



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday

November 21, 2006

The meeting was called to order at 6:00 p.m. by Board Chairman Stiles.

ROLL CALL:

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

ABSENT: Lasco, Osborn

OTHERS: Brent Morgan, Executive Director DDA

MINUTES:

Motion by Bagnall, supported by VanGilder, to approve the minutes of October 17, 2006. MOTION CARRIED, ALL AYES.

CORRESPONDENCE, MINUTES & REPORTS:

a. Financial Report

Motion by VanGilder, supported by Plew, to approve the Financial Report as presented. MOTION CARRIED, ALL AYES.

b. Minutes of DDA Projects Committee Meetings of

Motion by Critchfield, supported by Schmidt to place the Minutes of the DDA Projects Committee Meeting of October 12 and 19, 2006 on file. MOTION CARRIED, ALL AYES.

EXECUTIVE DIRECTOR'S REPORT:

Director Morgan reviewed the Director's Report for the board.

ACCOUNTS PAYABLE:

Motion by Petty, supported by VanGilder, to approve the Accounts Payable for the amount of \$12,058.74 as presented. MOTION CARRIED, ALL AYES.

OLD BUSINESS:

a. Mill Pond Dam: Director Morgan reported that as of November 7, 2006 the Mill Pond Dam project has been completed. He had drafted a memo to Michael Senyko, City Manger, and Les Bland, Director of Public Works, regarding the maintenance of the sluice gates. Morgan is awaiting a letter from Linda Basista, Tetra Tech, outlining the ongoing maintenance that needs to be performed along the bank to stabilize erosion. Once this is received a second memo will be sent regarding the maintenance of the bank.

Board Member Bagnall suggested sending a memo to Les Bland cutting ties to the dam with the DDA. Chairman Stiles said the DDA needs to make a presentation handing over the completed project to the City Council.

b. Pump House at Mill Pond Dam: Director Morgan reported that as of November 17, 2006 the repairs to the Pump House at the Mill Pond Dam have been completed including the repair of the roof, boarding of windows and painting the building. If there are no further requests from Board Members the DDA involvement regarding the Pump House is complete. Director Morgan reviewed the action taken by the DDA on this Project and the total cost of the project to the DDA as the following:

Architectural Specifications	\$ 490.00
Repair of Roof	\$ 9,535.00
Boarding of Windows & Painting	\$ 883.62
TOTAL	\$10,908.62

Board Member Critchfield said this was not a DDA project and we were the funding agent.

c. Jubil'Eve Festival Sponsorship: Director Morgan reported that 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.

He requested that the City of Fenton & City of Fenton Downtown Development Authority to be named as additional parties on the certificate of insurance for the fireworks display. Moreover, Mr. Paris has provided a copy of the insurance. Copies were provided to the board.

Furthermore, he drafted a letter to the downtown businesses asking them to promote the event, remain open for additional hours to take advantage of this business opportunity. This letter has been sent to Kristina Johnson and will be sent out by the Fenton Family Jubil'ee Festival. A copy of the letter was provided to the board.

d. Eagle Scout Project: Director Morgan reported that at the March 21, 2006 DDA Board Meeting the DDA Board of Directors approved the following motion:

Moved by Lasco, supported by VanGilder that the DDA authorize a sum not to exceed \$5,000 to fund Eagle Scout Adam Carey to improve the playground area on the Old Fire Hall site under the direction of the DDA Projects Committee.
MOTION CARRIED, ALL AYES.

Scout Carey was also directed to get additional funding from other sources and the expected completion date of June 17, 2006.

On September 21, 2006 the DDA Projects Committee reviewed the Eagle Scout Project. It was determined that Scout Carey would make a presentation on the project proposal including a timeline at an upcoming DDA Projects Committee.

On October 12, 2006 Scout Carey presented the proposal. Discussion was held after Scout Cary left the meeting. I was requested by the Committee to:

1. Confer with Les Bland regarding the removal of the existing equipment, review the oversight, inspection and project plan.
2. Verify that the project was approved by the Boy Scout Council.
3. Verify funding from the Youth Activity Council that will be expended via Southern Lakes Parks & Recreation.
4. Upon verification of these requests order the playground equipment.

These requests have been verified and the playground equipment has been ordered. On November 16, 2006 I met with Vince Paris, Adam Carey, Les Bland, and Matthew Campanella from GAMETIME on the existing playground site to discuss the project and verify the equipment order.

