

**Fenton
Downtown
Development
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY
PROCEEDINGS**

Tuesday, March 16, 2021
Electronic and Telephonic Meeting

The meeting was called to order by Chairman Craig Schmidt at 6:01 pm

ROLL CALL:

PRESENT: Andrysiak (Fenton), Bertschy (Linden), Henderson (Fenton), James (Jensen Beach FL), Osborn (Fenton), Owocki (Fenton), Penwell (Fenton), Ricketts (Fenton) (*in at 6:15*), Schmidt (Linden), Steffey (Fenton), Strayer (Fenton)

ABSENT: Green (*excused*)

OTHERS: Michael Hart, DDA Director/Assistant City Manager;
Lynn Markland, City Manager; Jon Satkowiak, Treasurer
Kendall O'Connor, Legal Counsel Associate
Dan Brisson, DPW Director
Denise Coole, Recording Secretary

EXECUTIVE DIRECTOR'S REPORT

Hart had words of encouragement; as a City we are doing very well. The County is wrapping up vaccinations, including the City's staff. Things are looking up for 2021!

Hart would like to add the Mill Pond Dam Repairs Memo to the Agenda, the memo was sent to the Board after the initial packet was emailed. Schmidt said will be entered as Item #8a.

FINANCIAL REPORT

Satkowiak reviewed the financial report from the packet. Balance sheet is looking good, captured final 50% of the winter capture. Income statement came in over \$100,000.00 from tax revenue, with some adjustment due to payment on a MI Tax Tribunal (MTT) Judgment. Satkowiak reported that expenses are lining up, and that the bond construction fund has no activity.

CONSENT AGENDA

Craig Schmidt reviewed the consent agenda items including bill authorization in the amount of \$32,253.72 and the meeting minutes of February 16, 2021.

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

YEAS: Andrysiak, Bertschy, Henderson, James, Osborn, Owocki, Penwell, Ricketts, Schmidt, Steffey, Strayer
NAYS: None
ABSENT: Green

Motion was carried by Roll Call Vote

PUBLIC COMMENTS – Pat Lockwood, the Chairperson for Fenton Freedom Festival and Jinglefest in attendance to speak along with Meghan Grimshaw, Chamber Event Coordinator, and Shelly Day, Executive Director from the Chamber of Commerce, and to give an overview of the Southern Lakes Park & Rec Street Experience, with Ed Koledo, Executive Director. Chelsea Mills, owner of Behind Your Design in attendance to speak on Item #9) Fenton Community eGift Card Program Update including Extension.

2021-2022 DDA MEETING SCHEDULE

The following schedule has been proposed:

- Tuesday April 20, 2021
- Tuesday May 18, 2021
- Tuesday June 15, 2021
- Tuesday July 20, 2021
- Tuesday August 17, 2021
- Tuesday September 21, 2021
- Tuesday October 19, 2021
- Tuesday November 16, 2021
- Tuesday December 21, 2021
- Tuesday January 18, 2022
- Tuesday February 15, 2022
- Tuesday March 15, 2022

Motion by Osborn and Supported by Strayer to approve the meeting schedule as printed.

YEAS: Andrysiak, Bertschy, Henderson, James, Osborn, Owocki, Penwell, Ricketts, Schmidt, Steffey, Strayer
NAYS: None
ABSENT: Green

Motion was carried by Roll Call Vote

ELECTION OF OFFICERS

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

YEAS: Andrysiak, Bertschy, Henderson, James, Osborn, Owocki, Penwell, Ricketts, Schmidt, Steffey, Strayer
NAYS: None
ABSENT: Green

Motion was carried by Roll Call Vote

Motion by Schmidt and Supported by Osborn to elect John Strayer as Vice-Chairman.

YEAS: Andrysiak, Bertschy, Henderson, James, Osborn, Owocki, Penwell, Ricketts,

Schmidt, Steffey, Strayer
NAYS: None
ABSENT: Green

Motion was carried by Roll Call Vote

INFORMATIONAL MEETING (PA 57 of 2018)

Hart said to meet compliance per State of MI requirement, this is the first informational meeting of two required in 2021. The City of Fenton was the only tax jurisdiction represented.

FY 20-21 AMENDED BUDGET AND FY 21-22 BUDGET PRESENTATION

Hart reported there are two recommendations.

FY 2020-2021 ending June 30, 2021 and FY 2021-2022 beginning July 1st, 2021.

Motion by Schmidt and Supported by Ricketts to approve the FY 20-21 Amended Budget as presented.

YEAS: Andrysiak, Bertschy, Henderson, James, Osborn, Owocki, Penwell, Ricketts,
Schmidt, Steffey, Strayer
NAYS: None
ABSENT: Green

Motion was carried by Roll Call Vote

Motion by Strayer and Supported by Andrysiak to approve the FY 21-22 Budget as presented.

