



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday

February 20, 2007

The meeting was called to order at 6 p.m. by Board Chairman Stiles.

ROLL CALL:

PRESENT: Bagnall, Critchfield, Lasco, Osborn, Petty, Plew, Schmidt, Stiles, Vamosy (6:20), VanGilder, Wesch, Williams

ABSENT: Brant

OTHERS: Brent Morgan, Executive Director DDA, Cynthia Shane, Treasurer, Linda Basista, Tetra Tech, Michael Senyko, City Manager, Jon Booth, Hubble Roth & Clark (City's engineering firm)

MINUTES:

Motion by Bagnall, supported by Petty, to approve the minutes of January 16, 2007. MOTION CARRIED, ALL AYES.

CORRESPONDENCE, MINUTES & REPORTS:

a. Financial Report

Motion by Critchfield, supported by Lasco, to approve the Financial Report for February, 2007 as presented. MOTION CARRIED, ALL AYES.

b. Minutes of DDA Projects Committee Meetings of December 14, 2006 and January 18 and 25, 2007

Motion by Petty, supported by Wesch to place the Minutes of the DDA Projects Committee Meetings of December 14, 2006 and January 18 and 25, 2007 on file. MOTION CARRIED, ALL AYES.

EXECUTIVE DIRECTOR'S REPORT:

Director Morgan reviewed the Director's Report for the board and provided updated DDA Projects Tracking Sheets.

ACCOUNTS PAYABLE:

Motion by Williams, supported by Schmidt, to approve the Accounts Payable, for the amount of \$14,336.87 less \$321.48 for the Donaldson Drive Street lights, as presented.

Discussion ensued regarding the DDA's fiscal responsibility after a project has been completed. Michael Senyko, City Manager suggested that discussion be held with the City Council as to what the Council expects the DDA to pay. Mayor Osborn said the City Council voted at a meeting to forward this bill to the DDA.

The motion was amended by Williams and supported by Schmidt that the DDA pay the bills as presented in total and a committee be formed to meet with the City Council to gain an understanding of the DDA's bill paying role.

MOTION CARRIED, BAGNALL VOTED NO.

OLD BUSINESS:

a. Silver Lake Road Sidewalk Project Update

Director Morgan provided the following background on the project:

Ms. Basista and I have had numerous conversations with Marc Dupuis of Canadian National Railroad (GTW) regarding the execution of the license agreement over the last several months. I have attached a copy of the January 11, 2007 letter that was mailed to Marc Dupuis. Moreover, I spoke with Marc Dupuis on January 19, 2007 in regards to receiving the e-mail from Ms. Basista and my letter. Furthermore, I spoke with him again on February 6, 2007 and he stated the license agreement was currently in the railroad review process and he did not see any reason that it wouldn't be executed. Unfortunately, he was unable to give me a date that the license agreement would be executed. However, he is aware that the DDA is going out for bid on the project and we would like to have the construction of the project completed before July 1, 2007.

Linda Basista from Tetra Tech provided the board with an update on the project and a recommendation that we go out for bid at this time to receive favorable pricing on the project. She said that she will provide the board with a proposed bid and construction schedule. The cost to advertise for the bids will be about \$2000. The plans will then go to the bidders. The plans are almost complete and need a little tweaking. She proposed a 90 day bid hold period. We will wait until the license agreement is executed before awarding the contract.

Mayor Osborn asked when the project would be started. Ms. Basista said once the license agreement is executed, most likely May of 2007. Board Member Critchfield said to bid the project now to get it scheduled early. Board Member Williams said we will get better pricing on the project if we bid it out early.

Motion by Lasco, supported by Bagnall to authorize Tetra Tech to go out for bids for the Silver Lake Road Sidewalk Project.

Discussion ensued. Concerns were expressed about letting the contract to bid before Canadian National Railroad (GTW) signs the license agreement. Ms. Basista said that the bid would be awarded subject to executed license agreement with Canadian National Railroad (GTW). Moreover, standard contract language covers this situation.

