



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday

July 17, 2007

The meeting was called to order at 6 p.m. by Board Vice-Chairman Bagnall.

ROLL CALL:

PRESENT: Bagnall, Brant, Critchfield, Lasco, Osborn, Petty, Schmidt, VanGilder, Wesch, Williams

ABSENT: Plew, Stiles, Vamossy

OTHERS: Brent Morgan, Executive Director DDA, Cynthia Shane, Treasurer, Linda Basista, Tetra Tech MPS

MINUTES:

Motion by VanGilder, supported by Petty, to approve the minutes of June 19, 2007. MOTION CARRIED, ALL AYES.

CORRESPONDENCE, MINUTES & REPORTS:

a. Financial Report

Motion by Petty, supported by Schmidt, to approve the Financial Report for July 2007 as presented. MOTION CARRIED, ALL AYES.

b. Minutes of DACC Meeting of

Motion by Brant, supported by Wesch to place the Minutes of the DACC Meeting of May 23, 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 Critchfield, supported by Petty, to approve the Accounts Payable for the amount of \$14,633.65 as presented.

MOTION CARRIED, ALL AYES.

OLD BUSINESS:

a. Old Fire Hall & Museum Parking Lot Update (Linda Basista Tetra Tech MPS)

Director Morgan reviewed the projects with the board. Linda Basista of Tetra-Tech MPS reviewed the *Preliminary Design Status Update* with the board. These designs have been reviewed by the Old Fire Hall Committee and the Dibbleville Infrastructure Improvement Committee. The bid advertisements will go out the between July 30 and August 30.

Board Member Lasco said the city should consider posting time limits on the parking lots. Ms. Basista said that the topographical survey and the initial design have been completed. The geo-tech report has come back and the soils should be left in place and paved over. The cost estimate for the two parking lots is \$302,110. Some soil will be removed to below grade and aggregate added for the paving.

This pay item has specific M-DOT measurement and disposal requirements. The inspection process is to insure the measurements are correct and accurate. The measurement will be defined in the contract. Tetra Tech will have inspectors on site.

b. Elizabeth Street Improvements Project Update (Linda Basista Tetra Tech MPS)

The bid opening is scheduled for August 7, 2007. The contract will is expected to be awarded at the August 17, 2007 DDA Board Meeting contingent upon the approval and finalization of the special assessment by the Fenton City Council. Ms. Basista said that the pre-bid meeting was held earlier today and the prequalification process developed earlier will be followed. She is working on the street lighting. The process is moving forward.

NEW BUSINESS:

a. Engineering Services Proposal for River Street Parking Lot Improvements (Linda Basista Tetra Tech MPS)

Director Morgan review the following background with the board: At the DDA Board Meeting on February 20, 2007, Board Members approved the following motion:

Motion by Petty supported by Williams to approve and 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.

According to the contract this included a conceptual level cost estimate and rough drawings for the River Street Parking Lot.

The DDA Cultural Center Committee has been steering the River Street Parking Lot Improvement concept which has included reviews and requests of revisions. The respective members of the committee are Jeri Stiles, Brian Petty, June Wesch and Brent Morgan.

The members of the committee are in support of moving this project forward in order to have it constructed in May/June of 2008. 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. After further review with committee members we are recommending that the DDA Board of Directors authorize Tetra Tech to perform the engineering services outlined in the proposal for the work associated with the River Street Parking Lot Improvements for an amount not to exceed \$43,000. Linda Basista of Tetra-Tech MPS presented the Engineering Services Proposal to the board.

Discussion was held regarding the importance of the project, relativity to the Downtown Master Plan and the status of the Cultural Center.

Motion by Lasco to table this item and bring back in the first quarter of next year after a better understanding of the Cultural Center situation.

Board Member VanGilder said the River Street Parking Lot Improvement will result in an additional 20 spaces. Director Morgan stated the reconfiguration of the lot will aid and assist the Cultural Center, aid businesses in the downtown and create a safer environment for people using the lot. Board Member Petty said that a parking structure could be added a later date. He said that he has communicated with the Cultural Center Committee but has not been apprised of where they are in the process. This parking lot could be a spark plug for them.

