

**Fenton
Downtown
Development
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY
PROCEEDINGS**

Tuesday, August 20, 2019

The meeting was called to order by Chairman Craig Schmidt at 6:01 pm

ROLL CALL

PRESENT: Bertschy, Green, Henderson, James (*by phone*), Osborn, Owocki, Schmidt, Steffey, Strayer

ABSENT: Parker (*excused*)

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:

Bill Carr Signs have stakes out for signage placement for the Lighted East Boundary Monument Sign for entry to the Downtown Area located at Trinity Lutheran Church on Main Street. The present footing will be disassembled and the new footing completed for sign placement at the approved location. Completion is expected within four to six weeks.

The Butterfly Garden railings have been approved and are in fabrication with Rohmann Iron Works. Hart expects completion within five to six weeks.

FINANCIAL REPORT

Jon Satkowiak reviewed the financial report from the packet. There are two sets of financials, the report dated 6/30/19 is the year-end review and the report dated 8/14/19 is the current year to date. The fund balance for end of the year is approximately \$22,000.00 under budget. Satkowiak doesn't expect much more activity to come in for payment. Year to date has not had much activity with the exception of the insurance payment.

Schmidt questioned the small bond for the 911 dispatch equipment and if it should be removed from the books. Markland advised that it is not a bond but a lease purchase agreement.

Owocki questioned the negative numbers on 6/30/19 financial report. Satkowiak explained the bottom line shows the cash available. Hart explained the budget is done per department, not per line. The lines are set up to see the expenditures and are adjusted. Hart confirmed to the Board that the City is doing very well coming in under budget.

Owocki inquired about what the earnings are for the Certificate of Deposit (CD) for \$757,203.00. Satkowiak advised that is three different CD's which earn \$1,500.00 every ninety days.

CONSENT AGENDA

Craig Schmidt reviewed consent agenda items including bill authorization in the amount of \$4,162.75 and the meeting minutes of June 18, 2019.

Strayer questioned the bill for \$3,962.55 for streetscape flowers. Hart advised there will be a recurring bill for streetscape flowers each year, necessary to replace flowers that died over the winter or to fill in flower beds. Markland added that the salt on the roads affect the flowers also even though the flowers are somewhat salt resistant. The fee is taken from landscape maintenance line item.

The Board commented on the beautiful downtown flowers and complimented Sarah and her care of the flowers. Osborn said she receives compliments about the beautiful downtown area. Markland and the Board agreed about receiving compliments.

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

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

NAYS: None

ABSENT: Parker

Motion was carried by Roll Call Vote

PUBLIC COMMENTS - None

INFORMATIONAL MEETING [PA57 of 2018]

Hart advised the Board that this DDA Meeting is also an opportunity to meet the requirement for Public Act 57 of 2018. This meeting is in compliance with those requirements. Hart reported that the State of MI legislature has made changes that require more transparency and additional reporting of Tax Increment Financing (TIF). Notice was sent to all taxing units and notices were also posted at City Hall and on the City's website. There were no representatives in attendance from the taxing jurisdictions at this meeting, other than the City of Fenton. Another meeting will take place in September or October with the DDA.

BOARD COMMENTS

Stuart Fletcher was in attendance from the Fenton Regional Chamber of Commerce and asked about the Façade Program for the year. Hart said the criteria is the same as past years for the program. When information is submitted, it goes through a grant vetting process to be determined if it qualifies. There is a formula based on the amount invested.

Markland asked about his time schedule. He said as soon as possible. Markland suggested to submit his application to begin the process. Hart said there is money set aside, but the sooner

he has his information to verify the qualification, the better. Schmidt said get the information to Hart as it will go to the Facade Committee and then be brought to the DDA Board for processing.

