

MEETING MINUTES (DRAFT)
KOCHVILLE TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
NOVEMBER 9, 2012 – 8:30 AM

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

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

Others Present: Steve King (Director), Kevin Kilby, Rob Eggers, Dpt. Fausnaugh, Dpt. Wehner, 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

Mr. King asked to add “Calendar” to Communications/Information for the board to review, and to add “Board Member Terms” as item 8e under Business.

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

III. Public Comment – None

IV. Communications / Information

- a. Letter from DDA re Sculptures sent 10/19/2012
- b. Christmas in Kochville event – December 7, 2012
- c. UM-Dearborn eCities Recognition for Kochville Township
- d. Calendar of Meetings (Proposed) for 2013

Mr. King referenced the materials for the board’s information and review. The DDA is seeking \$300 sponsorships for its sculpture program in 2013; the DDA is planning its first-ever Christmas event on Friday, December 7 at Krossroads Park; Kochville Township was recently recognized by the University of Michigan – Dearborn’s Business School (iLabs) for a positive entrepreneurial climate; and the DDA was presented with a proposed calendar of DDA meetings for the year 2013, to be voted on at its December meeting.

V. Reports

- a. Financials

Mr. Abbs reviewed the board’s most recent financial statements ending October 31, 2012, which showed assets of \$645,110.65. Mr. King reminded the board that its budgeted end-of-year fund balance will fall to approximately \$530,000, reflecting the cost of Pierce Road, tax tribunal reimbursements, and several other projects, in addition to a budgeted reduction in revenues.

- b. Police Protection

Mr. Weber noted that things are going well with the DDA’s law enforcement contract. He said that overall, the contract expenses are within the established budget.

VI. Consent Agenda

- a. Meeting Minutes of October 12, 2012
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, December 21, 2012
- d. Board Member Absences Report

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

VII. Projects and Updates

- a. **2013 DDA Art Programs**
 - i. **Presentation by Diana Tomlin, Great Lakes Bay Regional Alliance**
 - ii. **Consideration for 2013 Midwest Sculpture Initiative Contract**

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Diana Tomlin of the Great Lakes Bay Regional Alliance presented ideas that the Alliance is pursuing to bring public displays of art to the Great Lakes Bay Region in 2013. Many individuals and organizations have expressed interest in enhancing the visibility of arts and culture in the region, and the Alliance will try to bring this together in October of 2013 for a month-long collective festival called "Fall In for the Arts." She and Mr. King have met to discuss how the Kochville DDA might tie into this regional effort, including the Alliance's efforts to display public sculptures and other works of art.

Mr. King later presented a proposed contract with the Midwest Sculpture Initiative, which provided the six sculptures on display in the DDA district through April of 2013. The costs of the program will increase from about \$6,900 to \$9,054 in 2013-14. Mr. King described his thoughts for growing public art displays in the DDA district during 2013, and would like to frame other projects around the MSI contracted sculptures, which are easy to lease and a known cost to budget for.

Board members indicated that they would also like to potentially grow the DDA's art programs going forward. Mr. King said he is working with SVSU, Delta College, and others to develop clear and creative ideas for the DDA to pursue.

- Moved by Weber, second by Loiacano, to approve the proposed contract with the Midwest Sculpture Initiative to lease six (6) sculptures for 2013-14 within the DDA district at a cost of \$9,054. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.

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

Nays: None

b. Dumpsters and Trash Removal within the DDA District

i. Motion to bring item off the table for consideration

- Moved by Loiacano, second by Weber, to bring discussion of dumpsters and trash removal off the table and continue discussion from the October 12, 2012 DDA meeting. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.

Mr. Kilby reviewed potential solutions that the DDA could pursue to address litter in the DDA district.

