



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday

December 20, 2009

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

ROLL CALL:

PRESENT: Brant, Cole, Hamel, Henderson, James, Kasper, Saule, Schmidt, Wesch

EXCUSED: Carpenter, Osborn, Stickel

OTHERS: Michael Burns, Assistant City Manager/DDA Director; Lynn Markland, City Manager; Cynthia Shane, City Treasurer; Les Bland, DPW Director; Vince Paris, Southern Parks & Recreation; Carmine Avantini, LSL Planning

OLD BUSINESS:

Presentation from Southern Lakes regarding Farmers Market

Vince Paris presented to the board members a cost versus expense summary for the summer concert series, summer movie series, and the farmers market. He reported that the number of vendors increased from 32 in 2008 to 54 in 2009 and that an average of over 1,500 people attended each week. He submitted a request to the DDA for reimbursement of expenses totaling \$14,760.57.

NEW BUSINESS

Front End Loader for Downtown

DPW Director, Les Bland presented several bids for the rental of a front-end loader to remove snow from the parking areas in the Downtown District during the winter months. The best bid being the rental of a front-end loader for \$2,450 per month with 100 hours of usage per month for a minimum of 4 months.

Motion by Hamel, supported by Brant to approve the expenditure of renting a front-end loader for snow removal as presented. MOTION CARRIED, ALL AYES.

EXECUTIVE DIRECTOR'S REPORT:

The Director provided the board with an update of events not addressed elsewhere on the agenda and a review of his report.

FINANCIAL REPORT:

Shane provided the board with an update of the financial report and an explanation of how the DDA captures millage. Burns provided a report of the properties owned by the DDA.

CONSENT AGENDA:

a. Accounts Payable – Authorize the payment of bills in the amount of \$54,525.93

b. Minutes of the November 17, 2009 DDA Meeting
Minutes of the October 23, 2009 Marketing and Retention Committee
Minutes of the September 17, 2009 Old Fire Hall Committee

Motion by Cole, supported by Saule to approve the consent agenda. MOTION CARRIED, roll call vote: Brant-yes, Cole-yes, Hamel-yes, Henderson-yes, James-yes, Kasper-yes, Saule-yes, Schmidt-yes, Wesch-yes

OLD BUSINESS:

Façade Improvement Program Revision

Burns reported the changes made to the Façade Improvement Program. Avantini added that this is an aggressive program and offers an added incentive of up to 75% reimbursement for property owners who take advantage of the program within the first year. The Programs first phase is limited to properties within the Downtown District.

Motion by Saule, supported by Hamel to adopt the new Façade Improvement Program. MOTION CARRIED, roll call vote: Brant-yes, Cole-yes, Hamel-yes, Henderson-yes, James-yes, Kasper-yes, Saule-yes, Schmidt-yes, Wesch-yes

NEW BUSINESS:

Strategic Action Plan

Burns provided the board with a draft plan for review and further discussion. There was discussion of moving the responsibilities of the DDA web site from Administrative to the Marketing Committee. Burns stated that this could be possible but the City Council wants to continue and work with 360 interactive to improve the current web site.

2011 Budget

Burns reported that the 2011 budget will need to be approved by the March 16, 2010 DDA meeting. He would like DDA members to contact him with any suggestions or comments for the upcoming budget. Burns expects to have a preliminary plan for the DDA members at the February meeting. It was suggested that an organizational meeting be held at a future date for the discussion of the budget.

Buxton

While at the ICMA conference Burns spoke with Chip Rogers from Buxton and asked him if he would return to Fenton and make a second presentation of the results of the Buxton study. This presentation would be open to businesses, property managers, and potential developers. Mr. Rogers agreed to make the presentation if the DDA would cover his travel costs.

Motion by Cole, supported by Hamel to approve travel expenditures not to exceed \$1,000 for Chip Rogers from the Buxton Company to discuss the Buxton study for the City of Fenton. MOTION CARRIED, ALL AYES.

CALL TO THE AUDIENCE:

No answer

CLOSED SESSION:

Motion by Schmidt, supported by Cole to enter into a closed session to discuss the purchase of property. MOTION CARRIED, roll call vote: Brant-yes, Cole-yes, Hamel-yes, Henderson-yes, James-yes, Kasper-yes, Saule-yes, Schmidt-yes, Wesch-yes

RECONVENE TO OPEN SESSION:

Motion by Hamel, supported by Cole to have Burns take action as discussed in the closed session. MOTION CARRIED, ALL AYES.

ADJOURNMENT:

The meeting adjourned at 8:05 p.m.

Respectfully submitted by,

Craig Schmidt
Decator
Craig Schmidt, Chairman
Downtown Development Authority

Charles
Charles Decator
Recording Secretary