

MINUTES (DRAFT)
KOCHVILLE TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
DECEMBER 17, 2010 – 8:30 AM (Township Board Room)

Board Members Present: Lyle Davis, Jr. (Chairman), Vern Weber (Vice-Chairman), Dave Abbs (Treasurer), Scott LaDouce (Secretary), Jim Loiacano (Township Supervisor), Jon Howell

Board Members Absent: Tom Basil, Jr., Don Jackson, Dave Maine

Others Present: Steve King (Director), Kevin Kilby, Rob Eggers, Steve Yanca, Sheila Hill, Mike Burger, Norm Bamburger, Saginaw County Sheriff's Department (Deputy Fausnaugh, Captain Gutzweiler, Sergeant Stevens)

Proceedings

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

I. Approval of Agenda

Mr. King noted that Norm Bamburger, the DDA's insurance agent, was in attendance to speak to the board. He asked that Mr. Bamburger be allowed to speak with the board as the new item 6a. He noted that Deputy Fausnaugh would like to speak to the board after Mr. Weber discussed the police contract. He suggested that his presentations (items 7a and 7b) be moved down as items 7c and 7d.

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

II. Approval of Minutes

- a. November 12, 2010

- Moved by Weber, second by Loiacano, to approve the minutes as presented. MOTION CARRIED UNANIMOUSLY.

III. Public Comment

Mr. Yanca passed along a message from his wife that they love seeing the DDA's holiday decorations displayed this year. He reviewed some of the projects that the DDA and Township have worked on throughout the year that have improved the community, including Kochville Road, the Bay Road sewer project, the start of the gateway sign project, completion of the wayfinding signs, and starting the process to bury utility lines and install mast arm traffic lights.

IV. Communications / Information

Mr. King noted that he had attended a Mid America Economic Development Council conference recently, at which an MEDC official discussed efforts in the State of Michigan to reinvent the state's economy. Much of what was discussed about Michigan involved Michigan's "Solar Valley", the Great Lakes Bay region.

V. Reports

- a. Financials (Abbs)

Mr. Abbs said that there are about three months left in the DDA's fiscal year budget. A cash flow projection was included in the DDA board packet that included a five-year outlook.

- b. Police Protection (Weber)

Mr. Weber noted that through October, the DDA had paid approximately \$30,000 in wages. Thus far, the DDA has \$27,430 into its vehicle. It will soon install a video camera on the car. He would prefer to also provide a radar laser gun for the officers' use, at a cost of a bit more than \$3,000.

Mr. Davis asked if the \$3,000 would fall within the previously approved budget guidelines, which Mr. Weber said was correct.

Mr. Weber said that the sheriff's deputies have been working on the shoplifting task force with Saginaw Township, which is going very well. Businesses in the community view the police contract as very favorable.

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Deputy Fausnaugh noted that the deputies have been busy working with the Saginaw Township Police Department on the shoplifting task force. Shoplifters are given a Shoplifting Task Force business card when released as a reminder not to come back. Recent shoplifting blitzes are spreading the word that dedicated protection is on patrol in the DDA. Most shoplifters that have been caught recently are from out of the area.

Mr. Weber noted that Deputy Oswalt would soon begin work in the Kochville DDA district.

Captain Gutzweiler said that the U.S. Secret Service would hold a training workshop on currency counterfeiting in February for DDA businesses. Details would be distributed and published soon by the DDA.

Mike Burger commented that he observed the DDA sheriff's car's wheels spinning on slick roads recently. Captain Gutzweiler said that while there has been some interest in snow tires for vehicles, they are already outfitted with all-season tires. Some other features allow for better traction, but there is no perfect solution.

Mr. LaDouce asked Mr. Weber if all-wheel-drive vehicles were considered as part of the contract. Mr. Weber noted that while this was considered, the DDA received the best deal by purchasing a Charger.

