



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY
PROCEEDINGS
Special Meeting
Tuesday, April 26, 2022

The meeting was called to order by Chairman Craig Schmidt at 6:18 pm

ROLL CALL:

PRESENT: Bertschy, James, Johnson, Osborn, Penwell, Schmidt, Steffey

ABSENT: Andrysiak, Green, Henderson, Ricketts, Strayer

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

EXECUTIVE DIRECTOR'S REPORT

Hart said they will begin working on the banners soon and he has discussed the light poles with DPW Director, Dan Brisson. Brisson said the bottom few feet of the light poles have salt damage. Brisson suggested the DPW will repair one or two poles and then the DDA Board can inspect them before continuing the repairs. Osborn asked if they would be power coated. Hart said they will not be power coated; the DPW will paint them in place. Markland said the DPW painted the poles by the gazebo and those look good. Hart said there will be street maintenance work done this summer including restriping and Hart would also like to see pedestrian walkways restriped. Hart added that the DPW is now better staffed and looking into seasonal help which will help getting various maintenance work done.

Hart reported they are working with OHM, through the DPW, on the design and a bid process for a new and expanded refuse enclosure at the Community Center parking lot. Bids will be brought to the DDA Board. Hart said also, as a reminder, budget review with City Council was completed over the weekend. If all goes well, it should be back on the agenda soon for the DDA Board to receive.

FINANCIAL REPORT

Satkowiak reviewed the financial report from the packet, saying the balance sheet looks good with no changes from the last meeting. Revenue and expenditure amounts for the amended budget will be updated once approved by City Council, adding that the balance sheet date should show April 20, 2022. Satkowiak said the Dispatch Equipment bond was paid off last month. Markland said money is put aside every year for future upgrades to dispatch. James asked if "Cash in Bank" references money in one bank? Satkowiak said the money is in three

different banks. James asked if the “Fund Equity” was a single fund. Satkowiak said the bulk of the Fund Equity is from the Debt Retirement Fund and includes the construction fund.

CONSENT AGENDA

Craig Schmidt reviewed the consent agenda items including bill payment authorization for \$17,120.00 and meeting minutes of March 22, 2022.

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

YEAS: Bertschy, James, Johnson, Osborn, Penwell, Schmidt, Steffey

NAYS: None

ABSENT: Andrysiak, Green, Henderson, Ricketts, Strayer

Motion was carried by Roll Call Vote

PUBLIC COMMENTS – Chelsea Mills with husband Matt, owner of Behind Your Design (BYD) in attendance to speak on Item #6) Covid-19 Business Marketing Plan, Yiftee e-Gift Card Program.

MILL POND DAM

Hart said the OHM presentation was approved by the Board on February 25, 2022 except for this portion which includes contract administration, construction engineering and project oversight.

Motion by Osborn and Supported by Steffey to approve the Construction Services for the Mill Pond Project not to exceed \$37,000.00.

All Ayes – None Opposed

Motion carried by Voice Vote

CITY HALL PARKING LOT DUMPSTER ENCLOSURE

Hart reviewed the memo for maintenance on the gates at the double dumpster enclosure. Hart said the enclosure gate is down, corroded by salt. Hart said the DPW will repair the wood, but the metal will have to be refabricated. Johnson discussed the repair referencing a picture showing the decorative gate style. Hart said he had not seen a picture or rendering, but they may be referencing the gate near the Police Department (PD). James said the posts that are there now look to be in excellent condition, but the issue is that the gates were too close to the ground, dragging the ground and should be raised approximately 6”. Hart agreed and clarified that the City Hall/PD enclosure is in reasonable condition, the wood will be replaced or fixed on that. Hart said the poles look good to him on the double enclosure, but the gates need to be repaired. Hart added that the DPW will upgrade the gates, including raising and match the gate design shown in the picture. Hart said he will verify the design and specifics of installation before signing the agreement.

