



**Fenton
Downtown
Development
Authority**

City of Fenton – Downtown Development Authority
Board Meeting of Tuesday January 15, 2013
6:00 p.m. – Council Chambers – City Hall

Call to Order

Roll Call

- 1) Director's Report
- 2) Financial Report
- 3) Consent Agenda
 - a) Accounts Payable – Authorize payment of bills in the amount of \$59,849.92
 - b) Minutes of December 18, 2012

CITIZEN COMMENTS: If you wish to address any agenda item, please identify yourself and you will be called on when that item is reached. Comments on items not on the agenda may be made at the Call to the Audience.

- 4) Closed session at the DDA Director's request to discuss information subject to the attorney/client privileges.

Upcoming meeting: February 19, 2013

CITY OF FENTON
DOWNTOWN DEVELOPMENT AUTHORITY
BALANCE SHEET
10-Jan-13

ASSETS:	
CASH IN BANK	\$2,751,245
MISC RECEIVABLES	\$0
DUE FROM OTHER FUNDS	<u>\$0</u>
TOTAL ASSETS	<u><u>\$2,751,245</u></u>
LIABILITIES:	
ACCOUNTS PAYABLE	\$0
ACCRUED WAGES	\$0
DUE TO OTHER FUNDS	<u>\$1,902</u>
TOTAL LIABILITIES	\$1,902
FUND EQUITY:	
FUND BALANCE	<u>\$2,749,343</u>
TOTAL LIABILITES AND EQUITY	<u><u>\$2,751,245</u></u>

CITY OF FENTON
DOWNTOWN DEVELOPMENT AUTHORITY
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
10-Jan-13

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FRM BUDGET
REVENUES:				
TAX REVENUES	\$1,640,078	\$1,328,602	81.01%	(\$311,476)
REVENUE SHARING	(\$350,000)	(\$350,000)	100.00%	\$0
PREV YRS CHARGE BACKS.	(\$630,306)	\$0	0.00%	\$630,306
MISCELLANEOUS INCOME	\$0	\$1	0.00%	\$0
LOAN PROCEEDS		\$260,000		
INTEREST INCOME	\$10,000	\$2,234	22.34%	(\$7,766)
TOTAL REVENUE	\$669,772	\$1,240,837	185.26%	\$311,064
DEBT PAYMENTS:				
PRINCIPAL	\$390,000	\$0	0.00%	\$390,000
INTEREST & FEES	\$120,650	\$55,155	45.71%	\$65,495
TOTAL PAYMENTS	\$510,650	\$55,155	10.80%	\$455,495
OPERATING EXPENSES:				
SALARIES	\$54,060	\$29,038	53.71%	\$25,022
EMP FRINGES	\$18,600	\$5,249	28.22%	\$13,351
CONFERENCES & DUES	\$2,000	\$869	43.45%	\$1,131
PROF SERVICES	\$15,000	\$4,228	28.19%	\$10,772
MARKETING	\$78,200	\$20,962	26.81%	\$57,238
EVENT MARKETING	\$60,000	\$23,179	38.63%	\$36,821
APPRAISALS	\$20,000	\$0	0.00%	\$20,000
LEGAL FEES	\$30,000	\$6,601	22.00%	\$23,399
INSURANCE	\$15,000	\$14,000	93.33%	\$1,000
FIRE HALL	\$0	\$4,574		(\$4,574)
OLD FIRE HALL UTILITIES	\$3,000	\$1,639	54.63%	\$1,361
RENTAL PROPERTY	\$5,000	\$7,805	156.10%	(\$2,805)
STREET LIGHTS	\$8,000	\$127	1.59%	\$7,873
LANDSCAPING MAINTENANCE	\$16,000	\$7,481	46.76%	\$8,519
LAWN CARE	\$8,000	\$5,074	63.43%	\$2,926
RIVER ST. UTILITIES	\$5,000	\$1,244	24.88%	\$3,756
WEBSITE	\$3,000	\$867	28.90%	\$2,133
HOLIDAY DECORATION	\$5,000	\$1,305	26.10%	\$3,695
SCULPTURE RENTAL	\$7,200	\$0	0.00%	\$7,200
MISCELLANEOUS	\$7,500	\$555	7.40%	\$6,945
TOTAL OPERATING	\$360,560	\$134,797	37.39%	\$225,763
PROJECTS:				
MASTER PLAN IMPLEMENTATION	\$0	\$3,000	0.00%	(\$3,000)
OLD FIRE HALL RESTORATION	\$400,000	\$0	0.00%	\$400,000
PARKING PLAN		\$32,897		(\$32,897)
DISPATCH EQUIPMENT	\$0	\$17,003		(\$17,003)
COMMUNITY CENTER RESTORATION	\$0	(\$931)		\$931
STRIPING	\$3,000	\$0	0.00%	\$3,000
SILVER PARKWAY IMPROVEMENTS	\$0	\$1,050		(\$1,050)
STREETSCAPE	\$0	\$129,031		(\$129,031)
STREETSCAPE MAINTENANCE	\$15,000	\$3,594	23.96%	\$11,406
CORNERSTONE	\$700,000	\$93,684	13.38%	\$606,316
TOTAL PROJECTS	\$1,118,000	\$279,328	24.98%	\$841,672
TOTAL EXPENDITURES	\$1,989,210	\$469,280	23.59%	\$1,522,930
REVENUES OVER EXPENDITURES	(\$1,319,438)	\$771,557		
BEGINNING FUND BALANCE	\$1,977,786	\$1,977,786		
ENDING FUND BALANCE	\$658,348	\$2,749,343		

