



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday

June 19, 2007

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

ROLL CALL:

PRESENT: Bagnall, Brant, Osborn, Plew, Schmidt, Stiles, VanGilder, Wesch

ABSENT: Critchfield, Lasco, Petty, Vamossy, Williams

OTHERS: Linda Basista, Tetra Tech, Jon Booth, HRC

MINUTES:

Motion by Bagnall, supported by VanGilder to approve the Minutes of May 15, 2007. MOTION CARRIED, ALL AYES.

CORRESPONDENCE, MINUTES & REPORTS:

a. Financial Report

Motion by Schmidt, supported by Wesch to approve the Financial Report of June, 2007 as presented. MOTION CARRIED, ALL AYES.

b. Minutes of DDA Projects Committee Meeting and Minutes of DACC Meeting

Motion by Plew, supported by Osborn to place the Minutes of the DDA Projects Committee Meeting of May 3, 2007 and the Minutes of the Development Area Citizens Council of April 25 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 Schmidt to approve the Accounts Payable for the amount of \$11,153.53 as presented. MOTION CARRIED, ALL AYES.

OLD BUSINESS:

a. Silver Lake Road Reconstruction Project (Jon Booth, HRC)

Director Morgan reviewed with the board that at the February 20, 2007 Meeting of the DDA Board of Directors John Booth from Hubbell, Roth, and Clark (City's Engineering Firm) provided the board with an overview of the Silver Lake Road Reconstruction Project which is planned for the Spring of 2008.

After significant discussion the board decided to fund the improvements of mast arm signals at this intersection of Silver Lake Road/North Leroy Street and passed the following:

*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.*

He noted that when this project was discussed at the February 20, 2007 regular meeting of the DDA, no improvements were planned for the Silver Lake Road/Adelaide Street Intersection.

At this meeting discussion was held regarding what improvements at the Adelaide Street/Silver Lake Road intersection were going to be made. At that time no improvements were planned for this intersection. Furthermore, on behalf of the DDA I requested that HRC provide the DDA with some costs for making the following Streetscape Improvements to the Adelaide Street/Silver Lake Road Intersection.

1. Mast Arm Upgrade
2. Colored Concrete Crosswalks
3. Decorative Street Lighting from Leroy Street to Adelaide

Director Morgan and John Booth of HRC reviewed each of these items with the board and the cost of each.

STREETSCAPE ITEM	COST
MAST ARM	\$100,000
COLORED CONCRETE CROSSWALK	\$ 25,000
DECORATIVE STREET LIGHTING LEROY to ADELAIDE	\$320,000
TOTAL	\$445,000

The reason this request for funding participation is being brought to the DDA now is because HRC is on a tight timeframe to design the project (which seems to be a reoccurring theme). Moreover, HRC needs to send the plans to MDOT by July 27, 2007 for inspection. Furthermore, a “go or no go” decision needs to be made on these three items if they are to be designed and included in the project. Discussion was held regarding the items and funding of the project

Motion by Bagnall, supported by Plew to recommend that the Fenton City Council approve an amendment to the 08/09 DDA Budget to include \$445,000.00 to fund a mast arm upgrade, colored stamped concrete crosswalks and decorative street lighting from Leroy Street to Adelaide Street on Silver Lake Road with an expenditure not to exceed \$7,500.00 for preliminary design in order for HRC to incorporate these items into the project.

MOTION CARRIED, ALL AYES.

b. Silver Lake Road Sidewalk Project Update (Linda Basista, Tetra Tech)

Linda Basista of Tetra-Tech reported that the project is nearly complete. There will be a backer added to the guardrails and cleanup of some of the brush near the sidewalk. The project is scheduled to be completed in July.

c. Old Fire Hall& Museum Parking Lot Update (Linda Basista, Tetra Tech)

Director Morgan stated that according to the schedule, the DDA Board will receive a final cost estimate and preliminary plan at the July 17 meeting. Linda Basista of Tetra Tech said a trace of gasoline was found in the Old Fire Hall parking lot, and that this is not an issue.

