

**Fenton
Downtown
Development
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY
PROCEEDINGS**

Tuesday, March 26, 2019

The meeting was called to order by Chairman Craig Schmidt at 6:00 pm

ROLL CALL:

PRESENT: Bertschy, Green, Henderson, Osborn, Schmidt, Steffey, Strayer

ABSENT: James, Owocki, Parker, Pushman

OTHERS: Michael Hart, DDA Director/Assistant City Manager;
Lynn Markland, City Manager; Jon Satkowiak, Treasurer
Denise Coole, Recording Secretary

EXECUTIVE DIRECTOR'S REPORT:

Michael Hart reported on the following items;
The DDA is in receipt of an additional \$75,000.00 from Genesee County Art Millage. The Treasurer's Office receives and it goes into DDA fund balance. This is to defray art & culture related costs; *such as* Artwalk, summer concerts and the sculpture program. This will be available every year for 10 years, as approved in 2018 and as part of capture does not have to be spent each year.

FINANCIAL REPORT:

Jon Satkowiak reviewed the financial report from the packet.
Hart commented on question from last meeting re: Butterfly line item had no money listed. It was approved prior to fiscal year and will be brought forward per FY18-19 budget amendment.

CONSENT AGENDA

Craig Schmidt reviewed consent agenda items including bill authorization in the amount of \$349,116.08 and meeting minutes of December 18, 2018.

Motion by Strayer and Supported by Steffey to approve the consent agenda as presented.

YEAS: Bertschy, Green, Henderson, Osborn, Schmidt, Steffey, Strayer

NAYS: None

ABSENT: James, Owocki, Parker, Pushman

Motion was carried by Roll Call Vote

PUBLIC COMMENTS

Shelly Day, Executive Director for Fenton Chamber of Commerce – will be speaking for Fenton Chamber of Commerce Grant Applications and Recommendations

Karen Piacentini, Member of Board of Directors – will be speaking for “Witches Night Out”

2019-2020 DDA MEETING SCHEDULE

The following schedule has been proposed:

- Tuesday April 16, 2019
- Tuesday May 21, 2019
- Tuesday June 18, 2019
- Tuesday July 16, 2019
- Tuesday August 20, 2019
- Tuesday September 17, 2019
- Tuesday October 15, 2019
- Tuesday November 19, 2019
- Tuesday December 17, 2019
- Tuesday January 21, 2020
- Tuesday February 18, 2020
- Tuesday March 17, 2020

Motion by Strayer and Supported by Bertschy to approve the meeting schedule as presented.

All Aye's – None Opposed.

Motion carried by Voice Vote

ELECTION OF OFFICERS

Motion by Strayer and Supported by Osborn to elect Craig Schmidt as Chairman.

All Aye's – None Opposed

Motion carried by Voice Vote

Motion by Bertschy and Supported by Schmidt to elect John Strayer as Vice-Chairman.

All Aye's – None Opposed

Motion carried by Voice Vote

FY18-19 AMENDED BUDGET AND FY 19-20 BUDGET PRESENTATION

Hart reviewed the spreadsheets provided in the packet, from three memos; amending the current fiscal year and adopting the upcoming fiscal year and the 403 Construction Fund Budget. Those highlighted figures were the adjustment changes for the Board to see, the first page representing revenue. The second page showing adjustments to expenditures. The Streetscape adjustment of \$75,000.00 was brought forward from the Butterfly Garden Project budgeted last fiscal year. That cost also includes the hand rails and the stairs. The third page includes the River & Gazebo Parks Grant Match amount \$30,000.00 being deferred one year.

Also included is information on Elizabeth St. Connector for \$95,000.00. Several variations and modifications to this project made for work cutting curbs, addressing handicap ingress/egress. In process of getting fencing prices at this time, outside of the contract. The fencing will be comparable to fencing downtown, decorative & durable.

Community Center Restoration has \$30,000.00 budgeted for this fiscal year as allocation of the rear fountain, \$30,000.00 for the next fiscal year and the following fiscal year. This is for design and engineering for the front plaza.