City of Fenton
 DDA Refunding Bonds

Fiscal Year Ended June 30	Interest 1-Oct	Interest 1-Apr	Principal 1-Apr	Total Requirements
2013	\$55,125	\$55,125	\$360,000	\$470,250
2014	\$49,725	\$49,725	\$370,000	\$469,450
2015	\$44,175	\$44,175	\$385,000	\$473,350
2016	\$38,400	\$38,400	\$395,000	\$471,800
2017	\$32,475	\$32,475	\$405,000	\$469,950
2018	\$26,400	\$26,400	\$420,000	\$472,800
2019	\$20,100	\$20,100	\$435,000	\$475,200
2020	\$13,575	\$13,575	\$445,000	\$472,150
2021	\$6,900	\$6,900	\$460,000	\$473,800
TOTAL	\$286,875	\$286,875	\$3,675,000	\$4,248,750

Purpose: DPW Garage & Fire Hall

EXP CHECK RUN DATES 01/16/2013 - 01/16/2013
 UNJOURNALIZED
 OPEN

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-810.000	PROF SERV - ENGINEERING	OHM ENGINEERING ADVISORS	DOWNTOWN PARKING	1,350.00	
401-851-818.410	EVENT MARKETING	CUMULUS MEDIA	JINGLEFEST	540.00	
401-851-818.410	EVENT MARKETING	FENTON REGIONAL CHAMBER	2012 JINGLEFEST RADIO WITH B-95 FM	392.60	
401-851-818.410	EVENT MARKETING	SESAC	2013 LICENSE FEE	327.00	
401-851-818.410	EVENT MARKETING	SOUTHERN LK REG MET PARK	2012 JINGLEFEST	2,500.00	
401-851-818.410	EVENT MARKETING	SOUTHERN LK REG MET PARK	REMAINING AMOUNT DUE EVENTS	13,767.85	
401-851-818.410	EVENT MARKETING	THE UPS STORE	COPIES	31.50	
401-851-818.410	EVENT MARKETING	WHMI 93.5 FM	JINGLEFEST	340.00	
401-851-825.200	REPAIR DECORATIVE STREET LIGHTS	CRAFTSMAN ELECTRICAL SER	REPAIR TO DECORATIVE STREET LIGHT OUT	1,595.57	
401-851-825.300	STREETSCAPE	OHM ENGINEERING ADVISORS	DOWNTOWN ROADWAY/STREETSCAPE DESIGN	28,728.25	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHO	DDA DIRECTOR	35.00	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHO	REAL ESTATE MATTERS	1,977.50	
401-851-864.000	CONFERENCES & DUES	CITY OF SPRINGFIELD	HOTEL SHARE ICMA CONFERENCE	157.45	
401-851-971.414	LAWN CARE	QUALITY LANDSCAPE	SIXTH APPLICATION OF FERTILIZER	306.00	
401-851-975.000	FIRE HALL	FIELD TO FINISH	REVISIONS TO FIREHALL PARCEL	390.00	