NEW BUSINESS:

a. Elizabeth Street Improvements Plan Review & Update (Linda Basista-Tetra Tech)

Director Morgan reviewed the following background information with the board: On May 8, 2007 a joint meeting was held with the DDA Dibbleville Infrastructure Improvements Committee and the City Council Dibbleville Parking Committee. At this meeting the Project Analysis of the Elizabeth Street Improvements was reviewed. Moreover, the committees were in agreement and the draft version of the *Project Analysis of the Elizabeth Street Improvements* was taken to a City Council Work Session on June 4, 2007 for further review and discussion. The

Fenton City Council moved the project forward and at the June 11, 2007 Council Meeting and authorized the City Manager to begin the creation of Special Assessment District.

A special assessment would have to be performed by the Fenton City Council and involves the following five steps.

1. Authorize City Manager to begin the creation of Special Assessment District.
2. Presentation of preliminary figures/ assessment roll.
3. Public Hearing
4. Presentation of final assessment roll.
5. 2nd Public Hearing which creates the District.

Obviously this entails a total of at least five Fenton City Council Meetings to execute a special assessment and in order to have the project completed by November we need to adhere to the following timeline.

6/11	Step 1	Special Assessment Process
<i>6/19</i>		<i>Approval of Plans</i>
6/25	Step 2	Special Assessment Process
<i>7/1</i>		<i>Bid Out</i>
7/23	Step 3	Special Assessment Process
<i>8/7</i>		<i>Bid Opening</i>
8/13	Step 4	Special Assessment Process
<i>8/21</i>		<i>DDA Award of Bid Contract</i>
9/10	Step 5	Special Assessment Process

Director Morgan proceeded to review the Commercial Property owners that will be effected by the creation of the Special Assessment District. He handed out a packet with a financial analysis of the Special Assessment. Over the past few weeks attempts have been made to contact and review the project with each property owners. On Thursday June 14, 2007 Board Members Brent Williams, Craig Schmidt and I met with the following property owners (individually at City Hall) and some businesses regarding the project.

1. Dr. Book 105 W. Shiawassee
2. Donna Hotchkiss 107 W. Shiawassee
3. John Oper 101 W Shiawassee
4. Carol Schuler A tenant of John Oper and proprietor of Sweet Variations
5. KET Investments 103 W Shiawassee (**K**irsty Rising, **E**lizabeth Dickens and **T**ara Wakeham; hence the name **KET**) I have had numerous

conversations with Kristy Rising in the past and due to a sidewalk sale she was unable to meet. Her mother Elizabeth Dickens is a schoolteacher and is rarely in the store.

6. David Tomchuck 111 W Shiawassee is recorded as the owner of the building. He is from Beverly Hills, MI and I spoke with him over the phone. Denise Toop purchasing the building from him on land contract and is not able to meet until Wednesday because she is out of town. I spoke with her over the phone as well.

At these meetings we reviewed the timeline, special assessment, plans and listened to there concerns regarding the project.

Linda Basista of Tetra Tech reviewed a schematic of the plan for the board. It may need some tweaking of parking spaces and delivery/dumpster access. She is working on completing the final design and bid documents. Mayor Osborn said that now is the time to look into street lighting. Chairperson Stiles said she needs to check with the street design guidelines as adopted by the DDA and the City Council. Board Member Bagnall asked about restricted parking along the north side of the street, possibly putting time limits on parking. Board Member Schmidt said the Elizabeth Street Committee is working on this issue. Discussion ensued regarding the plan.

OTHER:

Director Morgan provided each board member with a recruitment packet. Half of the cost of the project was funded by the DDA and the other half by the Chamber of Commerce.

Board Member Schmidt thanked the Mayor and City Council for their approval of the Elizabeth Street Project.

CALL TO THE AUDIENCE:

Councilman Angeluski said that the City Council appreciates the timely manner in which the DDA communicates with them.

ADJOURNMENT:

The meeting adjourned at 7:25 p.m.

Respectfully submitted by,

Jeri Stiles

Jeri Stiles, Chairman
Downtown Development Authority

Jane E. Wingblad

Jane E. Wingblad
Recording Secretary