Schmidt questioned if the budget can be amended with approval of the City Council? Hart advised yes. Any extra projects would ultimately go through with City Council approval.

Hart advised that the first memo is on amendments, the second includes the 19/20 fiscal year budget. Hart reports that the budget is strong for the end of this fiscal year, as is the following fiscal year.

Hart elaborated on memo for revised and new expenses in budget for 19/20 fiscal year;

- \$165,000.00 for wages, \$65,000.00 for fringe is included to reflect personnel cost. Bertschy questions if adding staff. Hart acknowledged Sawyer Hobson in the Water Department and Sarah Angus in downtown maintenance. Summertime help will also be a factor.
Comments made on Sarah's work and the great job she has done.
- \$95,000.00 included for event marketing to reflect costs for all of the downtown events. Hart stated that Oakland County has inquired of downtown events. They are interested in events for their County as well. That is a compliment to the City of Fenton.
- Equipment Rental budget is capped at \$25,000.00.
- \$300,000.00 for Master Plan Implementation included for maintenance within the downtown area encompassing the gazebo and the concrete around the dam as well as the bridge. Agreement made that the area is in need of repair.
- Façade Improvement Program budgeted \$25,000.00
- \$200,000.00 budgeted for the redevelopment of River Street. The plan being to turn River Street into a one way street and add 10 new parking spaces. It may include parts of Caroline Street in front of Crust and Caroline Street in front of the Library and the parsonage as the streets are in need of repair. Streetscape elements may also be included. Agreement on those improvements for driving as well as foot traffic.
- Silver Parkway budgeted for \$5000.00 for design/engineering of pedestrian walkway.
- \$30,000.00 budgeted for Community Center Restoration for costs such as design, engineering and legal expense.

Motion by Strayer and Supported by Steffey to amend the FY18-19 Budget as submitted.

YEAS: Bertschy, Green, Henderson, Osborn, Schmidt, Steffey, Strayer

NAYS: None

ABSENT: James, Owocki, Parker, Pushman

Motion was carried by Roll Call Vote

Motion by Strayer and Supported by Bertschy to approve the FY19-20 Budget as submitted.

YEAS: Bertschy, Green, Henderson, Osborn, Schmidt, Steffey, Strayer

NAYS: None

ABSENT: James, Owocki, Parker, Pushman

Motion was carried by Roll Call Vote

FY18-19 AMENDED BUDGET (403 BOND CONSTRUCTION FUND)

Hart reviewed the spreadsheet provided in the packet.

Motion by Strayer and Supported by Bertschy to approve the DDA 403 Bond Construction Fund amendments as presented:

\$65,000.00 for E. Caroline Street Extension

\$ 9,347.00 for Main Street Project

YEAS: Bertshy, Green, Henderson, Osborn, Schmidt, Steffey, Strayer
NAYS: None
ABSENT: James, Owocki, Parker, Pushman

Motion was carried by Roll Call Vote

SOUTHERN LAKES PARKS & RECREATION (SLPR) GRANT APPLICATIONS AND RECOMMENDATIONS

Nancy Muffley and Karoline Mayville represented SLPR.

Hart reviewed his recommendations in support of the four events and funds being requested. Hart spoke about the growth of the concerts. Hart is looking into a Sponsorship program for 2020 to aid in the cost of the concerts. Hart commented about the SLPR and the phenomenal job they have done.

Muffley advised that Back to the Bricks is scheduled for downtown Fenton August 8, 2019.

Muffley commented that several thousands of people were at the last event, slightly less than the prior year due to stormy weather. There is a staging process and approximately 400 vehicles can partake in the event.

Schmidt thanked SLPR for running the programs and for the great job that they do.

