

**MEETING MINUTES (DRAFT)**  
**KOCHVILLE TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**  
**MARCH 22, 2013 – 8:30 AM**

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

**Board Members Absent:** Vern Weber (Vice-Chairman)

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

**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 Jackson, second by Loiacano, to approve the agenda as presented. MOTION CARRIED UNANIMOUSLY.

**III. Public Comment - None**

**IV. Communications / Information**

- a. Email Correspondence from Michael Sous (Jenny's Party Store)
- b. Status of Proposed Kochville Township Rubbish Ordinance

**V. Reports**

- a. Financials

Mr. Abbs noted that there was nothing unusual about the monthly financials dated February 28, 2013; however, he pointed out that revenues to date of approximately \$635,000 were down significantly from the prior year. The DDA will work with the Township to determine if revised revenue estimates are needed.

- b. Police Protection

Deputy Fausnaugh said that the Saginaw County Sheriff's Office, working with the Saginaw Township Police Department, recently caught suspected perfume and cologne thieves that had been robbing a number of local stores of thousands of dollars in merchandise.

Mr. Howell commended the deputies for their prompt response recently when his building was damaged by a truck.

**VI. Consent Agenda**

- a. Meeting Minutes of February 15, 2013
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, April 19, 2013
- d. Board Member Absences Report

Mr. Davis asked that item VI-e, "Improvement Grant Committee Recommendations", be pulled from the consent agenda for discussion.

- Moved by Maine, second by Jackson, to approve the consent agenda as amended. MOTION CARRIED UNANIMOUSLY.
  - e. Approval of Improvement Grant Committee Recommendations
    - i. \$1,000 for exterior sign improvements – Eye Care Specialists of Michigan

Mr. King noted that while the DDA had recently changed the terms of the matching grant program to not include exterior sign improvements as an eligible project, the committee had agreed to his recommendation that this project be "grandfathered in" based on Dr. Bulusu's inquiry about her proposed project in September of 2012, before the terms were changed. Other projects submitted for consideration were not approved by the committee.

- Moved by Abbs, second by Maine, to approve \$1,000 in matching grant funds for a proposed exterior sign improvement for Eye Care Specialists of Michigan at 2489 Trauter Drive, Saginaw, MI 48604. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.  
Yeas: Ellsworth, Howell, Maine, Basil, Abbs, Jackson, Loiacano, Davis

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Nays: None

## **VII. Projects and Updates**

### **a. 2013 DDA Projects Plan**

Mr. King reviewed his thoughts on projects the DDA should consider working toward in 2013, a list that included aesthetic improvements to the traffic islands at the Davis and Tittabawassee intersection, a public plaza, helping SVSU install decorative street lights on Pierce Road, sidewalk connections, and public art displays. These projects could be scaled or eliminated as the budget necessitates.

Mr. Basil questioned the cost and benefit of one project idea – eliminating grass on the Tittabawassee Road traffic island at Davis Road. The board asked Mr. King to come back with more options and cost estimates for the proposed work.

### **b. Midwest Sculpture Initiative Results and Plan**

Mr. King showed the board images of recently-selected sculptures that the DDA will lease from the Midwest Sculpture Initiative in 2013-14. These sculptures will be installed likely in early May and removed about the same time in 2014. The board is leasing 10 sculptures for the year at a total cost of \$12,300. The DDA will work with the Frankenmuth Arts Council and the City of Fenton to cross-promote the different Midwest Sculpture Initiative displays this year.

### **c. Public Plaza Proposal**

Mr. King gave a presentation to the board about why the eventual development of a public plaza area could be beneficial for the entire business district. A number of factors would be important to consider, including visibility, cost, size, and other locational parameters, such as the ability to tie into the walking path.

### **d. Landscape Maintenance: Acquisition/Provision of Truck for Contract Duties**

Mr. King noted that per the recently-adopted landscape maintenance agreement with Kochville Township, the DDA needs to be able to ensure that a vehicle is provided for the Township's seasonal worker dedicated to the district. Mr. King gave three potential options for the board's consideration, and asked for feedback in how to proceed. The three options included purchasing a new work truck through a municipal bid; purchasing a used truck; and fixing an existing Township-owned truck that is in need of repairs.

The DDA instructed Mr. King to not look further at a new vehicle, but instead to work toward either purchasing a used truck, or to fix the existing Township vehicle.

### **e. Farmers Market: Approval of Event Scope, Market Manager Position**

Mr. King reviewed plans for the 2013 farmers market, and asked the board to allow the hiring of a part-time market manager for the season beginning in June and ending in October. Funds for the position are included in the 2013-14 budget, with the position costing up to \$2,000.00 total for the year.

Mr. Abbs suggested that this could be a great internship opportunity for local students.

- Moved by Davis, second by Maine, to approve the posting and hiring of a part-time farmers market manager, not to exceed \$2,000.00 in total expense for the year. **MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.**  
Yeas: Ellsworth, Howell, Maine, Basil, Abbs, Jackson, Loiacano, Davis  
Nays: None

### **f. Website: Approval to Hire Summer Intern (Website Design)**

Mr. King said the DDA had included \$2,500 for website expenses in its 2013-14 budget, and asked for permission to hire an intern to improve the DDA's website, [www.kochvilledda.org](http://www.kochvilledda.org). This 8-hour-per-week, \$8.00-per-hour position would run from April through August 23 and cost up to \$1,400.

- Moved by Maine, second by Basil, to approve the hiring of a website design intern at 8 hours per week, \$8.00 per hour, from April through August. **MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.**  
Yeas: Ellsworth, Howell, Maine, Basil, Abbs, Jackson, Loiacano, Davis

