



Downtown Development Authority

THOMAS TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY

8215 Shields Drive, Saginaw, MI 48609 - August 28, 2012 - 8:00 a.m. Michigan Time

- 1. The Board Meeting was called to order at 8:00 a.m. by Chairman Radewahn.
2. MEMBERS PRESENT: Radewahn, Gray, Weise, Streeter, Ryder-Petre, Duclos and Burns.
ABSENT: Martin and Doyle.
ALSO PRESENT: Russ Taylor, Township Manager and Susan Coggin, Planning Assistant/Code Enforcement Officer.
3. The Pledge of Allegiance was recited.
4. Motion was made by Ryder-Petre, seconded by Weise to approve the agenda with the following addition:

Unfinished Business – C. Review and Approve Audit 24, 2012 Report.

Motion carried unanimously.

AGENDA
THOMAS TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING
8215 Shields Drive, Saginaw, MI 48609
8:00 a.m., August 28, 2012

- 1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
A. Approve the minutes of the July 24, 2012 meeting.
6. Approval of Expenditures.
7. Communications-Petitions-Citizen Comments
It is requested that you state your name and address for the record.
8. Public Hearing – None.
9. Unfinished Business
A. Review Bid Results Regarding Reinstallation of Gratiot Road Banner Poles.
B. Review DDA Banner Samples.
C. Review and Approve Audit 24, 2012 Report.
10. New Business - None
11. Discussion
A. New Business - Gratiot Road Corridor – Culver’s Restaurant.
12. Reports
A. Chairperson D. Board Members
B. Vice-Chairperson E. Staff
C. Secretary
13. Adjournment

5. Consent Agenda

A. Motion by Streeter, seconded by Weise to approve the minutes of July 24, 2012 as presented. Motion carried unanimously.

6. Approval of Expenditures – Motion by Ryder-Petre, supported by Weise to approve the expenditures as presented. Motion carried unanimously.

7. Communications-Petitions-Citizen Comments – None.

8. Public Hearing – None.

9. Unfinished Business

A. Review Bid Results Regarding Reinstallation of Gratiot Road Banner Poles.

Taylor stated that at the July 24, 2012 meeting, the DDA Board discussed options regarding the reinstallation of the banner poles along Gratiot Road. Three options were reviewed including the following:

- Option 1: Reinstall the existing banner poles per the specifications provided by LJC Sign Engineering with the additional guy wires including the MDOT approved Transpo breakaway system. (This option was rejected by the DDA Board)
- Option 2: Install two painted/stained black utility (telephone) poles in place of the existing poles and not use the breakaway system. (The DDA Board requested cost for this option)
- Option 3: Do not reinstall any banner pole system.

It was the decision of the DDA Board to choose option two and seek bids for engineered drawings for MDOT approval of the reinstallation two (2) banner poles and the installation of two (2) painted/stained black utility (telephone) poles. The bid opening was conducted on Friday, August 10, 2012.

Taylor further stated that in order to help keep the cost down for this project, Consumers Energy has generously agreed to donate two (2) utility poles which will be delivered to the Department of Public Works building at the beginning of September. The Department of Public Works will be painting the poles black prior to their installation.

Discussion followed among the DDA members regarding the cost of the engineering fees and if other contractors could be found to reinstall the poles at a reduced cost. Motion by Ryder-Petre, supported by Burns to table this item until further research could be completed regarding the engineering costs and potential contractors to install the poles. Motion carried unanimously.

B. Review DDA Banner Samples.

Taylor stated that on July 24, 2012, the DDA awarded the contract for the vertical banners to AA Liberty Promotion Products at a cost of \$4,883.20 under the condition that one (1) completed sample banner be produced and reviewed by the DDA prior to the entire order being placed so that the quality could be checked. The sample was presented to the DDA Board to look at along with the current banner provided by Consort Display Group.

Discussion followed regarding the differences between the two (2) banner samples including the weight and outside stitching of the AA Liberty banner.

Motion by Ryder-Petre, supported by Burns to table this item until references from previous customers could be provided from AA Liberty Promotion. Motion carried unanimously.

C. Review and Approve August 24, 2012 Audit.

Taylor presented the DDA Board with a copy of the 2012 DDA audit. Motion by Petre-Ryder, supported by Duclos to approve the 2012 DDA audit as presented. Motion carried unanimously.

10. New Business - None.

11. Discussion

A. New Business – Gratiot Road Corridor – Culver’s Restaurant.

Coggin stated that on August 15, 2012, the Thomas Township Planning Commission approved the site plan for a Culver’s Restaurant which will be located on the old Self Serve Lumber property. The owner’s, Aly and Mary Merchant, are anticipating the demolition and removal of all existing structures at the end of September with a tentative opening date of early 2013. The DDA Board was presented with elevation drawings showing the proposed Culver’s Restaurant.

12. Reports

A. Chairperson – None.

B. Vice-Chairperson – None.

C. Secretary – None.

D. Board Member – Weise stated that he recently observed a billboard located within Saginaw Township advertising Kluck’s Nursery. He was impressed that the billboard mentioned their location as Thomas Township and would like the Thomas Township Business Association to promote other Thomas Township businesses to use the “Thomas Township” location in their future ads. Gray stated that he would bring this up at the next Thomas Township Business Association meeting.

E. Staff – Taylor updated the DDA Board on the completion of the new water tower, the demolition of the existing water tower and the date for the groundbreaking ceremony for the new soccer fields, which is September 6, 2012 at 5:30 p.m.

13. It was moved by Weise, supported by Burns to adjourn the meeting at 8:27 a.m. Motion carried unanimously.

David Duclos, Secretary