401-851-975.750	WEBSITE	3SIXTY INTERACTIVE	WEBSITE HOSITNG & SUPPORT	383.33	
401-851-975.807	COMMUNITY CENTER RESTORATION	OHM ENGINEERING ADVISORS	COMMUNITY CENTER ENGINEERING ASSISTAN	177.00	
401-851-975.812	CORNERSTONE	MANSOUR REALTY, INC	JANUARY CONSULTING FEE FOR CORNERSTON	3,000.00	
401-851-975.812	CORNERSTONE	OHM ENGINEERING ADVISORS	CORNERSTONE DESIGN DEVELOPMENT	3,200.00	
401-851-975.814	HOLIDAY DECORATION	A-M CHURCH SUPPLY	10 HR VOTIVE	478.80	
401-851-975.814	HOLIDAY DECORATION	SUBURBAN OFFICE SUPPLIES	SWEET VARIATIONS BAGS	17.69	
401-851-975.814	HOLIDAY DECORATION	SUBURBAN OFFICE SUPPLIES	SWEET VARIATIONS BAGS	67.78	
401-851-975.814	HOLIDAY DECORATION	TAYLOR HARDWARE, INC	CITY WIDE SUPPLIES	86.60	
Total For Dept 851 DOWNTOWN DEVELOPMENT				59,849.92	
Total For Fund 401 DDA CONSTRUCTION FUND				59,849.92	
Fund Totals:					
Fund 401 DDA CONSTRUCT				59,849.92	
Total For All Funds:				59,849.92	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF FENTON

EXP CHECK RUN DATES 12/20/2012 - 12/20/2012
JOURNALIZED OPEN AND PAID
BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-719.000	EMPLOYEE FRINGES	AMERAPLAN	JANUARY PREMIUMS	2.97	4053
401-851-719.000	EMPLOYEE FRINGES	MERS	DEFINED CONTRIBUTIONS M BURNS	370.34	4054
Total For Dept 851 DOWNTOWN DEVELOPMENT				<u>373.31</u>	
Total For Fund 401 DDA CONSTRUCTION FUND				<u>373.31</u>	
Fund Totals:					
Fund 401 DDA CONSTRUCT				<u>373.31</u>	
Total For All Funds:				<u>373.31</u>	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF FENTON

EXP CHECK RUN DATES 12/27/2012 - 12/27/2012
JOURNALIZED OPEN AND PAID
BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-719.000	EMPLOYEE FRINGES	THE STANDARD INSURANCE C	JANUARY PREMIUMS	15.30	4065
		Total For Dept 851 DOWNTOWN DEVELOPMENT		15.30	
		Total For Fund 401 DDA CONSTRUCTION FUND		15.30	
		Fund Totals:			
			Fund 401 DDA CONSTRUCT	15.30	
			Total For All Funds:	15.30	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF FENTON

