

**Fenton
Downtown
Development
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY
PROCEEDINGS**

Tuesday, April 20, 2021
Electronic and Telephonic Meeting

The meeting was called to order by Chairman Craig Schmidt at 6:04 pm

ROLL CALL:

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

ABSENT: Andrysiak (*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 updated about the Monument Sign on Silver Lake Rd, which was hit by a car. Hart has worked with State Farm, the insurance company for the driver of the car, and with Jim Niestroy, General Manager for Bill Carr Signs. Hart is in receipt of a check for \$8,260.00 for the repair, with the inclusion for any additional costs incurred to also be covered.

FINANCIAL REPORT

Satkowiak reviewed the financial report reporting the Bond Construction balance sheet has no activity, waiting for the final two payments of \$12,000.00 to be made for the DPW and Fire Hall bonds. Schmidt said that was a good program, adding when they can get together again, they will have to have to celebrate that those bonds are paid.

CONSENT AGENDA

Craig Schmidt reviewed the consent agenda items including bill authorization in the amount of \$19,744.92 and the meeting minutes of March 16, 2021.

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

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

Schmidt, Steffey, Strayer
NAYS: None
ABSENT: Andrysiak

Motion was carried by Roll Call Vote

PUBLIC COMMENTS – Hart requested to add the MSI Sculpture “Spike” Purchase Item to the agenda. Schmidt said will add that to the end.
Chelsea Mills, owner of Behind Your Design in attendance to speak on Item #4) Fenton Community eGift Card Program Update.

FENTON COMMUNITY eGIFT CARD PROGRAM UPDATE INCLUDING EXTENSION

Hart updated that the eGift Card program was relaunched last month for \$75,000.00 as buy two get one free, with a cap of five cards to purchase. Hart said the changes made did affect the program, and data is still coming in. Hart said there was interest, but it had changed and was not bought out as in the previous programs. Hart feels the program is completed, not to be renewed at this time but possibly carried forward after July 1st. Mills reviewed the information in the packet. Mills added that since April 12th, new businesses to the program are; Boston’s Gourmet Pizza, Mega Coney Island, Sagano of Fenton, Sakura Skin, and the Fenton Pub. One business went out of business, Marjie’s Gluten Free Pantry. Hart said that Marjie retired. Mills said the new business at that location is interested in the program.
Schmidt said it was good that there are cards to redeem still out there. Schmidt added that he heard that Royal Oak won an award for their eGift program. Mills reported that Fenton City was featured for their structure of the eGift Card Program when Yiftee presented their virtual National Conference last week.
Owocki commented that the numbers have not changed much. Businesses are staying in business because of themselves.
Strayer asked for the date that unused cards revert to the DDA. Hart said the administration fee is paid from the DDA portion then the unspent DDA eGift card amount reverts to the DDA after June 30th. The purchased cards stay on in perpetuity.
Schmidt thanked Mills for doing an awesome job.

LAWNCARE AND LANDSCAPE SERVICES AGREEMENT

Hart said the three-year agreement is done with CJ Callaghan’s. Hart added that City Council has extended the contract agreement, which was purchased by ACE Lawn & Landscape, with the same pricing as in 2018. Per the recommendation the DDA pays a portion for the services in the DDA district.
Schmidt said he ran into Sarah, the Horticulturist from the DPW, and she is excited about the flowers and work ahead. Schmidt thanked her on behalf of the DDA for doing such a great job.

Motion by Strayer and Supported by Osborn to accept the recommendation as provided.

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

Motion was carried by Roll Call Vote

SILVER LAKES ROAD AND MAIN STREET PENDING ROAD PROJECTS

Hart asked the City Manager and the DPW Director, Dan Brisson, to discuss the recommendation. Markland said the City has been fortunate to receive Federal Road Money for major roads, Silver Lake Rd. and Main St. being part of that network. Markland reviewed the memorandum, stating that the City will receive \$189,000.00 more in grant funds by moving the project ahead from 2024 to 2022. Markland said the DDA is requested to fund the area within the DDA District, and the City will cover the rest, with the major street funds. Brisson added that these are rehabilitation projects, with curb and gutter repair, crosswalk improvements, mill and overlay projects on both roads, with some portions removed and replaced.

Markland said Torrey Rd will be scheduled for road improvement with grant funds in FY 2023. Schmidt asked about River and Caroline Street repair project. Markland said they have applied for earmarked funds, offered through Congress. Applications have been made for River St, Caroline St including the streetscape to Adelaide, N Leroy from 2nd St to 6th St, including installing utility lines underground and a streetscape. Markland thanked Brisson, Hart and Satkowiak for their assistance with those requests and they will have to see what is approved. Hart said there were five earmark requests, including one for the lighting on Silver Parkway. Schmidt said it is good to see what is available for the street repairs.

