

DOWNTOWN DEVELOPMENT AUTHORITY MEETING
Tuesday, February 21, 2017
City Hall Council Chambers
301 South LeRoy Street
6:00 PM

Craig Schmidt called the meeting to order at 6:03 PM.

Present: Bayer, Bertschy, Green, Henderson, James (*phone*), Osborn,
Saule (*phone*), Schmidt, Strayer, Steffey, Thompson
Absent: Canever
Others Present: Michael Hart, DDA Director/Assistant City Manager;
Lynn Markland, City Manager; Cindy Shane, City Treasurer

DIRECTOR'S REPORT

Michael Hart reported on Tax Increment Financing (TIF's) as a follow up to his January 27, 2017 memo. Also briefly reported on was Redevelopment Ready Communities. Next month Hart will present the draft budget. Having a quorum will be necessary to vote on the budget. Hart gave an update on 111 Leroy Place and wrapping up the development agreement. Hart also reported on an upcoming meeting for Spring Fling. Art selection committee meeting will be March 10, 2017. Hart has put together a draft letter for the 2018 Michigan Sculpture Initiative to be presented after 2017 selections have been made.

Lynn Markland commented on TIF's and the Library millage. New legislation is a threat to economic development. Markland encouraged all to be proactive and form a coalition to have conversations with our State Representative and State Senator. Voices of voters, business owners, as well as DDA must be heard. This is an opportunity to ask Chamber of Commerce to get involved. Markland suggested teaming up with Linden and Holly DDA's as well.

FINANCIAL REPORT

Cindy Shane presented the financial report in the DDA packet. No questions were raised.

CONSENT AGENDA

Craig Schmidt reviewed consent agenda items consisting of bill payment authorization in the amount of \$11,385.20 and approval of January 17, 2017 meeting minutes.

Motion made by Bertschy and Supported by Henderson to approve consent agenda as presented.

YEAS: Bayer, Bertschy, Green, Henderson, James, Osborn, Saule, Schmidt, Strayer,
Steffey, Thompson

NAYS: None

ABSENT: Canever

Motion was carried by Roll Call Vote

CITIZEN'S COMMENTS

No requests to speak were made.

SOUTHERN LAKES PARKS & RECREATION

Vince Paris reported on Art Walk, Back to the Bricks, Summer Concert Series, and Farmers Markets. The cost of the Concert Series is going up and one extra concert was added.

Total cost of all four events:

Art Walk	\$17,500
Back to the Bricks	\$6,655
Concert Series	\$21,087
<u>Farmers Market</u>	<u>\$7,925</u>
TOTAL	\$53,167

Strayer expressed that consistent concerts are a plus. Schmidt commented that downtown businesses should be open on even evenings. If the public comes downtown to enjoy events they should not be met with closed up shops around town.

Motion by Schmidt and Supported by Osborn to accept the applications from Southern Lakes Parks & Rec for the following events:

- Art Walk – July 15, 2017 at a cost of \$17,500
- Back to the Bricks – August 10, 2017 at a cost of \$6,655
- Concert Series – Summer 2017 Thursdays at a cost of \$21,087
- Farmers Markets – Summer 2017 Thursdays at a cost of \$7,925

All Aye's – None Opposed

Motion carried by voice vote

111 S. LEROY PLACE – OHM PROPOSAL

Michael Hart commented on the status of the development agreement for 111 Leroy Place building and parking lot, of which survey work must be done. It was determined that board member Lisa Bayer should abstain from voting due to her husband's employment with *Sorensen Gross* being a conflict of interest.

Motion by Bertschy and Supported by Strayer to approve the expenditure of \$6000 for the survey work per the proposal from OHM advisors. Additionally, the Executive Director will sign the agreement on behalf of the DDA.

All Aye's – None Opposed – One Abstention

Motion carried by voice vote

CONSUMERS ENERGY

Michael Hart reported on the need to move a Consumers Energy switch box due to the Caroline Street extension. Green questioned whether this is an exorbitant cost or if this is a must-pay. Hart explained that it is a must-pay and utility relocation was budgeted for.

Motion by Schmidt and Supported by Osborn to approve the modification of electrical facilities agreement with Consumers Energy for the Caroline Street extension project as proposed by Consumers Energy for a cost of \$27,203 and authorize the DDA Executive Director to sign the agreement.

All Aye's – None Opposed

Motion carried by voice vote

DRAFT DOWNTOWN DESIGN STANDARDS

City Planning Consultant Carmine Avantini reported on the draft downtown design guidelines presented. The goal is to adopt a set of design standards and roll them into the downtown master plan. The Planning Commission is seeking adoption of standards by City

Council. An Open House for master plan is an upcoming event planned for end of April or beginning of May. Homework assignment for the board is to read and mark up the draft *Downtown PUD Design Standards* handout due by Friday, March 3rd. Markland requested Avantini send a copy of the draft standards to downtown businesses.

CALL TO THE AUDIENCE

Mike Green of Fenton Regional Chamber of Commerce wanted to confirm any needs of the Board before the 2018 budget is presented.

Board Comments

Jim Saule would like to see something in the 2018 budget for Silver Parkway. Mayor Osborn stated next month's meeting may need to be rescheduled due to Administrator's attendance at MML Conference.

Meeting was adjourned at 7:09 PM



Craig Schmidt
DDA Chairman



Jennifer Kienast
DDA Recording Secretary

Date Approved: 3-28-17