YEAS: Andrysiak, Bertschy, Henderson, James, Osborn, Owocki, Penwell, Ricketts,
Schmidt, Steffey, Strayer
NAYS: None
ABSENT: Green

Motion was carried by Roll Call Vote

FY 21-22 REVENUE SHARE AGREEMENT

Hart reviewed the memo for the Revenue Share Agreement.

Motion by Strayer and Supported by Penwell to approve the FY 21-22 Revenue Share Agreement as presented.

YEAS: Andrysiak, Bertschy, Henderson, James, Osborn, Owocki, Penwell, Ricketts,
Schmidt, Steffey, Strayer
NAYS: None
ABSENT: Green

Motion was carried by Roll Call Vote

MILL POND DAM REPAIRS MEMO

Hart advised that OHM is a component for the work to be done. Hart is looking for approval for the engineering work to begin.

Schmidt asked if there would be a grant from the DEQ available for this type of work. Hart asked the DPW Director, Dan Brisson, to comment. Brisson said he was not aware of any grants but did receive recent documents from the State of MI to help evaluate the dam at no

cost. Brisson said the River Walk Grant was approved but they have not yet been awarded that project. Markland said they will look for grant dollars, there may be funds for the Dam Project due to failed dam occurrences in MI last year.

Markland said part of the opportunity while fixing the dam is to enhance the area aesthetically. James asked if it is feasible to investigate hydroelectric generation for the dam. Markland said they will be looking into that; it could help cut the electrical cost at the City Hall as well.

Motion by Osborn and Supported by Strayer to approve OHM Engineering Services as presented, not to exceed \$16,900.00.

YEAS: Andrysiak, Bertschy, Henderson, James, Osborn, Owocki, Penwell, Ricketts, Schmidt, Steffey, Strayer
NAYS: None
ABSENT: Green

Motion was carried by Roll Call Vote

FENTON COMMUNITY eGIFT CARD PROGRAM UPDATE INCLUDING EXTENSION

Hart said the eGift Program was to save businesses. Harts' recommendation is to make another small boost to continue to help the businesses, with some changes from the initial program. The program will now be "buy two and get one free", with a limit of purchasing five cards. Above five cards would be a bulk purchase which would require Administration and Mills to monitor. Hart asked Mills for an update. Mills reviewed her Statistic Sheet, reporting that the second sheet showed the distributions had leveled out. Mills said she is continuing to meet with Merchants regarding the program.

Owocki voiced concern about small businesses not being able to participate, saying nine businesses had most of the money taken in. Hart said the concern is noted. The businesses must be motivated and invest time and energy in promotion. Hart added that adjustments have been made now to address concerns. Schmidt said business must promote it with social media and with their customers. Markland understood the concern and asked if the businesses were in the DDA District and if they signed up for the program? Owocki was not certain of those answers but he felt there were businesses discriminated against. Schmidt said there are many variables with businesses, from service costs to customer traffic. Schmidt added that a lot of the businesses still have PPP loans from the Small Business Administration through the Federal Government, which has allowed them to pay employees all along. Schmidt said if many of the businesses can be saved by this program, it was a good program.

Motion by Strayer and Supported by Ricketts to approve the recommendation as presented.

YEAS: Andrysiak, Bertschy, Henderson, James, Osborn, Penwell, Ricketts, Schmidt, Steffey, Strayer
NAYS: Owocki
ABSENT: Green

Motion was carried by Roll Call Vote

Osborn asked when the tickets will go on sale. Markland said will have to go to City Council for approval first. Mills said she would have a press release drafted and will send an email blast. Osborn felt it unnecessary to place a full-page ad. Hart said he will work with Mills to promote and hold off on placing a full-page ad.

Schmidt thanked Mills for her hard work and considers the program a huge success.

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

Hart spoke of his recommendation comparable to 2020. He added that the Chamber was great to work with, providing detailed information to submit. Hart asked Lockwood to give her information. Lockwood said she is working with the Chamber of Commerce and non-profit volunteers. Lockwood reminded that the 4th of July is on Sunday, so the celebration will be held on Monday, July 5th. Lockwood added that the committee set a deadline of April 5th to find what will be allowed for the event, based on COVID-19. Shelly Day said she, and Meghan Grimshaw were in attendance for any questions the Board may have about the events. Day said the budgets are based on what was done in the past, with invoices turned in after the event. Day said they are appreciative of the DDA support. Grimshaw agreed, she said all events took place, reinvented as necessary due to COVID-19.

Owocki asked if more money was needed for these events. Lockwood said the budget is presented based on the community support received from businesses and sponsors. The goal is a good event, and the amount is sufficient for a successful event. Day said it is a joint effort by all and does not include operational costs, as that is the Chamber contribution to the community. Hart added that there were monetary adjustments of two thousand dollars made last year, to help defray cost. Lockwood said the increase was for virtual parade, videographer, and electronics.