EXP CHECK RUN DATES 01/03/2013 - 01/03/2013
JOURNALIZED OPEN AND PAID
BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-719.000	EMPLOYEE FRINGES	HEALTHPLUS	JANUARY PREMIUMS	277.59	4068
401-851-719.000	EMPLOYEE FRINGES	METLIFE	JANUARY PREMIUMS	19.94	4069
401-851-719.000	EMPLOYEE FRINGES	VISION SERVICE PLAN	JANUARY PREMIUMS	6.56	4070
401-851-825.400		FENTON WATER DEPT.	DDA 109 S LEROY	96.85	4067
401-851-825.400		FENTON WATER DEPT.	111 S LEROY DDA	96.85	4067
401-851-956.100	MISCELLANEOUS	FENTON WATER DEPT.	120 SILVER LAKE RD DDA	182.35	4067
401-851-975.721	RIVER STREET UTILITIES	CONSUMERS ENERGY	STREET LIGHTS 125 RIVER	231.83	4066
Total For Dept 851 DOWNTOWN DEVELOPMENT				911.97	
Total For Fund 401 DDA CONSTRUCTION FUND				911.97	
Fund Totals:					
Fund 401 DDA CONSTRUCT				911.97	
Total For All Funds:				911.97	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF FENTON

EXP CHECK RUN DATES 01/10/2013 - 01/10/2013
JOURNALIZED OPEN AND PAID
BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-956.100	MISCELLANEOUS	VERIZON WIRELESS	CELL PHONE	160.99	
		Total For Dept 851 DOWNTOWN DEVELOPMENT		160.99	
		Total For Fund 401 DDA CONSTRUCTION FUND		160.99	
		Fund Totals:			
			Fund 401 DDA CONSTRUCT	160.99	
			Total For All Funds:	160.99	



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday December 18, 2012

The meeting was called to order by Chairman Schmidt at 6:00pm.

ROLL CALL:

PRESENT: Bayer, Canever, Green, Henderson, James, Kasper, Osborn, Saule, Schmidt, Strayer, Sweetman, Wesch

ABSENT: Bertschy

OTHERS: Michael Burns DDA Director/Assistant City Manager,
Lynn Markland City Manager

EXECUTIVE DIRECTOR'S REPORT:

-CORNERSTONE: Still working with the State of Michigan and The Corlin Group on the MEDC project. We will have a meeting sometime in January.

-FIRE HALL: Permits have been pulled. Dumpsters are in place. There is work being done on the windows. Curt Catallo will be giving a presentation tonight.

-PERSONAL PROPERTY TAX: Changes take effect on 1/1/13. Michigan Municipal League has addressed their concerns to the State Government. The DDA's did not include the PPT in the 2 year forecast budget, so we will be prepared.

FINANCIAL REPORT:

-Saule asked about revenues and if there were any charge backs.

-Shane said that she was expecting \$525. There are no collections between September and December. There will be by 3/1/13.

CONSENT AGENDA:

- a) Accounts Payable – Authorize payment of bills in the amount of \$26,299.39
- b) Minutes of the November 20th DDA Board Meeting

Motion made by Saule, supported by Kasper to approve the Consent Agenda as presented.

MOTION CARRIED, Roll Call Vote: Bayer-aye, Canever-aye, Green-aye, Henderson-aye, James-aye, Kasper-aye, Osborn-aye, Saule-aye, Schmidt-aye, Strayer-aye, Sweetman-aye, Wesch-aye.

CITIZENS COMMENTS:

Ben Smith, 200 Union St Fenton

Stewart Fletcher, 302 S Leroy St Fenton

CORNERSTONE :

Consultant, Jerry Mansour, has been assisting the City and DDA in addressing development issues for the Cornerstone Project for an 18 month period ending December 31, 2012.

Administration requests that the agreement with Mr. Mansour be extended from January 1, 2013 to March 31, 2013. The Administration also requests that the DDA Board give us the authority to extend the agreement an additional 30 days beyond March 31, 2013, if necessary. Either party will be granted the authority to terminate the agreement at any time during this period with a 15 day notice.

