

MEETING MINUTES (DRAFT)
KOCHVILLE TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
FEBRUARY 15, 2013 – 8:30 AM

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

Board Members Absent: Vern Weber (Vice-Chairman), Dave Maine (Secretary)

Others Present: Steve King (Director), Kevin Kilby, Dpt. Fausnaugh, Lte. Pfau, Brandon Rossi

* Mr. Abbs arrived at 9:20am

I. Opening of Meeting

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

II. Approval of Agenda

Mr. Jackson noted that the next DDA meeting date needed to reflect March 15, 2013 on the consent agenda.

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

III. Public Comment

Deputy Fausnaugh commented that he and Deputy Wehner are working to collect contact and other information from DDA businesses to keep the district safe. The deputies are also planning a safety discussion with office and medical businesses on March 7 to discuss safety concerns and tips. The deputies are also shifting their hours around to target shoplifters.

Lieutenant Pfau noted that the Sheriff's Department apprehended three suspected thieves at the Cabela's grand opening on February 14. Those suspects are reported to have potentially stolen more than \$20,000 in goods from other Cabela's stores.

IV. Communications / Information

- a. Cardinal Square Eats Week – Feb 25 – Mar 1, 2013

Mr. King said that the first Eats Week would be advertised soon, and that eight or nine restaurants from Saginaw and Kochville townships had committed to the event. Details are available at CardinalSquare.org.

V. Reports

- a. Financials

Mr. King noted that the DDA's total assets as of January 31 were just under \$531,000.

- b. Police Protection - None

VI. Consent Agenda

- a. Meeting Minutes of December 21, 2012
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, March 15, 2013
- d. Board Member Absences Report

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

VII. Projects and Updates

- a. **Landscape Maintenance Proposal for FY 2013-14**

Mr. King described the terms of the landscape maintenance contract between the DDA and Kochville Township in place since April 2012, which pays the Township \$20,000 for full landscape services and banner and flag installation in the DDA district. The DDA is assigning banner and flag installation to its electrical contractor as of 2013, and some other changes are necessary to continue the existing contract. The proposed new contract would provide for a Township seasonal employee dedicated to the DDA district for 24 hours a week to cut grass, perform landscaping duties, pick up trash, and perform other related services as needed. The DDA would provide a vehicle for the employee's use, to be insured by the Township. The all-inclusive contract would cost \$18,000 for the year.

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Following board comments, Mr. Kilby said he would make suggested minor revisions to the contract for approval by Kochville Township, though the basic terms of the contract would stay the same.

- Moved by Basil, second by Jackson, to approve the proposed landscape maintenance contract with Kochville Township with minor revisions by DDA legal counsel. MOTION CARRIED UNANIMOUSLY.

b. Tittabawassee Road Banners

Mr. King said that unless the board disagreed, he would order 30" x 72" street banners for Tittabawassee Road, as these balanced the larger banner size with tolerance for high wind gusts along that corridor.

c. Sculpture Selection Jury- March 18, 2013

Mr. King said that the sculpture selection jury would meet on March 18 to select the next round of sculptures provided by the Midwest Sculpture Initiative. Thus far, five out of six sculptures are sponsored within the district. A recommended art student from SVSU will be helping the DDA as part of the jury, and sponsors are also invited to participate to help select the piece displayed on their property.

Messrs. Basil, Ellsworth and Jackson volunteered join Mr. King on the sculpture selection jury.

VIII. Business

a. DDA FY 2013-14 Budget Proposal

Mr. King recalled that the proposed FY 2013-14 budget was introduced at the board's January meeting. The proposed budget takes a cautious stance on expenditures, as the DDA expects continued tax tribunal cases to weigh against revenues, and also necessitate fund balance expenditures for tax adjustment reimbursements. The DDA will continue to be active in the community, however, in funding matching grant projects with local businesses, assisting in the installation of decorative street lights on Pierce Road, installing small sections of sidewalk in the district, and expanding the public art works within the DDA district, for example. The estimated end-of-year DDA fund balance will be about \$532,000 as of March 31, 2014 per the proposed budget, about \$7,000, or 1.3-percent, higher than the expected fund balance on March 31, 2013 and maintaining the board's stated preference of a \$500,000 minimum fund balance reserve.

- Moved by Basil, second by Jackson, to approve the proposed DDA fiscal year 2013-14 budget. MOTION CARRIED UNANIMOUSLY.

b. Discussion of Personal Property Tax Changes Affecting DDA District

Mr. Kilby discussed a legal memo written in reference to approved and potential changes to personal property taxes in Michigan, and their potential effects on the DDA district. The DDA collected nearly \$48,000 in personal property taxes in FY 2012-13, making up about 6.2-percent of the DDA total revenues.

c. Discussion of Proposed Kochville Township Rubbish Ordinance

Mr. Kilby reviewed a proposed rubbish ordinance drafted by the Township's legal counsel that would affect all commercial properties in the township, including the DDA. The proposed ordinance would require businesses to pick up loose-blowing trash on their premises upon notice within two days or face a fine. The ordinance was drafted per DDA concerns with litter within the district.

The board agreed to submit opinions and thoughts about the ordinance to Mr. Kilby for summarization to Township legal counsel before consideration by the Township board.

IX. Board Member Comments

Mr. Davis asked Mr. King to add an item to the March agenda allowing for a presentation on smaller projects that the board can focus on implementing in 2013. Mr. Davis also noted that he would be performing an evaluation of Mr. King soon and invited board comments and feedback for that evaluation.

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X. Adjournment

The meeting adjourned at 9:40am.

Minutes written by Steve King

Lyle Davis, Jr., Chairman

Date

Stephen M. King, Director

Date