VI. Unfinished Business

a. DDA Insurance

Norm Bamberger said that he had recently met with Mr. Loiacano and Mr. King to discuss insurance for the DDA and Kochville Township. The DDA and Township have to work in concert with one another. The DDA has responsibilities equal to those of the Township, including for liability coverage. The DDA has coverage for all of the exposures and properties that it owns or leases, as well as for special events.

Mr. Bamberger noted that the DDA can build and own assets such as its gateway signs, which also includes insuring them. However, the DDA can also transfer those assets to the Township, its parent body. The cost would be considerably less to insure by transferring these assets.

Mr. Weber noted that the DDA's police vehicle is actually titled to Saginaw County.

Mr. Kilby asked Mr. Bamberger whether transfer to the Township would entail leasing those assets back from the Township. Mr. Bamberger replied that no lease would be necessary if the Township is insuring the assets.

Mr. Davis asked for pricing to be determined, with which an arrangement could be considered with the Township.

- Mr. Weber left at 9:07 a.m.

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

Mr. Eggers noted that the bonds for this project had been sold since the last DDA meeting.

Mr. Kilby said the bonds came in at less cost than anticipated, saving property owners money over the 15-year assessment window.

Mr. Eggers said the project would begin in April, completing before classes resume at SVSU in the fall.

Mr. Kilby noted that the DDA or Township may have to compensate Mr. Meisel for loss of crops if he is unable to access them during the harvest of 2011. He asked Mr. Eggers to check into this.

Mr. Loiacano asked whether the Township should hold off on assuming the lift station until March, just before the project begins. Mr. Kilby said that the parties could work on this over the next month or two.

Mr. Howell asked where the winning contractor (Zito Construction) was from, which Mr. Eggers said was Grand Blanc.

Mr. King noted that only two-percent of the total bond sale amount could be used toward financial advising and bond counsel expenses. Because these expenses exceeded the two-percent amount by \$7,500, the DDA would eventually be responsible for these expenses, hopefully recouping them if project expenses are low enough.

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c. Gateway Signs

Mr. Eggers said progress has been made on the second gateway sign, to be built in front of Northwest Tire. The sign needed to be reconfigured to work around Consumers Energy electrical lines buried in the ground. The sign now will fall largely within the Consumers Energy easement, with their permission, and should be built within the next few weeks.

Mr. King said that the landowner of the Applebee's property on Tittabawassee Road has agreed to allow the DDA to build a gateway sign on his property. He requested the DDA approve up to \$40,000 to plan to build the sign with, which will read "Welcome to Kochville Township."

Mr. Abbs asked about the sign's proposed curvature not matching the flat top design of the Cardinal Square gateway signs. Mr. LaDouce asked about maintenance needs for flowers planted on the sign's flower bed.

Mr. Davis noted that the DDA had modified the location and design of the sign to meet the needs of the property owner providing the sign easement. A change to the sign design would need to be reviewed by him again.

Mr. Abbs said he was fine with the proposed curved sign design, as his only concern had been consistency of the signs' appearance.

- Moved by LaDouce, second by Abbs, to approve funding up to \$40,000 to construct a gateway monument sign at 2260 Tittabawassee Road. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: LaDouce, Abbs, Howell, Loiacano, Davis
Nays: None
Absent: Basil, Jackson, Maine, Weber

d. Mast Arm Traffic Lights

Mr. Eggers said MDOT is trying to fit the installation of mast arms at Bay/Tittabawassee into their 2011 plans. MDOT should have an accurate cost estimate to the DDA soon.

e. Tittabawassee Road Utility Burial

Mr. Eggers said that Consumers Energy is working on plans to bury the cross lines east of Bay on Tittabawassee during 2011. Consumers Energy is also planning on relocating the light post at northwest corner of Fashion Square and Tittabawassee.

VII. New Business

a. 2011 DDA Meetings Schedule

Mr. King said that the DDA board needed to formally adopt a meetings calendar for 2011. He proposed that regular meetings continue on the third Friday of every month at 8:30 a.m.

