.

Mr. Kilby said that the DDA path would likely touch the DDA district. If the DDA were to provide funding toward this or other projects, the mechanism would be a revenue sharing agreement tied to the captured funds for a specific purpose and for a specific time frame.

Mr. King said the second project discussed with Ms. Lutz pertained to busing between Delta College and the DDA. Currently, Delta College and SVSU are not connected by bus service. In looking toward

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Grand Valley State University, which is the best comparison in the state to SVSU, GVSU's bus system can't keep up with demand during peak times to transport students from campus to and from local businesses. More than one million rider trips were provided last year at GVSU. Another idea for a partnership between Delta and the DDA is some kind of participation on the DDA's end with a bus system to bring students to and from the DDA.

Mr. Davis said that GVSU has a great bus system that benefits the community. GVSU has campuses in both Allendale Township and in downtown Grand Rapids. That system services students at both campuses and gives rides to "tons" of students.

Mr. Abbs recalled that at one point, the Delta bus ran from Delta College south to SVSU and down to Saginaw – before STARS was in place.

Mr. Howell asked if there are many students who take classes at the two schools at one time. Mr. King said he didn't know the exact numbers, but many students transfer from Delta to SVSU.

d. Lighting

Mr. King noted that the DDA has expressed a desire to reduce long-term utility and maintenance expenses. LED lighting is the "latest and greatest" and reduces electricity consumption. Right now lighting is staggered within the DDA to reduce costs. Replacement of those fixtures at some point could save the DDA money and improve lighting within the area.

Mr. Weber said that retrofitting existing lamps with LED bulbs is not desirable. His company is providing lights for LED upgrades in many communities in Michigan; most of those are funded by grant assistance at this point. The payback period for this investment still is not very good. The existing street lamps have required minimal upkeep to this point. LED lighting costs will continue to drop, and optical quality will continue to improve. He feels that the DDA should hold off on the idea for a period of time, though the information is very useful to have on hand.

e. Snow Removal

Mr. King noted that at the previous DDA meeting, the consideration of snow removal in the district was raised. Because Kochville doesn't have a traditional downtown, it has to consider miles of walkways. Each community seems to address snow removal differently. The service is valuable, but also expensive. He discussed snow removal at Clio, Vienna Township, and Ann Arbor.

Mr. Weber asked what the ordinance requires of property owners regarding their sidewalks. Saginaw Township requires businesses to clear sidewalks. Mr. Loiacano said he doesn't believe Kochville has such an ordinance in place. Mr. Howell suggested talking to Saginaw Township and SVSU about how they deal with snow during the winter. Mr. Weber suggested that it might be the property owner's responsibility to clear their sidewalks, as is the case in many nearby communities. Mr. Loiacano noted that MDOT might factor into walkways on Bay Road. Mr. LaDouce suggested that some form of cooperative agreement between the DDA and businesses might enable proper snow clearing at a lesser rate for all. Mr. Weber noted that undeveloped properties might complicate snow clearing efforts. Mr.

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Burger noted that the Township's DPW has some snow clearing equipment, but might need additional items to sufficiently clear snow on the walkways.

f. Performance Evaluation

Mr. Kilby said that the agreement to hire a DDA director required a performance evaluation review and potential salary adjustment prior to April 1. It has slipped by everyone to this point, but it would be beneficial to do the performance review still. If salary is adjusted, this can be done retroactively. The review process for this year needs to be established, and this can be changed for next year as well.

Mr. Davis said he would obtain comparable performance evaluations from other communities. He asked DDA board members to send him comments regarding the DDA director's performance before the next meeting. He would compile these for the board and for the director.

Mr. Weber said he had access to similar evaluations for other positions, including 911 director and Township manager.

4. Township Supervisor's Report – Supervisor Loiacano

Mr. Loiacano discussed actions at the recent Township board meeting. One action pertained to joint emergency services. If an emergency is called, the Township's equipment can be used, as well as personnel, and the federal government will reimburse. The Township lost its tax tribunal case with Sommerville, resulting in a million dollar reduction in assessed value for that property. A couple of tax tribunal cases have dropped, improving that outlook a bit. The liquor license transfer for the franchise company owning the Outback Steakhouse restaurant was approved.

5. Planning Commission Report – Don Jackson

Mr. Jackson said that the planning commission had obtained two site plans, one for the expansion of Anderson Eye Center, and one for the building of Eye Care Specialists on Trautner Road. The master plan committee is moving along. The planning commission is working through a sub-committee on the Township's sign ordinance, bringing that into consistency with Saginaw Township's sign ordinance. This will likely result in an extension to the required conformance date in the Kochville ordinance.

Mr. Loiacano noted that Saginaw Township's compliance date for signs is 2016. Changes in use or ownership in Kochville require compliance with the sign ordinance. Mr. Jackson noted that the State of Michigan has removed regulation of billboard from local governments, which affects the Township. Mr. Kilby said that the Michigan Highway Advertising Act was amended. The State is under a push to control billboards, and it currently appears that no other new billboards will be allowed. The law is likely to change in the next few years.

6. Director's Report – None

7. Board Member Comments

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Mr. Weber said that the DDA loses a couple of lights every year. He suggested that the DDA might want to replace burned out bulbs with LEDs to test the lighting from this changeover.

Mr. Loiacano said that he is working on budgeting for water and sewer expenses, as well as CIP financing.

8. Other Business

- a. Payment of the Regular Bills(5 min)
(See Attached Itemized Report)

* Moved by Weber to approve payment of the regular bill, second by Abbs. Motion carried unanimously.

- b. **NEXT BOARD MEETING – Friday, April 16, 2010 at 8:30 a.m.**

9. Adjourn

The meeting adjourned at 9:30 a.m.

Minutes prepared by Steve King

Lyle Davis, Jr. – Chairman

Stephen M. King - Director