The motion died due to lack of a support.

Board Member Schmidt suggested asking the Cultural Center Committee for a time table for construction. Board Member VanGilder said the whole thing is in flux and we are not ready to begin work on this project. This is a timing issue. Board Member Bagnall asked if the DDA is doing this project for the Cultural Center. Board Member Petty said that was the Committee's charge. Board Member VanGilder asked if this should be a specific line item in the budget. It would show support of the Community Center/Cultural Center and may help with fund raising. Director Morgan said the River Street Parking Lot project is in the Downtown Master Plan, a DDA Top Five Project, and is budget project for this year.

Motion by Critchfield, supported by Lasco to send the River Street Proposal back to committee for further research.

MOTION CARRIED, ALL AYES.

b. Fenton Façade Improvement Program 411 South Leroy Street (*Resident Advancement Inc.*)

Director Morgan presented the following background:

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 411 S. Leroy also known as *Resident Advancement Inc.* 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, Painting and Window Replacement.

Tuck Pointing

The applicant is seeking funding for tuck pointing to be performed on the outside of the building. The majority of the work will be done on the north east and rear of the building. The cost to perform this is \$1,950.00

Painting

The applicant is seeking funding to have the building painted which includes: Clean and scrape for paint preparation. Remove tin decorative pieces, strip paint off, prime and remount. Add new flashing and repair. Paint front of building and back doors with primer and two coats of paint in three historical colors, 1 primary color and two accent colors. The cost to perform this is \$3,600.00

Window Replacement

The applicant is seeking funding to have 3 windows replaced which include: installation of three windows, insulate around frames and a 50 year warranty on seal of glass. Two of the windows are located on the rear of the building and the

third one on the side of the building. The cost to perform this is \$1,000.00

Financial Impact

The total cost of the project is \$6,550.00

The applicant is seeking the maximum amount which is 50% of the total project cost for \$3,275.00

Recommendation

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

Moved by Lasco and supported by Schmidt to approve funding in the amount of 50% of the project not to exceed \$3,275.00 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 FENTON 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 applicant's responsibility to obtain any building and appearance review permits if necessary before commencing work.

MOTON CARRIED, ALL AYES

c. St. John Church Applefest Request Permission to Use Property Located at 316 Lincoln Street.

Director Morgan presented the following background to the board: At the DDA

Board Meeting of July 18, 2006 the Board of Directors passed the following motion:

Moved by Schmidt and supported by Brant to authorize St. John Applefest 2006 use of the DDA owned property at 316 Lincoln Street for parking as in the past, with proper insurance holding the DDA and the City harmless. Moreover, St. John Church will provide cleanup of the property.
MOTION CARRIED, ALL AYES.

This year the St. John Applefest 2007 will be held September 13 – 16. Larry Westphal, General Co-chairman, St. John Applefest is requesting permission to park cars on the DDA Property located at 316 Lincoln Street. Moreover, the DDA and City of Fenton will be added as additional insurers during the festival days and the St. John Church will provide cleanup of the parking lot. Director Morgan recommending that the Board of Directors approve the request.

Moved by Petty, supported by Schmidt to approve the request of the St. John Church Applefest to use the property located at 316 Lincoln Street for the purpose for parking vehicles as in the past, with proper insurance holding the DDA and the City harmless. Moreover, St. John Church will provided cleanup of the property

MOTION CARRIED, ALL AYES.

OTHER: Director Morgan provided the board with a sample of a mailer to be used to promote the Old Fire Hall. It consists of a bottle of hot sauce and an insert explaining some of the advantages of the site. It was well received by the board.

ADJOURNMENT:

The meeting adjourned at 7:20 p.m.

Respectfully submitted by,

Jeri Stiles
Jeri Stiles, Chairman
Downtown Development Authority

Jane E. Wingblad
Jane E. Wingblad
Recording Secretary