

Kochville Township Downtown Development Authority
Board Meeting Minutes: October 15, 2010 (DRAFT)
8:30 a.m. at Kochville Township Hall

Board Members Present: Lyle Davis, Jr. (Chairman), Vern Weber (Vice-Chairman), Dave Abbs (Treasurer), Jim Loiacano (Township Supervisor), Tom Basil, Jr., Jon Howell, Don Jackson, Dave Maine
Board Members Absent: Scott LaDouce (Secretary),
Others Present: Steve King (Director), Rob Eggers, Steve Yanca, Mike Burger, Ken Bayne

Proceedings:

I. Opening

Lyle Davis opened the meeting at 8:30 a.m. with the pledge of allegiance.

II. Agenda

Mr. Loiacano said he would need to leave the meeting early and requested that Item 9, "Township Supervisor's Report," be moved up in the agenda.

- Moved by Abbs, second by Loiacano, to approve the agenda as amended. MOTION CARRIED UNANIMOUSLY

III. Minutes

a. September 24, 2010

- Moved by Jackson, second by Howell, to approve the September 24, 2010 minutes as presented. MOTION CARRIED UNANIMOUSLY.

IV. Public Comment – None

V. Township Supervisor's Report – Jim Loiacano

Mr. Loiacano said that the Township is still seeking a volunteer for the alternate Board of Review position. The Township's auditors stated that the Township's audit was excellent. The Township Board will take action on the liquor control ordinance at its October 26 meeting. The Township Board approved a wage increase for its office manager, Neil Hammerbacher, based on his 90-day evaluation. The assessment roll for the sewer project will be considered at the October 26 meeting. The Township Board approved the Fire Department to seek a non-matching FEMA grant, and approved the hiring of three firefighters. Warren Collisi was reappointed to the Township's Zoning Board of Appeals.

Mr. Basil asked if the volunteer for the Board of Review position needed to be a resident, which Mr. Loiacano said was the case.

VI. Communications / Information

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Mr. King said the DDA and Township had received an anonymous voice mail compliment on the Kochville Road project.

VII. Reports

a. Financials

Mr. Abbs noted that some “pretty good sized” bills were anticipated to arrive in the subsequent 60 to 90 days from several projects.

b. Police Protection – Weber

Mr. Weber discussed some recent activities by the DDA’s sheriff’s deputies. The DDA sheriff’s vehicle should be ready for use sometime very soon.

VIII. Unfinished Business

a. Kochville Road

Mr. Eggers noted that Kochville Road was essentially completed and usable and looks great. The project will be closed out very soon.

b. Bay Road (M-84) / Pierce Road Sewer Extension

Mr. Eggers noted that there was a mandatory pre-bid meeting for the sewer project that morning at 10 a.m. At least nine general contractors had pulled plans for the project thus far. Bids are due on October 29. Most of the nine contractors are regional or local.

c. Gateway Signs

Mr. Eggers said the second gateway sign would begin construction within a few days, as the signed easement had just recently arrived from the property owner.

Mr. Davis noted that he was hoping to meet soon with the property owner of the other proposed gateway sign location.

d. Landscape Maintenance Contract

Mr. King noted that the DDA’s current landscape maintenance contract was set to expire on October 31, 2010 unless the DDA exercised the fourth-year option on the contract at current rates. Otherwise, the board would need to approve going out to bid for a new contract. This contract includes the DDA’s flags and banners installation and removal, which was a pressing concern given the DDA’s need to take down the flags still flying in the district and install holiday banners.

- Moved by Weber, second by Abbs, to exercise the fourth-year option of the DDA’s landscape maintenance contract with Four Seasons Landscaping through the 2011 year (April to October) at existing rates. MOTION CARRIED UNANIMOUSLY.

Mr. Abbs suggested that an RFP would need to be issued next summer for the DDA’s new landscape maintenance contract to take effect in 2012.

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Mr. Weber asked Mr. King to look into substituting flags for fixed banners in the district for the next year.

