

**Fenton
Downtown
Development
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY
PROCEEDINGS**

Tuesday, February 15, 2022

The meeting was called to order by Chairman Craig Schmidt at 6:05 pm

ROLL CALL:

PRESENT: Bertschy, Green, Henderson, Johnson, Osborn, Penwell, Ricketts,
Schmidt, Steffey

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

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

EXECUTIVE DIRECTOR'S REPORT

Hart said he is excited about planning summer events and activities, including the Concert Series, Back to The Bricks, and Farmers Market. There will be no Fenton Street Experience this summer, per se, but they are looking into a replacement Fenton Experience with family activities for Thursday evenings and keeping the roads open.

FINANCIAL REPORT

Satkowiak reviewed the financial report from the packet, stating that the balance sheet looks good, income statement in line. Satkowiak added that the 911 dispatch equipment debt will be paid off in March.

CONSENT AGENDA

Craig Schmidt reviewed the consent agenda items including bill payment authorization for \$6,077.02 and meeting minutes of December 21, 2021.

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

YEAS: Bertschy, Green, Henderson, Johnson, Osborn, Penwell, Ricketts, Schmidt,
Steffey

NAYS: None

ABSENT: Andrysiak, James, Strayer

Motion was carried by Roll Call Vote

INFORMATIONAL MEETING

Hart reported this as the first of the two requirements in 2022 for the State of MI informational meeting per [PA 57 of 2018]. Notices were sent and posted; however, the City of Fenton is the only local unit of government present.

PUBLIC COMMENTS – Karen Piacentini, owner of Fenton's Open Book store in attendance with Brenda Hasse to speak about Items #5 and 6; "Witches Night Out", "Ladies Night Out" and "Spring Fling".

DIBBLEVILLE MERCHANTS GRANT REQUESTS FOR "WITCHES NIGHT OUT" & "LADIES NIGHT OUT"

Hart said these events are very successful and he appreciates the hard work of the merchants. The memo reflects a slight increase for 2022, requesting \$2,750.00. Hart noted that this is for reimbursement, with documentation provided for the refund. Piacentini advised the slight increase of \$250.00 requested this year is due to increase in supplies and advertising. Piacentini and Hasse showed the insulated bags they will provide for the events, they are nice bags, and promote the city. They reported of the large turnout that attended the events last year and the fun that everyone had. Schmidt thanked them for all they do, adding these are good events for bringing people downtown. Osborn asked the dates for the events. Piacentini said "Witches Night Out" is Friday, October 14th and "Ladies Night Out" is Friday, November 22nd.

Motion by Steffey and Supported by Henderson to approve the recommendation for \$2,750.00 for each event.

All Ayes – None Opposed

Motion carried by Voice Vote

DIBBLEVILLE MERCHANTS GRANT REQUEST FOR "SPRING FLING 2022"

Piacentini and Hasse gave information as they help with this event as well, adding that it is led by Northern Chic and also supported by Yesterday's Treasurers. They were unsure of the event date. Hart said there is no date set at this point, adding that the recommendation is for up to \$2,500.00 and is for reimbursement, with documentation provided. Schmidt thanked those making these events happen.

Motion by Penwell and Supported by Bertschy to approve the recommendation for \$2,500.00.

All Ayes – None Opposed

Motion carried by Voice Vote

MILL POND DAM REPAIR PROJECT

Hart said the Mill Pond Repair Project item was added onto the agenda and the DPW Director will review. Brisson said as required by the State of MI, the dam was inspected in 2017 and 2022. It is ready for the repairs as the memorandum states. Brisson said two bids were received and opened on February 4, 2022; Pullman SST, Inc for \$299,135.00 and CA Hull Company, Inc for \$1,138,169.42. Brisson said staff and OHM recommend Pullman SST, Inc. for the project. Brisson said upon approval by the DDA Board, it will be taken to City Council for contract approval. Schmidt asked if the \$299,135.00 included the engineering costs. Brisson said it does not, OHM was previously approved \$16,900.00 to manage and oversee the work and will submit their proposal for these additional engineering and construction management services at the next DDA Board meeting. Brisson expects it to be approximately \$30,000.00. Johnson asked if Pullman SST is bonded. Brisson said they are.

Motion by Schmidt and Supported by Johnson to approve the bid as presented for \$299,135.00.

All Ayes – None Opposed

Motion carried by Voice Vote

DOWNTOWN PROJECT(S) LANDSCAPE ARCHITECT PROPOSAL #2

Hart reviewed the recommendation proposal. Hart added that there will be an update in March or April by Joe Wright, the Landscape Architect/Project Manager with the Spicer Group, to report on the progress of the projects. Hart said the increase is due to the amount of work needed in the area. Markland said part of the increase needed is due to the current bridge which is not wide enough for two pedestrians to walk across. With widening the bridge, new footings are needed. Markland said there will be a deck area added for usable space, near the raceway. Penwell asked if the bridge would be ADA accessible, Markland said yes, it will be 8-10' or 10-12' wide. Markland would like to see this special area more decorative, and he would like to see stonework on the bridge for a more unique, picturesque look. Schmidt said it will be a *major* improvement.

Motion by Osborn and Supported by Penwell to approve the recommendation as presented for \$24,200.00.

All Ayes – None Opposed

Motion carried by Voice Vote

DOWNTOWN PROJECT(S) ALTA/NSPS LAND TITLE SURVEYS FOR 150 S. LEROY, W. CAROLINE ST. PARCEL, AND 106 W. SHIAWASSEE

Hart reviewed the memorandum for surveys for three parcels to be performed by OHM Advisors, for the purpose of redevelopment. Hart said there are two parcels at the Community Center, one that includes the strip with the tennis courts, which are to be moved to Bush Park. Hart added that the Community Center parking lot will be surveyed, and redevelopment could result with a parking deck. Hart said 106 W Shiawassee will be surveyed for marketing and development purposes for building on. Markland said the museum parking lot could be expanded to add parking to that area. Markland added that there was a grant received for the DNR to redo the river trail in 2023 and a walking trail upgrade as well as workout stations. Bertschy asked about environmental work at 106 W Shiawassee. Markland thought there had been an environmental study done prior to purchasing the property at 106 W Shiawassee.

Motion by Ricketts and Supported by Henderson to approve the recommendation for \$17,000.00.

All Ayes – None Opposed

Motion carried by Voice Vote

CALL TO THE AUDIENCE – None

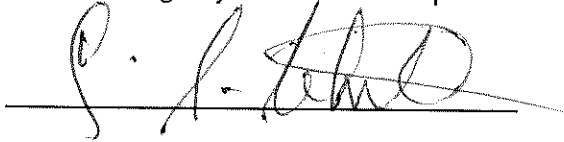
BOARD COMMENTS

Schmidt said a couple months ago, the Fenton/Linden Chamber had their award dinner and the DDA eGift program was recognized. Schmidt wanted to thank the Chamber for that award, for their work and their benefit to the city.

Schmidt said the next meeting will be busy but there is a schedule conflict for him. There were also conferences on the same date for several other members. The board agreed to push the date to March 22, 2022, for the March meeting.

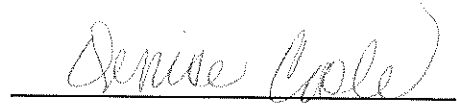
ADJOURNMENT:

The meeting adjourned at 6:47 p.m.



A handwritten signature in black ink, appearing to read 'C. Schmidt', written over a horizontal line.

Craig Schmidt
DDA Chairman



A handwritten signature in black ink, appearing to read 'Denise Coole', written over a horizontal line.

Denise Coole
Recording Secretary

Date Approved: 3/22/22