

**MEETING MINUTES (DRAFT)
KOCHVILLE TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
JUNE 15, 2012 – 8:30 AM (Township Board Room)**

Board Members Present: Lyle Davis, Jr. (Chairman), Vern Weber (Vice-Chairman), Dave Abbs (Treasurer), Tom Basil, Jr., Don Jackson, Dave Maine

Board Members Absent: Scott LaDouce (Secretary), Tom Basil, Jr., Jon Howell

Others Present: Steve King (Director), Kevin Kilby, Deputy Charles Wehner, Lieutenant Randy Pfau, Fire Inspector Brandon Rossi.

I. Opening of Meeting

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

II. Approval of Agenda

- Moved by Maine, second by Weber, to approve the agenda as presented. MOTION CARRIED UNANIMOUSLY.

III. Public Comment

Deputy Wehner commented that things are getting busier for the deputies within the DDA district.

Lieutenant Pfau said that the Sheriff's Department is reviewing a number of successes in the DDA district and is preparing a written press release about the contract.

Mr. Rossi noted that he is a certified CPR instructor and can provide that service for any business within Kochville Township as requested. He can also provide AED training.

IV. Communications / Information

- a. Email correspondence from Rick Savage

Mr. King referenced an email from Mr. Rick Savage, owner of Preferred First Insurance on Bay Road, addressed to the DDA and to Kochville Township. The email includes a complaint that the DDA board does not include a representative owner from Bay Road north of Pierce Road, as well as that this section of Bay Road is not currently provided with municipal water and sewer services.

The DDA board indicated its support for assisting with a water and sewer extension project to Bay Road north of Pierce Road upon the Township's receipt of a signed petition of support for the special assessment project from a majority of frontage property owners.

V. Reports

- a. Financials

Mr. Abbs reviewed the DDA's financial statements as of May 31, 2012. The DDA currently shows assets of \$854,632.49.

- b. Police Protection

Mr. Weber hoped to have a mid-year expense report for the law enforcement contract with the Sheriff's Office at the next DDA meeting. He said the deputies' schedules are staggered as necessary based on available information.;

VI. Consent Agenda

- a. Meeting Minutes of May 18, 2012
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, July 20, 2012
- d. Board Member Absences (Excusal)

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

Mr. Weber noted that he was also opposed to the work crew contract with Saginaw County, as Mr. Basil had noted in an email for the May 18 board meeting.

June 15, 2012

VII. Projects and Updates

a. Pierce Road – Update

Mr. King said the Pierce Road project is going quite well to date. The storm sewer along Pierce Road itself is now installed, with the section running south on the Cardinal Commons LLC property underway. Nearly all catch basins leads are installed on the roadway. The road is anticipated to be open to traffic on July 28, and fully completed by August 15. The Road Commission and Township may adjust the location of the road roundabout depending on easements needed for the roundabout and the Township water line replacement.

b. Bay/Tittabawassee Mast Arms – Contract Omission (Painting)

Mr. King noted that MDOT had unintentionally omitted painting of the mast arm fixtures from the bid specifications for the Bay/Tittabawassee project. MDOT's estimate of the cost to paint the fixtures is \$8,680, which will be in addition to the \$60,100 deposit already made by the DDA toward the project. Work is expected to commence after the U.S. Youth Soccer Midwest regional championships conclude on June 28. Because the DDA had already approved a cost ceiling of \$90,000 toward the project, no action was necessary for this additional expense.

c. Tittabawassee Road Flags and Banners – Display Options on Tittabawassee Road

Mr. King noted that the DDA's new streetlights on Tittabawassee Road include 13 with mounts for banners and 13 with mounts for American flags. He inquired with the board whether, now that it's been able to see the displays, it would prefer to display all banners along the street, as was one option initially considered, instead of the American flags.

Mr. Maine said he feels the streetscaping looks outstanding right now, including the flags. Mr. Weber suggested possibly rotating banners based on the season to keep things looking fresh. Mr. Davis said he feels that the poles are too tall, and that displaying banners might give the street a cleaner appearance, though the flags look nice, too. Mr. Weber asked Mr. King to inquire what options may be available in shorter poles for the streetlights and bring this information back to the DDA board.

VIII. Business

a. DDA Marketing Idea – Infomercial (Discussion)

Mr. King said that the Thomas Township DDA had recently approved \$3,000 to pay for a community infomercial to place on its website and distribute as a marketing tool.

Following board discussion, the board expressed interest in considering a more comprehensive marketing program. Mr. King agreed to make the subject part of the strategic planning workshop in July.

b. DDA Strategic Planning Workshop – Items to Cover

Mr. King reiterated that the annual strategic planning workshop will take place on July 12 at the DDA office.

Mr. Maine expressed his support for a full-scale visioning and planning process in conjunction with Kochville Township. Mr. Jackson noted that the Township had completed a five-year master plan in 2011 that lacked sufficient business input.

IX. Board Member Comments

Mr. Jackson noted that the Planning Commission had approved site plans recently for Cardinal Commons LLC and for Davis Lodging, both within the DDA district, for future commercial developments. He also noted an upcoming site plan submission for 5202 Bay Road, though details aren't yet known.

X. Adjournment

The meeting adjourned at 9:50am.

June 15, 2012

Minutes written by Steve King

Lyle Davis, Jr., Chairman

Date

Stephen M. King, Director

Date