

FENTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING
Tuesday, April 18, 2017
City Hall Council Chambers
301 South LeRoy Street
6:00 PM

Craig Schmidt called the meeting to order at 6:00 PM.

Present: Bertschy, Green, Henderson, James, Saule, Schmidt, Strayer, Steffey,
Thompson
Absent: Bayer, Canever, Osborn
Others Present: Michael Hart, DDA Director/Assistant City Manager;
Lynn Markland, City Manager; Cindy Shane, City Treasurer;
Dan Czarnecki, Director of Public Works

DIRECTOR'S REPORT

Michael Hart reported the contract for demolition of 206 E. Caroline Street is being finalized. Council meeting for infrastructure needs was held Monday, April 17th and was a productive meeting. Hart also reported on his attendance at an Economic Development Marketing and Attraction training course. Façade grant application received from The Fenton Hotel was discussed. The impact of the façade grant process may be delayed due to the recent fire. Another façade grant application will be coming soon from Billmeier Camera. Hart prompted some discussion on changing the May meeting from Tuesday, May 16th to Monday, May 15th. Board consensus revealed that next month's meeting will be changed to Monday, May 15, 2017.

FINANCIAL REPORT

Cindy Shane presented the financial report in the DDA packet. Jim Saule questioned the reduction in fringe benefits. Markland explained that was the result of not having a DDA Director for a few months.

CONSENT AGENDA

Craig Schmidt reviewed consent agenda items consisting of bill payment authorization in the amount of \$7,189.72 and approval of March 28, 2017 meeting minutes. Strayer inquired about CPIX. Hart explained that it is a commercial information exchange that provides information for commercial/retail real estate.

Motion made by James and Supported by Strayer to approve consent agenda as presented.

YEAS: Bertschy, Green, Henderson, James, Saule, Schmidt, Strayer, Steffey,
Thompson

NAYS: None

ABSENT: Bayer, Canever, Osborn

Motion was carried by Roll Call Vote

CITIZENS COMMENTS

Shelly Day – Fenton Regional Chamber of Commerce Grant Applications

SHARED REVENUE AGREEMENT FY17-18

Michael Hart briefly reviewed the shared revenue agreement for the Fiscal Year 2017-2018 as outlined in the packet.

Motion by Schmidt and Supported by Green to approve the agreement to reimburse \$350,000 of DDA funds to the City’s General Fund for incremental increase in demand for public services in the DDA District for the Fiscal Year 2017-2018.

YEAS: Bertschy, Green, Henderson, James, Saule, Schmidt, Strayer, Steffey, Thompson

NAYS: None

ABSENT: Bayer, Canever, Osborn

Motion was carried by Roll Call Vote

FENTON REGIONAL CHAMBER OF COMMERCE GRANT APPLICATIONS AND RECOMMENDATIONS

Michael Hart reviewed the recommendations for all three events and amounts requested by the Fenton Regional Chamber of Commerce. Shelly Day reported that Taste In Fenton was changed from Thursday to Wednesday to alleviate parking issues and congestion due to the Farmers Market and Concert on Thursday. Day introduced their new part time events coordinator Ms. Affrica. The three grant applications presented were:

2017 Freedom Festival	Tuesday, July 4, 2017	\$5,000
2017 Taste In Fenton	Wednesday, August 2, 2017	\$5,000
2017 Jinglefest	Saturday, December 2, 2017	\$5,000

Motion by Bertschy and Supported by Strayer to approve all three events as presented.

All Aye’s – None Opposed

Motion was carried by Voice Vote

CAROLINE STREET EXTENSION PROJECT BID RECOMMENDATIONS

Michael Hart reported on the Caroline Street Extension Project bid recommendation outlined in the packet.

Motion by Saule and Supported by Green to approve Champagne & Marx Excavating Inc. as the general contractor for the Caroline Street Extension Project per the bid summary recommendation from OHM Advisors of the low bid amount of \$326,270.56 and approve authority of the DDA Executive Director to sign and/or delegate the signing of any necessary documents for the project on behalf of the DDA.

All Aye’s – None Opposed

Motion was carried by Voice Vote

CAROLINE STREET CE/CA/GEOTECHNICAL SERVICES

Michael Hart shared his support for DPW Director Dan Czarnecki’s recommendation for the engineering and construction on the Caroline Street Extension Project.

Motion by Strayer and Supported by Steffey to approve the Caroline Street Extension Scope of Construction and Design Services with OHM Advisors as outlined in their scope of services (dated April 13, 2017) for a not to exceed amount of \$58,500 and authorize the DDA Director to sign all documents.

All Aye’s – None Opposed

Motion was carried by Voice Vote

Motion by Schmidt and Supported by Saule to approve geotechnical services for the Caroline Street Extension with G2 Consulting Group as outlined in their scope of services (dated April 12, 2017) for an amount not to exceed \$10,000 and authorize the DDA Director to sign all documents.

All Aye's – None Opposed

Motion was carried by Voice Vote

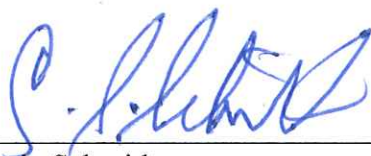
CALL TO THE AUDIENCE

Councilman Scott Grossmeyer thanked the DDA for approving the Chamber of Commerce events which are vital to the community.

Board Comments

Doug James inquired about what is transpiring in the Pizza Hut/Big Boy area. Scott Grossmeyer reported the project has not been to the Planning Commission yet, but has been to Zoning Board of Appeals. Thompson expressed concern over traffic issues on US-23 on-ramps. Saule questioned if the City will benefit at all from the new gas tax. Markland explained the delayed process that will eventually generate some revenue for the City. Schmidt inquired about painting of the downtown light posts.

Meeting was adjourned at 6:50 p.m.



Craig Schmidt
DDA Chairman



Jennifer Kienast
DDA Recording Secretary

Date Approved: 5/15/2017