



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday

September 18, 2007

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

ROLL CALL:

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

ABSENT: Critchfield, Petty

OTHERS: Brent Morgan, Economic Development Director, Cynthia Shane, Treasurer, Linda Basista, Tetra Tech MPS

MINUTES:

Motion by Plew, supported by Vamossy, to approve the minutes of August 21, 2007.

MOTION CARRIED, ALL AYES.

CORRESPONDENCE, MINUTES & REPORTS:

a. Financial Report

Motion by Lasco, supported by Vamossy, to approve the Financial Report for September 2007 as presented.

MOTION CARRIED, ALL AYES.

b. Minutes of DDA Projects Committee and DACC meetings:

Board Member Plew noted that tree planting and planning was discussed at the DDA Projects Committee meeting of August 30. She suggested that this be placed on the agenda for discussion at the October meeting. Board Member VanGilder asked if there were an appropriate committee already established where this item would fit. Director Morgan said he will invite Michael Senyko, the City Manager, to the next Projects Committee meeting to discuss this issue.

Motion by Brant, supported by Plew to place the Minutes of the DDA Projects Committee Meeting of August 2, 16 and 20 and the DACC Meeting of July 25, 2007 on file.

MOTION CARRIED, ALL AYES.

EXECUTIVE DIRECTOR'S REPORT:

Director Morgan reviewed the Director's Report for the board along with a tentative construction schedule for the Elizabeth Street Improvements Project. Linda Basista of Tetra-Tech informed the board that the water main had to be moved from the south side of the street to the north due to the phone line vault located in the proposed site of the main.

ACCOUNTS PAYABLE:

Motion by Bagnall, supported by Lasco, to approve the Accounts Payable in the amount of \$48,250.15 as presented. MOTION CARRIED, ALL AYES.

OLD BUSINESS: None

NEW BUSINESS:

- a. Contract Award Recommendation Old Fire Hall & Museum Parking Lot Improvements Project

Director Morgan reviewed and updated the board, At the DDA Projects Committee Meeting on August 30, 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 and the Elizabeth Street Improvements.

The bid openings for The Old Fire Hall & Museum Parking Lot Improvements Project were held on September 11, 2007 at 2:00 p.m. at Fenton City Hall. Listed below are the seven firms which submitted bids.

CONTRACTORS / BIDDER	TOTAL BID
Johnson & Sons Excavating, Inc.	\$203,903.41
Pro-Line Asphalt Paving Corp.	\$244,081.19
Fonson, Inc.	\$250,431.44
Perrin Construction Co., Inc.	\$250,546.00
Rohde Brothers Excavating, Inc.	\$268,056.00
ABC Paving Company	\$269,890.00
Irish Construction Company	\$289,506.39

FINANCIAL IMPACT

For the 2008 Fiscal Year the DDA has budgeted \$250,000.00 for Old Fire Hall Improvements under line item 401.851-975.000 and \$950,000.00 for Master Plan Implementation under line item 401.851-971.400

RECCOMENDATION

At the DDA Projects Committee Meeting on September 13, 2007 the committee passed a motion to recommend that the DDA Board of Directors award the Old Fire Hall & Museum Parking Lot Improvement Project to Johnson Excavating Inc. in the amount of \$203,903.41 and authorize the DDA Executive Director to execute and all documents related to the contract.

Moreover, the Board was provided with the bid tab and letter of recommendation from Tetra-Tech for review. Chairman Stiles said the motion should be for a “not to exceed” amount. Board Member VanGilder asked which budget line, the Old Fire Hall or the Master Plan Implementation, the projects would be paid out of. The board discussed the possibility of separating the accounting of the two projects.

Motion by VanGilder, supported by Williams to award the Old Fire Hall & Museum Parking Lot Improvement Project to Johnson & Sons Excavating, Inc. in an amount not to exceed \$203,903.41 and authorize the DDA Executive Director to execute any and all documents related to the contract.

MOTION CARRIED, ALL AYES.

b. Fenton Façade Improvement Program – 115 Mill Street

Director Morgan provided the board with the following background on 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 115 Mill Street. 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 Tear-off and Insulation, Siding & Gutters, Facade and storm windows.

TEAR-OFF & INSULATION

The applicant is seeking funding Tear-off and insulation to be performed on the outside of the building. Remove all existing siding, trim and gutters, replace any and all rotten wood, cover all flat walls with half inch shiplap insulation, remove wooden back door awning and replace with gable awning with round ceiling. The cost to perform this is \$6,500.00

SIDING & GUTTERS

The applicant is seeking funding to have the building completely resided and new gutters. This involves all flat wall to be covered with monogram D/4 16’ vinyl siding, new seamless gutters with hidden hangers. The cost to perform this is \$15,800.00

FACADE

The applicant is seeking funding to cover the façade and rake boards with custom design fluted patter, bay windows covered with mantle tops and fluted

sides, box all windows and doors with fluted sides, all gables have round scallops with custom trim, corners to have 6" white vinyl insulated fluted 20' posts. The cost to perform this is \$19,500.

FINANCIAL IMPACT

The total cost of the project is \$46,300.00

The applicant is seeking the maximum amount available for the Façade Improvement Program which is \$10,000.

RECCOMENDATION

After further review with committee members we are recommending that the DDA Board of Directors make the following motion:

Approve funding in the amount not to exceed \$10,000.00 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.

Board Member Schmidt said the façade improvements and siding and gutters equal more than the \$20,000 for the maximum grant. Discussion was held regarding the reimbursement process.

Motion by Bagnall, supported by Plew Approve funding for 115 Mill Street in the amount not to exceed \$10,000.00 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

4. 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;
5. 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;
6. 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.

OTHER:

Chairman Stiles said that the Dibbleville Committee should be looking at the crosswalks and see what can be done to make them more pedestrian friendly. Chairman Stiles said the crosswalks on LeRoy Street from Elizabeth Street to Second Street should be improved.

Board Member Plew said that now the Elizabeth Street Project is underway and near completion the committee should move on to the next project and suggested that the original list of projects be revisited for reevaluation.

Director Morgan suggested they could move on to the pedestrian crossings.

Board Member Schmidt said the committee structure is working very well and projects are moving forward at a much quicker pace.

ADJOURNMENT:

The meeting adjourned at 7:00 p.m.

Respectfully submitted by,

Jeri Stiles

Jeri Stiles, Chairman
Downtown Development Authority

Jane E. Wingblad

Jane E. Wingblad
Recording Secretary