



Downtown Development Authority

THOMAS TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
8215 Shields Drive, Saginaw, MI 48609
January 25, 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, Martin, Doyle, Weise, Gray, Streeter, Burns and Ryder-Petre.
ABSENT: Duclos.
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 Ryder-Petre, seconded by Martin 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, January 25, 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 December 28, 2010 meeting.
6. Approval of Expenditures – December, 2010 and January, 2011.
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 – None.
10. New Business
A. Review and Approve 2011/2012 Downtown Development Authority Budget.
11. Discussion
A. Streetlights – Comparison of LED Lights vs. Metal Halide Lights.
B. Gratiot Road Streetlights – Request for Proposal – Purchase of Forty-Six (46) Streetlights.
C. Gratiot Road Streetlights – Request for Proposal – Installation.
D. Creation of Finance Committee – Gratiot Road Streetlights.
12. Reports
A. Chairperson D. Board Members
B. Vice-Chairperson E. Staff
C. Secretary
13. Adjournment

5. Consent Agenda

- A. Motion by Martin, seconded by Ryder-Petre to approve the minutes of December 28, 2010 with the following correction:

“Motion by Martin, supported by Duclos to recommend to the Township Board that the utility costs for the proposed streetlights along Gratiot Road be split 50/50 between the Township and the ~~property owners~~ Downtown Development Authority. Motion carried unanimously.

Motion carried unanimously.

6. Approval of Expenditures – No expenditures to report for December, 2010 and January, 2011.

7. Communications-Petitions-Citizen Comments – None.

8. Public Hearing – None.

9. Unfinished Business – None.

10. New Business

- A. Review and Approve the 2011/2012 Downtown Development Authority Budget.

The DDA members were presented with a copy of the 2011/2012 budget. Mr. Taylor was available to answer any questions or concerns regarding the proposed budget. Mr. Weise questioned the drop in the professional services category by \$10,000. Mr. Taylor stated that due to the DDA being established, it will no longer need professional services on a regular basis. Mr. Weise also stated that the \$4,500 to be collected from the Thomas Township Library for the streetlight and installation is not listed on the budget. Mr. Taylor stated that was an omission and will have that corrected.

Motion by Martin, supported by Ryder-Petre to approve the Downtown Development Authority budget for 2011/2012 as presented with the addition of the \$4,500 for the library streetlight. Motion carried unanimously.

11. Discussion

- A. Streetlights – Comparison of LED Lights vs. Metal Halide Lights.

Mr. Sika presented the DDA members with a comparison of LED lights vs. metal halide lights for the proposed streetlights. Mr. Sika stated that this is an update that the DDA members requested regarding the cost of new technology. After comparing the two different types of lights and the cost remaining relatively the same since the last comparison, it was the consensus of the DDA members to stay with metal halide lights at this time.

Motion by Gray, supported by Martin to continue with metal halide lights for the proposed streetlights based on the comparison submitted. Motion carried unanimously.

B. Gratiot Road Streetlights – Request for Proposal – Purchase of Forty-Six (46) Streetlights.

Mr. Sika presented the DDA members with the proposed RFP (request for proposal) to purchase forty-six (46) streetlights including the pole, lamp, arm, banner arm and GFCI for Gratiot Road. The proposed RFP is to solicit proposals (bids) from qualified contractors with expertise providing installation of streetlights. Discussion followed regarding the design of the streetlight. Mrs. Ryder-Petre was concerned with the base installed on the Miller Court streetlights and would like to suggest receiving bids for more decorative bases.

Motion by Ryder-Petre, supported by Doyle to approve the Request for Proposal to purchase forty-six (46) streetlights for Gratiot Road as presented including the addition of options for decorative bases. Motion carried unanimously.

C. Gratiot Road Streetlights – Request for Proposal – Installation.

Mr. Sika presented the DDA members with the proposed RFP for installation of the proposed forty-five (45) streetlights including the base and electrical underground. The purpose of this request is to solicit proposals (bids) from qualified contractors with expertise in the proper installation of streetlights, streetlight foots, underground electrical as well as related work.

Motion by Martin, supported by Gray to approve the Request for Proposal for the installation of streetlights along Gratiot Road as presented. Motion carried unanimously.

D. Creation of Finance Committee – Gratiot Road Streetlights.

Mr. Radewahn and Mr. Taylor stated that they would like to form a committee to research and review different options for financing the Gratiot Road streetlights. Mr. Radewahn would like to appoint Mr. Gray, Mrs. Doyle and himself to the committee along with Mr. Taylor and Mrs. Frollo, Director of Financing for Thomas Township.

Motion by Martin, supported by Weise to approve the formation and selection of the DDA Financing Committee as presented. Motion carried unanimously.

12. Reports

A. Chairperson – Mr. Radewahn stated that the Shields Men’s Club is looking for participation from the local businesses and organizations for this year’s festival. Discussion followed regarding possible options for the DDA participation. It was the consensus of the DDA members that the Thomas Township DDA will join with the Thomas Township Business Association in promotion efforts for the festival.

B. Vice-Chairperson – None.

C. Secretary – None.

D. Board Members – None.

E. Staff - Mr. Taylor stated the Gratiot Road watermain project is out for bids and it is anticipated that construction will start sometime in May.

13. It was moved by Martin, supported by Gray to adjourn the meeting at 8:36 a.m. Motion carried unanimously.

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David Duclos, Secretary