

MEETING MINUTES (DRAFT)
KOCHVILLE TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
MAY 17, 2013 – 8:30 AM

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

Board Members Absent: None

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

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 remove item 8b, "Recommendation to Approve Conditional Assistance to Panera Bread Related to Temporary Drive Permits – Not to Exceed \$3,500.00 Total Expenditure", from the agenda.

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

III. Public Comment - None

IV. Communications / Information

- a. DDA Art Displays – Sculpture and Charter Academy Banners
- b. Landscaping Contract w/ Kochville Township – Update

Mr. King noted to the board that the new sculpture displays had been installed that week. The landscaping contract with Kochville Township is going quite well thus far, though the seasonal worker, Mr. Balzer, pointed out that some street trees may have pest problems. This is SVSU's 50th anniversary year.

V. Reports

- a. Financials

Mr. Abbs reviewed draft end-of-year statements from FY 2012-13 with the board, as well as the April 30, 2013 end-of-month statement.

Mr. Ellsworth asked that a column titled "Original Budget" be added to the DDA's financial statements so that they can be reviewed like the annual budget is.

Mr. Basil asked for a month-to-month comparison item to be added to the statements.

Mr. King said he would work with the DDA's accountant to make the requested amendments. He also noted that the board would need to move money to the DDA checking account in order to pay the annual revenue sharing check to Kochville Township.

- b. Police Protection

Mr. Weber noted that the contract is going well for the DDA with the Saginaw County Sheriff's Office, with the final year-end expenses falling a bit under budgeted expenses.

Deputy Fausnaugh said the deputies are, among other things, working with local businesses to ensure their video surveillance systems are being operated and archived properly in order to prosecute offenders as well as possible.

VI. Consent Agenda

- a. Meeting Minutes of March 22, 2013
- b. Treasury Report / Payment of the Regular Bills
- c. Next DDA Meeting: Friday, May 17, 2013
- d. Board Member Absences Report

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

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VII. Projects and Updates

a. Tittabawassee Road Island Improvement Proposals

Mr. King recalled that the DDA asked him to solicit more bids at the March 2013 meeting for potential improvements to the traffic island on Tittabawassee Road near I-675 before taking any action. A Request for Proposals was mailed a number of area contractors and landscapers recently with instructions to prepare proposals that would reduce maintenance needs on the island and improve aesthetic conditions. A total of three proposals were submitted, from Pumford Construction for \$8,811 to install decorative concrete; Turner Concrete for \$5,995 to install stamped decorative concrete, and Roenicke Electric for \$3,181 to install weed barrier and landscape stone.

Mr. King clarified that the DDA is not required to take any action with any of these quotes; however, the Township's public works department had indicated that getting lawn mowing equipment across Tittabawassee Road to the island was unsafe.

- Moved by Weber, second by Abbs, to approve the bid by Turner Concrete to install decorative concrete on the Tittabawassee Road traffic island near I-675 for \$5,995 according to necessary specifications. MOTION CARRIED VIA ROLL CALL VOTE.
Yeas: Howell, Maine, Weber, Abbs, Jackson, Loiacano, Davis
Nays: Ellsworth, Basil

VIII. Business

a. Recommendation to Hire Kerri Malesky as Farmers Market Manager

Mr. King informed the board that the position of Farmers Market Manager had been posted in the Township Times, with only one applicant – Ms. Malesky – applying. Ms. Malesky has already been volunteering to help establish the farmers market, and is thus familiar with a number of the market vendors.

- Moved by Maine, second by Jackson, to approve the hiring of Kerri Malesky as Farmers Market Manager. MOTION CARRIED UNANIMOUSLY.

b. Closed Session pursuant to Act 267 of Michigan Public Acts of 1978, Section 8(h), to consider material exempt from discussion or disclosure by state or federal statute.

- Moved by Weber, second by Basil, to enter into closed session pursuant to Act 267 of Michigan Public Acts of 1978, Section 8(h), to consider material exempt from discussion or disclosure by state or federal statute. MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.
Yeas: Ellsworth, Howell, Maine, Weber, Abbs, Basil, Jackson, Loiacano, Davis
Nays: None
- The DDA board exited from closed session at 9:55am and resumed the regular meeting.
- Moved by Abbs, second by Weber, to direct Mr. Kilby to attend the necessary Kochville Township Board of Trustees meetings pertinent to material discussed in closed session per item 8(b). MOTION CARRIED UNANIMOUSLY.

IX. Board Member Comments

Mr. Loiacano said that interviews would be conducted soon for the new code enforcement officer position with Kochville Township.

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X. Adjournment

The meeting adjourned at 10:08am.

Minutes written by Steve King

Lyle Davis, Jr., Chairman

Date

Stephen M. King, Director

Date