



Downtown Development Authority

THOMAS TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
8215 Shields Drive, Saginaw, MI 48609
December 20, 2011
8:00 a.m. Michigan Time

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

AGENDA
THOMAS TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING
8215 Shields Drive, Saginaw, MI 48609
8:00 AM, December 20, 2011

- 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 25, 2011 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. Over-The-Road Banners.
1. Update - Banner Renditions.
2. Review Projected Banner Calendar for 2012.
3. Discuss Potential Banner For Team One Credit Union - Saginaw County Sports Hall of Fame.
10. New Business
A. Approve 2012 Downtown Development Authority Meeting Schedule.
11. Discussion
A. FYI - Final Contract with Consumers Energy to Remove Seventeen (17) Over-The-Road Streetlights along Gratiot Road.
12. Reports
A. Chairperson D. Board Members
B. Vice-Chairperson E. Staff
C. Secretary
13. Adjournment

5. Consent Agenda

A. Motion by Gray, seconded by Streeter to approve the minutes of October 25, 2011 with the following correction:

11. Discussion

**A. Grass Gratiot Road Streetlight Project Update.**

Sika stated that the streetlight project was progressing well. The bases for the streetlights along the north side of Gratiot Road have been completed and the contractor now has two (2) crews working on wiring the north side. They anticipate finishing the base work by November 11, 2011.

Motion carried unanimously.

6. Approval of Expenditures

Motion by Ryder-Petre, supported by Duclos to approve the expenditures as presented. Motion carried unanimously.

7. Communications-Petitions-Citizen Comments.

A. The Thomas Township Business Association presented the DDA with a check in the amount of \$2,000 for the newly erected banner poles. Radewahn and the DDA members thanked the Thomas Township Business Association for their support.

8. Public Hearing – None.

9. Unfinished Business

**A. Over-The-Road Banners.**

1. Update - Banner Renditions. – Sika stated that at the October 25, 2011 DDA meeting, the DDA board members approved five (5) banner designs with some minor changes. Three (3) of the banners have been updated with the fourth banner, the spring “Welcome to Thomas Township” banner currently being updated by Dial Tent and Awning’s graphics department. Doyle presented the DDA members with the revised rendition of the “Winter Fun in Thomas Township” banner. Motion by Ryder-Petre, supported by Streeter to approve the revised rendition of the “Winter Fun in Thomas Township” banner as proposed. Motion carried unanimously.

2. Review Projected Banner Calendar for 2012 – Sika presented the DDA members with the projected banner schedule for 2012 as follows:

- Thomas Township Parks Haunted Train      October 11-October 31
- Thomas Township Parks Christmas Train      December 1-December 12

- DDA Merry Christmas December 13-January 23
- DDA Winter Banner February 1-February 21
- DDA Welcome Spring Banner March 1-March 21
- DDA Township Logo Banner April 17-April 30
- Shields Festival June 5-June 25
- DDA Hero Banner June 26-July 16

3. Discuss Potential Banner for Team One Credit Union – Saginaw County Sports Hall of Fame – Sika stated that our office has recently been approached by Mr. Edward Kocks, Director of the Saginaw County Sports Hall of Fame, regarding erecting a banner advertising the annual Saginaw County Sports Hall of Fame Banquet held in November of each year. The proposed banner would be sponsored by Team One Credit Union and be erected the first week of November.

Discussion followed regarding the advertising on the proposed banner. Duclos stated that it was his understanding that a business may not advertise on any banner. The DDA members agreed that this was the policy originally set up when the rules and regulations were created for the newly erected banner poles. Motion by Duclos, supported by Ryder-Petre to reaffirm the DDA policy that business advertising not be allowed on any banner erected within Thomas Township. Motion carried unanimously.

10. New Business

**A. Approve 2012 Thomas Township Downtown Development Authority Meeting Dates.**

Sika presented the DDA members with the proposed 2012 meeting dates for the Thomas Township Downtown Development Authority. The proposed meeting schedule must be approved and posted prior to the new year. Sika noted that two meeting dates have been changed due to the scheduled election in February and the holiday in December.

11. Discussion

**A. FYI – Final Contract with Consumers Energy to Remove Seventeen (17) Over-The-Road Streetlights along Gratiot Road.**

Sika stated that at the October 25, 2011 DDA meeting, the DDA approved a contract with Consumers Energy to remove seventeen (17) existing overhead lights and the existing outlets from the poles at a cost of \$39,221.00. It was also determined that Mr. Taylor would meet with Consumers Energy to discuss the total cost of this bill and the need for removing the existing outlets. After a meeting with Tom Begin of Consumers Energy, a new contract was approved for removing the overhead lights alone at a cost of \$24,041.00. The DDA Board has approved this contract at a prior meeting.

Streeter stated that it was his understanding that the outlets on the existing poles were also to be removed according to this contract if not used. Taylor stated that the outlets are currently being used for the Christmas decorations; therefore, they are not scheduled to be removed. The contract is only for the removal of the streetlights.

12. Reports

A. Chairperson – None.

B. Vice-Chairperson – None.

C. Secretary – None.

D. Board Members –

1. Weise questioned the setbacks of some of the streetlights. Sika explained that due to Consumers Energy requirements, some streetlight setbacks had to be adjusted.

2. Radewahn wanted to thank the DDA members for a very successful year.

E. Staff -

1. Taylor stated that a street lighting ceremony is planned for January 9, 2012 in front of Stanley Steemer. Invitations for this event should be mailed soon.

2. Taylor updated the DDA members on an error that was discovered on the winter tax bills. When Saginaw County printed the bills, they left off the DDA assessment. After much discussion with Saginaw County, they are reprinting the tax bills for the businesses in the DDA district and re-mailing them to the owners with an explanation.

13. It was moved by Burns, supported by Duclos to adjourn the meeting at 8:40 a.m. Motion carried unanimously.

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David Duclos, Secretary