



Downtown Development Authority

THOMAS TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
8215 Shields Drive, Saginaw, MI 48609
February 29, 2012
8:00 a.m. Michigan Time

- 1. The Board Meeting was called to order at 8:00 a.m. by Vice-Chairperson Gray.
2. MEMBERS PRESENT: Doyle, Weise, Burns, Gray and Streeter.
ABSENT: Radewahn, Ryder-Petre, Duclos and 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 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., February 29, 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 January 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. Revisit Over-The-Road Banner Bids.
10. New Business
A. Review Bid List For M-46 (Gratiot Road) to M-52 (North Graham Road) Median Mowing.
B. Review Bid List For M-46 (Gratiot Road) Vegetation Control/Wildflowers.
C. Review and Approve Budget Amendment - 2011/2012.
D. Review Proposed Vertical Banner Designs.
11. Discussion
A. Form Committee to Attract Businesses To Thomas Township.
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 January 24, 2012 as presented. Motion carried unanimously.

6. Approval of Expenditures

Motion by Weise, supported by Doyle to approve the expenditures as presented. Motion carried unanimously.

7. Communications-Petitions-Citizen Comments – None.

8. Public Hearing – None.

9. Unfinished Business

A. Revisit Over-The-Road Banner Bids.

Sika stated that the bid opening for the over-the-road banners was Thursday, September 22, 2011. The following bids were received:

Dial Tent & Awning, Saginaw, Michigan	\$ 3,000.00
Barrett Sign, Saginaw, Michigan	\$ 3,050.00
Design Your Own Sign, Williamstown, West Virginia	\$ 3,084.00
O C Signs, Tustin, California	\$ 3,161.00
Flag and Banner Source, On-line Bid	\$ 3,400.00
Sign Image, Saginaw, Michigan	\$ 3,948.00
Best Value Banners, On-line Bid	\$ 6,800.00

The DDA awarded the contract to Dial Tent and Awning in the amount of \$3,000.00 for four (4) banners which is \$750.00 per banner. The Thomas Township Parks and Recreation department ordered a banner from Dial Tent and Awning for their Christmas Train fundraiser and the banner was up for approximately two (2) weeks in December. While the banner was up, several letters started to peel off making the banner difficult to read. The banner was returned to Dial Tent and Awning for repair with the assurance that it would be corrected. The banner has been returned; however, the quality of the work is questionable.

Sika further stated that due to the problems with the banner ordered by the Parks and Recreation department, we would like to award the DDA purchase of four (4) banners to the next lowest bidder, Barrett Sign of Saginaw, Michigan. Barrett has reviewed the parks banner and feels that we should not have this problem.

Motion by Weise, supported by Burns to award the contract to purchase four (4) over-the-road banners to Barrett Sign of Saginaw, Michigan for \$3,050.00. Motion carried unanimously.

10. New Business

A. Review Bid List for M-46 (Gratiot Road) to M-52 (North Graham Road) Median Mowing.

Sika stated that last year, the DDA Board asked that staff obtain a cost to cut the median from Meijer to North Graham Road. This includes five (5) cuttings at the start of each month beginning with May, 2012. The bid opening for the median mowing was conducted on Friday, February 17, 2012 and Ope's was the low bidder. The following bids were received:

Ope's, Saginaw, Michigan	\$ 2,075.00
Tri-Valley Landscaping, Saginaw, Michigan	\$ 2,250.00***
***Additional 1,500.00 for Signs/Lane Closures If Necessary	
Dobis Landscaping, Saginaw, Michigan	\$ 2,599.25
Weyand Brothers, Saginaw, Michigan	\$ 5,900.00
Mike Kretz Landscaping	\$ 8,675.00

Sika did state that Ope's bid was only good for thirty (30) days. The RFP stated that the bids must be good for ninety (90) days; therefore, this would have to be clarified with Ope's if they receive the bid.

Discussion followed among the DDA members regarding the bidders. Burns stated that while he does not know much about Ope's, he feels that the DDA should promote local businesses and business owners.

Motion by Weise, supported by Doyle to award the contract for the median mowing of Gratiot Road to Ope's of Saginaw, Michigan in the amount of \$2,075.00 pending verification of the bid being good for ninety (90) days. If the bid is not good for ninety (90) days, the contract will be awarded to Tri-Valley Landscaping of Saginaw, Michigan in the amount of \$2,250.00. Motion Carried. Vote: Yeas – Weise, Streeter, Doyle and Gray. Nays – Burns.

B. Review Bid List for M-46 (Gratiot Road) Vegetation Control/Wildflowers.

Sika stated that last year the DDA Board asked that costs for wildflower plantings within the median be collected. Two test plots of about one hundred (100') feet by twenty (20') feet were proposed, one tilled and seeded and one with weed control only and seeded went out for bids. The results are as follows:

Dobis Landscaping, Saginaw, Michigan	\$ 1,441.85
Ope's, Saginaw, Michigan	\$ 1,600.00***
***Did not include all paperwork as requested for seed mix/veg. control.	
Weyand Brothers, Saginaw, Michigan	\$ 2,000.00
Tri-Valley Landscaping, Saginaw, Michigan	\$ 3,100.00

Sika further stated that the bids came in much higher than anticipated and suggested further study be completed on other options for the median.

Motion by Weise, supported by Streeter to receive and file the bids as presented. Motion carried unanimously.

C. Review and Approve Budget Amendment – 2011/2012.

Taylor presented the DDA members with the proposed amendment to the 2011/12 fiscal year budget. He explained that the column on the far right of the page denotes the difference between the approved budget and the proposed figures. The bottom line is that we are proposing to spend \$16,954 more of the fund balance than what we had planned in January of 2011. Taylor further stated that this represents the added work to install the banner poles on Gratiot and our first bond interest payment that we did not budget for.

Motion by Weise, supported by Burns to approve the budget amendment for 2011/2012 as presented. Motion carried unanimously.

D. Review Proposed Vertical Banner Designs.

Sika stated that when the streetlights were ordered, vertical banner arms were included. Staff was requested to start the design and planning of the banners for the 2012 budget year. The Township will purchase one set of banners while the DDA will purchase another set of banners. Pam Keith, a graphic designer from Thomas Township, has been working on the designs.

11. Discussion

A. Form Committee to Attract Businesses to Thomas Township.

Due to several members being absent from the meeting, this item was tabled and will be placed on the March 27, 2012 DDA meeting agenda for discussion.

12. Reports

A. Chairperson – None.

B. Vice-Chairperson – None.

C. Secretary – None.

D. Board Members

1. Weise reminded the DDA members of the Shields Festival which will be held from June 21 through June 24, 2012. He further stated that the next committee meeting is scheduled for March 27th at 6:30 p.m. and would like a representative of the DDA to attend this meeting. It is the hope of the festival committee to get local businesses to participate in the festival by running specials, entering into the parade and utilizing road signage to advertise the festival just to name a few.
2. Taylor stated that he had been contacted by the Township's insurance company regarding a proposed addition to the DDA policy for the streetlights regarding acts of terrorism. It was the consensus of the DDA members that this item be tabled until the next meeting.

E. Staff – Sika updated that DDA regarding the Saginaw County Sports Hall of Fame banner request.

A meeting was held recently to discuss options for the banner and installation of the banner. It was agreed that the banner may not contain any sponsorship and they were given the option to have an outside party install the banner as long as MDOT rules and regulations were followed. At this time, we have not received a revised application.

13. It was moved by Burns, supported by Weise to adjourn the meeting at 9:01 a.m. Motion carried unanimously.

David Duclos, Secretary