



**Fenton  
Downtown  
Development  
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS**

6:00 p.m.

Tuesday

May 15, 2007

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

**ROLL CALL:**

**PRESENT:** Bagnall, Brant, Lasco, Osborn, Plew, Petty, Schmidt, Stiles, Vamossy, VanGilder, Wesch

**ABSENT:** Critchfield, Williams

**OTHERS:** Brent Morgan, Executive Director DDA, Linda Basista, Tetra Tech

**MINUTES:**

Motion by Lasco, supported by Wesch, to approve the minutes of April 17, 2007. MOTION CARRIED, ALL AYES.

**CORRESPONDENCE, MINUTES & REPORTS:**

**a. Financial Report:**

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

**b. Minutes of DDA Projects Committee Meetings of**

Motion by Lasco, supported by Vamossy to place the Minutes of the DDA Projects Committee Meeting of May 3, 2007 and the Minutes of the DACC Meeting of April 25, 2007 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 Sheet for the Board.

**ACCOUNTS PAYABLE:**

Motion by VanGilder, supported by Petty, to approve the Accounts Payable in the amount of \$88,361.69 as presented. MOTION CARRIED, ALL AYES.

**OLD BUSINESS:**

a. Design Assistance Test Cast: *Fenton Hotel*

Director Morgan reported that John Dziurman has already performed the on-site evaluation of the building. The City of Fenton Fire Department Ladder Truck was utilized to gain access to the roof and parapet wall. According to the contract with John Dziurman we should receive a written report the week of May 15, 2007. Director Morgan further reviewed the background and board action taken previously on this project and assured board members they would receive a copy of the report when it is completed.

Board Member Bagnall asked if the DDA attorney, Phil Adkison is confident everything is in order. Director Morgan said that Adkison has verified the LLC on March 19, 2007. The Indemnity Agreement was executed on March 20, 2007 and the Design Assistance Contract on March 23, 2007. Furthermore, Director Morgan referred to the staff report which details the background and action taken regarding the project.

**NEW BUSINESS:**

a. Engineering Services Proposal for Old Fire Hall & Museum Parking Lot Improvements (Linda Basista, Tetra Tech).

Director Morgan reviewed the background for the proposal for engineering services to be provided by Tetra Tech for the Old Fire Hall and Museum Parking Lots. He provided the board with conceptual level cost estimates and drawings for both the Old Fire Hall and Museum Parking Lots performed by Sue Grissim, of Grissim, Metz, Andriese and Associates along with an Engineering Services Proposal from Linda Basista of Tetra Tech. Director Morgan reported The Old Fire Hall & the Dibbleville Infrastructure Improvements have been steering these concepts which have included reviews and requests of revisions. Listed below are the respective members of the committees.

**OLD FIRE HALL**

Robert Critchfield  
Brent Williams  
Craig Schmidt  
Kristin Plew  
Brent Morgan

**DIBBLEVILLE INFRASTRUCTURE IMPROVEMENTS**

Richard Bagnall

Brent Williams  
Craig Schmidt  
Brent Morgan

The members of these committees are in support of moving these projects forward in order to have them constructed in October/November of 2007. The next step in the process is to hire the DDA engineering firm Tetra Tech to perform the design engineering services to include preparation of plans, specification and bid documents for the proposed parking lot improvements as shown in the conceptual plans. Moreover, Linda Basista from Tetra Tech reviewed the proposal for the board.

Board Member Plew asked if the proposed parking lot was adaptable to service any use that may be approved for the Old Fire Hall. Director Morgan said the plan maximizes the number of spaces on the lot. Discussion ensued regarding crosswalk improvement to Dibbleville.

Motion by Bagnall and supported by Schmidt to authorize Tetra Tech to perform the engineering services outlined in the proposal for the work associated with the Old Fire Hall & Museum Parking Lots for an amount not to exceed \$40,000. Furthermore, authorize the Executive Director to execute any and all documents associated with the contract.

MOTION CARRIED, ALL AYES.

**b. Fenton Façade Improvement Program, 103 W. Shiawassee Avenue (*The Iron Gate*):**

Director Morgan provided the board with the following background of the Façade Improvement Program:

The members of the Fenton Façade Improvement Committee are: Brent Williams, Judy Brant, Brian Petty & Brent Morgan. The Fenton Façade Improvement Committee has reviewed the application from 103 W. Shiawassee also known as *The Iron Gate*. The building is located in the Dibbleville Development District. The scope of the work to be performed can be considered façade maintenance which results in façade improvement. The categories of improvements include Tuck Pointing and Painting.

Tuck Pointing

The applicant is seeking funding to fix the existing brick around the windows and other areas of the front of the building by having tuck pointing performed for a cost of \$2,200.00

### Painting

The applicant is seeking funding to have the building painted which includes: Scrape, Prime, and paint all of the trim on the exterior semi-gloss black with one accent color on the top windows. The front façade improvement includes the display window in front including the door, the windows above, and the sign. The rear façade improvement includes the windows, upstairs door and the first floor doors and windows. The spiral staircase and the drain pipe will be painted as well. The cost to perform this is \$1,500.00

### Financial Impact

The total cost of the project is \$3,700.00

The applicant is seeking the maximum amount which is 50% of the total project cost for \$1,850.00

### Reccomendation

After further review with the Fenton Façade Improvement Committee we are recommending that the DDA Board of Directors approve the application and funding.

Motion by Plew and supported by Brant Approve funding in the amount of 50% of the project not to exceed \$1,850.00 in accordance with the Fenton Façade Improvement Program as adopted by the DDA Board of Directors. Furthermore, the applicant is subject to reimbursement according to the following which are outlined in the DDA FAÇADE IMPROVEMENT GUIDELINES which the applicant has reviewed.

### **PAYMENT PROCEDURE**

1. Applicants receive reimbursement after project completion, approval of final city inspection if necessary, and submittal of copies of paid invoices for approved work to the City of Fenton DDA Executive Director;
2. The City of Fenton DDA Executive Director reviews and tallies the submitted invoices and prepares a check request up to 50% of the approved work up to the maximum amount (of up to \$10,000) stated in the DDA Board of Directors motion for approval. The check request is submitted by the City of Fenton DDA Executive Director to the City of Fenton's accounts payable department;
3. The City of Fenton DDA Executive Director notifies applicant when check is issued and applicant meets with the executive director to receive check.

Furthermore, it is the applicants responsibility to obtain any building and appearance review permits if necessary before commencing work.

MOTION CARRIED, ALL AYES

Mayor Osborn suggested that the DDA put up a sign stating that this is a DDA Project. Director Morgan said he will look into this request.

**OTHER:**

Board Member Bagnall asked about the ongoing recruitment for members for the Development Area Citizens Council. Director Morgan said that a mailing covering the entire district netted two applicants. One applicant was unable to serve on Wednesdays and the second has been appointed to the board by the City Council at Monday's Meeting. This board is necessary to amend the plan.

**ADJOURNMENT:**

The meeting adjourned at 7:05 p.m.

Respectfully submitted by,

*Jeri Stiles*

Jeri Stiles, Chairman  
Downtown Development Authority

*Jane E. Wingblad*

Jane E. Wingblad  
Recording Secretary