The DDA board asked Mr. Loiacano to ensure that the Township's code enforcement officials work actively with businesses and others in the district largely causing loose, blowing trash in the area.

c. Tittabawassee Road Streetlight Banners

Mr. King said that Standard Electric had identified a potential new banner arm product that could allow the DDA to display larger banners on Tittabawassee Road. The Britten banner arm system sways and flexes with high wind gusts, reducing stress on the light poles and reducing the possibility that the banner arms themselves will be damaged. Mr. King also noted that the replacement cost for existing banner arms lost is about \$400 a set, while the proposed Britten system costs only \$108 per set. The DDA is ordering a tester Britten banner arm system and will try it this winter.

d. Fashion Square / Tittabawassee Mast Arms and Pedestrian Signalization

Mr. King noted that he had begun discussing the potential to install decorative mast arms at the Fashion Square and Tittabawassee intersection, probably in 2014 when the Saginaw County Road Commission will be re-signaling Tittabawassee Road. Much like the DDA's current mast arm project at Bay and Tittabawassee, which MDOT largely absorbed the cost for outside of the mast arms themselves, the Road Commission's planned work would greatly reduce the project costs at the Fashion Square and Tittabawassee intersection, perhaps to about \$80,000. Mr. King said he would also like to add pedestrian walk signals at that intersection to make it much safer for non-motorized traffic.

Saginaw Charter Township has preliminarily indicated interest in participating with the DDA on this project. The DDA will move forward with the Road Commission in developing more specific cost and project details for consideration.

e. Kochville Farmers' Market – Conceptual Plan

Mr. King told the board that he is still planning on moving forward with a Kochville Farmers' Market in 2013, to be hosted in the parking lot by Bay Road at The Home Depot store. The 2013 market will be relatively minimalist as everyone learns a new system, and if all goes well, the DDA could seek larger grant funding and other options for the 2014 market.

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VIII. Business

a. DDA Matching Improvement Grant – Committee Update

Mr. Kilby distributed a proposed resolution to the DDA board that would allow the DDA director to administratively approve future matching improvement grant requests in amounts under \$500, which would reduce the board's involvement for smaller grant proposals.

The DDA board asked that additional criteria be added to the proposed resolution before voting, including the type of eligible projects that could be approved, and perhaps for established longevity of requesting businesses in order to ensure stability for the DDA's investment.

b. DDA Fund Balance Reserve Limit

i. Motion to bring item off the table for consideration

- Moved by Loiacano, second by Weber, to bring discussion of the DDA's fund balance reserve limit off the table and continue discussion from the October 12, 2012 DDA meeting. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.

Mr. King reminded the board that at several times in recent years, the board has expressed strong support for maintaining a minimum fund balance reserve of at least \$500,000, which the proposed resolution would do. The resolution provides for a two-thirds board vote allowing the DDA to override that balance limit as necessary. Mr. King said that regardless of the resolution, the DDA's budget planning work assumes a minimum fund balance reserve of \$500,000.

The DDA board consensus was to not adopt a "hard" fund balance reserve limit, but to continue working to maintain at least \$500,000 in capital assets going forward.

c. DDA Open House Event

Mr. King said he is planning on the DDA's next open house event taking place around late January of 2013. The DDA will need a host location for the event.

d. Presentation by Grant Murschel re Kochville GIS Improvements

Grant Murschel, the DDA's former GIS intern who now works for Kochville Township, gave a presentation to the board regarding improvements made over the past month to the Township's GIS system, which now includes better information on water and sewer utility locations.

e. Board Member Terms

Mr. King told the DDA that the terms of Messrs. Jackson and Maine expire on December 15, 2012. Per the revenue sharing agreement with Kochville Township, the DDA has the ability to recommend persons for appointment to the DDA board if it wishes. Mr. King noted that former board member Scott LaDouce has also indicated a willingness to continue on the board. The DDA's bylaws state that its board consists of nine (9) members total.

- Moved by Davis, second by Abbs, to recommend reappointment of Don Jackson and Dave Maine to the DDA board. MOTION CARRIED UNANIMOUSLY.

IX. Board Member Comments

Mr. Jackson noted that he recently completed Master Citizen Planner training at the Michigan Association of Planning conference in October.

Mr. Howell noted that he was recently elected to the Saginaw Township Board of Trustees.

Mr. King told the board that the December DDA meeting will take place back at Township Hall.

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X. Adjournment

The meeting adjourned at 9:58am.

Minutes written by Steve King

Lyle Davis, Jr., Chairman

Date

Stephen M. King, Director

Date