



**Fenton  
Downtown  
Development  
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS**

6:00 p.m.

Tuesday

September 22, 2009

The meeting was called to order at 6:05 p.m. by Chairman Schmidt

**ROLL CALL:**

**PRESENT:** Carpenter, Cole, Hamel, Henderson, James, Schmidt, Stickel, Wesch (arrived at 7:25pm)

**ABSENT:** J. Brant, K. Brant, Osborn, Saule

**OTHERS:** Michael Burns, Assistant City Manager/DDA Director, Cynthia Shane, City Treasurer, Melinda Carrier, City Clerk, Jon Booth, Hubbell, Roth, Clark, Inc., Sue Grissim, Grissim, Metz & Andirese, Inc., Shelly Day, Fenton Chamber of Commerce

**OATH OF OFFICE:**

Mark Hamel and Douglas James declared their oath of office and were sworn in by Carrier.

**EXECUTIVE DIRECTOR'S REPORT:**

The Director provided the board members with a summary of his report. He will continue meeting with the Chairman and Vice-Chairman on a regular basis and provide the board with pertinent information regarding these meetings.

**FINANCIAL REPORT:**

At the request of the DDA members, Shane will assure that future financial report headings display City of Fenton DDA and have the current date.

Motion by Cole, supported by Stickel to approve the financial report for September 2009 as presented by Shane. MOTION CARRIED, ALL AYES.

**CONSENT AGENDA:**

Cole requested to pull the Accounts Payable from the consent agenda for discussion. There was discussion regarding the payment of bills in a timely

manner and the possibility of the DDA receiving prompt payment discounts in the future.

Motion by Hamel, supported by Cole, to approve the DDA minutes of July 21, August 18, August 19, and August, 26, 2009, the Design Committee minutes of August 12, 2009 and the Old Fire Hall Committee minutes of July 21, July 23, August 6, and August 25, 2009. MOTION CARRIED, ALL AYES.

Motion by Cole, supported by Carpenter to approve Accounts Payables in the amount of \$38,430.70. MOTION CARRIED, ALL AYES.

### **OLD BUSINESS:**

#### **a. Engineering Services**

Jon Booth from Hubbell, Roth and Clark, Inc. provided the board members with information regarding the firm's engineering services.

Motion by Cole, supported by James to contract with Hubbell, Roth, and Clark, Inc. through January 31, 2011 as directed by the City Council. MOTION CARRIED, Carpenter opposed, Stickel abstained.

Booth stated that the Silver Lake Road project could possibly start this fall but more likely will not start until the spring. He will confirm the start date with the DDA.

#### **b. TIF Plan**

Burns requested that each board member rank the TIF Plan project ideas by their importance and return to him by September 29, 2009. He will compile the scores based on importance and present them at the October meeting for final approval. Cole would like Burns to provide a list of past DDA projects for him to review.

### **NEW BUSINESS:**

#### **a. Façade Grant of Timothy Faricy, 105 West Shiawassee Avenue**

Tim Faricy informed the board members of improvements he has made to the building at 105 W. Shiawassee Ave. and asked the board for approval of his façade application without the painting of the front 2<sup>nd</sup> story of the building.

Motion by Cole, supported by Stickel to approve Façade Improvement appropriations of \$10,000 for 105 West Shiawassee Avenue without requiring the front of the building painted. MOTION CARRIED, ALL AYES (Carpenter abstained from vote)

**b. Landscape Improvements**

Sue Grissim provided the board with proposed landscaping improvements in the DDA district. Burns stated that the board has money budgeted for funding this project and would like the boards authorization to request bids for the project. Schmidt would like to see an established plan for maintenance of streetscape projects. Carpenter would recommend the DDA make a plan with the City Council for maintenance.

Motion by Hamel, supported by Stickel authorizing Burns to submit a request for bids on the landscape improvement proposal as submitted by Grissim. MOTION CARRIED, ALL AYES.

**CALL TO THE AUDIENCE:**

**Fenton Chamber of Commerce**

Shelly Day presented a proposal to the DDA requesting sponsorship of four events. (An Event So Scary It's Good, Jinglefest, Fenton Freedom Festival, and Taste of Fenton)

Motion by Stickel, supported by Cole to approve appropriations of \$17,500 to assist funding these events, subject to the Fenton Chamber of Commerce submitting an application that is approved by the DDA Director. MOTION CARRIED, ALL AYES (Hamel abstained from vote)

**CLOSED SESSION:**

There were an insufficient number of board members present to enter into a closed session. Burns requested the possibility of a special meeting to enter into a closed session on Thursday, October 1, 2009 at 8 a.m. He asked that board members contact him regarding their availability.

**ADJOURNMENT:**

The meeting adjourned at 9:27 p.m.

Respectfully submitted by,

**Craig Schmidt**  
**Decator**  
Craig Schmidt, Chairman  
Downtown Development Authority

**Charlie**  
Charlie Decator  
Recording Secretary