The DDA will be paying for \$4,978.31 and the Youth Assistance Council Grant will be paying \$1,000.00. The Youth Assistance Council Grant will be processed through Southern Lakes Parks & Recreation.

The DDA is waiting for Scout Cary to move the project forward.

NEW BUSINESS:

a. Recommendation: The Adoption of the Downtown Master Plan and Design Guidelines: Chairman Stiles said thanked Director Morgan for his representation at the presentation of the Plan at the joint meeting of the DDA, City Council and Planning Commission. Director Morgan reported that on Wednesday, November 8, 2006 a joint meeting was held at the Fenton City Council Chambers at 6:00 p.m. where a draft of the Downtown Master Plan & Design Guidelines was presented to the Fenton City Council, Planning Commission and Downtown Development Authority.

To implement the plan that was presented at the joint meeting involves not reinventing the wheel, but moving the wheel forward an creating synergy with the City Council, DDA Board, Planning Commission, developers and the public to continue on our track record of successful projects within the DDA District at an approximate cost of over 7 million dollars of capital improvements and 1.8 million in land acquisition.

Obviously this document will be sought after by residents, developers and investors. The Downtown Master Plan in its entirety including the Implementations Strategies is available online at:

<http://www.cityoffenton.org/economicDevelopment/MasterPlan.asp>

The next step in the adoption process is for the Downtown Development Authority Board of Directors to recommend that the plan be adopted by the Fenton Planning Commission and Fenton City Council.

Director Morgan recommended that the DDA Board of Directors make the following motion:

Recommend that the Fenton Planning Commission and the Fenton City Council adopt the Downtown Master Plan & Design Guidelines as presented at the November 8, 2006 joint meeting of the Fenton City Council, Planning Commission and Downtown Development Authority. This includes the following documents:

- Downtown Design Guidelines

➤ Downtown Master Plan District Map

Board Member VanGilder asked if the DDA is supposed to adopt the Plan, or is that up to the City Council. Board Member Bagnall said the DDA should adopt the Plan recommending that the Planning Commission and City Council adopt the Plan.

Motion by Williams, supported by Bagnall that the Downtown Development Authority adopt the Downtown Master Plan and Design Guidelines and recommend that the Fenton City Council and the City of Fenton Planning Commission adopt the Downtown Master Plan and Design Guidelines as presented at the November 8, 2006 joint meeting of the Fenton City Council, Planning Commission and Downtown Development Authority. This includes the following documents:

- Downtown Design Guidelines
- Downtown Master Plan District Map

ROLL CALL VOTE:

Ayes: Bagnall, Brant, Critchfield, Petty, Plew, Schmidt, Stiles, Vamossy, VanGilder, Wesch, Williams
Nays: None
Absent: Lasco, Osborn

MOTION CARRIED, ALL AYES.

b. Review & discussion of Phase 1 Projects: Director Morgan had requested in a memo to the DDA Board of Directors that they review and discuss the major projects budgeted for this year that are considered *Phase 1 Projects* within the Downtown Master Plan & Design Guidelines Implementation Strategies Document. He requested that Board Members review the list of Phase 1 Projects and identify their top 5 projects prior to the upcoming Board Meeting on November 21, 2006. Moreover, the purpose of this exercise is to:

1. Stimulate discussion at the upcoming DDA Meeting regarding Phase 1 Projects.
2. Move towards the implementation phase of the Downtown Master Plan & Designs Guidelines.
3. Reach a consensus on the projects that will catalyze the revitalization of Downtown Fenton.

Each Board Member present listed their top five projects per the request of Chairman Stiles. Chairman Stiles directed Morgan to follow up with board members and create a matrix listing the top five projects for discussion at the

December Board Meeting. Discussion ensued regarding the integration of the Downtown Master Plan Implementations Strategies Projects and the existing DDA Development Plan; current budgeted projects; and financing.

c. Design Assistance Test Case: Morgan reported that once the Design Guidelines are adopted by the City Council and Planning Commission, the Fenton Façade Improvement Program will be implemented.

There appears to be a gap existing between the Downtown Design Guidelines and the Fenton Facade Improvement Program. It seems property owners will have the “Fear of the Unknown” in terms of making improvements to buildings. This will be more prevalent in buildings which are historic. This gap could be closed by offering design assistance to these properties. This assistance could be provided by an architect familiar with historic buildings, the Secretary of the Interior’s Standards and the Fenton Downtown Design Guidelines. The DDA could offer this service as an added financial incentive fore property owners to make physical improvements to their buildings.

