



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday

April 17, 2007

The meeting was called to order at 6 p.m. by Board Member Critchfield.

ROLL CALL:

PRESENT: Brant, Critchfield, Lasco, Plew, Schmidt, Stiles (arrived at 6:30)
Vamossy, VanGilder, Wesch, Williams

ABSENT: Bagnall, Petty, Osborn

OTHERS: Brent Morgan, Executive Director DDA, Linda Basista, Tetra Tech,
Sue Grissim, Grissim, Metz, Andriese Associates, Laurie Isenberg,
Chairperson, Parks and Recreation Board

MINUTES:

Motion by Schmidt, supported by Lasco, to approve the minutes of March 20, 2007.

MOTION CARRIED, ALL AYES.

CORRESPONDENCE, MINUTES & REPORTS:

a. Financial Report

Motion by VanGilder, supported by Schmidt, to approve the Financial Report for April as presented. MOTION CARRIED, ALL AYES.

Board Member Lasco noted that the date of the report for the Construction Fund was February 28, 2007 rather than March 31, 2007 as was posted on the rest of the report.

b. Minutes of DACC Meeting of February 28, 2007

Motion by Brant, supported by Vamossy, to place the Minutes of the DACC Meeting of February 28, 2007, on file. MOTION CARRIED, ALL AYES.

EXECUTIVE DIRECTOR'S REPORT:

Director Morgan provided the board with the April, 2007 Director's Report. He reviewed the rosters, meeting schedules Work Plan Sheets for the project subcommittees with the board.

ACCOUNTS PAYABLE:

Motion by Williams, supported by Schmidt, to approve the Accounts Payable in the amount of \$18,475.54 as presented. MOTION CARRIED, ALL AYES.

Board Member Critchfield suggested that there be a notation on the bills that have already been authorized but are included with the current invoices to be paid.

OLD BUSINESS:

a. Adopted Bush Park Improvement Plan:

Director Morgan provided the board with the history of the DDA involvement with the Bush Park Improvement Plan.

Sue Grissim of Grissim, Metz, Andriese Associates reviewed the Bush Park Concept Plan for the board. She provided the board with an overview of the current condition of the park along with pictures underlining those conditions. She then took the board step by step through the conceptual improvement plan with cost estimates.

Laurie Isenberg, Chairperson of Fenton's Parks and Recreation Board, thanked Director Morgan and the DDA Board of Directors. The Parks and Recreation Board is anxious to begin implementation

Chairman Stiles said this will be a start of exposing people to the possibilities in the park.

b. Executed Silver Lake Road Sidewalk License Agreement with Canadian National Railway (GTW)

Director Morgan reported the board that at the DDA Board Meeting on August 15, 2006, Board Members approved the following motion:

Moved by Critchfield and supported by Brant that the DDA fund the \$3,000 cost of the license agreement to be executed between the City of Fenton and Canadian National Railway (GTW).

Over the past several (for those counting it is approximately 8) months we have had numerous conversations with Marc Dupuis of Canadian National Railroad (GTW) both written and verbal regarding the execution of the license agreement.

Finally, perseverance has paid off and on April 10, 2007 we received an executed license agreement with Canadian National Railway (GTW). On April 11, 2007 a letter was written to Mr. Dupuis along with a check for the sum of \$3,000 per the conditions of the license agreement.

NEW BUSINESS:

a. Contract Award Recommendation Silver Lake Road Sidewalk Project

Director Morgan reported to the board that at the February 20, 2007 meeting of the Downtown Development Authority, the DDA Board of Directors authorized Tetra Tech to go out for bids for the Silver Lake Road Sidewalk project.

The bid openings for the Silver Lake Road Sidewalk project were held on April 3, 2007 at 2:00 p.m. at Fenton City Hall. Listed below are the seven firms which submitted bids.

CONTRACTORS	TOTAL BID
Lavant Landscape LLC	\$ 90,073.06
Tri-Valley Landscaping	\$109,440.52
Italia Construction	\$118,835.20
Eastlund Concrete	\$131,717.75
Audia Concrete	\$132,735.20
Summit Transport	\$138,819.40
WM R. Curtis Excavating	\$159,478.45

For the 2007 Fiscal Year the DDA has budgeted \$75,000.00 for Silver Lake Sidewalk under line item 401.851-975.600. In regards to the financial impact of the project there will be a 60/40 split of the project by linear foot and a 50/50 split of the engineering costs between the DDA and LDFA. This item has been included in the current LDFA budget and formally approved by the board. As the Director of the LDFA designated by the City, I presented this funding proposal to the LDFA Board and received approval at the November 17, 2005 meeting.

Linda Basista from Tetra Tech MPS recommended that the DDA award the bid to Lavant Landscaping in the amount of \$90,073.06.

Board Member Brant asked if the construction would be impacted by the reconstruction of Silver Lake Road. Linda Basista said that this had been taken

into consideration. None of the road work will encroach on the pathway. Linda Basista said that the due diligence on Lavant was completed and she was satisfied with the results.

Motion by Schmidt supported by Critchfield to accept the bid from Lavant Landscaping LLC in an amount not to exceed \$90,073.06 and authorize the Executive Director to execute any and all documents pertaining to the contract. Furthermore, a 60/40 split of the project construction cost by linear foot and 50/50 engineering cost with the LDFA.

MOTION CARRIED, ALL AYES.

b. Dibbleville Infrastructure Improvement Committee: Elizabeth Street Improvements Project

Director Morgan provided the board with an updated Phase 1 Project Committee Meeting Schedule and Work Plans. He said the committees are moving forward to keep the momentum going. Per the request of The DDA Dibbleville Infrastructure Improvements Committee and the City Manager a letter giving notice to proceed for the preparation of plans, specifications and bid documents associated with the Elizabeth Street Improvements Project was sent to Linda Basista of Tetra Tech MPS.

Director Morgan asked for a motion for funds not to exceed \$15,000 to begin engineering on this project. Mayor Pro-Tem and DDA Projects Committee Member Hammond is spearheading the process at the Council level. The DDA should move forward with the engineering. Board Member Critchfield said the engineering needs to be done regardless. Board Member VanGilder said he is struggling with spending funds prior to the plan being executed. He opposed to improvements without participation by the property owners. Board Member Lasco said the charge of the DDA is to get the ball rolling; traffic flow and parking downtown are a charge of the DDA. Board Member Williams said everyone will participate in the funding. Discussion ensued regarding the project.

Motion by Schmidt supported by Lasco to hire Tetra Tech MPS for an amount not to exceed \$15,000 to begin the engineering design for West Elizabeth Street.

MOTION CARRIED, ONE NAY

VanGilder voted no.

OTHER:

Director Morgan stated that he has met on numerous occasions with Shelly Day the President of the Fenton Area Chamber of Commerce regarding joint

marketing opportunities. The DDA has budgeted \$15,000 for Marketing. He provided the board with a sample of a joint City of Fenton/Fenton Area Chamber of Commerce marketing packet that will be made available to developers and other interested parties. The cost would be shared between the Chamber and the DDA.

ADJOURNMENT:

The meeting adjourned at 7:55 p.m.

Respectfully submitted by,

Jeri Stiles

Jeri Stiles, Chairman
Downtown Development Authority

Jane E. Wingblad

Jane E. Wingblad
Recording Secretary