



Downtown Development Authority

THOMAS TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
8215 Shields Drive, Saginaw, MI 48609
September 25, 2012 - 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, Weise, Streeter, Ryder-Petre, Duclos, Burns and Martin.
ABSENT: Doyle.
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 Ryder-Petre 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., September 25, 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 August 28, 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
A. Review Costs Regarding Reinstallation of Gratiot Road Banner Poles.
B. DDA Banner References.
10. New Business
A. Rough Draft - Fall, 2012 Newsletter.
11. Discussion
A. Presentation - Dave Hollis - Downtown Development Authority Infomercial.
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 September 25, 2012 as presented. Motion carried unanimously.

6. Approval of Expenditures – Motion by Burns, supported by Ryder-Petre to approve the expenditures as presented. Motion carried unanimously.

7. Communications-Petitions-Citizen Comments – None.

8. Public Hearing – None.

9. Unfinished Business

A. Review Bid Results Regarding Reinstallation of Gratiot Road Banner Poles.

Sika stated that at the July 24, 2012 meeting, the DDA Board discussed options regarding the reinstallation of the banner poles along Gratiot Road. Three options were reviewed including the following:

- 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. (This option was rejected by the DDA Board)
- Option 2: Install two painted/stained black utility (telephone) poles in place of the existing poles and not use the breakaway system. (The DDA Board requested cost for this option)
- Option 3: Do not reinstall any banner pole system.

It was the decision of the DDA Board to choose option two and seek bids for engineered drawings for MDOT approval of the reinstallation two (2) banner poles and the installation of two (2) painted/stained black utility (telephone) poles. The bid opening was conducted on Friday, August 10, 2012. After reviewing the bids, the DDA choose to seek some additional costs regarding the installation. At this time, the following alternate options have been found in order to save money regarding the reinstallation:

- 1. Poles:
 - a. Consumers Energy to Provide Two 45' Poles No Cost
(Poles have been delivered and are located at the DPW facility)
- 2. Installation:
 - a. Consumers Energy to Install Both Poles \$2,800.00
(This does not include installation of cabling and guy wires)
 - b. Craig Leddy Installation \$2,500.00
(Includes installation of both poles, installation of cabling and guy wires)

3. Engineered Drawings:

- | | |
|--------------------------|------------|
| a. Austin and Associates | \$2,400.00 |
| b. Spicer Group | \$2,500.00 |

Additionally, Consumers Energy has given the approval to install the wood utility poles to a height of twenty-three (23') feet. Sika further stated that it was his recommendation that the DDA Board award the engineering contract to Austin and Associates in the amount of \$2,400.00 and award the installation contract to Craig Leddy at a cost of \$2,500.00.

Discussion followed among the DDA members regarding procedures for accepting the lowest bids. Streeter stated that with our existing relationship with Spicer Group, he would be more comfortable awarding the bid to Spicer Group.

Motion by Burns, supported by Martin, to award the engineering contract to Spicer Group upon further discussion with Spicer Group to revise the contract to an amount of \$2,400.00.

Upon discussion among the DDA Board members regarding the bid process, Burns rescinded his motion.

Motion by Ryder-Petre, supported by Weise to award the engineering contract to the low bidder, Austin and Associates in the amount of \$2,400.00. Vote: Yeas: Martin, Duclos, Weise, Radewahn, Gray, Ryder-Petre and Burns. Nays: Streeter

Motion by Martin, supported by Ryder-Petre to award the contract for the reinstallation of two (2) utility poles including the installation of cabling and guy wires to Ledy Electric in the amount of \$2,500.00. Motion carried unanimously.

B. DDA Banner References.

Sika stated that on July 24, 2012, the DDA reviewed the bids for the streetlight banners and AA Liberty Promotion Products was the low bidder at a cost of \$4,883.20. The DDA Board wanted more information so a sample banner was required and reviewed by the DDA so that the quality could be checked. At the August 28, 2012 meeting, the DDA Board examined the sample provided by AA Liberty Promotion Products. It was the decision of the DDA Board that AA Liberty Promotion Products provide references for previous banner work specifically from places that have purchased street banners from AA Liberty along with a contact person's name to see how the service has been.

Sika further stated that based on the lack of references that could be checked from people who have ordered and used the banners, the chipping paint on the sample, as well as the double layers of material that was questioned, I recommend awarding the banner bid to Consort Display Group in the amount of \$5,682.40.

Motion by Ryder-Petre, supported by Duclos to award the contract for the DDA banners to Consort Display Group in the amount of \$5,682.40. Motion carried unanimously.

10. New Business

A. Rough Draft – Fall, 2012 Newsletter

Coggin stated that with all the great work that is taking place within the DDA district, we thought it was a good time to do a new newsletter. The DDA Board was presented with a copy of the proposed Fall, 2012 newsletter. Coggin further stated that we anticipate mailing the newsletter out in early October.

11. Discussion

A. Presentation – Dave Hollis – Downtown Development Authority Infomercial.

Mr. Hollis presented the DDA Board with a rough draft of the script for the DDA infomercial. Discussion followed regarding some changes to the script. It was the consensus of the DDA Board to form a committee to review the proposed script and present Mr. Hollis with any changes and/or corrections. Ryder-Petre, Weise and Martin volunteered to serve on this committee. They will review the script and relate any changes and/or corrections to the Community Development staff to forward to Mr. Hollis.

12. Reports

A. Chairperson – None.

B. Vice-Chairperson – None.

C. Secretary – None.

D. Board Member – Weise reminded the DDA Board of the upcoming Crime Prevention seminar which will be held on October 3, 2012 at the Public Safety Building. This seminar is for the business community and is being held by the Thomas Township Police Department.

E. Staff – None

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

David Duclos, Secretary