

**MEETING MINUTES (DRAFT)**  
**KOCHVILLE TOWNSHIP**  
**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**  
**MARCH 9, 2012 – 8:30 AM (Township Board Room)**

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

**Board Members Absent:** Lyle Davis, Jr.; Dave Abbs; Scott LaDouce

**Others Present:** Steve King (Director), Kevin Kilby, Rob Eggers, Dan Hill, Deputy Fausnaugh

**Proceedings**

**I. Opening of Meeting**

Vern Weber opened the meeting with the pledge of allegiance at 8:30 a.m.

**II. Approval of Agenda**

- Moved by Basil, second by Loiacano, to approve the agenda as presented. MOTION CARRIED UNANIMOUSLY.

**III. Public Comment - None**

**IV. Communications / Information - None**

**V. Reports**

- a. Financials

Mr. King noted that the DDA showed total equity of \$818,229.05 as of February 29, 2012.

- b. Police Protection

Deputy Fausnaugh discussed recent public safety issues in the DDA district, primarily retail fraud-related. Speeding along the Tittabawassee Road corridor is a concern that needs to be addressed.

**VI. Consent Agenda**

- a. Meeting Minutes of February 17, 2012
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, April 20, 2012
- d. Board Member Absences (Excusal)
  - i. Lyle Davis, Jr.
  - ii. Dave Abbs

Mr. King noted that the DDA did not have any invoices to pay for this meeting. Scott LaDouce had mentioned that he expected to be at the meeting but might miss it.

- Moved by Howell, second by Basil, to approve the Consent Agenda as presented. MOTION CARRIED UNANIMOUSLY.

**VII. Projects and Updates**

**a. Pierce Road – Update**

Mr. Eggers said the project design is going well. After having been removed from the project, SVSU recently requested consideration to add a roundabout back into the project design. Mr. King had mentioned at the recent stakeholders meeting that the DDA supports the re-addition of a roundabout so long as the DDA's project cost doesn't exceed \$400,000.

Mr. Loiacano discussed a potential grant for an alternative asphalt material for Pierce Road. The Saginaw County Road Commission is attempting to secure funding for this project to bring costs down for all parties.

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**VIII. Business**

**a. DDA Bylaws Amendment Proposals**

Mr. Kilby said that the proposed drafted DDA bylaws amendment would clean up the DDA's check signing process. The DDA treasurer is unable to sign checks because of a professional conflict of interest. The proposed amendment removes the requirement for the treasurer to sign checks. All checks would now have to be signed by one officer of the DDA and one additional board member.

Mr. Maine requested a summary of proposals and amendments for items in future meetings. Mr. Howell agreed with the request.

- Moved by Maine, second by Loiacano, to approve DDA Bylaws Amendment Number 1 (March 9, 2012). MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.  
Yeas: Howell, Maine, Basil, Jackson, Loiacano, Weber  
Nays: None

**b. Resolution re DDA bank accounts**

Mr. King said that the DDA has four different accounts with local banks or credit unions, and all have different account signers on record. Per Mr. Kilby's recommendation, he proposed a resolution to be adopted by the DDA that would establish the formal account signers for each account.

Mr. King said that the four signers would be Mr. Davis, Mr. Weber, Mr. Basil, and Mr. Maine.

- Moved by Basil, second by Loiacano, to approve Resolution of the Kochville Township Downtown Development Authority Approving Bank Account Signatories dated March 9, 2012. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.  
Yeas: Maine, Basil, Jackson, Loiacano, Weber, Howell  
Nays: None

**c. FY 2011/12 Revenue Sharing Agreement with Kochville Township**

Mr. King discussed that the appointed subcommittee regarding the DDA's revenue sharing agreement with Kochville Township met recently with the Township supervisor and clerk to discuss the revenue sharing agreements for both Fiscal Year 2011/2012 (ending March 31, 2012) and Fiscal Year 2012/2013.

The subcommittee agreed to recommend approval of a \$90,000 revenue sharing agreement with Kochville Township for the fiscal year ending March 31, 2012, based on what was approved in the DDA's initial budget and what the Township had also budgeted for. The DDA can substantiate this amount based on services and benefits provided by the Township within the DDA district during that time, including parks and recreation, code enforcement, office space, and secretarial services.

