



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday

October 16, 2007

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

ROLL CALL:

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

ABSENT: Bagnall, Critchfield

OTHERS: Brent Morgan, Executive Director DDA, Cynthia Shane, Treasurer

MINUTES:

Motion by Lasco, supported by Vamossy, to approve the minutes of September 18, 2007.

MOTION CARRIED, ALL AYES.

CORRESPONDENCE, MINUTES & REPORTS:

a. Financial Report

Motion by Wesch, supported by Brant, to approve the Financial Report for as presented. MOTION CARRIED, ALL AYES.

b. Minutes of DDA Projects Committee Meetings of September 13, 27 and October 4, 2007 and Minutes of DACC Meeting of August 22, 2007.

Motion by VanGilder, supported by Lasco, to place the Minutes of the DACC Meeting of, on file. MOTION CARRIED, ALL AYES.

EXECUTIVE DIRECTOR'S REPORT:

Director Morgan reviewed the Director's Report for the board. He provided the board with an update of the DDA Committees activities.

ACCOUNTS PAYABLE:

Motion by Schmidt, supported by Petty, to approve the Accounts Payable for the amount of \$28,603.21 as presented. MOTION CARRIED, ALL AYES.

OLD BUSINESS:

a. Elizabeth Street Improvements Project Update:

Director Morgan reviewed the following history of the Elizabeth Street Project, communication is being continued throughout the construction phase of this project with businesses and homeowners to minimize any minor inconveniences that may occur as a result of the construction. Daily contact with the engineer, business, and homeowners on site during construction. Furthermore, copies of the letters that have been hand delivered and mailed to homeowners and businesses are attached for your perusal.

The following is a list of work completed on the project:

- Underground Utilities
- Curb & Gutter
- Sidewalk & Driveways
- Base Grading

The following is a list of work in progress or to be performed:

- AT&T and Charter Cable or in the process of removing facilities from the old poles. Once vacated, Comsumer's will remove the poles.
- Paving is scheduled for October 17, 2007.
- Restoration to follow paving.
- Light fixtures are on order, contractor will install upon delivery (unconfirmed approximately 8 weeks).

Furthermore, the project is on schedule. However, removal of old power poles could hold up paving of the parking lane. Director Morgan stated he will continue to keep on top of the project and the residents and businesses abutting the construction informed.

b. Old Fire Hall and Museum Parking Lot Project Update:

Director Morgan stated Linda Basista of Tetra-Tech could not make the meeting this evening due to health reason and he provided the board with the following background on the project. A pre-construction meeting with Johnson & Sons Excavating, Inc. was held on October 4, 2007 at 10:00 a.m. at City Hall. I have attached a copy of the Tentative Construction Schedule for your perusal. Construction started on October 9, 2007.

The following is a list of work completed on the project:

- Asphalt removal & excavation has been performed at the Museum Parking Lot.
- Asphalt removal and site preparation has been performed at the Old Fire Hall.

- Contractor is fully mobilized and excavation of Fire Hall Parking Lot is pending the contractor obtain their Soil Erosion & Sedimentation Control Permit.

The following is a list of work in progress or to be performed:

- Contractor will continue to work on only Museum Parking Lot until Soil Erosion & Sedimentation Control Permit is issued and then resume working on Old Fire Hall.

ISSUES

Gasser Bush the sole light distributor for our designated lights supplied the incorrect photometrics. Project requires installation of 7 lights vs. 2 in bid. Proposal request issued to contractor for cost quote.

