

**MINUTES (DRAFT)**  
**KOCHVILLE TOWNSHIP**  
**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**  
**JULY 15, 2011 – 8:30 AM (Township Board Room)**

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

**Board Members Absent:** Scott LaDouce (Secretary), Tom Basil, Jr., Dave Maine

**Others Present:** Steve King (Director), Kevin Kilby, John Olson, Kevin Stevens, Steve Fausnaugh, Sheila Hill

**Proceedings**

**I. Opening of Meeting**

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

**II. Approval of Agenda**

**III. Public Comment - None**

**IV. Communications / Information**

- a. Kochville Township Board of Trustees Meeting Minutes (draft) – June 28, 2011
- b. Kochville Township Planning Commission Meeting Minutes – June 13, 2011
- c. M-84/Pierce Sanitary Sewer Extension Progress Meeting Minutes – June 14, 2011

**V. Reports**

- a. Financials

Mr. Abbs referenced the board's financial statements. Mr. King noted that the DDA's accountant was recommending the DDA's adoption of an asset capitalization policy.

- b. Police Protection (None)

Mr. Weber said the DDA will likely be losing one of its deputies. He has spoken with Lieutenant Phelps of the Saginaw County Sheriff's Department about replacing that officer.

**VI. Consent Agenda**

- a. Meeting Minutes of June 17, 2011
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, August 12, 2011
- d. Board Member Absences (Excusal)
- e. DDA Purchasing Policy (Approval)
- f. DDA Property Acquisition Policy (Approval)

Mr. Weber suggested that the DDA move its August meeting date to August 12, 2011.

- Moved by Weber, second by Loiacano, to reschedule the regular DDA August 2011 meeting to August 12, 2011 at 8:30 a.m. MOTION CARRIED UNANIMOUSLY.
- Moved by Loiacano, second by Jackson, to approve the consent agenda as amended. MOTION CARRIED UNANIMOUSLY.

**VII. Projects and Updates**

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

Mr. Olson said the pipe was all installed for this project. During the next month the pipes will be tested to ensure they've been properly installed, and then will be placed in service. As of right now the project is about \$100,000 under budget. The Township is

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working on purchasing a used generator from Saginaw County that will serve as a backup for the lift station at SVSU. The project will likely be completed in the next six weeks.

Mr. Davis asked for the status of the second phase of the sewer project. Mr. King replied that petitions had been provided per request to a property owner on Bay Road north of Pierce; however, until those petitions are returned at some point in the future, there is no project to consider.

b. Pierce Road

Mr. King noted that Messrs. Davis, Weber, Abbs and Loiacano, as well as representatives from Kochville Township, Saginaw Valley State University, the Saginaw County Road Commission, Saginaw County Public Works, and a private developer, had met the prior day [Thursday, July 14] to discuss a potential project to improve Pierce Road between Bay and Davis Roads. The project would likely entail widening and rebuilding Pierce Road between Bay Road and the SVSU South Drive entrance, as well as adding landscaped boulevards, a roundabout at the South Drive/Pierce Road interchange, filling in the ditch on the road's south side, improving drainage, and other features. All involved entities believe the project can make the route safer for all users while more effectively moving traffic and establishing necessary infrastructure for the future.

Mr. King said the participant organizations had agreed to a tentative funding outline for this estimated \$1.5 million project, with the DDA's commitment at \$400,000. The DDA will also potentially pay for some streetscaping improvements in future years on this street. He noted that the DDA was the first board formally hearing the proposal, and that the other organizations' boards had not yet voted in support of the project.

Mr. Davis asked when the project would begin, which Mr. King said was likely the summer of 2012.

Mr. Olson outlined the conceptual project to the board. The SVSU multi-use path on the north side of the road will continue providing a bicycle route.

Mr. Howell said he had originally thought this was a \$1 million project, and was curious about the \$1.5 million figure. Mr. King replied that the \$1 million figure would be accurate for a traditional road project; however, this project is consistent with the DDA's concerns about pedestrian safety and other factors, which the project would include in addition to the road improvement.

Mr. Loiacano noted that the Kochville Township Board would consider \$500,000 toward the project, though the board also will need to consider replacement of the water line.

Mr. Jackson asked if the Pierce Road project is included in the DDA's capital improvements plan, which Mr. King said was correct.

