



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday

November 20, 2007

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

ROLL CALL:

PRESENT: Bagnall, Brant, Critchfield, Lasco, Petty, Plew, Schmidt, Vamossy, VanGilder, Wesch

ABSENT: Osborn, Stiles, Williams

OTHERS: Brent Morgan, Executive Director DDA, Cynthia Shane, Treasurer, Linda Basista, Tetra Tech. Edward Angeluski

MINUTES:

Motion by Lasco, supported by Schmidt, to approve the minutes of October 16, 2007.

MOTION CARRIED, ALL AYES.

CORRESPONDENCE, MINUTES & REPORTS:

a. Financial Report

Motion by Schmidt, supported by Petty, to approve the Financial Report for November, 2007 as presented.

MOTION CARRIED, ALL AYES.

b. Minutes of DDA Projects Committee Meetings of

Motion by, supported by to place the Minutes of the DDA Projects Committee Meeting of October 11 & 18, 2007 and the DDAC Minutes of September 26, 2007 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 projects committees.

ACCOUNTS PAYABLE:

Motion by Petty, supported by Brant, to approve the Accounts Payable for the amount of \$11,871.07 as presented.

MOTION CARRIED, ALL AYES.

OLD BUSINESS:

a. Elizabeth Street Improvements Project Update:

Director Morgan provided the board with the following update on the project, the project is substantially completed, the paving and street reopening was completed on schedule.

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

- Stump & log removal.
- Fence replacement
- Tree planting.
- Light fixtures order by DDA and to be installed by contractor on delivery.
- Punchlist/closeout activities.
- Final cleanup and restoration.

The financial update on the project was presented and reviewed by the board. Director Morgan stated that the presented financial update on the project was presented by Linda Basista of Tetra-Tech and reviewed by the DDA Projects Committee Meeting on November 15, 2007.

Discussion was held regarding the mood of the residents and businesses affected by the project Director Morgan stated he made personal contact with residents, businesses and contractors on site throughout the project. He referred to the letter to Tetra-Tech on behalf of Martha Kowall which is included in there packets. Linda Basista of Tetra-Tech said the project was very successful especially given the amount of cooperation between the entities required. Director Morgan thanked the Dibbleville Committee for their support of time and energy throughout the planning and implementation of this project

b. Old Fire Hall and Museum Project Update

Director Morgan provided the board with the following update on the project, the project is substantially completed, and the project is being completed on schedule.

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

- Museum Fence installation.

- Light fixtures order by DDA and to be installed by the contractor on delivery
- Punch list/closeout activities.
- Final cleanup and restoration.

The financial update on the project was presented and reviewed by the board. Discussion was held regarding the additional change orders which included the removal of old foundation, additional storm sewer and excavation work. Linda Basista from Tetra-Tech stated that ash pits were found at both sites.

c. Revised Construction Engineering Services Contract for Old Fire Hall & Museum Project (Linda Basista Tetra Tech)

Director Morgan provided the board with the following background; the DDA Projects Committee has reviewed the Tetra-Tech Engineering Costs for the Elizabeth Street and Old Fire Hall & Museum Parking Lot. At the DDA Projects Committee Meeting on November 15, 2007 the committee passed a motion to recommend that the DDA Board of Directors approved the revised Proposal for Construction Phase Engineering for the amount not to exceed \$29,000.

Moreover, at the meeting a committee was established comprised of Brent Williams, Paul Van Gilder and Brent Morgan to review further with Linda Basista a breakdown of engineering costs by projects before December 15, 2007. (Linda Basista will provide a report to the committee of itemizing costs breakdown to be determined by Brent Williams and Director Morgan)

Motion by Lasco, supported by VanGilder, to approve the contract for the Construction Engineering Services provided by Tetra-Tech not to exceed \$29,000 for the Old Fire Hall and Museum parking lots. Moreover, authorizing all documents to be executed by the Executive Director.

MOTION CARRIED, ALL AYES.

NEW BUSINESS:

a. Tree Restoration Committee

Director Morgan stated that the Fenton City Council is establishing a Tree Restoration Committee that requires a member of the DDA to serve on the committee. It is his understanding that this can be the chair of the DDA or another member designated by the Chair. Director Morgan referenced the November 9, 2007 Memo from City Manager Michael Senyko to the Mayor Osborn and the Fenton City Council regarding the Tree Restoration Committee.

Moved by Lasco, supported by, supported by Schmidt, that Jeri Stiles serve as the DDA Member to the Tree Restoration Committee to be established by the Fenton City Council.

MOTION CARRIED, ALL AYES.

Board Member Plew volunteered to be an alternate to the Committee.

b. Fenton Façade Improvement Program – 413 S. Leroy Street

Director Morgan provided the board with the following background on the Façade Improvement Program, the members of the Fenton Façade Improvement Program Committee are: Brent Williams, Judy Brant, Brian Petty and Brent Morgan. The Fenton Façade Improvement Committee has reviewed the application from 413 S Leroy Street also known as *The Fenton House*. The building is located in the Dibbleville Development District. The scope of the work to be performed is reconstruction of the West Elevation and Remodel of Inside Collision Damage. The applicant is seeking funding for only a portion of the exterior Façade Improvements on the West Elevation.

FACADE

The applicant is seeking funding for the façade which includes the following: Doors/Frames Hardware, Windows, Painting, Signage, Awning and Electrical. The cost to perform this is \$43,369.

FINANCIAL IMPACT

The total cost overall cost of the entire project is \$172,000.00

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 applicant's responsibility to obtain any building and appearance review permits if necessary before commencing work.

Motion by Critchfield, supported by Lasco, to approve funding in the amount not to exceed \$10,000 in accordance with the Fenton Façade Improvement Program as adopted by the DDA Board of Directors. Furthermore, the applicant is subject to reimbursement which is outlined in the DDA FAÇADE IMPROVEMENT GUIDELINES which the applicant has reviewed.

Discussion: Board Member Plew asked if we are pleased with the pace of the projects. Director Morgan replied yes, but would like more. Board Member Brant asked if the Façade Improvements Improvement Committee was actively being more pro-active. Director Morgan said they are advertising in the Chamber newsletter, online, door to door and a Frequently Asked Questions Sheet has been produced and disseminated.

MOTION CARRIED, ALL AYES.

c. Review and Discussion of Phase I Projects

Director Morgan provided the board with a staff report regarding the revised top five projects and requested that the board members fill out the worksheet and prioritize the projects. Board Member Bagnall instructed the board to take the list home, digest the information and return the list to Director Morgan by December 7, 2007 for discussion at the December meeting.

OTHER:

Board Member Schmidt asked who pays for the damaged antiques belonging to Mrs. Kowall? Director Morgan said a claim will be submitted to the contractor's insurance company and will be resolved before final payment to the contractor

Edward Angeluski commented that the Downtown Development Authority Board of Directors are doing a good job without any pay and spoke regarding other issue regarding the city.

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ADJOURNMENT:

The meeting adjourned at 6:50 p.m.

Respectfully submitted by,

Jeri Stiles

Jeri Stiles, Chairman
Downtown Development Authority

Jane E. Wingblad

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Recording Secretary