



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday

March 20, 2007

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

ROLL CALL:

PRESENT: Bagnall, Osborn, Plew, Schmidt, Stiles, Vamossy, VanGilder, Williams

ABSENT: Brant, Critchfield, Lasco, Petty, Wesch

OTHERS: Brent Morgan, Executive Director DDA, Cynthia Shane, Treasurer

ELECTION OF OFFICERS for 2007-2008:

Motion by VanGilder and supported by Osborn to re-elect Jeri Stiles Chairman of the Downtown Development Authority Board of Directors for the 2007-8 Term of Office.

MOTION CARRIED, ALL AYES.

Motion by Williams and supported by Schmidt to re-elect Richard Bagnall Vice-Chairman of the Downtown Development Authority Board of Directors for the 2007-8 Term of Office.

MOTION CARRIED, ALL AYES.

ESTABLISHING OF REGULAR MEETING DATES, TIMES & LOCATION:

Adoption of 2007 DDA Meeting Calendar:

Motion by Williams and supported by Schmidt to adopt the 2007 Calendar as outlined.

MOTION CARRIED, ALL AYES.

CORRESPONDENCE, MINUTES & REPORTS:

a. Financial Report

Motion by Bagnall, supported by Osborn, to approve the Financial Report for March 2007 as presented. MOTION CARRIED, ALL AYES.

b. Minutes of DDA Projects Committee Meetings of February 1 and March 8, 2007

c. Minutes of DACC Meeting of September 27, 2006

Motion by Osborn, supported by Plew to place the Minutes of the DDA Projects Committee of February 1 and March 8, 2007 and the DACC Meeting of September 27, 2006, on file. MOTION CARRIED, ALL AYES.

EXECUTIVE DIRECTOR'S REPORT:

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

ACCOUNTS PAYABLE:

Motion by, supported by, to approve the Accounts Payable for the amount of \$6,359.51 as presented. MOTION CARRIED, ALL AYES.

OLD BUSINESS:

a. Downtown Master Plan & Design Guidelines. Director Morgan reported to the board that the Fenton City Council at their regular scheduled meeting on Monday, March 12, 2007 voted unanimously to adopt the Downtown Master Plan & Design Guidelines.

To implement the plan that was adopted involves not reinventing the wheel, but moving the wheel forward by creating synergy with the City Council, DDA Board, Planning Commission, developers and the public to continue on our track record of successful projects within the DDA District. We have already invested approximately over 7 million dollars of capital improvements and 1.8 million in land acquisition.

At the DDA Board Meeting of February 20, 2007 Chairman Stiles established the Phase 1 Project Committees and formally appointed members. Moreover, the DDA Board authorized and approved the following:

- I. Sue Grissim of Grissim, Metz, Andriese, and Associates to perform the project development services for a cost not to exceed \$3,620 for four (4) projects.
- II. Adopted a Policy enabling the DDA Budget Committee to approve project development funding requests from the Executive Director

Chairman Stiles noted there is not a marketing plan or committee. Director Morgan said that he is having copies of the plan printed through Grissim, Metz, Andriese and Associates for distribution. He will also be meeting with Carl Olmsted, the marketing consultant for the Chamber of Commerce in regards to a joint business recruitment packet. Moreover, the Fenton Façade Improvement Program is in the soft launch phase with all documents available on the website and packets are being produced to distribute to eligible property owners. Discussion ensued regarding marketing the Downtown Master Plan, the Fenton Façade Improvement Program and the Phase 1 Projects Committees.

NEW BUSINESS:

a. DDA Budget Committee FY 2008 Recommended Budget.

Director Morgan reported to the board that at the DDA Board Meeting on January 16, 2007 DDA Chair Jeri Stiles established a Fiscal Year 2007 Budget Committee and appointed Bob Critchfield (Chair), Richard Bagnall, Phil Lasco, and Director Morgan to the committee.

The Budget Committee held over four meetings and has prepared the following documents: a *Recommended Budget for Fiscal Year 2008* and a *Five Year Projection* for your perusal. Director Morgan reviewed the documents with the board. He continued to report that at the DDA Projects Committee Meeting on March 8, 2007 the following motion was approved:

Moved by Bagnall and supported by Hammond to recommend that the Downtown Development Authority Board of Directors approve the recommended budget for Fiscal Year 2008 and Five Year Plan as presented by the DDA Budget Committee.