IX. New Business

a. Revenue Sharing Agreement with Kochville Township

Mr. King noted that the DDA had discussed increasing its revenue sharing agreement with Kochville Township. Based on various services rendered by the Township to the DDA, a recommendation had been made by the DDA attorney to increase the shared revenue amount to \$57,000 from \$45,000; however, Mr. Kilby was not available at the meeting to discuss figures more specifically.

Mr. Weber suggested that Mr. Kilby's verbal input would be very valuable and advised waiting until the November meeting to take action.

Mr. Loiacano said that the Township would be fine with postponing DDA action on the revenue sharing agreement.

b. Design Overlay

Mr. King said he would be working with Spicer Group to develop some specific ideas for the Township Board and Planning Commission to consider taking action on, specifically in regards to both the core area of the DDA district and the future growth area of the district.

Mr. Weber advised that the DDA should be looking to capitalize on available grants.

Mr. Eggers noted that the DDA had partnered with Kochville Township to meet the local match obligation for an MDOT non-motorized transportation enhancement grant for the walking path extension.

Mr. Davis asked Mr. King to come back to the DDA board with a plan for the future so that it can address future opportunities. Mr. King noted that he needed to work with Mr. Eggers on finalizing a draft of the five-year strategic plan to present to the board.

c. Tittabawassee / Bay Road Utilities

Mr. Eggers noted that he, Mr. King and Mr. Kilby had met with Consumers Energy to discuss the potential for burying utility lines in the district. Consumers Energy would also like to bury some lines in the district; however, the company had earlier determined that too much work and expense would be involved to justify the effort. Consumers Energy is preparing a formal estimate for the cost to bury the utility lines along Bay Road in the core DDA district, and estimates this currently at around \$700,000. Another potential project would be to bury utility leads along Tittabawassee Road. From Davis Road to Bay Road on Tittabawassee, there are only five power leads in the DDA area. Consumers Energy is also preparing a cost estimate to bury those leads to run under the road, removing power poles along that stretch of Tittabawassee.

Mr. Eggers suggested that it may be most cost effective to work on Tittabawassee's utility lines in 2011 and work on cleaning up the Bay Road corridor in 2012 and 2013.

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Mr. Loiacano noted that Consumers Energy had recently buried more lines along Tittabawassee, and suggested checking to see if there were plans to bury other items in the district. Mr. Eggers said there weren't plans to bury the noted five leads. Consumers had wanted to bury the Bay Road lines at one point, and there may be opportunities to work jointly with Consumers on sharing this cost.

Mr. Maine asked about the process of making additional parts of the DDA district look like the streetscaped section of the core district. Mr. Eggers noted that Wal-Mart had paid a significant portion of the share of the cost for the mast-arm traffic signals at Trautner and Fashion Square Boulevard. Mr. Loiacano suggested checking with Saginaw Township to work with their plans for burying any lines.

Mr. King noted that at its strategic planning workshop on September 8, the DDA board had ranked burying utility lines as one of its top three priorities.

Mr. Davis asked about the timeline for taking on this work. Mr. Eggers replied that depending on the cost, at least part of the project could readily be done in the next year.

X. Planning Commission Report

Mr. Jackson said the Planning Commission approved the site plan for Buffalo Wild Wings to build in the DDA district. The Commission is working to address some components of the sign ordinance missed with the last amendment.

XI. Board Member Comments – None

Mr. Davis noted that the DDA's open house event would take place on Thursday, October 28.

Mr. Abbs suggested that at a future meeting, the DDA may want to discuss its procedural protocol for future capital improvement projects.

XII. Other Business

a. Payment of the Regular Bills

- Moved by Weber, seconded by Basil, to pay the regular bills. MOTION CARRIED UNANIMOUSLY.

b. NEXT BOARD MEETING: Friday, November 12, 2010 at 8:30 a.m.

Mr. Weber noted that the next meeting was scheduled for November 19; however, several board members indicated they could not make that date. The meeting was rescheduled to November 12.

XIII. Adjournment

The meeting adjourned at 9:12 a.m.

Minutes written by Steve King, DDA Director

October 15, 2010

Lyle Davis, Jr., DDA Chairman

Date

Stephen M. King, DDA Director

Date