- Moved by Howell, second by Loiacano, to approve the DDA meetings calendar for 2011. MOTION CARRIED UNANIMOUSLY.

b. Director Conference / Travel Itinerary for 2011

Mr. King distributed a list of potential conferences and trainings he may request to attend in 2011. The next conference he would plan to attend is the Michigan Townships Association conference from January 26 – 28.

Mr. Howell said he had recently spoken with Bridget Smith of Saginaw Township regarding upcoming conferences and events. He requested that Mr. King discuss opportunities to attend events and conferences together in the future. If the DDA is to function within the Great Lakes Bay region, it needs to cooperate with its neighbors under a regional approach.

c. Vision for the DDA's Future Land Use (King – Presentation)

Mr. King presented a draft conceptual framework for a DDA vision document.

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Mr. Davis discussed several slides that Mr. King displayed showing potential infill development in a traditional suburban mall area, very similar to Kochville Township. He wondered whether the DDA should give more consideration to what is already standing in the district and try to make it better. He asked whether the Planning Commission and Township Board have provided feedback on what zoning and other characteristics they would be comfortable with in the future.

Mr. King replied that he was worked quite a bit with the Township's master plan subcommittee that is producing a draft master plan for the Planning Commission. Much input from that work has informed and guided his proposed vision for the DDA. The Township cares about preserving its semi-rural identity, which is important to preserve. Most of the community also highly values the amenities and shopping nearby, so it's important to plan accordingly for this. The DDA needs to emphasize reinvestment and infill in the core DDA area in order to stabilize the district for the future.

Mr. Yanca commented that infill ideas presented in the vision could tie in well with redevelopment at the Bay Valley shopping center in the future.

Mr. Howell expressed concern about sufficiently planning for development near SVSU in the future. Students also need places to go to and things to do – near school.

Mr. Davis asked Mr. King to keep the Township Board informed as to the DDA's planning activities, including work on the vision.

d. DDA Three-Year Capital Improvements Plan (King – Presentation)

Mr. King presented a draft framework for a three-year capital improvements plan for the DDA. The capital improvements plan needs to work toward accomplishing the DDA vision for the future. The DDA should plan conservatively for its future expenditures, but it will likely see additional future private investments.

Mr. King suggested that the DDA always maintain a six-month to one-year fund balance reserve, currently translating to \$300,000 to \$600,000 based on operating expenses. With that said, the DDA needs to do as much as possible by 2012, when a regional soccer tournament will take place in Saginaw Township, bringing with it thousands and thousands of visitors.

Mr. Howell asked Mr. King to look at options for addressing bus service needs along Bay Road, including clearing waiting areas for people to stand at.

VIII. Township Supervisor's Report (Jim Loiacano)

Mr. Loiacano said the Township will soon finalize bonds related to its interceptor sewer project, with work to begin in January or February. The Township is sending a thank you letter to Champagne & Marks, which has donated substantially to the community recently through trail construction and building the new sledding hill. The Township approved the revenue sharing agreement with the DDA, and it established the DDA redevelopment liquor license area to be adopted.

IX. Planning Commission Report (Don Jackson) – None

Mr. Yanca noted that the Planning Commission had approved a site plan for Garber Chrysler, and had addressed an amended site plan for Jenny's Party Store.

X. Board Member Comments

Mr. Abbs asked if any news had come from Delta College regarding the bike path. Mr. King said he would follow up with Deb Lutz from Delta College.

Mr. Loiacano asked Mr. King to discuss Tittabawassee Road light posts and utility poles with Bridget Smith.

Mr. Davis thanked the board for their hard work throughout the year.

XI. Other Business

a. Payment of the Regular Bills

- Moved by Abbs, second by Davis, to pay the regular bills. MOTION CARRIED UNANIMOUSLY.

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- b. NEXT BOARD MEETING – Friday, January 21, 2011 at 8:30 a.m.

XII. Adjournment

Minutes written by Steve King

Lyle Davis, Jr. – Chairman Date

Steve King – Director Date