MOTION CARRIED, ALL AYES.

Furthermore, Director Moran stated that the DDA Budget Committee and DDA Projects Committee are recommending that the DDA Board of Directors make the following motion:

To recommend that the DDA Board of Directors approve the Recommended Budget for Fiscal Year 2008 and Five Year Plan, as presented by the DDA Budget Committee.

Moved by VanGilder and supported by Schmidt to amend the 2007 Budget showing an ending balance of \$2,388,121.00.

MOTION CARRIED, ALL AYES.

Motion by VanGilder and supported by Williams to recommend the Budget for Fiscal Year 2008 and Five Year Plan to the Fenton City Council for adoption as presented by the DDA Budget Committee.

MOTION CARRIED, ALL AYES.

Chairman Stiles thanked the Budget Committee for their work.

Board Member Schmidt asked about the DDA's ability to bond. Director Morgan stated this topic of maximum bonded indebtedness was research by the Budget Committee back in March of 2006 and the according to Paul Stauder the DDA has the capacity to bond for as much as 7 million dollars. However, that figure will most likely increase and the bonding procedure begins with a resolution of the DDA requesting issuance of bonds by the City.

b. Agreement between DDA & City to Share Captured Assessed Value:

Director Morgan reported to the board that the City of Fenton Fiscal Year 2007 Budget requests the DDA to continue revenue sharing in the amount of \$300,000.

The DDA Attorney Philip Adkison revised the existing agreement in order to share revenue with the City of Fenton in the amount of \$300,000 for an additional year. Furthermore, to execute the request of revenue sharing with the City of Fenton, the DDA Board is required to enter into an agreement to share revenue with the City of Fenton. The financial impact of this agreement is \$300,000 for Fiscal Year 2007 only.

In regards to executing the agreement the DDA Projects Committee is recommending that the DDA Board of Directors make the following motion:

To approve and enter into the agreement with the City of Fenton as presented to Share Captured Assessed Value between the City of Fenton Downtown Development Authority and the City of Fenton for Fiscal Year 2007. Furthermore,

Authorize the DDA, Executive Director to execute any and all document pertaining to the agreement.

Director Morgan provided the board with a copy of the Agreement to Share Captured Assessed Value. Board Member Bagnall asked why the agreement is not approved at the same time the budget is approved. Chairman Stiles said once the budget is adopted the agreement should be signed. Director Morgan stated he would bring the '08 Agreement to the board to be signed after the '08 Budget and Five Year Plan have been adopted by the City Council.

Motion by Plew and supported by Bagnall to approve and enter into the agreement with the City of Fenton as presented to Share Captured Assessed Value between the City of Fenton Downtown Development Authority and the City of Fenton for Fiscal Year 2007. Furthermore, authorize the DDA Executive Director to execute any and all documents pertaining to the agreement.

MOTION CARRIED, ALL AYES.

OTHER:

Chairman Stiles said assuming the budget is adopted by the City Council, should we begin to amend the plan? Director Morgan said Phil Adkison is working on amending the plan by making the language in the plan more flexible; this was discussed previously at a DDA Board Meeting by the DDA Attorney Phil Adkison and copies of the TIF Plan were provided and reviewed with the board.

Director Morgan reported that Indemnity Agreement with the Fenton Corner LLC has been executed and the Design Assistance Contract with John Dzurman Architects has been executed.

Director Stiles asked about the Bush Park Concept Plan and the Lincoln Street Property. How did the Parks and Recreation Board receive the Plan? Director Morgan stated the plan was well received by the Park Board and was adopted pending minor changes. Discussion ensued regarding the plan and the Lincoln Street Property.

Board Member Bagnall asked about the membership drive of the DACC. Director Morgan said a recruitment letter and application have been mailed out. Board Member Plew commented that the Development Area Citizens Council is necessary to amend the DDA and TIF Plan.

ADJOURNMENT:

The meeting adjourned at 7:30 p.m.

Respectfully submitted by,

Jeri Stiles

Jeri Stiles, Chairman
Downtown Development Authority

Jane E. Wingblad

Jane E. Wingblad
Recording Secretary