Roll Call Vote

Ayes: Bagnall, Critchfield, Lasco, Petty, Plew, Schmidt, stiles, Vamossy,
Williams

Nays: Osborn, VanGilder, Wesch

MOTION CARRIED, THREE NAYS.

NEW BUSINESS:

a. Silver Lake Road Reconstruction Project.

Director Morgan reviewed the project for the Board: the City of Fenton has received Traffic Safety Funding from MDOT to add a left turn phase signal to the existing traffic light at Silver Lake and LeRoy. With this funding, MDOT will be paying 80% of the construction costs for the improvements and the City of Fenton would be responsible for the remaining 20% of the construction costs and the engineering fees.

The City of Fenton is content to make only the left turn improvements at the intersection. However, since the downtown already has mast arms at the intersections of LeRoy and Caroline we thought the Silver Lake and LeRoy intersections could use them to carry out the continuity of the design standards set forth by the DDA in terms of esthetics and safety. This would also include the removal of the existing signal at Main Street and LeRoy, since it is not warranted given the new Silver Lake Road Connector and a new signal for southbound Leroy traffic (just north of the tracks but south of Main Street) to prevent vehicles from stopping on the tracks.

The reason this request for funding participation is being brought to the DDA now is because Hubble Roth & Clark (HRC) is on a tight timeframe to design the project. Moreover, MDOT funding is involved which means they have to follow the bid process, and the railroad has to be dealt with. All of which involve "longer than normal" lead times for reviews and approvals. Director Morgan introduced Jon Booth of Hubble Roth & Clark who would explain the project and funding request.

Jon Booth of Hubble Roth & Clark, reported that Silver Lake Road has been turned over by M-DOT to the City of Fenton and will be undergoing two reconstruction projects. The first is the reconstruction of the street from the Park and Ride on the west side of US23 to North LeRoy Street. The second part of the reconstruction is upgrading the traffic signal at North LeRoy and Silver Lake Road. He reviewed the street project for the board. Board Member Bagnall asked if this project would impact the Silver Lake Road Sidewalk Project. Booth said that he has been in contact with Linda Basista and it should not interfere. Director Morgan stated that he met with Linda Basista Tt, John Darga HRC and was informed that it would not interfere with the Sidewalk Project. Furthermore, final plans have been forwarded to HRC.

Booth reported that a grant has been submitted to the State for safety funds for a protected left-hand turn financed 80% by the State and 20% local funds. The City is requesting that the DDA fund \$72,900 of the amount. Director Morgan recommended that the DDA make a commitment of the \$72,900. Board Member Schmidt asked if the Adelaide Street/Silver Lake Road intersection would be improved in the future? Booth said there are no plans at this time. Board Member VanGilder said we should compare the cost of the mast arms against additional street lights. Director Morgan said aesthetics are important. Chairman Stiles said this would be a big improvement to the aesthetics at the Silver Lake Road/North Leroy Street intersection. Ms. Basista said that mast arms add a lot to an intersection and she recommended that the DDA take on this project. Board Member Lasco said that if you can get a \$278,750 project for \$72,900 the decision is a no brainer.

Motion by Lasco supported by Schmidt to approve an expenditure of \$72,900 to fund improvements to the Silver Lake Road/North Leroy Street intersection.
MOTION CARRIED, ALL AYES.

b. 5TH Annual West Michigan Alliance Program

Morgan presented the board with a request to attend the 5th Annual West Michigan Alliance Program. He stated that the International Council of Shopping Centers (ICSC) is the global trade association of the shopping center industry. They will be holding the 5th Annual West Michigan Alliance Program on Tuesday,

May 6, 2007 in Grand Rapids. Director Morgan said this would be a good opportunity for the DDA to take advantage of the networking opportunity as well as the roundtable discussion on pertinent topics related to downtown redevelopment. He recommended that the DDA enroll for the upcoming program at a cost of \$45.00 plus expenses.

c. Michigan Downtown Association Ferndale Conference

Director Morgan also requested that the DDA Board of Directors authorize his enrolling in the upcoming Michigan Downtown Association (MDA) Ferndale Conference for a member fee of \$25.00 plus expenses. This association was formed to encourage good development, redevelopment and improvement of communities throughout the State of Michigan, with special emphasis on downtown areas within the State.

