



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Wednesday

July 15, 2009

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

ROLL CALL:

PRESENT: J. Brant, K. Brant, Carpenter, Cole, Henderson, Osborn, Saule, Schmidt, Stickel, Stiles, Wesch

ABSENT: D'Aigle, Hamel

OTHERS: Michael Burns, Assistant City Manager/DDA Director, Lynn Markland, City Manager, Cynthia Shane, City Treasurer, Melinda Carrier, City Clerk, Carmine Avantini, LSL Planning, Steve Schultz, City Attorney

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

OATH OF OFFICE:

J. Brant, K. Brant, Carpenter, Cole, Henderson, Saule, Schmidt, Stickel, Stiles, and Wesch declared their oath of office to Carrier.

Stiles and Osborn thanked the former members and current members for their service to the DDA.

Stiles read and discussed Act 197 of 1975 the Downtown Development Authority Charge.

The Board Members introduced themselves.

MINUTES:

Motion by Cole, supported by J. Brant, to approve the Minutes of June 16, 2009 and June 29, 2009. MOTION CARRIED, ALL AYES.

CORRESPONDENCE, MINUTES & REPORTS:

a. Financial Report

Motion by Schmidt, supported by Stiles, to approve the Financial Report for June as presented. MOTION CARRIED, ALL AYES.

b. Minutes of DDA Projects Committee Meeting of May 7, 2009

Motion by Cole, supported by J. Brant to place the minutes of the DDA Projects Committee Meeting of May 7, 2009 on file. MOTION CARRIED, ALL AYES.

c. Draft Minutes of DDA Projects Committee Meeting of June 18, 2009 (no action required)

EXECUTIVE DIRECTOR'S REPORT:

The Director provided the board with an update of the projects committee's work not addressed elsewhere on the agenda and a review of his report.

Osborn recommended postponing the Linden DDA attendance to a meeting other than the August DDA meeting.

ACCOUNTS PAYABLE:

Cole requested more explanation of Accounts Payable. Saule suggested account number and title make a reference on Accounts Payable spreadsheet back to the expenditures report. Shane will start providing more information on Accounts Payable spreadsheet. Motion by Carpenter, supported by Cole, to approve payment of all invoices with the exception of invoice numbers 61586, 61588, 61740, and 61750 in the amount of \$21,108.23. MOTION CARRIED, ALL AYES.

Motion by Carpenter, supported by Schmidt to add line items to budget worksheet. MOTION CARRIED, ALL AYES.

OLD BUSINESS:

a. TIF PLAN

Burns provided board members with a list of possible projects for the upcoming review of the TIF Plan. Stiles recommends that Burns put TIF Plan in agenda for next meeting and board members can start gathering ideas to create a new plan or add to the current plan.

NEW BUSINESS:

a. 3-Dimensional Imaging

Carmine Avantini from LSL Planning presented 3-Dimensional Imaging for the DDA to visualize design guidelines according to the downtown plan and the proposed CVS Pharmacy. Avantini stated that this is a good tool for the use of

creating, promoting, and attracting business and could be used by the DDA for marketing as well.

b. Phil Lasco resignation

The board accepted the resignation of Phil Lasco.

c. Marketing and Promotions

Burns recommends the creation of a Marketing and Promotion Committee to improve marketing in the downtown area. Stiles will meet with Burns to make committee membership recommendations.

d. Design Committee

Burns recommends a Design Committee be formed to review façade improvement applications and to ensure future infrastructure projects meet the design standards outlined in the Downtown Master Plan. Schmidt, K. Brant, Stickel, and J. Brant will form this committee.

e. September Meeting Change

Burns requests that the September DDA meeting be moved to Wednesday September 9, 2009. The board members will let Burns know of their availability.

f. Applefest 2009 – use of 316 Lincoln Street

Motion by J. Brant, supported by Cole, to approve use of 316 Lincoln Street for Applefest parking subject to the submittal of a Certificate of Insurance and temporary land use permit. MOTION CARRIED, ALL AYES.

OTHER:

a. Old Fire Hall Committee

Burns requests new members to fill vacancies on the Old Fire Hall Committee. Saule and Stickel volunteered for the committee. Schmidt will continue to sit on the committee.

b. Motion from Mayor Osborn

Osborn requests that Burns send a copy of the by-laws to the new members. Schultz recommends in caution the new board should reaffirm all quorum motions that could be in question. Motion by Osborn, supported by Carpenter that all previous actions of the board that may have been taken at a time when the board may have lacked a full membership be ratified and affirmed. MOTION CARRIED, ALL AYES.

CLOSED SESSION:

Motion by Osborn, supported by Stiles to enter into a closed session to discuss purchase of property and a legal opinion. MOTION CARRIED, ALL AYES.

RECONVENE TO OPEN SESSION:

Motion by Osborn, supported by Schmidt to leave closed session and reconvene to an open session. MOTION CARRIED, ALL AYES.

Motion by Carpenter, supported by Henderson to return the purchase of property to the projects committee and that they seek out additional information on the property for the board members.

ADJOURNMENT:

The meeting adjourned at 9:25 p.m.

Respectfully submitted by,

Jeri Stiles

Decator

Jeri Stiles , Chairman

Downtown Development Authority

Charlie

Charlie Decator

Recording Secretary