Motion by Strayer and Supported by Owocki to accept the memo as presented.

YEAS: Andrysiak, Bertschy, Henderson, James, Osborn, Owocki, Penwell, Ricketts, Schmidt, Steffey, Strayer

NAYS: None

ABSENT: Green

Motion was carried by Roll Call Vote

Schmidt thanked Day, Grimshaw and Lockwood for their hard work and meeting with the DDA tonight.

SOUTHERN LAKES PARK & RECREATION (SLPR) GRANT APPLICATIONS AND RECOMMENDATIONS FOR: THE FENTON STREET EXPERIENCE AND FARMERS MARKET

Hart said it has been positive and productive to work with SLPR and Lockwood. Hart said to keep safety and welfare in mind due to Covid-19, there will not be the Back to the Bricks event or Concerts in the Park this year. Hart said there are exciting events to share by Ed Koledo and Lockwood, accompanied with a power point presentation.

Lockwood reported this will be the second Street Experience, in the effort to support local businesses during COVID-19. The event is to bring people out Thursday and Friday evenings with the streets closed from The Laundry to Caroline Street, 5:00 – 9:00 p.m. There will be the Farmers Market on Thursdays. Lockwood said the plan, working with a committee with SLPR, and including City Administration, DPW, Fire Department and Police Department is from May 20th to October 14th and 15th. It will be an opportunity for families to come and experience the events in a safe manner. There will be a car event, 50's and 60's weekends, a kid's corner with

a skateboard area and a chalking area as well as street entertainment throughout the entire area. Lockwood said their first goal is to meet with the businesses involved and they have also contacted local artists for displays of their work to view and/or purchase.

Ed Koledo said the events are to be small and scattered around the area with leaders at the events, designed to keep with distance requirements. Koledo showed the power point presentation, which includes the site to build birdhouses, a pumpkin patch, table tennis, gardening area, art projects for kids, music, corn hole tournaments for all ages, connect four game, a DJ with speakers with control to area playing or for announcements, various street performers, dynamic demonstrations in the street, miniature golf and more. There may be four or five locations with actors telling history about Fenton. There will be a few book author series. They continue looking for incentives for people to come down with possible cards to have punched for events. Koledo hopes that these provisions can be used for other events as well. Lockwood mentioned that these events are all in the planning stages along with Arts and Culture Commission and Fenton Village Players and other groups. They have spoke with the City of Northville and that City has a Social District in which it is permissible to take wine or a beer with you within that district. This is under review currently, with many permits necessary in MI and the City of Fenton.

Motion by Schmidt and Supported by Steffey to accept both recommendations as provided.

YEAS: Andrysiak, Bertschy, Henderson, James, Osborn, Owocki, Penwell, Ricketts,
 Schmidt, Steffey, Strayer

NAYS: None

ABSENT: Green

Motion was carried by Roll Call Vote

Schmidt thanked Koledo and Lockwood for their hard work putting the presentation together. It is quite an undertaking. Hart confirmed it is very interesting planning from May 20th through October 15th!

CALL TO THE AUDIENCE - None

BOARD COMMENTS

Osborn voiced concern hearing of a business that had taken the Safety Pledge and were not following mask guidelines. She asked Mills to follow up on this.

Schmidt said he had a few requests going into 2021, into the FY, he would like a few things looked at;

Downtown some of the light poles no longer have banners or have partial banners. He asked Hart to check on funding to replace those banners on the light posts.

He also would like River Street and Caroline Street to be repaved, as they are in complete disrepair. He said if there is a way to fund those or add to another paving project that would work.

Schmidt said also since we are at the end of bond payments to the Firehall and DPW Garage, it would be time to look into LED lighting on Silver Parkway and look at replacing the Island in the Silver Lake Connector. Possibly OHM could look at those items.

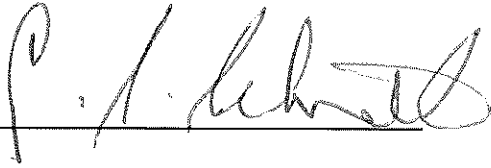
Hart said he will look into the banners, there should be nice banners up. He and Lockwood will be checking on those.

Hart added there were several streets to be paved in the Downtown area. There is discussion with the railroad to move forward with those and it will be picked back up. Schmidt thanked Hart for his hard work.

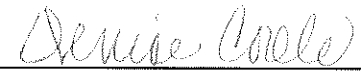
Schmidt thanked the Board and said go get the vaccine as soon as you can, the better off we will be!

ADJOURNMENT:

The meeting adjourned at 7:42 pm



Craig Schmidt
DDA Chairman



Denise Coole
Recording Secretary

Date Approved: 4/20/21