



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday

August 21, 2007

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

ROLL CALL:

PRESENT: Bagnall, Brant, Osborn, Petty, Plew, Stiles, VanGilder, Vamossy, Wesch, Williams

ABSENT: Critchfield, Lasco,

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

MINUTES:

Motion by Bagnall, supported by Vamossy, to approve the minutes of July 17, 2007.

MOTION CARRIED, ALL AYES.

CORRESPONDENCE, MINUTES & REPORTS:

a. Financial Report

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

b. Minutes of DDA Projects Committee and DACC Meetings

Motion by Bagnall, supported by Brant to place the Minutes of the DDA Projects Committee Meeting of June 7 and July 26 and the DACC Committee meeting of June 27, 2007 on file. MOTION CARRIED, ALL AYES.

MOTION CARRIED, ALL AYES.

EXECUTIVE DIRECTOR'S REPORT:

Director Morgan reviewed the Director's Report for the board and provided an update of the DDA Projects.

ACCOUNTS PAYABLE:

Motion by Wesch, supported by Schmidt, to approve the Accounts Payable in the amount of \$17,609.77 as presented.
MOTION CARRIED, ALL AYES.

OLD BUSINESS:

a. Old Fire Hall and Museum Parking Lots Update (Linda Basista Tetra Tech MPS)

Director Morgan reported that the pre-qualification forms will be reviewed by the Projects Committee at the August 30th DDA Projects Committee Meeting. Moreover, an easement is needed on the west side of the Museum parking lot as it is encroaching on to Joseph Abraham's property.

Linda Basista from Tetra Tech stated that a pre-bid meeting was held on Monday, August 20, 2007. The pre-qualification forms are due August 23, 2007. Once received and reviewed by Tetra-Tech they will be presented to the DDA Projects Committee for review and action.

Board Member VanGilder asked which committee oversees the project. Director Morgan stated the project committee will oversee the project and the DDA Board will be updated as needed. Moreover, the parking lots will be bid out as one project with one site.

NEW BUSINESS:

a. Contract Award Recommendation Elizabeth Street Improvement Project.

Director Morgan provided the board with the following project background. At the DDA Projects Committee Meeting on July 26, 2007 Linda Basista from Tetra Tech MPS reviewed the Pre Qualification summary for the committee. Based on the summary and recommendation the DDA Projects Committee passed a motion to send out an RFB (Request for Bid) to all pre-qualified firms that meet a score of 65% or greater as determined by the pre-qualification. The threshold of 65% was also used for the Mill Pond Dam Improvement Project.

The bid openings for the Elizabeth Street Improvement Project were held on August 14, 2007 at 2:00 p.m. at Fenton City Hall. The following three firms submitted the respective bids.

CONTRACTORS / BIDDER	TOTAL BID
Rhode Brothers Excavating Inc.	\$191,099.00
Perrin Construction Company	\$207,495.00
Fonson, Inc.	\$214,508.00

FINANCIAL IMPACT

For the 2008 Fiscal Year the DDA has budgeted \$350,000.00 for Elizabeth Street Improvements under line item 401.851-975.770.

The engineer's estimate for construction of the project was \$256,655.00

RECCOMENDATION

At the DDA Projects Committee Meeting on August 16, 2007 the committee passed a motion to recommend that the DDA Board of Directors award the Elizabeth Street Improvement Project to Rhode Brothers Excavating Inc. in the amount of \$191,099.00 contingent upon the Fenton City Council approval of the Special Assessment District at the August 27, 2007 Meeting and authorize the DDA Executive Director to execute and all documents related to the contract.

Linda Basista stated the bids were very good and reviewed the bid tabs and the letter of recommendation from Tetra-Tech with the board. Stiles asked if the plan is following the streetscape document approved by the DDA. Discussion was held regarding the streetscape standard and the lack of sidewalk on the business side of the street.

Motion by Petty, supported by Williams to award the Elizabeth Street Improvement Project to Rohde Brothers Excavating, Inc. in the amount of \$191,099.00 contingent upon the Fenton City Council approval of the Special Assessment District at the August 27, 2007 meeting and authorize the DDA Executive Director to execute any and all documents related to the contract.

MOTION CARRIED, ALL AYES.

ADJOURNMENT:

The meeting adjourned at 6:40 p.m.

Respectfully submitted by,

Jeri Stiles

Jeri Stiles, Chairman
Downtown Development Authority

Jane E. Wingblad

Jane E. Wingblad
Recording Secretary