Motion by Johnson and Supported by Penwell to approve the proposal from MI Fence dated April 19, 2022, for repair of the gates for the double enclosure in the City Hall parking lot for the amount not to exceed \$2,550.00, with approval by the DDA Director.

All Ayes – None Opposed

Motion carried by Voice Vote

COVID-19 BUSINESS MARKETING PLAN, YIFTEE E-GIFT CARD PROGRAM

Hart reviewed the Memo and the need to transition the program to support local business in 2022 and beyond, also having the ability for three bonus programs if the Board felt it would be of value. Hart said the attached proposal from BYD fine tunes the program. Mills said the bonus cash program ended June 2021 however gift cards continue to be sold at face value, with sales of 3-5 cards per week. BYD's intent is to put the program on the city website to promote sales. Schmidt thanked BYD for taking this major project on, during the pandemic. Markland asked how much DDA bonus money was unspent. Mills said \$15,000.00 of the DDA bonus money was not spent and is in an account. Markland said there was concern where the bonus money was spent. Mills said there cannot be a restriction on which business the money would be spent. Hart will confirm restrictions with Yiftee. Johnson suggested it could be targeted by a limited amount of the card, such as \$10.00. Markland said it could be done without a match. James asked for an example of the bonus program. Hart said it had been a match, but could possibly be for specific events, such as "Back to School" or a "Restaurant Week" and receive an additional \$5.00 card, or the agreed upon dollar amount. Schmidt said the goal was met with this program, saving local businesses. Johnson said it was a good program and this keeps it going.

Motion by Johnson and Supported by Bertschy to approve the recommendation as presented for \$13,200.00 for BYD to continue to run the marketing program for the Yiftee Card Program 2022.

All Ayes – None Opposed

Motion carried by Voice Vote

HISTORICAL SIGNS – Tabled

CALL TO THE AUDIENCE

Scott Grossmeyer, City Council Member, read an article in the local paper that he wanted to pass along. Grossmeyer said a manager for Coldwell Banker was quoted saying that he has relocated three times but is staying within the city, to be along the parade route downtown. Grossmeyer said the DDA supports these events, and it is a testament for a business to want to be in the City's downtown area.

Tracy Bottecelli, City Council Member, wanted to thank City Administration, Jon Satkowiak, Michael Hart, and everyone involved in last Saturday's Budget Meeting. Bottecelli said everyone takes their fiduciary job serious as stewards of taxpayer money and she commends them for that. Schmidt said speaking on behalf of the DDA, they appreciate the relationship with City Council.

Josh Ingersoll from Fenton Chamber of Commerce in attendance for meeting information and to thank the Board for their work. Schmidt said the DDA appreciates the Chamber taking care of the events.

BOARD COMMENTS

Markland had a few items to make the Board aware of:

Markland advised the Board that there were grants applied for last year that did not go through the budget process. Congressman Kildee’s office advised the city to resubmit the grants this year and aggregate into one grant application. A portion of the grant is for the pathway, from Second Street to Sixth Street including the streetscape and repaving the street, Caroline Street from Leroy Street to Adelaide Street including the streetscape, also including River Street. Markland said he and Hart received information on the pedestrian bridge by the gazebo and will bring that forward to the DDA Board for a resolution once settling on some different options.

Markland added that during the budget session Saturday, one item mentioned to accomplish this year is the Veterans Park Memorial at Freedom Park. Markland said the city has put in \$100,000.00, there is \$193,000.00 set aside to do that project and Markland would like to ask the DDA to put in \$100,000.00 towards the project. That would be about \$400,000.00 to do the project, based on the last estimate. This would be a gateway project coming into the downtown area and will be brought forward to the Board in the future. Markland said the Committee will be meeting with the engineers Thursday, to discuss the design. Markland had planned for the project to be complete by November 11th but probably will complete by Memorial Day 2023.

The meeting adjourned at 7:08 p.m.

Craig Schmidt
DDA Chairman

Denise Coole
Recording Secretary

Date Approved: _____