



Downtown Development Authority

THOMAS TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
8215 Shields Drive, Saginaw, MI 48609
June 26, 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: Duclos, Doyle, Weise, Burns, Gray, Martin and Streeter.
ABSENT: Radewahn and Ryder-Petre.
ALSO PRESENT: Russ Taylor, Township Manager, Dan Sika, Director of Community Development, Susan Coggin, Planning Assistant/Code Enforcement Officer and Dave Hollis, Hollis Marketing.
3. The Pledge of Allegiance was recited.
4. Motion was made by Streeter, seconded by Martin to approve the agenda as presented. Motion carried unanimously. Streeter suggested that the reason for rescheduling the meeting, that being the update on the infomercial and the review of the DDA financial forecast be listed in the minutes.

AGENDA
THOMAS TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING
8215 Shields Drive, Saginaw, MI 48609
8:00 a.m., June 26, 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 5, 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. Update - Gratiot Road Banner Poles.
2. Update - Downtown Development Authority Infomercial Outline/Script.
10. New Business
1. Downtown Development Authority Financial Forecast.
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 Martin to approve the minutes of June 5, 2012 as presented. Motion carried unanimously.

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

7. Communications-Petitions-Citizen Comments – None.

8. Public Hearing – None.

9. Unfinished Business

**1. Update – Gratiot Road Banner Poles.**

Sika stated that on June 13<sup>th</sup> they had a meeting with Don Hundley from MDOT where they talked about the banner poles. Sika stated and he and Russ asked him one last time if we could put the poles back up but without the breakaway bolts. He said that the breakaway bolts are required. He did say that he would pass our original plans along to one of his engineers to see what they think and if any ideas come to mind. I have not heard from him or the engineer yet. I also asked Hundley if the DDA would need to go through the permitting process again if we were to switch to a telephone pole, and he said that we would need to resubmit the plans.

Sika also stated that he made contact with Roland Davidson from J. Ranck Electric Inc, the contractor who installed the streetlights in order to get a quote on two (2) telephone poles, painted black and installed with all the cabling. The quote was \$3,500. Taylor stated that if they decide to go with the telephone poles, an engineered drawing would have to be completed. Doyle asked if Thomas Township had to use Spicer or could it go out for bids? Taylor stated that they could send the engineering request for proposals out for bid.

Discussion followed among the DDA members. At this time, no action is required until a final decision comes from MDOT.

**2. Update – Downtown Development Authority Infomercial Outline/Script.**

Dave Hollis of Hollis Marketing was present to give the DDA members an update on the infomercial script. He presented the DDA members with a rough draft of the script to date. Hollis read part of the script to give the DDA members an idea of the pace and sound. He also stated that he has started the video and photograph portions of the project.

10. New Business

**1. Downtown Development Authority Financial Forecast.**

Taylor stated that the Downtown Development Authority was created to revitalize areas of the Gratiot Road Business district and enhance other areas such that they become a stronger and more desirable place to do business. The DDA members were presented with the financial forecast for the years 2012 through 2018. Taylor advised that the DDA may want to be cautious on spending due to the potential changes being voted on through the State of Michigan after the November election. Taylor also stated that the infomercial and the reinstallation of the banner poles was not originally configured into the budget and would need to be updated.

Discussion followed among the DDA members. Duclos asked what is the lifespan of the streetscape banners and should the DDA consider setting aside some money each year for banner replacement? He also suggested setting aside some money each year for potential legal fees. Taylor stated that he would make the necessary adjustments with a tentative figure of \$2,000 per year for legal fees and \$1,000 for the replacement of banners.

Motion by Martin, supported by Burns to approve the Downtown Development Authority Financial Forecast as presented with the two updates for potential legal fees and replacement of banners. Motion carried unanimously.

11. Discussion – None.

12. Reports

A. Chairperson – None.

B. Vice-Chairperson – 1) Gray asked Weise if there was any feedback from the Shields Festival? Weise stated that it appears that it was well attended, and he is still waiting for the final figures. He did state that the businesses, such as Stanley Steemer, saw an increase in their festival activities, which is a good sign of growth.

C. Secretary – None.

D. Board Member – 1) Weise presented the DDA members with a newspaper article regarding awards being presented to businesses in Fenton to improve their business such as new facades. Weise suggested that the DDA might want to look at this award system in the future.

E. Staff – None.

13. It was moved by Martin, supported by Weise to adjourn the meeting at 8:40 a.m. Motion carried unanimously.

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David Duclos, Secretary

