



Downtown Development Authority

THOMAS TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
8215 Shields Drive, Saginaw, MI 48609
September 27, 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, Doyle, Weise, Duclos, Gray and Streeter.
ABSENT: None.
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, September 27, 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 August 23, 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 - None.
10. New Business
A. 2011 Audit Review.
B. Consumers Energy Contract - Removal of Overhead Streetlights and Existing Outlets on Gratiot Road.
C. Request for Proposal Bid Results - Over-the-Road Banner Pole Foundations.
D. Request for Proposal Bid Result - Four Two-Sided Over-the Road Banners - Gratiot Road.
11. Discussion
A. Grass Cutting - Gratiot Road Median.
B. Gratiot Road Streetlight Project Update.
12. Reports
A. Chairperson D. Board Members
B. Vice-Chairperson E. Staff
C. Secretary
13. Adjournment

5. Consent Agenda
 - A. Motion by Martin, seconded by Streeter to approve the minutes of August 23, 2011 as presented. Motion carried unanimously.
6. Approval of Expenditures – Motion by Petre, supported by Gray to approve the expenditures as presented. Motion carried unanimously.
7. Communications-Petitions-Citizen Comments – None.
8. Public Hearing – None.
9. Unfinished Business – None.
10. New Business

A. 2011 Audit Review.

Mr. Taylor stated that the 2011 audit has been completed; however, the individual DDA documentation is still being prepared by the auditor. It will be available at the October DDA meeting.

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. John Hoffman of Consumers Energy has also informed us that the existing outlets located on poles for the Christmas decorations will also have to be removed due to the fact that our new streetlights will have two outlets per pole. Our office has received the final cost to remove seventeen (17) lights and remove all existing outlets. The cost is \$39,221.00.

Discussion followed among the DDA members regarding the cost of this project. Many of the members were concerned that this bill seemed excessive and would like to see a more detailed estimate from Consumers Energy. Mr. Taylor stated that he was also concerned with the estimate and has scheduled a meeting with Tom Begin of Consumers Energy to discuss this matter.

It was the consensus of the DDA members that this item be tabled until the meeting with Consumers Energy and until a more detailed estimate could be reviewed.

C. Request for Proposal Bid Results – Over-the Road Banner Pole Foundations.

Sika stated that the bid opening for the over-the-road banner pole foundations was conducted on Tuesday, September 20, 2011. The following bids were received:

J. Ranck Electric, Mt. Pleasant, Michigan	\$6,766.00
Geiersbach Construction, Freeland, Michigan	\$14,490.00

Motion by Weise, supported by Martin to award the contract for the installation of two (2) over-the-road banner pole foundations to J. Ranck Electric in the amount of \$6,766.00. Motion carried unanimously.

D. Request for Proposal Bid Results – Four Two-Sided Over-the-Road Banners – Gratiot Road.

Sika stated that the bid opening for the over-the-road banners was conducted on Thursday, September 22, 2011. The following bids were received:

Dial Tent & Awning, Saginaw, Michigan	\$ 3,000.00
Barrett Sign, Saginaw, Michigan	\$ 3,050.00
Design Your Own Sign, Williamstown, West Virginia	\$ 3,084.00
O C Signs, Tustin, California	\$ 3,161.00
Flag and Banner Source, On-line Bid	\$ 3,400.00
Sign Image, Saginaw, Michigan	\$ 3,948.00
Best Value Banners, On-line Bid	\$ 6,800.00

Motion by Petre, supported by Doyle to award the contract for four (4) over-the-road banners to Dial Tent & Awning of Saginaw, Michigan in the amount of \$3,000. Motion carried unanimously.

Radewahn then asked for volunteers to sit on a committee to review the design of the four (4) banners. Petre and Doyle volunteered for the committee.

11. Discussion

A. Grass Cutting – Gratiot Road Median.

Taylor stated that with the updates being completed along Gratiot Road, he is concerned with the length of grass and weeds in the Gratiot Road median. He stated that he has spoken with MDOT; however, they only cut the median twice per year. Taylor further stated that he would like to gather some figures together to see what it would cost to have the median cut on a more regular basis by an individual contractor funded by the DDA. It was the consensus of the DDA members that this would help enhance the Gratiot Road corridor and to seek cost estimates for the regular maintenance of the median along Gratiot Road.

B. Gratiot Road Streetlight Project Update.

Sika stated that J. Ranck Electric will be starting the bases the week of September 26, 2011 and anticipate completion of all ninety-eight (98) bases by the end of October.

12. Reports

- A. Chairperson – None.
- B. Vice-Chairperson – None.
- C. Secretary – None.
- D. Board Members – Streeter stated that he was very pleased with the fast action of MDOT regarding the Townships concerns for traffic safety at Gratiot and Kennely. He would like a letter sent thanking MDOT for their quick response.
- E. Staff - None

13. It was moved by Gray, supported by Ryder-Petre to adjourn the meeting at 8:34 a.m. Motion carried unanimously.

David Duclos, Secretary