



Downtown Development Authority

THOMAS TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
8215 Shields Drive, Saginaw, MI 48609
October 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, Ryder-Petre, Doyle, Weise, Duclos, Gray and Streeter.
ABSENT: 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 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, October 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 September 27, 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. 2011 Audit Review.
B. Consumers Energy Contract - Removal of Overhead Streetlights and Existing Outlets on Gratiot Road.
C. Approve Designs - Four (4) Over-the-Road Banners.
D. Approve Over-the-Road Banner Application, Regulations and Requirements.
E. Grass Cutting - Gratiot Road Median.
10. New Business - None.
11. Discussion
A. Gratiot Road Streetlight Project Update.
B. Change December Meeting Date from December 27 to December 20, 2011.
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 Gray to approve the minutes of September 27, 2011 as presented. Motion carried unanimously.

6. Approval of Expenditures – None.

7. Communications-Petitions-Citizen Comments – None.

8. Public Hearing – None.

9. Unfinished Business

A. 2011 Audit Review.

A copy of the 2011 DDA audit from Yeo and Yeo was presented to the DDA members. Taylor explained that this is a condensed version of the audit. Weise had questions regarding the due from primary government amount of \$5,450 and the \$1.00 accrued and other liabilities amount. Taylor stated that he was not sure of these two items; however, he would get the answers from Deidre Frollo, Director of Fiscal Services and report back to Weise.

B. Consumers Energy Contract – Removal of Overhead Streetlights and Existing Outlets on Gratiot Road.

Sika stated that as discussed at a previous meeting, we are looking to have Consumers Energy remove the existing streetlights which are located primarily at intersections. A tentative cost of \$28,000 was received from John Hoffman of Consumers Energy on July 21, 2011. A final estimate was received from Consumers on September 19, 2011 in the amount of \$39,221.00, much higher than the original estimate. A meeting was held on October 11, 2011 with Tom Begin of Consumers Energy, Russ Taylor and myself to discuss the difference in costs estimates. Mr. Begin stated that he would have Mr. Hoffman reexamine the figures and present Thomas Township with an itemized estimate.

Sika stated that he had received an email from Mr. Hoffmann with a new quote of \$24,041.00. This new cost includes the removal of the existing seventeen (17) over-the-road streetlights but does not include the previous requirement of removing the outlets. Consumers had agreed that if the outlets are used, they do not have to be removed.

Motion by Ryder-Petre, supported by Gray to approve the contract between the Thomas Township DDA and Consumers Energy to remove seventeen (17) over-the-road streetlights at a cost of \$24,041.00. Motion carried unanimously.

C. Approve Designs – Four (4) Over-the-Road Banners.

Sika stated that at the September 27, 2011 DDA meeting, Dial Tent and Awning was awarded the bid to produce four (4) over-the-road banners; however, Thomas Township needed to supply the designs for the four banners. Diane Doyle and Ellen Ryder-Petre volunteered to review several designs for possible banners. The DDA members were presented with the final five (5) committee selections. Discussion followed regarding the length of time each banner is allowed and what designs would create the most impact. It was suggested that a tentative schedule be drawn up including the various organizations and

banners that will be displayed in the upcoming year. Discussion followed regarding updating the picture for the winter banner which included a mitten throwing a snowball and adding a fifth banner that would say “Merry Christmas –Thomas Township” including two designs on the banner relating to the Christmas holiday.

Motion by Ryder-Petre, supported by Doyle to approve five (5) banner designs as follows:

- Banner Choice #2 – Winter “Welcome to Thomas Township” including a graphic update of mitten throwing a snowball.
- Banner Choice #3 – Spring “Welcome to Thomas Township” showing sunshine and grass.
- Banner Choice #4 – Patriotic “Thomas Township – Remembering Our Heroes” banner.
- Banner Choice #5 – Generic “Welcome to Thomas Township” with Township logo.
- Banner Choice #27 – Holiday “Merry Christmas – Thomas Township” including two (2) holiday graphics.

Motion carried unanimously.

D. Approve Over-the-Road Banner Application, Regulations and Requirements.

Sika stated that with the completion of the banner poles just around the corner, we have designed an application including the rules and regulations for having a banner installed within Thomas Township. The application including a fee of \$150.00 must be submitted forty-five (45) days prior to the request for display. A copy of the applicant’s insurance policy with at least \$1,000,000 in liability must also be presented at the time of application with Thomas Township listed as an insured party. The following are some of the regulations listed on the application:

1. Only events that are considered community events that are open to the community shall be allowed to be displayed.
2. Thomas Township and the Thomas Township DDA reserves the right to remove any banner without notice and may set time limits on any banner displayed.
3. A maximum of three (3) weeks is allowed for a banner to be displayed at any one time prior to an event. Holiday displays are the exception and in such case, six (6) weeks may be granted.
4. No political banners will be allowed per MDOT rules.
5. No banner may advertise for a business or promote a sale, or advertise any merchandise per MDOT rules.

Motion by Streeter, supported by Gray to approve the over-the-road application, regulations and requirements as presented. Motion carried unanimously.

E. Grass Cutting – Gratiot Road Median.

Sika stated that at the September 27, 2011 DDA meeting, discussion was held regarding the maintenance of the grass median along Gratiot Road. Due to budget reductions, MDOT will only be cutting the median once per year. With the improvements that are taking place along the Gratiot Road corridor, we would like to see this median maintained on a more regular basis. The DDA members asked staff to obtain a cost estimate for a private contractor to cut the median. We contacted the current Thomas Township contractor, T J Lawn and Land, who gave us a cost estimate of \$650.00 per mow. This would include cutting the grass, trimming around all signs and guardrails, removal of trash and bagging any large amount of grass clippings. Sika further stated that he would like the DDA to consider

two (2) options as follows:

- A. Have the Township contractor cut the median once this season in order to remove all long grass and weeds and improve the looks of the Gratiot Road corridor for the remainder of the year.
- B. Prepare and send out a Request for Proposal for the regular maintenance of the Gratiot Road median for 2012.

Discussion followed regarding the need to cut the grass yet this year and waiting for the new year to seek bids for the 2012 cutting season. It was the consensus of the DDA members not cut the median this year and to seek bids for the 2012 season in January or February.

10. New Business – None.

11. Discussion

A. Gratiot Road Streetlight Project Update.

Sika stated that the streetlight project was progressing well. The bases for the streetlights along the north side of Gratiot Road have been completed and the contractor now has two (2) crews working on wiring the north side. They anticipate finishing the base work by November 11, 2011.

B. Change December Meeting Date from December 27, 2011 to December 20, 2011.

Sika stated that due to the holidays, we would like to suggest changing the meeting date for December from the 27th to the 20th. The consensus of the DDA members was to change the meeting date for December to December 20, 2011.

12. Reports

- A. Chairperson – None.
- B. Vice-Chairperson – None.
- C. Secretary – None.
- D. Board Members – None.
- E. Staff - Taylor invited the DDA members to the groundbreaking ceremony for the new Great Lakes Solar Technology Park which will be held on November 11, 2011 at 11:00 a.m. Taylor also update the members on the Gratiot Road watermain project.

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

David Duclos, Secretary