

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING**  
**Tuesday, March 27, 2018**  
**City Hall Council Chambers**  
**301 South LeRoy Street**  
**6:00 PM**

Chairman Craig Schmidt called the meeting to order at 6:02 PM

**ROLL CALL**

Present: Bertschy, Green, Henderson, James (*by phone*), Osborn (*by phone*),  
Owocki, Parker (*arrived 6:26*), Schmidt, Steffey, Strayer, Thompson  
Absent: Pushman (*excused*)  
Others Present: Michael Hart, DDA Director/Assistant City Manager;  
Lynn Markland, City Manager; Cindy Shane, Treasurer  
Jennifer Kienast, Recording Secretary

**DIRECTOR'S REPORT**

Michael Hart provided a handout for the Detroit Institute of Arts Inside/Out program. There will be weather-proof DIA artwork placed around the downtown area for approximately 90 days. Art is due to be installed on April 16<sup>th</sup>.

**FINANCIAL REPORT**

Cindy Shane reviewed the financial report from the packet.

**CONSENT AGENDA**

Craig Schmidt reviewed consent agenda items including bill authorization in the amount of \$10,812.00, meeting minutes of February 20, 2018, and letter of resignation from the DDA from Lisa Bayer.

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

YEAS: Bertschy, Green, Henderson, James, Osborn, Owocki, Schmidt, Steffey, Strayer,  
Thompson

NAYS: None

ABSENT: Parker, Pushman

**Motion was carried by Roll Call Vote**

**CITIZENS COMMENTS**

None.

**DDA MEETING SCHEDULE FOR 2018/2019**

The following schedule has been proposed:

- Tuesday April 17, 2018
- Tuesday May 15, 2018
- Tuesday June 19, 2018
- Tuesday July 17, 2018
- Tuesday August 21, 2018

- Tuesday September 18, 2018
- Tuesday October 16, 2018
- Tuesday November 20, 2018
- Tuesday December 18, 2018
- Tuesday January 15, 2019
- Tuesday February 19, 2019
- Tuesday March 19, 2019

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 Osborn and Supported by Strayer to elect Craig Schmidt as Chairman.  
All Aye's – None Opposed **Motion carried by Voice Vote**

Motion by Bertschy and Supported by Steffey to elect John Strayer as Vice-Chairman.  
All Aye's – None Opposed **Motion carried by Voice Vote**

**FY17-18 BUDGET AMENDMENT & FY18-19 BUDGET ADOPTION**

Hart reviewed the spreadsheet provided in the packet. The DDA's budget is balanced and doing well. Proposed FY17-18 amendments are highlighted on the spreadsheet.

Motion by Schmidt and Supported by Strayer to amend the FY17-18 Budget as submitted.  
All Aye's – None Opposed **Motion carried by Voice Vote**

Hart reviewed FY18-19 numbers and explained upcoming projects and costs.

Motion by Parker and Supported by Bertschy to approve the FY18-19 Budget as submitted.  
All Aye's – None Opposed **Motion carried by Voice Vote**

**FY18-19 BUDGET 403 BOND CONSTRUCTION FUND**

Hart reviewed the three requested amendments to the DDA 403 Bond Construction Fund FY17-18 amounts.

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

- \$45,430.00 for Streetscape
- \$11,600.00 for Main Street Project
- \$445,920.00 for E. Caroline Street Extension

All Aye's – None Opposed **Motion carried by Voice Vote**

**ELIZABETH/SHIAWASSEE CONNECTOR**

Hart reviewed his memo and bid recommendation included in the packet. Markland addressed the project timeline and obtaining easements.

Parker inquired if the easements have been recorded with the Register of Deeds Office. Markland will check on that. Osborn requested a letter of thanks be sent to the Bayer family for granting the easement.

Motion by Strayer and Supported by Steffey to approve Champagne & Marx Excavating, Inc. as the general contractor for the Elizabeth Street & Shiawassee Connector Project, per the bid summary and recommendation from OHM Advisors in amount of \$82,274.09, and grant authority to the DDA Executive Director to sign any necessary documents on behalf of the DDA.  
All Aye's – None Opposed **Motion carried by Voice Vote**

#### **FENTON REGIONAL CHAMBER OF COMMERCE GRANT APPLICATIONS**

Hart reviewed his recommendations in support of the three events and funds being requested.

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

Freedom Festival	\$5,000
Taste In Fenton	\$5,000
Jinglefest	\$5,000

All Aye's – None Opposed

**Motion carried by Voice Vote**

#### **MSI SCULPTURE "THE LIBRARIAN" PURCHASE**

Hart stated the purchase goal for "The Librarian" sculpture was close but not met. The total amount raised was \$5,500 with some monies still coming in. The purchase price was reduced to \$7,500, therefore \$2,000 is being requested to finalize the purchase of the sculpture.

Strayer thanked MSI for donating their sales commission to the City of Fenton to help purchase the sculpture. Strayer also thanked Michael Hart for his work in helping to secure the sculpture purchase.

Motion by Schmidt and Supported by Parker to approve an amount not to exceed \$2,000 to purchase the MSI sculpture "The Librarian" to be given to the Library.

All Aye's – None Opposed

**Motion carried by Voice Vote**

#### **DDA LIAISON APPOINTMENT TO THE ARTS & CULTURAL COMMISSION**

Hart stated Lisa Bayer was the previous liaison, but due to her resignation from the DDA, a new member will need to be appointed. Osborn stated she would like to see John Strayer appointed.

Motion by Bertschy and Supported by Steffey to appoint John Strayer as the DDA Liaison to the Arts and Culture Commission.

All Aye's – None Opposed

**Motion carried by Voice Vote**

#### **CALL TO THE AUDIENCE**

No requests to speak were made.

#### **BOARD COMMENTS**

Osborn conveyed that there will be a Strategic Planning Session with dinner provided on Thursday, May 24, 2018 at AGS Middle School.

Meeting was adjourned at 7:00 PM





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Craig Schmidt  
DDA Chairman



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Jennifer Kienast  
DDA Recording Secretary

*Date Approved:* 4/17/2018