



**Fenton  
Downtown  
Development  
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY  
PROCEEDINGS**

Tuesday, March 22, 2022

The meeting was called to order by Chairman Craig Schmidt at 6:02 pm

**ROLL CALL:**

**PRESENT:** Andrysiak, Green, Henderson, Johnson, Penwell, Ricketts, Schmidt, Steffey, Strayer

**ABSENT:** Bertschy (*excused*), James (*excused*), Osborn (*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 reported that OHM is in the process of the survey field work at the Community Center on the tennis courts, the parking lot and at 106 W Shiawassee Ave. The surveys should be complete within the next few weeks.

**FINANCIAL REPORT**

Satkowiak reviewed the financial report from the packet, stating the balance sheet did not reflect the bond payments that were made yesterday. Satkowiak said the negative amounts were charge backs from adjustments due to MI Tax Tribunal (MTT) appeals. Hart explained the MTT appeal process for changing taxable values and the impact it may have on the budget. Markland said some purchase prices may change what the property was valued at and require an appraisal and appeal to the MTT. Satkowiak said the DDA refunds the portion that is captured, about 25 mills.

**CONSENT AGENDA**

Craig Schmidt reviewed the consent agenda items including bill payment authorization for \$2,489.95 and meeting minutes of February 15, 2022.

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

**YEAS:** Andrysiak, Green, Henderson, Johnson, Penwell, Ricketts, Schmidt, Steffey, Strayer

NAYS: None  
ABSENT: Bertschy, James, Osborn

**Motion was carried by Roll Call Vote**

**PUBLIC COMMENTS** – Shelly Day, Executive Director of Chamber of Commerce, and Pat Lockwood, the Chairperson for Fenton Freedom Festival and Jinglefest, in attendance to speak on item #9) Fenton Regional Chamber of Commerce Grant Applications and Recommendations. Also, Lockwood in attendance with Ed Koledo, Executive Director of Southern Lakes Parks & Recreation (SLPR) to speak on Item #10) SLPR Grant(s) Applications and Recommendations.

#### **INFORMATIONAL MEETING**

Hart reported this as the second of the two required Informational meetings, for 2022, by the State of MI per [PA 57 of 2018]. Notices were sent and posted as required. The City of Fenton is the only local unit of government present.

#### **2022-2023 DDA MEETING SCHEDULE**

The following schedule has been proposed:

- Tuesday April 19, 2022
- Tuesday May 17, 2022
- Tuesday June 21, 2022
- Tuesday July 19, 2022
- Tuesday August 16, 2022
- Tuesday September 20, 2022
- Tuesday October 18, 2022
- Tuesday November 15, 2022
- Tuesday December 20, 2022
- Tuesday January 17, 2023
- Tuesday February 21, 2023
- Tuesday March 21, 2023

Motion by Schmidt and Supported by Ricketts to accept the meeting schedule as printed.  
All Ayes – None Opposed

**Motion carried by Voice Vote**

#### **ELECTION OF OFFICERS**

Motion by Strayer and Supported by Penwell to elect Craig Schmidt as Chairman.

Ayes – Andrysiak, Green, Henderson, Johnson, Penwell, Ricketts, Steffey, Strayer  
None Opposed  
Schmidt - Abstained

**Motion carried by Voice Vote**

Motion by Schmidt and Supported by Penwell to elect John Strayer as Vice-Chairman.  
All Ayes – None Opposed

**Motion carried by Voice Vote**

## **FY21-22 AMENDED BUDGET AND F722-23 BUDGET PRESENTATION**

Hart reported there are two recommendations.

FY 2021-2022 ending June 30, 2022, and FY 2022-2023 beginning July 1<sup>st</sup>, 2022.

Hart stated that the DDA is doing very well financially. Hart said the highlighted portion shows changes for the current fiscal year, referencing Planning, due to the approvals for the Spicer Group on the gazebo area and for the OHM surveys. Hart said the increase in the wages line item was for wage increases from the Fenton Street Experience, for set up and tear down. Strayer asked if there had been bond money left over from the original streetscape bond, for the development of River Street, Markland said there was no money left.