Strayer passed out the Fenton's 2019 Outdoor Sculpture Tour pamphlet's to the Board. The DDA paid for the design and the production of the pamphlets. Strayer wanted to thank Pat Lockwood and the Arts & Culture Committee for their participation of the pamphlets. Also Chelsea Mills gave a discounted rate in the form of contribution for the design and James from Northwood Industries was invaluable with the GIS input. The Board commented about seeing the pamphlets in use around the City. Strayer commented that the entire tour was one and a half miles. Strayer requested to order one thousand more pamphlets as supply is low. Hart commented that with the template made, it will be no problem to add other sculptures or different information to the pamphlet in the future. Hart will take care of the copies needed, Board approval is not necessary for this expenditure.

Schmidt asked about the success of Back to the Bricks and Taste of Fenton as he was not able to attend. Hart said it was off the charts as far as success, with the Board agreeing about both events. There was approximately three hundred cars downtown. Markland said there were five to ten thousand people at the Taste of Fenton.

Schmidt asked about the 111 S. Leroy Place project, on the SE corner of Caroline and Walnut Street, and the process. Hart said they are working with them now to finalize the construction drawings. Once resolved, work will begin. Markland said they will provide an aerial easement for the balconies and there is discussion on doorway inset. They do not expect it will have to go back to planning before work can begin.

Schmidt asked about Main Street and the two Islands in the road. Hart said they have talked about how to redesign it, so it is decorative as well as durable. The DPW Director position being open has slowed the process. Markland said the Railroad requirements have changed from previous requirements. Markland said something is needed there, such as a roll up curb with stamping to keep maintenance down. Hart said the question is the redesign. MDOT and the Railroad will have to approve the changes to be made. Hart said this would be done through the DDA, estimating next calendar year.

Schmidt asked if the DDA still owned the property on Lincoln Street by the old DPW yard and the Catholic Church. Osborn advised DDA still owns that property. The DDA owned the factory and tore it down and the City owned the property next door to it. Schmidt asked about the possibly of getting rid of the property. If possible to find a developer, it would be a good property for a recreation center overlooking the park. Markland said it is looked at from time to time.

Osborn said she asked for contributions to a sculpture fund when her husband passed away in July. She has money for a sculpture and wants to meet with the sculptor and pick something out. Strayer will set something up with her. Osborn also wants to leave the sculpture fund open for such times as this when people have contributions. The Board agreed it is a great idea.

Steffey spoke about the Master Plan for Downtown Fenton and that it states that new developers are to give a certain percentage for public art. Markland said he feels that asking to add an additional amount is a burden to new businesses and developers. Hart felt that it could lose business for the City. Schmidt felt the art could be paid for by the DDA, as the events are, or by

donation but not a requirement. Steffey asked if this fund was going to be an open fund. Markland said yes. Strayer questioned if this should be removed from the Master Plan if not going to be enforced. It is written as mandatory now. Markland said he will review it and make suggestions.

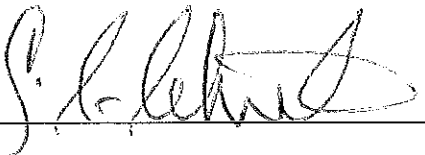
Steffey asked about the Detroit Institute of Arts this year. Hart said they had so many other units of government that made requests for the Inside/Out program, so the City has to wait another year.

Schmidt asked about food trucks coming into town. Osborn set up a committee to look at the ordinance. Osborn hopes to set something up this next week for the future. Markland said we need to be careful because of the local businesses. He said the Chamber has mixed feelings. The Board spoke about Grand Blanc, Clarkston, Howell and Brighton being in the rotation for food trucks. Green said he was recently in Traverse City where they had a fleet of trucks and it's really fun to go to. Possibly something on that order could be done here a couple times a year. Osborn said they will study this carefully, going over any issues.

CALL TO THE AUDIENCE - None

ADJOURNMENT:

The meeting adjourned at 6:53 pm



Craig Schmidt
DDA Chairman



Denise Coole
Recording Secretary

Date Approved: 9-11-19