Mr. Loiacano asked Mr. Olson to prepare an estimate for a crush-and-shape of the eastern remainder of Pierce Road leading to Davis Road, which would not be addressed by the proposed project.

Mr. Olson noted that the Saginaw County Road Commission would be administering the project if approved.

Mr. Kilby asked Mr. Olson if Spicer Group required anything from the DDA regarding the work the firm has already done on this project, or in the future. Mr. Olson replied the DDA's continuing support. Mr. Kilby advised the DDA, if interested, to direct the DDA director to write to Mr. Wendling requesting the design services of the DDA's consultant, Spicer Group, on this project.

- Moved by Weber, second by Howell, to approve funding not to exceed \$400,000, consistent with DDA TIF Plan project number 71, toward Pierce Road improvements contingent upon approval and funding by Kochville Township and Saginaw Valley State University. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.  
Yeas: Howell, Abbs, Weber, Jackson, Loiacano, Davis  
Nays: None  
Absent: LaDouce, Basil, Maine

Mr. King said the DDA will need to determine within the next few months how it intends to spread the cost for this project, whether to pay cash in one year, or even bond the project. He said the DDA will need to retain a healthy fund balance reserve to account for future projects and unexpected expenses that may arise.

Mr. Davis asked Mr. King to prepare a list of other potential future projects for the board to consider at its next meeting.

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c. Tittabawassee Road Streetlight Project

Mr. King said the DDA will be going out for bids on the street light fixtures within the next two weeks for this project.

d. DDA Streetlight (Induction Lighting) Retrofit – Update

Mr. King said both 80-watt and 100-watt induction fixtures were installed and tested at the Trautner/Fashion Square Boulevard intersection. Both fixtures are superior to the existing fixtures, though the 100-watt did not seem noticeably better than the 80-watt fixtures. He said the DDA would thus plan to bid out, and install, the 80-watt induction fixtures.

Mr. Jackson asked about the energy savings from the new fixtures. Mr. Weber noted that the existing fixtures are 175-watt, and the ballasts also use electricity. The new fixtures will use an energy-efficient driver, and the fixtures will only pull 80-watts. It is important that the DDA move quickly on the project in order to utilize Consumers Energy assistance funding.

e. Holiday Decorations

Mr. King recalled that the DDA's 2010 holiday decorating program was quite successful and continues to generate positive comments. The DDA has \$15,000 included in its 2011 budget for holiday decorating, and he suggested the board could purchase an additional decoration or two to expand upon last year's decorating scheme. At this time the decorations must be placed where street lights are in place in order to light the decorations at night.

Mr. Weber suggested that if the DDA needs to reduce its exposure to additional expenses, given the Pierce Road commitment, this may be one area to cut back on. Mr. Howell concurred, saying the board should examine other potential projects before committing to additional decorations.

Mr. King agreed to bring a more specific proposal to the board at its August meeting as part of a broader projects discussion. He noted that the board had already agreed to expand its lighted decorations program this year.

Mr. Davis asked if the existing decorations will be lit well this year. Mr. King said the streetscaping project on Tittabawassee will help with creating lighting options for the decorations.

Mr. Weber noted that, regarding lighting, the DDA deputies' hours are being adjusted, and lighting has been added to the DDA sheriff car in order to maximize officers' safety.

Mr. Davis asked when the contract expires, which Mr. Weber said is 2013.

**VIII. Business**

a. Landscaping Maintenance RFP

Mr. King said the DDA's current landscape maintenance contract expires at the end of October. The board had earlier requested the address a new contract during this summer. The existing contract calls for 15 cuts per year; he recommends increasing this to up to 20 cuts per year in order to keep up with growth during the spring months.

Mr. Weber said that invoices show additional charges to the basic cutting services. Mr. King said that when the contract was bid out originally, some services like tree trimming trash pickup, weeding, flag and banner installation and removal, are billed at a rate of \$38 per hour. Mr. Weber asked if Mr. King requests these services. Mr. King said that said that trash pickup is automatically done monthly; however, flag and banner work is requested by Mr. King.

Mr. Howell suggested that flag and banner work should be separated from the landscape maintenance contract.

Mr. Jackson asked if the DDA addresses landscaping maintenance of the cardinal square elements on Tittabawassee Road. Mr. King replied that the cardinal square gateway signs are the DDA's responsibility, but private cardinal square elements are the responsibility of the respective property owners.

Mr. Weber stressed minimizing maintenance needs in the future.