FINANCIAL UPDATE

Old Fire Hall Museum Parking Lot Improvements

	Original Contract Amount	Approved Change Orders	Revised Contract Amount	Paid/Invoiced To Date
Construction (Johnson & Sons.)	\$203,903		\$214,328	\$ -0-
*Change Order No 1		\$10,425		
Engineering (Tetra-Tech)	\$ 40,000**	\$37,000***	\$ 77,000	\$ 40,000
TOTAL	\$243,903	\$47,425	\$291,328	\$ 40,000

**Addition of Ellen Street Storm Sewer*

***Design and Bidding Services Engineering.*

****Construction Engineering Phase which needs approval*

Gasser Bush, the sole light distributor for our designated lights, supplied the incorrect photo metrics. The project requires the installation of 7 lights vs. 2 as stated in the bid. Director Morgan reported in the Financial Update Change order No. 1 in the amounts of \$10,425 to pay for the addition of the Ellen Street Storm Sewer authorized by the Projects Committee, the Design and Bidding Services Engineering for \$40,000 and the Construction Engineering Phase at a cost not to exceed \$37,000 which needs approval from the DDA.

Board Member Schmidt said that he felt the fees are excessive and we should have them looked at by an outsider. Board Member Williams said some of the cost was driven by the committee but they do seem high. The board discussed methods to insure that the fees are not excessive. Board Member VanGilder

noted that the letter from Basista dated May 8, 2007 specifically states that these fees were not included in that proposal. We should have asked about the cost at that time. The board needs to have a discussion with Basista on engineering costs. Board Member VanGilder said the mistake on the number of lights needed is upsetting, but it did not cause the DDA anything financially. Discussion ensued regarding the engineering costs.

Chairman Stiles asked what the DDA strategy to address this problem is.

1. Vote to approve some portion of the fees to keep the project moving;
2. Ask Basista to attend a Projects Committee meeting to discuss the \$37,000 and the additional lights;
3. Look at the on going charges from Tetra Tech;
4. Have a method in place to verify the engineering costs.

Motion by Williams, supported by Petty to approve a payment of \$18,500, not to exceed time and materials, with discussion on the remaining amount with a representative of Tetra Tech at the next DDA Projects Committee

MOTION CARRIED, OSBORN VOTED NAY.

NEW BUSINESS:

Chairman Stiles elected to address item b first as the representative is in attendance.

a. Fenton Jubil' eve Festival Sponsorship:

Director Morgan provided the board with the following background of the DDA's involvement with the Fenton Family Jubil' eve Festival. For Fiscal Year 2007 the Downtown Development Authority sponsored the firework display at the Fenton Family Jubl' eve Festival for a total of \$5,000.00

At the DDA Board Meeting on October 17, 2006 the board of directors approved the following motion:

Motion by Bagnall, supported by Williams to sponsor the firework display at the Fenton Family Jubil' eve Festival for an amount not to exceed \$5,000.00 contingent upon the proper liability insurance being obtained by the Fenton Family Jubil' eve Festival.

ROLL CALL VOTE

Ayes: Bagnall, Critchfield, Lasco, Plew, Schmidt, Stiles, Vamossy, VanGilder, Williams

Nays: Brant.

MOTION CARRIED.

Moreover, Mr. Paris provided a copy of the insurance which named the City of Fenton & City of Fenton Downtown Development Authority as additional parties to the certificate of insurance for the fireworks display.

Vince Paris, Director and Kristina Johnston, Recreation & Enrichment Director of Southern Lakes Parks and Recreation were hoping the support would continue this year. The DDA has budgeted \$50,000 to event marketing and has a fund balance of \$32,500.

Scott Grossmeyer, representing the Jubil' eve Committee, reported on last year's event and requested that the DDA authorize funds for this year's event.

Motion by Plew, supported by Schmidt, to sponsor the firework display at the Fenton Family Jubil' eve Festival for an amount not to exceed \$5,000.00 contingent upon the proper liability insurance being obtained by the Fenton Family Jubil' eve Festival.

