



Downtown Development Authority

THOMAS TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
8215 Shields Drive, Saginaw, MI 48609
July 26, 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, Martin, Burns, Duclos, Gray and Streeter.

ABSENT: Doyle and Weise.

ALSO PRESENT: 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 Martin, seconded by Gray 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, July 26, 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 June 28, 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. Choose Streetlight Base Cover – Gratiot Streetlight Project.
 - B. Award Contract of Streetlight Purchase for the Gratiot Streetlight Project.
 - C. Award Contract for Installation of Bases and Electrical Work for the Gratiot Streetlight Project.
10. New Business
 - A. Holiday Decorations for Gratiot Road Streetlights.
11. Discussion – None.
12. Reports
 - A. Chairperson
 - B. Vice-Chairperson
 - C. Secretary
 - D. Board Members
 - E. Staff
13. Adjournment

5. Consent Agenda

A. Motion by Streeter, seconded by Ryder-Petre to approve the minutes of June 28, 2011 as presented. Motion carried unanimously.

6. Approval of Expenditures

Motion by Ryder-Petre, supported by Martin to accept the expenditures as presented.

7. Communications-Petitions-Citizen Comments – None.

8. Public Hearing – None.

9. Unfinished Business

A. Choose Streetlight Base Cover – Gratiot Road Streetlight Project.

Sika stated that at the June, 2011 meeting, the DDA Board requested additional samples of base covers available for the proposed streetlights to be installed along Gratiot Road. Sika presented the DDA members with ten (10) base cover options including a rendering, a photograph where available, a perspective showing the height of the base and the base cover details. Discussion followed among the DDA members regarding the decorative and non-decorative bases and the cost difference for the bases.

Motion by Martin, supported by Ryder-Petre to choose option #1 (RCEAB) as the streetlight base cover for the Gratiot Road streetlight project. Motion carried unanimously.

B. Award Streetlight Bid to Standard Electric, Low Bidder.

Sika stated that on March 31, 2011, the bid opening was completed for the Gratiot Road streetlight project and the following bids were submitted:

○ Standard Electric	\$ 200,685.00
○ Marshal E. Campbell Company	\$ 235,976.20 ***
○ Helm Electric, LLC	\$ 267,414.00

***Note: Bid did not include Transpo Breakaway Light Pole Support System

Sika further stated that the bid from Standard Electric gave an option to have LED lights or metal halide lights for the same cost. After extensive review, the DDA Board chose LED lights for the project. The pole height was adjusted from twenty-five (25') feet to eighteen (18') feet due to Consumers Energy utility lines which are running over the area.

Motion by Martin, supported by Ryder-Petre to approve the purchase of one hundred (100) streetlights from Standard Electric at a cost of \$244,480.00 which includes the cost for the streetlight base cover. Motion carried unanimously.

C. Award Contract for Installation of Bases and Electrical Work for the Gratiot Road Streetlight Project.

Sika stated that on July 13, 2011, the bid opening was completed for the Gratiot Streetlight project specifically the installation of ninety-eight (98) footings and electrical work. The following bids were submitted:

- | | |
|-----------------------|---------------|
| ○ J. Ranck Electric | \$ 279,449.00 |
| ○ Thomas Electric LLC | \$ 392,146.00 |
| ○ Helm Electric, LLC | \$ 412,372.49 |

Discussion followed among the DDA members. Streeter stated that he was concerned with the price difference in the bid and questioned whether this bid could be trusted. Sika stated that J. Ranck Electric comes highly recommended due to the considerable streetlight installation they have done in the past for other communities as well as for MDOT.

Motion by Ryder-Petre, supported by Martin to award the contract to J. Ranck Electric to install ninety-eight (98) streetlight bases and electrical work including installing ninety-eight (98) streetlights in the amount of \$279,449.00. Motion carried unanimously.

10. New Business

A. Holiday Decorations for Gratiot Road Streetlights.

Sika stated that in the past, Thomas Township has hired an outside company to place holiday decorations on the existing light poles along Gratiot. Last year the company charged \$55.00 per pole to install and maintain the lights for the holidays. After consulting with the company, they have agreed to keep the price at \$55.00 per decoration for the 2011 holiday season. Again this would include the installation, maintenance and removal of the decorations. Last year about half the number of decorations were put up as the number of poles available this year which is ninety-eight (98). It is anticipated that the new streetlights will be installed just before the holiday season, and we are proposing to install a decoration on each pole at a total cost of \$5,390.00. Last year Thomas Township incurred the cost. Sika stated that they are proposing that Thomas Township and the Downtown Development Authority share the cost of the holiday decorations making the total cost to the DDA \$2,695.00. By sharing the cost, it will allow us to place a holiday decoration on each new light pole.

Furthermore, Sika stated that there are two options the company has presented for the decoration patterns. They are as follows:

1. Option 1: One red poinsettia, two or three other decorations such as a toy or candy cane and then another red poinsettia.
2. Option 2: All decorations would be poinsettias but would be alternating red and white all the way down Gratiot Road.

Discussion followed among the DDA members. It was the consensus of the DDA that option one with the alternating red and white poinsettias be used by the company to decorate the streetlights.

Motion by Burns, supported by Duclos to approve sharing the cost of the holiday decorations for the streetlights at a cost of \$2,695.00. Motion carried unanimously.

11. Discussion - None.

12. Reports

- A. Chairperson – None.
- B. Vice-Chairperson – None.
- C. Secretary – None.
- D. Board Members – Mr. Streeter would like the DDA Board to take some type of stance regarding the hazardous intersection of Kennely and Gratiot Roads. Over the weekend, two (2) people were killed at this intersection making three (3) total fatalities in the past few months. Mr. Streeter suggested that either a meeting be set up with the DDA and MDOT or a letter be sent on behalf of the DDA regarding the need for some type of action to be taken regarding this intersection. Sika stated that they would draft a letter.
- E. Staff - None

13. It was moved by Gray, supported by Ryder-Petre to adjourn the meeting at 8:50 a.m. Motion carried unanimously.

David Duclos, Secretary