Petty, Williams and Brant met with City Manager Michael Senyko, City Planner Carmine Avantini and DDA Director Morgan to discuss providing design assistance for historic buildings in the downtown. It was determined that the historic Fenton Hotel with its current interior and exterior renovation is an opportunity for the DDA to consider testing the validity of developing and implementing a Design Assistance Program. A second location is the Michigan Bean Company building.

The Downtown Master Plan Phase I Projects lists the following projects that further justify providing design assistance to the Fenton Hotel currently, and the Bean Company at a later date:

- a. Renovate and restore the Fenton Hotel and explore residential and/or commercial uses for the upper floors.
- b. Renovate and restore the Michigan Bean Company building as per the planned renovations and expansion by the current owners (tea room expansion, 1950’s themed diner in the area previously used for the Raspberry Bar and redevelopment of the antique shop into retail space for about 5-6 separate merchants).
- c. Restore the mural (installed by the City on the exterior south wall of the Michigan Bean Company building).

Director Morgan recommended that the DDA Board of Directors pass the following motion:

Contract with John Dziurman Architects to provide design assistance for the Fenton Hotel in an amount not to exceed \$2500 and authorize the DDA Director to execute any and all documents associated with the contract.

Furthermore, The Fenton Hotel is being utilized as a test case for the further development of a Design Assistance Program that may or may not be implemented by the DDA and provided to other historic buildings in Downtown Fenton.

Motion by Plew and supported by Brant that the DDA Board of Directors contract with John Dziurman Architects to provide design assistance for the Fenton Hotel in an amount not to exceed \$2500 and authorize the DDA Director to execute any and all documents associated with the contract. Furthermore, The Fenton Hotel is being utilized as a test case for the further development of a Design Assistance Program that may or may not be implemented by the DDA and provided to other historic buildings in Downtown Fenton.

Discussion: Board Member VanGilder stated that he is not comfortable making a decision to spend money on this project without review by the DDA Attorney. Board Member Williams said that John Dziurman is recognized in this field. The DDA needs to have a clear understanding of his approach and know that both Dziurman and the DDA will be held harmless.

Further discussion was held regarding the potential liability the DDA could be exposed to by the results of the study. Discussion ensued regarding the issue of liability and the following questions arose as a result of the discussion:

1. If the study has some negative findings such as designating the Hotel as an unsafe building, revealing stabilization issues and reporting high cost estimated for proposed options that result in a decrease of business, the closing of the Fenton Hotel or an unhappy property owner is the DDA liable?
2. Is it necessary for the DDA to have the owner of the Fenton Hotel sign a Hold Harmless Clause in regards to the DDA and the Architect?
3. Are there any other liability issues the DDA should be concerned about?

The motion was amended by Plew and supported by Brant as follows:
That the DDA Board of Directors contract with John Dziurman Architects to provide design assistance for the Fenton Hotel for an amount not to exceed \$2500, pending liability review and opinion by the DDA Attorney Philip Adkison to be reviewed by the DDA Board at the December Board Meeting prior to the DDA

Director executing any and all documents associated with the contract. Furthermore, The Fenton Hotel is being utilized as a test case for the further development of a Design Assistance Program that may or may not be implemented by the DDA and provided to other historic buildings in Downtown Fenton.

ROLL CALL VOTE:

Ayes: Bagnall, Brant, Critchfield, Petty, Plew, Schmidt, Stiles, Vamossy,
Wesch, Williams
Nays: Bagnall, VanGilder
Absent: Lasco, Osborn

MOTION CARRIED, TWO NAYS.

OTHER: NONE

CALL TO AUDIENCE: Ann Ingles of 1009 Long Street and a member of the Genesee County District Library Board said that she had missed the presentation of the plan at the joint meeting. She asked if consideration had been given to the construction of a new library.

Chairman Stiles said that no site had been located with in the plan and nothing had been budgeted. The DDA is charged with increasing the tax base by improving the downtown and preparing for developers.

ADJOURNMENT:

The meeting adjourned at 8:00 p.m.

Respectfully submitted by,

Jeri Stiles
Jeri Stiles, Chairman
Downtown Development Authority

Jane E. Wingblad
Jane E. Wingblad
Recording Secretary