

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

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

Board Members Absent: Scott LaDouce (Secretary), Jon Howell

Others Present: Steve King (Director), Rob Eggers, Kevin Kilby, Dpt. Fausnaugh, Dpt. Wehner, Mike Comstock, Brandon Rossi, Grant Murschel

I. Opening of Meeting

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

II. Approval of Agenda

Mr. King asked to add “Ted’s Meat Market” as item 8d.

- Moved by Maine, second by Jackson, to approve the agenda as amended. MOTION CARRIED UNANIMOUSLY.

III. Public Comment - None

IV. Communications / Information

- a. FOIA Request – Neil Hammerbacher (August 14, 2012)

Mr. King notified the DDA board that a Freedom of Information Act request was fulfilled for Neil Hammerbacher, who had requested financial records of the DDA from fiscal years 2008 through 2011.

V. Reports

- a. Financials

Mr. Abbs reviewed the DDA’s financial statements, which reflected total assets of approximately \$801,000 as of the end of July 2012. Mr. Abbs noted that several large payments would be due within coming weeks, including for Pierce Road and the contract with the Sheriff’s Office, reducing that fund balance considerably.

- b. Police Protection

Mr. Weber said that the DDA’s law enforcement operations are going well with the Saginaw County Sheriff’s Office. Although the DDA has not been invoiced yet during FY 2012, it appears the contract is remaining within expected budget parameters.

Deputy Fausnaugh discussed the Active Shooter training recently conducted at Davenport University, which the DDA’s deputies helped facilitate with the Sheriff’s Office and the Saginaw Township Police Department.

VI. Consent Agenda

- a. Meeting Minutes of July 20, 2012
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, September 21, 2012
- d. Board Member Absences (Excusal)

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

VII. Projects and Updates

- a. GIS Update

Grant Murschel gave a presentation about updates to the Township’s GIS system completed during the first four weeks of his internship with the DDA.

August 30, 2012

b. Pierce Road

i. Update on Road Reconstruction Project

Rob Eggers showed pictures of the recently-finished Pierce Road. Landscaping has not yet been completed, but the road work is finished. The pedestrian flow at the roundabout at SVSU's south entrance has worked very well thus far.

ii. Discussion of Plans to Streetscape Pierce Road with Landscaping, Streetlights

Mr. King noted that SVSU has expressed interest in adding streetlights to Pierce Road, in addition to the landscaping planned for the boulevard areas. Per a design study by JJR, estimates for installation costs of decorative streetlights on the sides of the road are perhaps \$180,000.

The DDA asked Mr. King to work with SVSU on developing a plan to light Pierce Road.

c. Tittabawassee Road Streetlights – Pole Replacements (Discussion)

Mr. King noted that the streetlight pole heights along Tittabawassee Road did not match those of the rest of the district. At a prior meeting the board had indicated an interest in exploring the cost to replace these poles. At quoted figures of \$997 per pole for materials and \$625 per pole for labor, the cost of this replacement would be at least \$42,000. The board consensus was to consider less expensive aesthetic improvements for the lights.

The DDA board asked Mr. King to look into installing larger banners on Tittabawassee Road to match the proportions of the other district streetlights. Mr. Weber suggested researching banners with slits that would work better in windy areas.

d. Gateway Signs

i. Lighting Proposal (Mackinaw/Tittabawassee)

Mr. King had obtained quotes from Roenicke Electric to install lights on the gateway sign at Mackinaw and Tittabawassee Roads, for \$3,700.35, as well as a quote from The Green Panel for a solar lighting system for the same sign in the amount of \$5,900.00.

- Moved by Maine, second by Abbs, to approve Roenicke Electric project quote 65113 in the amount of \$3,700.35 to install a lighting system for the DDA gateway sign at Mackinaw and Tittabawassee Roads. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.

Yeas: Maine, Weber, Abbs, Basil, Jackson, Loiacano, Davis

Nays: None

ii. Lighted Monuments Design

Mr. King displayed the most recent prototype design of the lighted gateway monuments concept, which would be lit with LED lights at night and promote the Cardinal Square district. The subcommittee had made suggestions for the sign that were adhered to with the updates.

The DDA board asked Mr. King to more clearly identify where the proposed monuments would be located in the district. Mr. King agreed to work with Spicer Group in revisiting design ideas for the concept.

e. Cabela's Development Assistance

Mr. King noted that from conversations with the Township's zoning administrator, the Township could not require two particular elements from the site plan to be submitted by Cabela's: Cardinal Square features at the Tittabawassee Road entrance shared with other stores; and sidewalk along Bay Road behind the former Media Play building, which is intended to be split from the joint parcel before site plan submission. Mr. King requested DDA assistance to construct the Cardinal Square pillars and fencing at the Tittabawassee Road entrance to Cabela's and the Saginaw Square shopping center, which is a major commercial entryway, as well as funds for the construction of the sidewalk on Bay Road in order to connect the portion Cabela's will be installing to existing sidewalk along Baskin Robbins.

The DDA board expressed support for the funds contingent upon a lighted Cardinal Square gateway monument to be installed with the pillars and fencing on Tittabawassee Road. The board also insisted that any funds allocated toward sidewalk construction must be used for the construction of concrete sidewalks – not asphalt walking path.

August 30, 2012

- Moved by Davis, second by Abbs, to approve up to \$20,000 for construction of Cardinal Square and sidewalk elements related to the redevelopment of 5202 Bay Road by Cabela's. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Maine, Weber, Abbs, Basil, Jackson, Loiacano, Davis
Nays: None
- Moved by Abbs, second by Davis, to require the DDA's construction of the Cardinal Square elements at the Saginaw Square shopping center Tittabawassee Road entrance include a lighted Cardinal Square monument, design to be determined. MOTION CARRIED UNANIMOUSLY.

f. Christmas in Kochville – Event Proposal

Mr. King said that the DDA needs to help facilitate an event or two within the district, and suggested allocating funds toward a "Christmas in Kochville" event to take place on December 7. The owners of the land on the south side of Krossroads Park have agreed to allow the DDA's use of that property for the event, which would include a Santa house and perhaps a small fireworks show. Mr. King requested a funding ceiling toward the event, if the board was interested, in order to begin planning.

- Moved by Maine, second by Jackson, to approve funds not to exceed \$7,000.00 toward a "Christmas in Kochville" event. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Maine, Weber, Abbs, Basil, Jackson, Loiacano, Davis
Nays: None

VIII. Business

a. Closing of Independent Bank Deposit Account

Mr. Abbs noted that funds had been moved out of the DDA's deposit account at Independent Bank in order to pay invoices, including those of Pierce Road.

- Moved by Davis, second by Maine, to approve the Resolution authorizing the closure of the Kochville DDA's deposit account with Independent Bank. MOTION CARRIED UNANIMOUSLY.

b. DDA Board Member Terms – Review

Mr. King distributed to the board the term appointment and expiration dates of the current DDA board. The board received in June a letter from Scott Ellsworth requesting appointment to the DDA, and had also received in 2011 a letter from Rick Savage requesting appointment, although Mr. Savage has since rescinded that request.

c. Request to Reschedule October DDA Meeting from Friday, October 19, 2012

Mr. King noted that two different conferences may conflict with scheduled October 19, 2012 meeting date, and requested that the board move the October meeting to either October 12 or October 26. Mr. Weber inquired about also moving the September meeting date to allow equal spacing between the September and October meetings.

Board consensus was to reschedule the September and October DDA meetings to September 14, 2012 and October 12, 2012, respectively.

