



THOMAS TOWNSHIP - DOWNTOWN DEVELOPMENT AUTHORITY

8215 Shields Drive, Saginaw, MI 48609

July 9, 2013 - 8:00 a.m. Michigan Time

- 1. The Board Meeting was called to order at 8:00 a.m. by Chairman Radewahn.
- 2. MEMBERS PRESENT: Radewahn, Gray, Doyle, Weise, Streeter and Ryder-Petre.

ABSENT: Duclos, Martin 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 Ryder-Petre to approve the agenda with the following addition:

10. New Business
A. Revision of Financial Forecast.

Motion carried unanimously.

AGENDA

THOMAS TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

8215 Shields Drive, Saginaw, MI 48609

8:00 a.m., July 9, 2013

- 1. Call to Order
- 2. Roll Call
- 3. Pledge of Allegiance
- 4. Approval of Agenda
- 5. Consent Agenda
 - A. Approve the minutes of the March 26, 2013 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. Viewing of the Updated DDA Infomercial.
- 10. New Business
 - A. Termination of Median Mowing Contract with Ope’s Landscaping.
 - B. Revised Request for Proposal Bid Results – Gratiot Road Median Mowing.
- 11. Discussion
 - A. Reinstallation of Revised Banner Arms.
 - B. Thomas Township Trail Ribbon Cutting Ceremony – Friday, August 9, 2013, 4:00 p.m., Swan Valley High School, 8400 O’Hern Road.

- 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 Weise to approve the minutes of March 26, 2013 with the addition that the meeting scheduled for May 28, 2013 was not held due to a lack of quorum. Motion carried unanimously.

6. Approval of Expenditures – Motion by Weise, seconded by Gray to approve the expenditures as presented. Motion carried unanimously.

7. Communications-Petitions-Citizen Comments – None.

8. Public Hearing – None.

9. Unfinished Business

A. Viewing of the Updated DDA Infomercial.

The DDA reviewed the final editing of the proposed Thomas Township infomercial. The DDA members were very please and asked for one final update to the infomercial. The scene showing the traffic on Gratiot has been sped up in the video, and the DDA members would like the traffic shown at normal speed. As soon as this change has been completed, copies will be sent to the DDA members. The DDA members also discussed different options for distributing the video.

10. New Business

A. Revision of the DDA Financial Forecast.

Taylor presented the DDA members with a revision to the DDA financial forecast. Taylor stated that due to a recent tax tribunal case involving Home Depot and Meijers, the DDA tax base will decrease.

B. Termination of median Mowing Contract with Ope’s Landscaping.

Sika stated that at the January 22, 2013, the DDA approved a one year contract with some minor updates due mainly because of changes in MDOT regulations and notification requirements. The contractor agreed and signed the updated contract. Due to a very poor grass cutting job within the median in violation of several of the terms within the DDA contract and not being unable to contact a representative to discuss these issues, Ope’s Landscaping was informed by certified mail that no other work under the contract was to be completed and the current contract is terminated.

Motion by Weise, supported by Ryder-Petre to terminate the remainder of the 2013 median mowing contract with Ope’s Landscaping, Inc. Motion carried unanimously.

C. Revised Request for Proposal Bid Results – Gratiot Road Median Mowing.

Sika stated that on June 17, 2013, a new request for proposal was sent in order to seek bids for the median cutting for the remainder of the season and a separate bid for the full 2014 season. The bids were opened on Monday, June 24, 2013 with the following results:

Name	Address	Completion of 2013	2014
Tri Valley Landscaping	2363 S. Miller Road	\$ 2,600.00	\$ 3,250.00
Dobis Landscaping	5482 Garfield Road	\$ 4,685.00	\$ 6,117.15
Johnny Heinz Landscaping	649 Leddy Road	\$ 10,000.00	\$ 12,500.00

Discussion followed among the DDA members regarding the revised financial forecast previously presented and the need to cut back on expenditures. It was suggested by Radewahn that the median cutting be turned back over to the Michigan Department of Transportation.

Motion by Ryder-Petre, supported by Doyle to return the median cutting of Gratiot Road back to the Michigan Department of Transportation. Motion carried unanimously.

11. Discussion

A. Reinstallation of Revised Banner Arms.

Sika stated that while changing out a group of banners on the streetlights, it was found that an original bolt used to secure the banners was not long enough causing the banners to sometimes become unsecured from the pole. Mr. John Wisniewski of Standard Electric and Beacon have resolved this issue and the replacement banner arms will be shipped the last week of June. There will be no cost for the replacement banner arms; however, the Thomas Township Department of Public Works will be installing the arms and all costs associated with the labor will be invoiced and reimbursed by Beacon.

B. Thomas Township Trail Ribbon Cutting Ceremony.

Sika stated that the Thomas Township Trail is making significant progress and a ribbon cutting ceremony has been scheduled. The ribbon cutting ceremony will be held on Friday, August 9, 2013 at 4:00 p.m. at the Swan Valley High School located at 8400 O’Hern Road.

12. Reports

- A. Chairperson – None.
- B. Vice-Chairperson – Gray reminded the DDA members of the upcoming Thomas Township Business Association annual golf outing to be held on August 12, 2013 at Apple Mountain.
- C. Secretary – None.
- D. Board Member – None.

E. Staff – None.

13. It was moved by Gray, supported by Ryder-Petre to adjourn the meeting at 8:45 a.m. Motion carried unanimously.

David Duclos, Secretary