

**MEETING MINUTES
KOCHVILLE TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
NOVEMBER 11, 2011 – 8:30 AM (Township Board Room)**

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

Board Members Absent: Scott LaDouce (Secretary), Dave Maine

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

* *Mr. Abbs arrived at 8:55am.*

Proceedings

I. Opening of Meeting

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

II. Approval of Agenda

Mr. Davis asked to move item 6e (Board Member Absences) to the agenda's "Business" section as it related to the board's proposed calendar of meetings.

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

III. Public Comment - None

IV. Communications / Information

Mr. King distributed some photographs of new LED tree lights that were installed on Fashion Square Boulevard.

V. Reports

a. Police Protection

Mr. Weber said that the sheriff's deputies would be asked to work from 2am until 10pm on the day after Thanksgiving to ensure that the busiest shopping day of the year would be a safe one. He noted that the DDA had ordered a defibrillator machine for the deputies' vehicle to be able to better respond to some medical emergencies.

b. Financials

(Mr. Abbs arrived at 8:55am. The Treasurer's report was given after item 8b.)

VI. Consent Agenda

- a. Meeting Minutes of October 14, 2011
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, December 16, 2011
- d. Joint Workshop with SVSU, Saginaw Township: Monday, November 28, 2011 (6:30-8:00pm)

- Moved by Weber, second by Loiacano, to approve the Consent Agenda. MOTION CARRIED UNANIMOUSLY.

VII. Projects and Updates

a. Pierce Road

Mr. Eggers said the survey crew was scheduled to begin working in the project area the following week. The first design meeting would take place sometime soon thereafter with SVSU, Kochville Township, the Kochville DDA, and the Saginaw County Road Commission.

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b. Tittabawassee Road Streetlight Project - Update

Mr. Eggers said all of the new light pole bases were installed. Installing the conduit for these bases was quite a job, given all of the other utilities buried alongside the road. Assembly and installation of the lights is anticipated by December 15.

c. Public Sculpture Display Proposal

Mr. King noted that the DDA had previously discussed, at several meetings, an interest in displaying public works of art, including sculptures, within the district. The DDA needs a long-term holistic plan for incorporating public art displays, but to make sure that displays are done correctly for 2012 he recommended participating for at least a year in the Midwest Sculpture Initiative (MSI). The MSI is contracted with by communities such as Frankenmuth, Canton Township, Dearborn and Okemos. The participation with the MSI requires a commitment for a minimum of six works at \$1,100 each, for a total minimum 2012 commitment of \$6,600. The sculptures would likely be placed along primary corridors in the DDA, but this will require businesses to volunteer to "host" the displays.

- Moved by Loiacano, second by Basil, to approve up to \$7,000.000 toward the DDA's 2012 commitment to the Midwest Sculpture Initiative. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Howell, Weber, Basil, Jackson, Loiacano, Davis
Nays: None
Absent: Abbs, LaDouce, Maine

VIII. Business

a. Proposed FY 2011/12 Budget Amendments

Mr. King reviewed proposed mid-year budget amendments. The DDA adheres to functional budget categories; however, reviewing internal budget line items for specific services and projects allows better monitoring of cash flow. In all, the DDA anticipates spending about \$40,000 less during Fiscal Year 2011/12 than initially budgeted for.

- Moved by Basil, second by Loiacano, to approve DDA FY 2011/12 budget amendments as proposed. MOTION CARRIED UNANIMOUSLY.

b. Property Improvement Grant

Mr. King noted that the DDA had not yet approved a funding level, even tentatively, toward its new property improvement grant program. He asked the board to agree to commit \$10,000 toward the matching grant so that he can publicize and promote the program to local and potential businesses.

- Moved by Weber, second by Howell, to commit \$10,000 toward the matching property improvement grant program for FY 2011/12. MOTION CARRIED UNANIMOUSLY.

Treasurer's Report (From Item 5b):

Mr. Abbs reviewed the DDA's financial statements and noted that he and Mr. King had previously reviewed the proposed budget amendments. He noted that there had earlier been a question as to whether the DDA's checking balance at 1st State Bank was fully covered by FDIC protection, and it is because that account is non-interest bearing.

c. 2012 DDA Meetings Calendar

Mr. Davis discussed that the DDA meetings should be scheduled so that as many members as possible will be able to attend regularly. One idea was to move the meetings to the second Friday of the month (they are currently scheduled for the third Friday). After discussion, the board decided to revisit the discussion at its next meeting.

d. Board Member Absences

Mr. Davis asked board members to notify Mr. King if they will be missing a meeting, per the DDA's bylaws. Mr. Kilby noted that per the bylaws, board members may be removed after missing a fourth meeting unexcused.