- Moved by Loiacano, second by Howell, to approve the proposed revenue sharing agreement with Kochville Township for Fiscal Year 2011 / 2012 in the amount of \$90,000.00. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.  
Yeas: Howell, Maine, Basil, Jackson, Loiacano, Weber  
Nays: None

**d. FY 2012/13 Revenue Sharing Agreement with Kochville Township**

Mr. Kilby noted that the DDA was sharing revenue with Kochville Township pursuant to Section 14 of the DDA Act. The proposed FY 2012 / 2013 revenue sharing agreement would be for \$45,000.00. These funds are for beneficial services within the DDA district performed by Kochville Township, as well as for items including use of the Township's copier machine and other items.

Mr. Jackson asked why the revenue sharing agreement was reduced for the next fiscal year. He understood that the Township's Public Works personnel would begin maintaining landscaped areas in the DDA district and questioned how this would work under the new agreement.

Mr. Loiacano described a proposed system in which the DDA would share revenue of \$45,000.00 with Kochville Township via its revenue sharing agreement. In addition, the DDA would contract with Kochville Township for landscape maintenance services for

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\$20,000.00. Finally, the DDA would maintain a \$25,000.00 annual budget item for joint projects with Kochville Township of benefit to both entities.

Mr. Kilby noted that the \$25,000 joint projects amount doesn't have to be exact; it should, however, reflect a relatively accurate level of expenditure for audit purposes.

Mr. Basil said it was very important to him to breakdown the revenue sharing agreement into more detail, hence the division to the new format for FY 2012.

Mr. Jackson asked if the DDA had bid out the landscape maintenance contract. Mr. King said that this was not yet bid out because the DDA decided not to bid out the contract at its December meeting.

Mr. Kilby said that because the DDA would be sharing this service with another governmental agency – the Township – this process is actually encouraged.

- Moved by Maine, second by Jackson, to approve the FY 2012 / 2013 revenue sharing agreement with Kochville Township in the amount of \$45,000.00. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.  
Yeas: Basil, Jackson, Loiacano, Weber, Howell, Maine  
Nays: None

**e. Landscape Maintenance Agreement with Kochville Township**

Mr. King said that the specs of the proposed contract had not changed since the contract language was drafted in late 2011.

Mr. Kilby noted that the cost of the contract was not to exceed \$20,000 without approval by the DDA board. The contract is also subject to approval by the DDA's and Township's insurance carrier.

- Moved by Basil, second by Maine, to approve the Landscape Maintenance Agreement with Kochville Township. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.  
Yeas: Jackson, Loiacano, Weber, Howell, Maine, Basil  
Nays: None

**f. DDA Fiscal Year 2011 /12 Final Budget Amendment**

Mr. King noted that the DDA needed to approve a functional budget amendment for the end of its fiscal year to reflect accurate end-of-year expenditures.

- Moved by Maine, second by Loiacano, to approve the proposed FY 2011 / 2012 final budget amendment. MOTION CARRIED UNANIMOUSLY.

**g. DDA Fiscal Year 2012/13 Proposed Budget**

Mr. King described the proposed FY 2012 / 2013 DDA budget. The DDA expects to receive less revenue via property taxes in FY 2012 because of negative property assessment adjustments. In addition, the DDA will set aside more money for tax tribunal refunds.

Mr. Maine said he wanted the DDA to remain conservative in projecting its revenues. He also wants to make sure the DDA is reserving a minimum level of fund balance going forward.

Mr. King noted that FY 2012/13 is planned as a "one-year blip" under \$500,000 in fund balance reserve going forward.

- Moved by Maine, second by Loiacano, to approve the proposed FY 2012 / 2013 DDA budget. MOTION CARRIED UNANIMOUSLY.

**IX. Board Member Comments**

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Mr. Maine asked if there is a standard fund balance reserve that the DDA should maintain based on the experience of others in the state. Mr. Kilby replied that there truly is no standard fund balance reserve, though it obviously makes sense to maintain a reasonable cushion. Some communities try to maintain 10-percent of operating revenues in fund balance, while some smaller townships might maintain far more than that.

Mr. Jackson noted that Wildfire Credit Union had filed a site plan for an expansion of their building.

Mr. Loiacano said that at the recent SMATS (Saginaw Metropolitan Area Transportation Study) meeting, the potential for resurfacing Mackinaw Road was discussed.

Mr. Howell described efforts toward this year's Party on McCarty event series in Saginaw Township. He thanked Dan Hill of Kochville Township for his continued help in making a stage trailer a reality.

**X. Adjournment**

- Moved by Maine, second by Basil, to adjourn. MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 9:23 am.

*Minutes written by Steve King*

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Vern Weber, Vice- Chairman

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Date

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Stephen M. King, Director

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Date