MOTION CARRIED, ALL AYES.

b. Chamber of Commerce Events Sponsorship Review & Proposal:

Director Morgan reported that Shelly Day, the Chamber President, was unable to attend this evening's DDA Meeting and thanks the board for sponsoring last year's events. Director Morgan provided the following background to the board and presented the Chamber request. For Fiscal Year 2007 the Downtown Development Authority sponsored a total of four Chamber of Commerce events for a total of \$17,500.00. At the September 19, 2006 DDA Board Meeting the DDA Board of Directors passed the following motion:

Motion by VanGilder, supported by Critchfield that the City of Fenton Downtown Development Authority sponsor the following Chamber of Commerce events and the respective amounts for a total of \$17,500

<i>Event So Good It Is Scary 2006</i>	<i>\$1,000</i>
<i>Jinglefest 2006</i>	<i>\$4,500</i>
<i>Fenton Freedom Festival 2007</i>	<i>\$5,000</i>
<i>Taste of Fenton 2007</i>	<i>\$7,000</i>

MOTION CARRIED, ALL AYES.

Moreover, the Chamber of Commerce is requesting \$17,500 to fund the following:

An Event So Good It's Scary – '07	\$1,000.00
Jinglefest – '07	\$ 4,500.00
Fenton Freedom Festival – '08	\$5,000.00
Taste of Fenton – '08	<u>\$7,000.00</u>
	\$17,500.00

Board Member Schmidt noted that these are well established events. Board Member VanGilder said that the Taste of Fenton has been very successful and it may be time to reevaluate finding. Director Morgan stated these funds are for initial expenses and our sponsorship allows other businesses to be involved. It is good advertising for the DDA. Board Member Petty said it may be time to revisit the DDA's involvement. Board Member VanGilder said the other three events do not generate revenues and The Taste of Fenton does and felt DDA needs to sit down with the Chamber for a discussion. Board Member Plew said to approve this request and set a meeting to discuss this issue for the '08/'09 budget.

Moved by Plew, supported by Lasco, that the City of Fenton Downtown Development Authority sponsor the following Chamber of Commerce events and the respective amounts for a total of \$17,500 and that this be discussed at the '08/'09 DDA Budget session.

Event to Good It is Scary 2007	\$1,000
Jinglefest 2007	\$4,500
Fenton Freedom Festival 2008	\$5,000
Taste of Fenton 2008	\$7,000

MOTION CARRIED, ALL AYES.

c. Cultural Center Soil Boring Proposal

Chairman Stiles reported that City Manager Michael Senyko had asked that the DDA fund this item earlier this year. As part of the Community Center Board of Governors, Stiles said the soil conditions should be checked to see if construction is possible or if there may be additional costs such as pylons, etc. Director Morgan requested and received a proposal from Ed Everett of Strata Environmental Services to perform soil borings at the community center. The board reviewed the proposal. Board Member Williams said the question is "Can we build the Cultural Center on this site?" We need to get usable data an engineering firm or construction firm could use. Board VanGilder said after we have this information we could hire Strata to do the environmental assessment. Discussion ensued regarding the proposal.

d. Discussion of Phase I Master Plan Projects:

Director Morgan provided the board with a list of the Phase I Projects along with the top highlighted. The board had requested that due to current market conditions the list be revisited. Board Member Brant said this is a good time to look at the DDA's involvement with the Cultural Center. The DDA's involvement with the Cultural Center and focus on the arts and culture part of the Master Plan

may jump start the redevelopment of the Old Fire Hall. Board Member Lasco said the DDA will be funding the River Street project. Board Member Brant said we are charged to increase tax revenues and need to build up from Dibbleville and connect with the Community Center. Board Member Osborn suggested that the board take the list home and study it. Director Morgan stated he would mail out a memo to the board members asking them to provide him with their new top five projects and suggested the board consider economic conditions when determining projects.

OTHER:
None

ADJOURNMENT:

The meeting adjourned at 7:45 p.m.

Respectfully submitted by,

Jeri Stiles

Jeri Stiles, Chairman
Downtown Development Authority

Jane E. Wingblad

Jane E. Wingblad
Recording Secretary