Schmidt asked, if possible, when paving the residential streets that they could do a mill and overlay between Silver Lake and Caroline, also if the DDA could kick in the funds for River St. to be resurfaced. Markland said they are in the engineering process now and will investigate that with OHM.

Motion by Strayer and Supported by Steffey to approve the FY21-22 Amended Budget as presented.

All Ayes – None Opposed

### **Motion carried by Voice Vote**

Hart referenced the FY22-23 budget, stating fiscally they are doing very well.

Hart referenced on the 2<sup>nd</sup> page of the spreadsheet, under salary and wages, how wages went down significantly due to the Fenton Street Experience not taking place this year.

Hart reported that under line item 810-002 for Professional Services, Planning is increased due to projects and improvements. Hart said line item 818-410 for Arts & Culture Events is \$125,000.00 to cover normal programming for this year, and that there is a stipend provided to the Arts & Culture Commission. Hart referenced line item 975-815 under sculpture, \$20,000.00 is listed. There were some cost increases with the sculpture rentals adding that there will also be two sculptures placed on Silver Parkway. Hart said the \$145,000.00 requested for Arts & Culture events will be defrayed by \$90,000.00, received from the Art millage through the County. Hart said there are five or six more years for that millage, and it is being used very effectively. Hart said line item 971-400 for Master Plan Implement is budgeted for place keeping until bid processes are done, set aside to defray some of the costs. The Board will receive updates from Spicer Group. Hart added that there may be bonds required for the work, and that would be a Board decision.

Motion by Ricketts and Supported by Strayer to approve the FY22-23 Budget as presented.

YEAS: Andryslak, Green, Henderson, Johnson, Penwell, Ricketts, Schmidt, Steffey, Strayer

NAYS: None

ABSENT: Bertschy, James, Osborn

### **Motion was carried by Roll Call Vote**

**FY22-23 REVENUE SHARE AGREEMENT**

Schmidt said the Revenue Share Agreement is a yearly agreement the DDA has with the city, to give revenue for services provided in the district, amounting to \$350,000.00.

Motion by Penwell and Supported by Schmidt to accept the FY22-23 Revenue Share Agreement as presented.

YEAS:       Andrysiak, Green, Henderson, Johnson, Penwell, Ricketts, Schmidt, Steffey, Strayer

NAYS:       None

ABSENT:    Bertschy, James, Osborn

**Motion was carried by Roll Call Vote**

**FENTON REGIONAL CHAMBER OF COMMERCE GRANT APPLICATIONS AND RECOMMENDATIONS FOR: FENTON FREEDOM FESTIVAL, TASTE IN FENTON, AND JINGLEFEST**

Shelly Day said they are excited to return to face-to-face events and are so appreciative of the DDA for their support. Markland asked if the regular Taste in Fenton would be back as it had been prior to Covid. Day said no, since many of the restaurants have staff shortage, it will be a Traveling Taste in Fenton. Day said they are looking at the opportunity to have entertainment behind the Community Center and different spots in the area. Day said many people enjoyed the travelling experience. Pat Lockwood said the Freedom Festival and Jinglefest are a team effort with the Chamber and Non-Profits. Lockwood said they are glad to be back for July 4th, as this is the 28<sup>th</sup> year of putting on the festival. There will be a parade and fireworks and the Boy Scouts are going to put on a chicken barbecue. Lockwood added there will be the same effort for Jinglefest. Lockwood thanked the DDA for the support over the years, including the Street Experience last year. Lockwood said they are working with SLPR, and Thursday night's will not just be the Farmers Market, there will be concerts as well and other activities. Schmidt thanked the participation of the great groups and volunteers helping the DDA out with their work.

Motion by Henderson and Supported by Andrysiak to accept the recommendation as presented.

