



**Fenton  
Downtown  
Development  
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY  
PROCEEDINGS  
Tuesday, January 17, 2023**

The meeting was called to order by Chairman Craig Schmidt at 6:00 pm

**ROLL CALL:**

**PRESENT:** Bertschy, Green, Osborn, Penwell, Ricketts, Schmidt, Steffey

**ABSENT:** Andrysiak(*excused*), Henderson(*excused*), James (*excused*), Johnson (*excused*), Strayer (*excused*)

**OTHERS:** Michael Hart, DDA Director/Assistant City Manager;  
Lynn Markland, City Manager; Jon Satkowiak, Treasurer;  
Denise Coole, Recording Secretary

**EXECUTIVE DIRECTOR'S REPORT**

Hart welcomed the Board and had a couple of items to bring forward, the first being that they are slated to choose new sculptures for the city in March. Also, Hart noted that there is a committee working to bring the Art Walk event back. Art Walk will be held Saturday July 29<sup>th</sup> at the Community Center, on and around the grounds depending on the number of participating artists.

**FINANCIAL REPORT**

Satkowiak reviewed the financial report from the packet. Satkowiak said the balance sheet reflects fifty percent of the winter capture. Satkowiak added that the variance line on the statement of Revenues and Expenditures did not include the Land Redevelopment amount and the total project amount of \$656,918 is correct. Satkowiak reported under Bond Construction, the \$12,000.00 payment was received from the Community Center closing that invoice.

**CONSENT AGENDA**

Craig Schmidt reviewed the consent agenda item of minutes for DDA meeting held September 27, 2022.

Motion by Osborn and Supported by Penwell to approve the Consent Agenda as presented.

**YEAS:** Bertschy, Green, Osborn, Penwell, Ricketts, Schmidt, Steffey

**NAYS:** None

**ABSENT:** Andrysiak, Henderson, James, Johnson, Strayer

**Motion was carried by Roll Call Vote**

**PUBLIC COMMENTS** – Chelsea Mills, owner of Behind Your Design, in attendance to speak on Items #6 and #7, regarding the E-Gift Card Program.

**INFORMATIONAL MEETING [PA 57 of 2018]**

Hart reported this is the first of the two required informational meetings in 2023 per the State regarding [PA 57 of 2018]. The City of Fenton is the only local unit of government present.

**CITY HALL PARKING LOT DUMPSTER ENCLOSURE MAINTENANCE/REPAIR**

Hart reviewed the memo for the repairs, noting that PVC will not be used. Hart said Jon Staisil from DPW will be able to finish the wood project after installed.

Motion by Osborn and Supported by Steffey to approve the recommendation of \$7,700.00.  
All Ayes – None Opposed **Motion carried by Voice Vote**

**COVID-19 BUSINESS MARKETING PLAN, FENTON RESTAURANT WEEK EGIFT CARD PROGRAM BOGO**

Hart said this is a follow up to his email previously sent to the DDA Board, to create the Fenton Restaurant Week. Hart said the last several years The Laundry has led this event, and they are excited to have the DDA involved. Hart said the money will be limited to one gift card and a bonus card. The bonus card has the time frame of Restaurant Week to be spent or the money will come back to the DDA escrow account, the purchased gift card has no expiration. Mills said they launched this BOGO event Friday and seventy-nine transactions have occurred since, with \$4,500.00 spent and \$1,500.00 in bonus cards provided. Mills said there are sixteen restaurants participating at this time. Ricketts asked about the process of checking the balance on a card. Mills said the balance automatically updates on your phone if you have the digital copy and you use that exact amount for payment, providing additional payment if needed. The instructions are provided when the purchase is made. Osborn asked if there will be a certain menu provided by the restaurants. Mills said they have opted not to do that. Hart hopes the public will take advantage of this offer. Mills provided the website for updated information which includes participating restaurants and checking balances; [www.FentonRestaurantWeek.com](http://www.FentonRestaurantWeek.com) .

Motion by Bertschy and supported by Osborn to approve the recommendation for Fenton Restaurant Week with a \$15,323.98 contribution.  
All Ayes – None Opposed **Motion carried by Voice Vote**

**COVID-19 BUSINESS MARKETING PLAN (BMP), YIFTEE E-GIFT CARD PROGRAM 2023**

Hart reviewed the memo that is to allow the e-Gift card program to continue with Yiftee. Per the contract from 2022, money was left available to provide three bonus programs and this will be refunded. Restaurant Week will be the first bonus program for 2023. Behind Your Design will provide the marketing services.

Motion by Schmidt and Supported by Osborn to approve the recommendation as written, for the amount not to exceed \$13,200.00.  
All Ayes – None Opposed **Motion carried by Voice Vote**

**CALL TO THE AUDIENCE** – None

**BOARD COMMENTS**

Schmidt thanked the Chamber of Commerce and SLPR for running the monthly events in the fall and winter of 2022.

Hart said as a reminder to the Board the February & March meetings will be busy with event plans and budget approval.

Penwell asked the contact person for Art Walk. Hart said SLPR is the marketing coordinator.

Markland gave the heads up that he & Hart are continuing to work with property on Mill St for a possible solution for the property that burned.

Penwell is president of the Fenton Lions Club, and they are putting on a fund raiser for the Fenton Lions Club to be held February 2, 2023. Tickets are available for \$75.00 per person.

The meeting adjourned at 6:30 p.m.

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Craig Schmidt  
DDA Chairman

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Denise Coole  
Recording Secretary

*Date Approved:* \_\_\_\_\_