Motion by Strayer and Supported by Schmidt to approve the following events and amounts for a total of \$78,008.00:

Art Walk	\$26,580.00
Back to Bricks	\$ 9,955.00
Summer Concerts	\$34,188.00
Farmers Market	\$ 7,285.00
All Aye's – None Opposed	

Motion carried by Voice Vote

SLPR 2018 DOT SURVEY RESULTS

Schmidt asked for the Board to review the survey that they received tonight and they can go over it at the next meeting. Hart agreed and thanked SLPR for the information they provided and their work with the City coordinating these events.

FENTON REGIONAL CHAMBER OF COMMERCE GRANT APPLICATIONS AND RECOMMENDATIONS

Shelly Day, Executive Director of the Fenton Chamber of Commerce, represented the Chamber of Commerce. Also attending was Patricia Lockwood, the Chairperson for Fenton Freedom Festival and Jinglefest.

Day thanked the DDA for their support in the past, the events continue to run smoothly. Working on additional grant money for Fenton Freedom Festival, and also for Jinglefest, lining up new sponsors.

Motion by Osborn and Supported by Strayer to approve the following events and amounts for a total of \$15,000.00:

Fenton Freedom Festival	\$5,000.00
Taste in Fenton	\$5,000.00
Jinglefest	\$5,000.00
All Aye's – None Opposed	

Motion carried by Voice Vote

DIBBLEVILLE MERCHANTS GRANT REQUEST FOR “WITCHES NIGHT OUT”

Karen Piacentini, owner of Fentons Open Book, spoke on the “Witches Night Out” event. Piacentini thanked the DDA for support. They have bags already set up and are excited for the event in October. Thankful for the sponsors of the event, working with them for this 2019 event. Schmidt said that his research shows the event is very popular. Piacentini has attended other locations for this event but stated Fenton’s is the best, because of the pride of the City.

Schmidt stated that merchants need to open their shops for these events in the City. Hart said SLPR does outreach as does Fenton Open Book but schedules need to be made available to the local businesses. Green commented that a marketing tool kit for all of the events and schedules would be beneficial. Schmidt would like to get all of the small shops in the area more involved. Hart reported how the Art Walk has grown and evolved dramatically each year for the last several years. Information getting out to the public has increased. SLPR has increased their marketing with in-house marketing personnel. Hart says adjustment to marketing is in need and the City is aware. Schmidt advised there needs to be a marketing person dedicated to the City of Fenton.

Motion by Osborn and Supported by Steffey to approve the grant for 2019 Witches Night Out for \$2,500.00.

All Aye’s – None Opposed

Motion carried by Voice Vote

BUTTERFLY GARDEN STAIRS HANDRAIL PROJECT PROPOSAL

Hart reviewed the memo and discussed the radius needed for the handrails and the anti-skateboarding effect needed. The question was raised if was aluminum or stainless steel. Hart will verify material will be stainless steel. Board appreciates it that a Flint company got this job.

Motion by Strayer and Supported by Osborn to approve amount of \$9,457.00 for stainless steel handrails.

All Aye’s – None Opposed

Motion carried by Voice Vote

MSI SCULPTURE “THE DANCER” PURCHASE

Hart reviewed the memo and the sculpture purchase of “The Dancer”. Hart advised there will be no cost for the relocation and there will be a credit will be given of \$850.00. Strayer suggested in front of community center near new entrance would be an appropriate placing for the new sculpture.

Motion by Osborn and Supported by Henderson to purchase “The Dancer” for \$11,000.00.

All Aye’s – None Opposed

Motion carried by Voice Vote

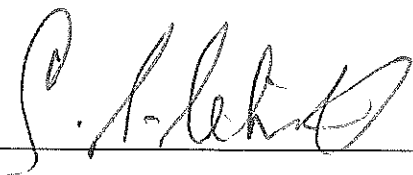
CALL TO THE AUDIENCE

No requests to speak were made.

BOARD COMMENTS

Schmidt commented about the City of Brighton and that they have a sculpture garden on Main St. and how that it was never cleared of snow all winter.

Schmidt thanked the DDA Board for their work and that the quorum was met this month.



Craig Schmidt
DDA Chairman



Denise Coole
DDA Recording Secretary

Date Approved: 4/16/19