Motion by Bagnall, supported by Critchfield to recommend that the DDA Board of Directors approve Director Morgan enroll for the upcoming ICSC 5th Annual West Michigan Alliance program for \$45.00 plus expenses and to enroll for the upcoming MDA Ferndale Conference for a member fee of \$25.00 plus expenses. MOTION CARRIED, ALL AYES.

d. DDA Budget Committee Project Development Policy Recommendation

Director Morgan reported that the DDA Budget Committee is in the process of developing the Fiscal Year 2007-08 Budget and has met twice since last month's DDA meeting. As a result the Budget Committee needs some conceptual level cost estimates performed in order to develop the FY 2007-08 Recommended Budget and Five Year Plan. Director Morgan had requested and received a proposal from Sue Grissim of Grissim, Metz, Andriese and Associates for conceptual level cost estimates for four potential downtown projects, the parking lot behind the Old Fire Hall, the Museum Parking lot, aesthetic improvements to the crosswalks at South Leroy Street and West Shiawassee Avenue, and the River Street conversion to one contiguous surface parking area. To be more proactive and expedient in developing the budget and implementing components of the Downtown Master Plan the DDA Budget Committee is recommending the following:

1. That the DDA Board of Directors approve the proposal from Sue Grissim of Grissim, Metz, Andriese and Associates.
2. Adopt a Policy enabling the DDA Budget Committee to approve project development funding requests from the Executive Director and the soon to be established Phase 1 Project Committees.

He then reviewed the *DDA Budget Committee Project Development Policy* for the board. This policy enables the DDA Budget Committee to approve project development funding requests from the Executive Director and the soon to be established Phase 1 Project Committees. The policy is consistent with other Project management Policies established by the Board and follows the process for authorization of project development services.

Board Member Critchfield said this will allow research, etc. at nominal costs and not have to wait for approval by the full DDA Board. Board Member Schmidt said this is a good idea that allows the DDA to work on more than one project at a time to move them forward. Board Member VanGilder suggested that the language in, section 1 of the *DDA Budget Committee Project Development Policy*, amended to read “*approved by the Executive Director and any member of the Budget Committee*”. Also section 2 amended to read “*with the concurrence of the majority of the DDA Budget Committee.*”

Motion by Petty supported by Williams to approve the authorize Sue Grissim of Grissim, Metz, Andriese and Associates to perform the project development services for a cost not to exceed \$3,620 and authorize the Executive Director to execute any and all documents associated with the conceptual level cost estimates and to approve the DDA Budget Committee Project Development Policy as amended.

MOTION CARRIED, ALL AYES.

e. Recommendation for Establishment of Phase 1 Project Committees

Director Morgan recommended that Stiles appoint the Phase 1 Project Committee members. The committees can then get started developing work plans. Director Morgan is appointed to each committee.

Stiles authorized and established the committees as presented in the matrix. If the opportunity arises he will appoint outside persons.

OTHER:

Chairman Stiles directed the attention of board members to several newspaper articles. One was regarding DDA's and another was on authorizing liquor licenses for redevelopment.

CLOSED SESSION:

Motion by Stiles, supported by Bagnall to approve the request of the Economic Development Director to enter into closed session to consider the purchase or lease of real property.

ROLL CALL VOTE:

Ayes: Bagnall, Critchfield, Lasco, Petty, Plew, Schmidt, Stiles, Vamossy,
VanGilder, Wesch, Williams
Nays: Osborn

MOTION CARRIED, ONE NAY.

Recessed to closed session at 7:50 p.m.

Reconvened to open session at 8:20

ADJOURNMENT:

The meeting adjourned at 8:25 p.m.

Respectfully submitted by,

Jeri Stiles

Jeri Stiles, Chairman
Downtown Development Authority

Jane E. Wingblad

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Recording Secretary