



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday

October 17, 2006

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

ROLL CALL:

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

ABSENT: Petty, Osborn, Wesch

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

MINUTES:

Motion by Bagnall, supported by VanGilder to approve the minutes of September 19, 2006. MOTION CARRIED, ALL AYES.

CORRESPONDENCE, MINUTES & REPORTS:

a. Financial Report of September 2006

Motion by Vamossy, supported by Critchfield to approve the Financial Report for October 2006 as presented. MOTION CARRIED, ALL AYES.

b. Minutes of DDA Projects Committee Meetings of September 7, 21 & October 5, 2006

c. Minutes of DACC Meeting of July 28, 2006

Motion by VanGilder, supported by Plew to place the Minutes of the DDA Projects Committee Meeting of September 7, 21 and October 5, 2006 and the Minutes of the DACC Meeting of July 28, 2006 on file. MOTION CARRIED, ALL AYES.

EXECUTIVE DIRECTOR'S REPORT:

Director Morgan reviewed the Director's Report for the board and provided updated DDA Projects Tracking Sheets.

ACCOUNTS PAYABLE:

Chairman Stiles asked at what point do the light fixtures become the property of the City and why is the DDA paying for the bills for the Old Fire Hall? These bills need to be addressed. Discussion ensued regarding these bills.

Motion by VanGilder, supported by Bagnall to approve the Accounts Payable for the amount of \$6,517.73 as presented. MOTION CARRIED, ALL AYES.

Board Member Critchfield said the Budget Committee needs to sit down with Michael Senyko, the City Manger, for a resolution of this billing issue.

OLD BUSINESS:

a. Pump House at Mill Pond Dam

Director Morgan provided the board with the background on the DDA involvement with the Pump House at Mill Pond Dam. The roof repair has been completed. However, Board Member Williams and Director Morgan recommended that the DDA approve a change order in the amount of \$883.62 to have the windows boarded up and the roof soffits, fascias and gable vents painted.

Motion by Schmidt, supported by Brant to approve the change order authorizing Tradesman Building Company to board up the windows and paint the roof soffits, fascias and gable vents for an amount not to exceed \$883.62.
MOTION CARRIED, ALL AYES.

NEW BUSINESS:

a. DDA Projects Committee Jubil'eve Festival Sponsorship Recommendation:

Director Morgan reviewed the recommendation and provided the following history for the board. At the October 5, 2006 meeting of the DDA Projects Committee Vince Paris and Kristina Johnston of Southern Lakes Parks and Recreation made a presentation on the Fenton Family Jubil'Eve to the committee. Johnston sent a memo to Director Morgan requesting that the DDA sponsor fireworks in the amount of \$5000.

The Projects Committee requested that Director Morgan obtain the following information:

1. The amount the DDA has budgeted for events including the line item and the total amount we have already committed to events.

2. The actual revenues and expenditures by line item for the 2005-2006 Jubil' eve Festival.
3. List of Jubil' eve Festival sponsors.

At the DDA Projects Committee meeting of October 12, Director Morgan provided the requested information and the committee approved the following motion:

Moved by Morey, supported by McAlister to recommend that the DDA Board of Directors sponsor the fireworks display at the Fenton Family Jubil' Eve Festival for an amount not to exceed \$5000.

MOTION CARRIED, ALL AYES

Board member Brant asked why the DDA would contribute to this. Board member Schmidt said it is a downtown event. Board member Brant replied the request isn't coming from a need for funding and we are not compelled to pay for everything that occurs in the downtown. Board member Williams said it is the job of the DDA to promote the downtown and this event is in the downtown. Discussion ensued regarding funding the event and the issue of liability.

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.

b. Old Fire Hall Request For Proposal Committee Recommendation:

Director Morgan reviewed the Old Fire RFP and provided a history on the project. At the Fenton City Council meeting of September 11, 2006, the Fenton City Council voted unanimously to execute the Restrictive Covenants Agreement in regards to enabling the DDA to pursue the development of the Old Fire Hall.

