

**Kochville Township Downtown Development Authority**  
**Board Meeting Minutes: June 18, 2010**  
**8:30 a.m. at Kochville Township Hall**  
**Draft**

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

**Board members absent:** Tom Basil, Jr.

**Others present:** Steve King (Director); Rob Eggers; Sheila Hill, Stephen Yanca, Mike Burger, Kenneth Bayne, Marci Plahutnik; Students from Saginaw Valley State University.

**Proceedings:**

**I. Opening:**

Lyle Davis called the meeting to order at 8:30 a.m. and led the pledge of allegiance. He welcomed the public and the students from Saginaw Valley State University.

**II. Agenda:**

- Moved by Maine to approve the agenda as presented, seconded by Loiacano. Motion approved unanimously.

**III. Minutes:**

- Moved by Abbs to approve the May 21, 2010 minutes as presented, second by Howell. Motion approved unanimously.

**IV. Public Comment:**

No public comments made.

**V. Communications:**

None.

**VI. Reports:**

**a. Financial report:**

Mr. Abbs said that return rates on several investment options were researched, but it was learned that the DDA would be under the \$250,000 threshold for its checking account after paying the month's bills. Mr. King was asked about a certain line item. Mr. King replied that several flag poles had broken and needed to be replaced due to age and a recent storm.

- Moved by Weber to approve the financial report, second by Maine. Motion approved unanimously.

**VII. Unfinished Business:**

- a. **Kochville Road:** Marci Plahutnik of Spicer Group said that all contracts for the project are signed. A meeting took place with Ryan Whiteherse of the Saginaw County Road Commission, who indicated that some cost savings might be possible with the "All Season" classification upgrade

June 18, 2010

on part of the road. Contractor should start moving in signs, equipment and other materials on Monday, June 21, 2010. The Kochville Road improvements should be completed by October 1, 2010. During the Kochville Road improvements, the road will only be closed to thru traffic. It was suggested that the road closure should be put in the next news letter.

Mr. Eggers requested that the DDA approve a process by which change orders could be approved so as to not hold up the entire project until the subsequent DDA meeting. Mr. Davis asked for a suggestion as to how to efficiently handle this process. Mr. Eggers suggested that the DDA allow for 5 to 10 % of the total bond to be used for emergency change orders that can be signed by Mr. King.

- Moved by Maine to allow administrative approval by the DDA director for Kochville Road road-related project change orders, not to exceed 10 percent of total project costs in entirety; seconded by Weber. Motion carried unanimously.
- b. **Bay Road, Sewer Project** – The DDA and Township met with representatives from Saginaw Valley State University to discuss possible assumption of SVSU’s sewer lift station. There is concern about liability that if the pump station. The sewer project is on hold until then. Mr. Davis asked the board to be patient as SVSU considers its options.

c. **Signage**

**Wayfinding:** Marci Plahutnik said that the signs have been approved by the Saginaw County Road Commission. One sign at Bay and Freeland Roads required approval by the Bay County Road Commission, as the intersection and one mile of Freeland Road is maintained by Bay County. The DDA will be responsible for maintenance of these signs.

Several signs had to be moved to alternate locations because of utilities. Some locations are not in ideal spots because of underground utilities. Only two culverts would be needed instead of the originally-planned four. The culverts are needed because the ditches are too close to the road and the foundations for the signs would impede the water flow thru the ditch. After foundations are installed for the signs, they’ll need seven days to dry and cure, and then signs can be installed. The substantial completion date for the wayfinding signs to be installed is being changed to mid-August.

**Gateway:** Mr. King gave a presentation on the gateway sign project. Five signs will be erected at major entry points into the Township, including a sign at Bay and Freeland Roads and four other signs along Tittabawassee Road. The sign design has changed to add the Kochville Township logo to “Cardinal Square” text.

d. **DDA Redevelopment Liquor License**

Mr. King discussed redevelopment liquor licenses. DDAs in the state can obtain a liquor license at no cost to the DDA. A number of other communities in Michigan offer redevelopment liquor licenses as an economic development tool. If a business wants to obtain a redevelopment liquor license, the cost would potentially be less than purchasing a private license, but the license is not transferrable to another location.

Mr. Loiacano requested that confirmation be written by Mr. Kilby indicating that the Kochville Township DDA is an eligible area for application for redevelopment liquor licenses.

June 18, 2010

- Moved by Maine to recommend to the Kochville Township Board of Trustees to seek designation by the Michigan Liquor Control Commission of the entire Kochville Township Downtown Development Authority district as eligible for redevelopment liquor licenses, per Michigan Public Act 501 of 2006; seconded by LaDouce. Motion carried 6-1.  
Yeas: LaDouce, Maine, Weber, Abbs, Howell, Davis  
Nays: Jackson  
Abstention: Loiacano

**e. Charter School Traffic Safety**

Mr. King discussed that he had met with the Michigan State Police, the Saginaw County Road Commission, and officials from North Saginaw Charter Academy. The State Police do not approve of installing “no parking” signage or the other components of the DDA’s traffic safety project at the school that are not yet completed. The State Police have indicated that the parking problem is a parking lot capacity and design issue, as well as one of enforcing the existing laws prohibiting parking on Trautner Road.

