



THOMAS TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
8215 Shields Drive, Saginaw, MI 48609
December 18, 2012 - 8:00 a.m. Michigan Time

- 1. The Board Meeting was called to order at 8:00 a.m. by Secretary Duclos.
2. MEMBERS PRESENT: Radewahn, Doyle, Weise, Streeter, Ryder-Petre, Duclos, and Martin.
ABSENT: Burns and Gray.
ALSO PRESENT: Russ Taylor, Township Manager, Dan Sika, Director of Community Development, Susan Coggin, Planning Assistant/Code Enforcement Officer and one (1) interested party.
3. The Pledge of Allegiance was recited.
4. Motion was made by Weise, seconded by Doyle to approve the agenda as presented. Motion carried unanimously.

AGENDA
THOMAS TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING
8215 Shields Drive, Saginaw, MI 48609
8:00 a.m., December 18, 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 October 23, 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. Presentation - Dave Hollis - DDA Infomercial - Final Draft of Script and Preview of Voice Recording of Infomercial.
10. New Business
A. Approve 2013 Downtown Development Authority Meeting Schedule
11. Discussion
A. Update - Reinstallation of Gratiot Road Banner Poles.
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 October 23, 2012 as presented. Motion carried unanimously.

6. Approval of Expenditures – Motion by Martin, 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. Presentation – Dave Hollis – DDA Infomercial – Final Draft of Script and Preview of Voice Recording of Infomercial.

Sika stated that the infomercial committee met on December 5, 2012 to review the proposed script for the DDA infomercial. After review of the script, some minor changes were made to the script. The DDA members were presented with the final draft of the DDA infomercial script. Mr. Hollis was present and presented the DDA Board members with the voice recording for the proposed infomercial.

The DDA members discussed some minor changes to the voice recording. Mr. Hollis stated that he will now start to put the photographs together with the voice recording and music. He stated that he will have the first draft of the completed infomercial for the DDA members to review at the January, 2013 meeting.

10. New Business

A. Approve 2013 Downtown Development Authority Meeting Schedule.

The DDA members were presented with the proposed 2013 Downtown Development Authority meeting schedule. Discussion followed regarding the need to have a meeting every month in 2013.

Motion by Weise, supported by Ryder-Petre to approve the 2013 Downtown Development Authority meeting schedule as follows:

January 22, 2013
March 26, 2013
May 28, 2013
July 23, 2013
September 24, 2013
November 26, 2013

Motion carried unanimously.

11. Discussion

A. Update – Reinstallation of Gratiot Road Banner Poles.

Sika stated that the Gratiot Road banner poles were reinstalled on December 8 and 9, 2012. The DDA members were presented with a photograph of the reinstalled poles and cabling for the banner system. Currently the “Christmas Train” banner is installed on the poles.

Discussion followed regarding the remaining banners that were previously approved by the DDA Board. Sika stated that the remaining banners were put on hold while the banner poles were reinstalled; however, with the approval the DDA Board, they could be ordered from Barrett Signs. The DDA Board approved the ordering of the final banners from Barrett Sign.

12. Reports

A. Chairperson – None.

B. Vice-Chairperson – None.

C. Secretary – None.

D. Board Member – None.

E. Staff – Taylor gave the DDA members an update on the difficulties with the Christmas decorations on the streetlights and the solutions that have been implemented.

13. It was moved by Weise, supported by Martin to adjourn the meeting at 8:44 a.m. Motion carried unanimously.

David Duclos, Secretary