Ricketts asked if this would impact funding for the bridge and area near the City offices. Markland felt there would be no negative impact.

Hart was glad to see projects moving forward, with the gazebo area scheduled and these roads, with the bulk of the money to come through available funds for roadways. Hart said paying off the bonds, allows these projects to move forward.

Motion by Schmidt and Supported by Strayer to approve the recommendation for the \$400,000.00 as a place holder amount for the two road projects.

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

Motion was carried by Roll Call Vote

DDA BUDGET FUND(S) BUDGET ADJUSTMENT/AMENDMENT

Hart said the DDA Budget was approved but an amendment is necessary. Satkowiak went over the memorandum stating the adjustment is between the collection fund and the operating fund, there is no difference to the bottom line of the budget, approved at the March DDA meeting.

Motion by Schmidt and Supported by Osborn to accept the amendment as presented.

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

Motion was carried by Roll Call Vote

MSI SCULPTURE "SPIKE" PURCHASE

Hart reviewed the recommendation for purchasing "Spike", the motorcycle sculpture, near Andiamo's. Hart said money has been set aside for a sculpture, adding that it could be purchased for a reduced price and moved to a different location if desired.

Schmidt said he recently spoke with a retired sculpturer who has much appreciation for the sculpture initiative and thanked the City for the program.

Ricketts asked if there was a maintenance program for the sculptures and if that should be allocated at this time to assure maintenance. Hart said the sculptures are covered by maintenance while under lease. There have been repairs necessary to a few sculptures and funds are available for those issues. Strayer said Midwest Sculpture Initiative (MSI) is the company used for repairs but thinks the DPW can make repairs and take over those repairs. Bar Keepers Friend is a product that is used to clean the sculptures. Hart added that the DPW made repairs on Grateful Fred.

Bertschy asked if the owner of the building would be approached to assist in the purchase, to keep the sculpture at that location. Hart said there is a new leased piece that will be placed at that location.

Markland said there are eight permanent sculptures in the City. The DPW has done cleaning and waxing annually, and continued maintenance will be done.

Ricketts asked if individuals could purchase and donate sculptures. Schmidt said yes, the Willey family purchased the Butterfly Sculpture and donated it to the City.

Green said he is aware of a product called Sharkhide, a good metal protectant for preserving raw metal. Green said there are other clear coat products and can share that information with Hart for DPW use.

Motion by Osborn and Supported by Steffey to approve the recommendation to purchase "Spike" for \$5,200.00.

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

NAYS: Owocki

ABSENT: Andrysiak

Motion was carried by Roll Call Vote

CALL TO THE AUDIENCE – None

BOARD COMMENTS

Hart asked Brisson to give an update on City Street projects.

Brisson gave update that April 12th, Shiawassee Ave road work resumed, the project expected to take 60-days. It is currently on schedule with concrete/sidewalk work being done.

Depending on the weather, it could be done before Memorial Day but officially scheduled to reopen to traffic mid-June.

Brisson said MDOT began the Owen Rd over US 23 Bridge project on April 12th. MDOT project is expected to be a 54-day repair.

Brisson said they are working with MDOT and the MDOT Local Bridge Agency on City owned bridge repairs; Leroy over Shiawassee, Caroline, and Torrey over Shiawassee for bridge maintenance, using C.A. Hull, the contractor that is working on US 23, the contract being administrated with MDOT at this time.

Brisson said they have an overband/crack seal project for \$60,000.00 for major and local street repair with a supplemental \$10,000.00 overband/crack seal project for Fenway Industrial, Fenway Circle and Copper.

Lastly, pavement markings for streets were approved last year, however, the contractor lost employees due to covid outbreak, and the work is now rescheduled for this spring.

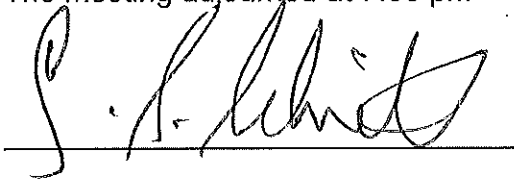
Schmidt thanked Brisson as it is all work that is needed and great news.

Owocki asked Brisson about Leroy St near VG's, where there was a dip, if the road will be flattened with this work. Brisson said yes, the same contractor that is working on Shiawassee will rework that area within the next thirty days.

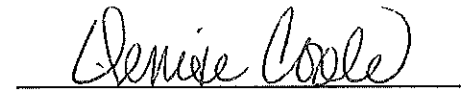
Schmidt thanked the Board and the Administration for their work. He feels the City is in a good position.

ADJOURNMENT:

The meeting adjourned at 7:06 pm



Craig Schmidt
DDA Chairman



Denise Coole
Recording Secretary

Date Approved: 6/15/21