As discussed previously, the DDA is investigating the possibility of a retail/commercial establishment as the primary redevelopment of the Old Fire Hall. Chairman Stiles appointed board Members Schmidt, Critchfield and Williams to Old Fire Hall RFP Committee to provide the board with a recommendation at the October 19, 2006 Board Meeting.

Director Morgan thanked the committee for their work on revising the RFP. Discussion was held regarding the solicitation of the Old Fire Hall RFP. Board member Bagnall suggested using John Dziurman and Jerry Dethloff could assist in this process.

Board member VanGilder said he understands that the DDA has control of the building. Director Morgan replied that the building still needs to be deeded to the DDA. Board member Schmidt stated we need to be doing our best job to put the building on the tax rolls. Board member Bagnall said the DDA needs to check with Phil Adkison (attorney to the DDA) to insure its legal ability to move forward and answer the question: How is the property conveyed to the DDA, via the restrictive covenants agreement or another document? Chairman Stiles said Adkison should be asked to come to an RFP Committee meeting to discuss any issues. Director Morgan stated he would follow up on the requests.

Board member VanGilder said the parameters should encompass economic improvements, increased tax base and a successful enterprise. Board member Lasco said it is important that whatever we decide on (business to occupy the building) it needs to be a successful venture. Chairman Stiles said the RFP Committee will do a comprehensive review of all the RFPs for the best fit.

Motion by Stiles, supported by Bagnall to adopt the Old Fire Hall Request for Proposal as submitted to the DDA Board of Directors with the following additional guidelines:

The RFP will be sent out on **November 1, 2006** which includes newspaper publication, availability electronically on the City Website, and hard copies at City Hall.

The City of Fenton Downtown Development Authority (DDA) will receive sealed proposals at the City Clerk's Office, 301 South Leroy Street, Fenton, Michigan 48430-2196, for the Redevelopment of the Historic Fire Hall on **February 1, 2007 at 2:00 p.m.**

The Old Fire Hall Review Committee will be comprised of the Old Fire Hall RFP Committee and two additional DDA Board Member appointed by the DDA Chair for a total of 5 members.

Furthermore, the DDA Board of Directors authorizes the Old Fire Hall RFP Committee to expend money on advertising as determined by the committee for an amount not to exceed \$10,000.

ROLL CALL VOTE

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

Nays: None
MOTION CARRIED, ALL AYES.

Board Members Lasco, Bagnall and Plew volunteered to be added to the new Old Fire Hall Review Committee. Chairman Stiles appointed board members Lasco and Plew.

c. Tetra Tech Update on Projects (Linda Basista)

Mill Pond Dam: Linda Basista, Director Morgan, a representative from Anlaan and Geo Tech met and determined that three spots needing repair. The contractor, Anlaan will repair the erosion on the north side of the river near the dam with silt fabric, the storm drain will be sealed and the contractor will back fill the sheet metal wall with aggregate one more time. Geo Tech will prepare a letter for Director Morgan explaining the need for maintenance. Board member Schmidt asked when ownership of the dam project will be turned over to the City. Director Morgan stated this will be done via a memo regarding maintenance to the DPW Director and City Manager

Silver Lake Road Pathway: Basista will be bringing the construction plans to the next DDA meeting. The advertisement to bid on the project will be published in January or February of 2007. The bidders do not need to be prequalified.

Bush Park Improvement Plan: Basista will be attending the next Bush Park Improvement Plan Committee Meeting with Director Morgan. At this meeting the contract with Grissim, Metz, Andriese & Associates will be signed and the improvement plan will begin.

OTHER: Director Morgan and board member Williams will meet with the Budget Committee to discuss maintenance issues. Director Morgan stated he would send out a memo to the Budget Committee scheduling quarterly budget review meetings.

ADJOURNMENT:

The meeting adjourned at 7:40 p.m.

Respectfully submitted by,

Jeri Stiles
Jeri Stiles, Chairman
Downtown Development Authority

Jane E. Wingblad
Jane E. Wingblad
Recording Secretary