The DDA board requested Mr. King to work with Mr. Kilby in drafting a letter to Central Michigan University, the charter school’s overseer, highlighting the DDA’s proposed project and concerns pertinent to traffic safety at North Saginaw Charter Academy.

**VIII. New Business**

**a. Access Management and Beautification in Original DDA Area**

Mr. King discussed unsightly conditions at the corner of Davis and Tittabawassee Roads, in front of the former Hampton Inn property. This land changed ownership in January, and barricades were placed in the drive. The site is almost impossible to build on because of two water lines that run thru the property. Access on Tittabawassee Road needs to be closed off per the Tittabawassee access management plan, leaving the only entrance to the property on Davis Road.

Mr. Abbs suggested looking at the “bigger picture” in the area.

DDA consensus was to approve Mr. King’s efforts to seek an easement for a gateway sign, and to take other measures as needed while reporting back to the board.

**b. DDA Sidewalks**

Mr. King discussed unconnected sidewalks in the DDA district, specifically along Bay Road. He has requested that Spicer Group provide an initial estimate as to the cost of connecting these walkways to make them more usable for the community. In addition, Kochville Township will be meeting with officials from Saginaw Township and MDOT to discuss a connection between the Saginaw Charter Township walking path and the Kochville Township walking path. This connection would run at least partially through the Downtown Development Authority.

Mr. Weber suggested looking for grants assist in funding these improvements.

Mr. Maine asked for a DDA strategic plan to be considered, in order to most efficiently schedule its projects.

June 18, 2010

Mr. Weber asked if the Township or DDA has inspected the community's sidewalks. He noted that Thomas Township recently settled a lawsuit related to a sidewalk in disrepair.

**c. Marketing**

Mr. King noted that many DDAs work toward marketing their communities. He met with WNEM to discuss co-operative advertising, and a substantial advertising campaign could be put in place for this holiday season for as little as \$5,000. Downtown Bay City assists its merchants with advertising in this way.

Mr. Maine suggested working with a marketing agency to develop a strategy, or to meet with Bay City to see how their program is structured.

Mr. Howell asked Mr. King to pursue the project to develop a more detailed concept with costs, and to come back to the board with this information.

**d. Fashion Square Boulevard**

Mr. King noted that the owners of Fashion Square Mall recently met with officials from Saginaw Valley State University about potential rebranding of that property. Because Fashion Square Boulevard runs into Kochville Township, this could affect the DDA; however, all talks are very preliminary at this point.

**e. DDA Intern/Co-op**

Mr. King said he is becoming busier because of the DDA's ambitious plans. He would like to hire an intern or assistant to work on tasks that he needn't do, in order to spend his time on more intensive tasks.

Mr. Davis said that the board would take it under advisement and bring the issue up as an action item at the next meeting.

Mr. Weber asked about the nature of the proposed position. Mr. King said that the assistant/intern could run errands, assist with writing newsletters, and many other tasks.

Mr. Weber asked Mr. Loiacano if the Township had staff that could participate in the DDA intern/assistant capacity. Mr. Loiacano replied that the Township does not at this time.

Mr. Maine asked for a more detailed job description. His company has experience employing SVSU students, which has worked well. Mr. Weber concurred that his company also does this.

**IX. Township Supervisor's Report**

Mr. Loiacano said the Township approved a new water line and meter for the facilities at Krossroads Park. The Board approved the project for both Kochville Road and the corresponding water line replacement. Contractors are working on installing a sledding hill at Elmer Lange Park. Neil Hammerbacher will replace the retiring Sharon Wilkins-Shafer as office manager. The Township has taken care of its ant problem at Township hall. Several computers and a new server were purchased for the Township. Pierce Road between Bay and Hospital Roads will be crack sealed this year, hopefully with chip sealing next year. The edges along the ditches will be built up on Kraenzlein Road.

June 18, 2010

X. **Planning Commission Report**

Mr. Jackson noted that the Planning Commission approved the site plan for Prairie Farms Dairy.

XI. **Board Member Comments**

Mr. Weber noted that the DDA needs more information about some figures provided in a recent proposal for police protection, but he is optimistic that the DDA will be able to vote on the contract very soon.

Mr. Loiacano said that the lights at Davis Road and Hampton Place were not working the night before. Mr. King said he would call the DDA's electrical contractor to fix the problem.

XII. **Other Business**

- Moved by Abbs to pay the regular bills, seconded by Loiacano. Motion approved unanimously.

**NEXT DDA BOARD MEETING: Friday, July 16, 2010 at 8:30 a.m.**

XIII. Meeting adjourned at 9:55 a.m.

Minutes written by Steve King, DDA Director

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Stephen M. King, Director

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Date

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Lyle Davis, Jr., Chairman

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Date