



Downtown Development Authority

THOMAS TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
8215 Shields Drive, Saginaw, MI 48609
March 23, 2010
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, Doyle, Weise, Burns, Gray, Martin, Ryder-Petre and Streeter.
ABSENT: Duclos.
ALSO PRESENT: Russ Taylor, Township Manager, Rick Hopper, Department of Public Works Director, John Olson, Spicer Group and Susan Coggin, Planning Assistant/Code Enforcement.
3. The Pledge of Allegiance was recited.
4. Motion was made by Weise, seconded by Martin to approve the agenda as written. Motion carried unanimously.

AGENDA
THOMAS TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING
8215 Shields Drive, Saginaw, MI 48609
8:00 AM, March 23, 2010

- 1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Expenditures
6. Consent Agenda
A. Approve the minutes of the February 23, 2010 meeting.
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. Miller Court Street Lighting.
B. Miller Court - Final Cost Analysis.
10. New Business
A. None
11. Discussion
A. Gratiot Road - Relocation (Underground) of Transmission Lines.
B. Update - Thomas Township Business District Signs.
C. Shields Festival.
12. Reports
A. Chairperson D. Board Members
B. Vice-Chairperson E. Staff
C. Secretary
13. Adjournment

5. Approval of Expenditures – No new expenditures this month. Current balance sheet presented.
6. Consent Agenda
 - A. Motion by Gray, seconded by Weise to approve the minutes of February 23, 2010 as presented. Motion carried unanimously.
7. Communications-Petitions-Citizen Comments – None.
8. Public Hearing – None.
9. Unfinished Business
 - A. Miller Court Street Lighting – Mrs. Coggin presented a PowerPoint presentation to the DDA members regarding the proposed street lighting options for Miller Court. Examples of streetlights currently located in the neighboring communities (Kochville Township, Saginaw Township, Tittabawassee Township and the City of Saginaw) were shown to give examples of various heights and styles. Mrs. Coggin then presented two different styles of lighting superimposed onto Miller Court showing green streetlights at a height of 20’ and black streetlights at a height of both 15’ and 20’ in height. Discussion followed regarding both the color and height options available for the lighting. The DDA members agreed on a black streetlight at a height of 20’. Before a final decision on the down lighting and color of bulb is made, the DDA members would like to visit a site to view a light that has been erected and working. Staff will set this up with the DDA members at a future date.
 - B. Miller Court – Final Cost Analysis – Mr. Taylor presented the DDA members with the final cost analysis and the original estimate for the reconstruction of Miller Court. The total charged to the DDA came to \$51,067.16, which was under the original estimate of just over \$62,000.00. Mr. Taylor complimented Rick Hopper and the DPW staff for their hard work on the installation of the conduit, which saved a lot of money.
10. New Business – None.
11. Discussion
 - A. Gratiot Road Watermain – Relocation of Transmission Lines - Mr. Taylor presented Mr. John Olson of Spicer Group and Mr. Rick Hopper, Director of the Department of Public Works, who gave a brief update on the status of the Gratiot Road watermain project. Mr. Taylor stated that an informational meeting is planned within the next one to two months for all property owners along Gratiot that will be affected by this project to explain the details of the project.

Mr. Taylor stated that this project is being designed to include the placement of conduit for the future removal of all overhead utilities. By placing this conduit at this time, money will be saved particularly on excavation and restoration costs.

Mr. Olson presented the DDA members with a layout of the proposed project showing the proposed easement along the south side of Gratiot Road. He stated that the project will start at

Family Video on the southeast corner of Gratiot and River Roads and continue along the south side of Gratiot Road. He anticipates that the project will take approximately six months to one year and should start in the fall of this year. At this time, they are finalizing the plan and obtaining the necessary easements for the project.

- B. Update – Thomas Township Business District Signs - Mrs. Coggin presented the DDA members with a copy of a PowerPoint presentation showing the improvements to the signs along Gratiot Road. She stated that the last sign to be brought into compliance was completed last week.
- C. Shields Festival – Mr. Weise stated that the Shields Men’s Club is currently working on both short-term and long-term goals in order to improve the current Shields Festival. He stated that there is a meeting scheduled on April 27, 2010 from 7:00 p.m. to 9:00 p.m. and would like two volunteers from the DDA Board to attend this meeting. Mr. Radewahn and Ms. Doyle stated that they would attend the meeting on behalf of the DDA Board.

12. Reports

- A. Chairperson – None.
- B. Vice-Chairperson – None.
- C. Secretary – None.
- D. Board Members – None.
- E. Staff

- 1. Mr. Taylor stated that due to the frequent usage of temporary signs to advertise events, the Thomas Township Parks and Recreation is looking at installing a lighted changeable letter board sign on the vacant property on North Miller Road immediately east of the Thomas Township offices. It will consist of a two-sided lighted changeable letter board sign including a base and stone pillar design. Mr. Taylor stated that it is still his hope to erect a separate community sign along Gratiot Road in the future.
- 2. Mr. Taylor informed the DDA members that the wording for the agreement for the Library to opt out of the DDA has been completed and will be presented to the Thomas Township Board at their April 12, 2010 meeting.

- 13. It was moved by Weise, supported by Ryder-Petre to adjourn the meeting at 9:10 a.m. Motion carried unanimously.

David Duclos, Secretary