All Ayes – None Opposed

**Motion carried by Voice Vote**

**SLPR GRANT APPLICATIONS AND RECOMMENDATIONS FOR: FARMERS MARKET, BACK TO THE BRICKS "TUNE-UP" PARTY, SUMMER CONCERT SERIES, ART NIGHTS, FAMILY NIGHTS, AND THE FENTON EXPERIENCE.**

Schmidt said there is so much offered this year. Koledo said they are excited for the events this year and thinks the "special nights" will be appreciated. The bands lined up are a big draw and the special Thursdays are featuring two bands. There will only be one day the streets are closed, for the "Back to the Bricks" car show on August 11<sup>th</sup>. Schmidt thanked Koledo and his group for making these events so special.

Hart said they have been working with SLPR and the executive committee for the Fenton Experience. Hart said "Back to the Bricks" is going through reorganization. If there is a reason that the event does not come to Fenton, the money requested will be saved.

Motion by Strayer and Supported by Steffey to approve the grants as presented.

All Ayes – None Opposed

**Motion carried by Voice Vote**

**CALL TO THE AUDIENCE – None**

### **BOARD COMMENTS**

Strayer spoke to the Board regarding the Fenton Historical Society. Strayer said they have a selection of wonderful photos of the city at the Fenton Museum, but the museum is only open three hours per week. Strayer said they have been posting pictures on face book. He would like to see the pictures made into metal signs put up in the downtown area, placed across from the exact locations they were taken, with descriptions included of the business that was once there. Strayer proposed for the DDA to pay for fifteen to twenty signs downtown, attaching the pictures to light posts. Strayer said there is a large assortment of pictures, going back to the late 1800's. Rochester and Traverse City have placed pictures in their cities. If the Board is interested, he will bring a same back. With discussion, the Board was interested. Hart said within the next couple of months it can be brought to the Board, there is money available. Penwell asked about a committee, Hart said there is a design committee that may be used.

Schmidt thanked John Strayer and Pat Lockwood, the chairman and co-chair of the Sculpture Committee. Schmidt was a part of it this year and they looked at over 300 sculptures.

Schmidt asked when the black streetlight posts would be redone. Hart said DPW is working on the refurbishment, and he would verify if it would be for the lower five feet, or the complete pole repainted. Markland said they would investigate that. Schmidt said they were to last ten years and it is past that time, adding that banners are also needed. Hart said he would get with DPW and get back with the Board to inform.

Schmidt asked about paving Silver Parkway and adding a line item in the 2024 budget for that paving. The last paving was done in 2009. Hart said it is possible to have federal aid available.

Hart said he had hoped to present the contract renewal for Behind Your Design (BYD) with Chelsea Mills for the eGift Program. The program would go forward from the pandemic with options to add incentive to the program. Johnson asked if the DDA should be matching at this time. Schmidt said the Chamber receives calls daily for eGift cards and they need a contact person. Hart said Mills has continued to be the contact person for the eGift cards, working without a contract since January 1<sup>st</sup>. Hart said his suggestion for April is to normalize the program without a match. Hart said there were two approvals, for the match and for Mills to manage. Hart reported that last year the eGift program itself cost the DDA no money. The Board will need to decide if there are any incentives. Hart said Mills will attend next month's meeting. Markland said there is \$14,000.00 of unused funds on hand adding that the gift program is fine but without bonuses. Markland would like to see the DDA focus on infrastructure, beautification, and the businesses.

Ricketts asked about the waterway plan going west with improvements along the river, behind the Community Center. Markland said the city received a grant for the river trail which will be done next year starting at O'Donnell Park, behind the Fire Hall, up the ramp across Leroy St, behind the Chamber, extending to Silver Lake Rd. The Mill Pond playground space will be upgraded also, included in the grant from the DNR Land and Water Trust Fund. Hart said the transformation over the next few years will be exciting.

Ricketts asked about some of the streets such as Walnut St, with parking on one side, if it could be expanded for parking on both sides. Hart said some of the streets have a right of way that is too narrow, adding that River St is to be refurbished and made one way, going North to South (Silver Lake Rd to Caroline St).

**ADJOURNMENT:**

The meeting adjourned at 7:37 p.m.

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Craig Schmidt  
DDA Chairman

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Denise Coole  
Recording Secretary

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