



Downtown Development Authority

THOMAS TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
8215 Shields Drive, Saginaw, MI 48609
July 24, 2012 - 8:00 a.m. Michigan Time

- 1. The Board Meeting was called to order at 8:00 a.m. by Vice-Chairman Gray.
2. MEMBERS PRESENT: Gray, Weise, Streeter, Ryder-Petre and Doyle.
ABSENT: Radewahn, Martin, Duclos and Burns.
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., July 24, 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 June 26, 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
1. Gratiot Road Banner Poles.
a. Review Options Regarding Reinstallation of Gratiot Road Banner Poles.
b. Review Request for Proposal for Engineering/Installation of Banner Poles.
2. Bid Results - DDA Gratiot Road Vertical Banners.
10. New Business - None
11. Discussion - None.
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 June 26, 2012 as presented. Motion carried unanimously.

6. Approval of Expenditures – Motion by Ryder-Petre, 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

1. Gratiot Road Banner Pole Reinstallation.

Sika stated that at the June 26, 2012 meeting, the DDA Board discussed options regarding the reinstallation of the banner poles along Gratiot Road. Several options were discussed at that time; however, the DDA asked for more detail on each option before a final decision was made.

In review, on June 13th, Russ and I had a meeting with Don Hundley from MDOT to talk about the banner poles and the use of the breakaway bolts. At this meeting, Mr. Hundley reaffirmed MDOT's position that the breakaway bolt system would have to be installed if the banner poles were reinstalled. Mr. Hundley was also given a copy of the plans drawn by Spicer Group showing the breakaway bolt system and the banner poles to review and make a recommendation back to us with any suggestions he may have. Mr. Hundley recently contacted our office and stated that after review of the plan, it was suggested that the Township go with the wood utility (telephone) poles.

Sika presented the DDA Board with three options to consider. They were as follows:

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. (See attached diagrams). Based on all of our discussions, we would not recommend this option for several reasons. A) The cost of inspections of the poles, breakaway bolts and the support wires would be significant because Thomas Township would need to hire an outside inspection firm. B) It is anticipated that the breakaway bolts would need to be replaced on an annual or semi-annual bases. C) We do not have confidence that the breakaway bolts are safe in this application based on the pole falling over this spring.

Option 2: Install two painted/stained black utility (telephone) poles in place of the existing poles and not use the breakaway system. Engineered drawings will need to be submitted to MDOT for approval. A request for proposal would be sent to prospective contactors to seek bids for the installation of the poles. The DDA members were presented with the

proposed Request for Proposal. In this option, the successful contractor will be required to install two poles near the footings of the current banner poles, paint or stain the poles black to match the streetlights as much as possible, install the support cables, install the over the road cables, and removed the banner pole footings below the surface by six (6") inches. We are hoping that this will satisfy MDOT. The RFP would be sent out in the next week in order to have all of the bids returned to the DDA Board for a final decision at the August meeting. At that time the contract could be awarded to complete the work.

Option 3: Do not reinstall any banner pole system.

Discussion followed among the DDA members. Motion by Weise, supported by Ryder-Petre to choose option #2 as presented. Motion carried unanimously.

2. Bid Results – DDA Gratiot Road Vertical Banners.

Sika stated that the bid opening for the DDA vertical banners was conducted on Friday, June 29, 2012. The following bids were received:

AA Liberty Promotional Products	\$4,883.20
Consort Display Group	\$5,682.40
Display Sales	\$5,824.00
Barrett Sign	\$8,937.60

Discussion followed the bid results. Taylor suggested that one (1) complete sample banner be ordered from AA Liberty Promotional Products before the entire order is submitted. This will ensure that all requested items are being completed on the banners.

Motion by Ryder-Petre, supported by Doyle to award the contract for the DDA vertical banners to AA Liberty Promotion Products at a cost of \$4,883.20. One (1) completed sample banner will be requested and inspected prior to the entire order being placed with AA Liberty Promotional Products to ensure all items required for the banner are being met. Motion carried unanimously.

10. New Business - None.

11. Discussion – None.

12. Reports

A. Chairperson – None.

B. Vice-Chairperson – None.

C. Secretary – None.

D. Board Member – None.

E. Staff – Taylor stated that a site plan for the new Culver's Restaurant has been received and is scheduled for the August 15, 2012 Planning Commission meeting.

13. It was moved by Weise, supported by Doyle to adjourn the meeting at 8:25 a.m. Motion carried unanimously.

David Duclos, Secretary