Motion made by Schmidt, supported by Sweetman that the Downtown Development Authority retain Jerry Mansour as a consultant for the development of the Cornerstone Project for the requested time allotted.

MOTION CARRIED, ALL AYES

FIRE HALL UPDATE:

Curt Catallo gave a presentation and update on the Fire Hall.

The Fenton Fire Hall had a Site Plan Review on November 29, 2012. During this phase of the project we learned they would like to make some additions to the building. These are outside the parcel that they retain the lease purchase option on with the Fenton Downtown Development Authority, and in fact, are owned by the City. The City and the DDA can agree to quit claim the property in question. The current agreement states that Union Joints shall be open for business by April 30, 2013. There will be additional construction due to the expansion of the building. Curt Catallo is requesting that the DDA extend the deadline to open the building to June 30, 2013.

There will be two separate motions.

Motion made by Schmidt, supported by Bayer that the Downtown Development Authority accept the quit claim deed from the City of Fenton for the two parcels of city property that are needed for construction of the extensions to the Fire Hall.

MOTION CARRIED, ALL AYES

Motion made by Schmidt, supported by Bayer that the Downtown Development Authority amend our current lease-purchase agreement with Union Joints to accept the parcels of property into the agreement, and to extend the deadline for the business to open by June 30, 2013.

MOTION CARRIED, ALL AYES

PUBLIC ART AGREEMENT:

At our January 2012 meeting the DDA Board agreed to submit a letter of interest for the Midwest Sculpture Initiative (MSI). We were initially looking to have six sculptures in the Downtown area from May 2013 to April 2014 at a cost of \$7,200, the cost has increased to \$9,054. The DDA tabled this request at the November meeting as there was some concern about this affecting the Streetscape Project that has now been delayed starting until 2014. There was also concern of the increase in cost and the possibility of not being considered for future exhibits if we opted out of the 2013 exhibit year.

Burns and Strayer met with Ken Thompson of MSI in December to discuss our options. After a tour of the city, Thompson felt that Downtown Fenton has the attributes needed for a successful exhibit even when the Streetscape begins. Discussion ensued among Board members.

Motion made by Osborn, supported by Kasper that the DDA approve the proposal submitted by the Midwest Sculpture Initiative for the 2013 sculpture rental.

MOTION CARRIED, ALL AYES

FENTON FILM SERIES:

The DDA has been sponsoring the Fenton Film Series since 2010. The number of attendees has been growing steadily each year. The Film Series receives in-kind donations from several local businesses for popcorn and pop.

This past year the DDA contributed \$2,658 for the event. They are asking for sponsorship from the DDA again this year and requesting only \$2,400. This is lesser amount due to the Film Series not holding events in June, July and August because of low attendance.

Motion made by Sweetman, supported by Osborn that the Downtown Development Authority continue sponsorship of the Fenton film Series at a cost not to exceed \$2,400.

MOTION CARRIED, ALL EYES

-Strayer said that the December film was "White Christmas". It was the most attended yet. They had everyone singing along. Lots of fun.

-Ben Smith said that he appreciates all of the work that the Film Series does. He also commented that everyone enjoyed the pre-movie entertainment provided by

"A Joyful Noise". He encouraged everyone to come to the Community Center on Wednesday nights.

-Schmidt agreed and added that the partnership works out for the betterment of the City. Great job!

CALL TO THE AUDIENCE:

-Stewart Fletcher of 302 S. Leroy St. has been frustrated and has a few questions about the city's Master Plan. He has purchased a few buildings in the city that he wants to restore to their original state. He said that he would like to work together with the city and the DDA to update the Master Plan.

-Schmidt stated that when the Master Plan was made the economy was very different than it is today. He felt that it was a good idea to revisit the Master Plan every few years. He asked that the Design Committee meet and review the Master Plan and suggested that Mr. Fletcher attend. The DDA has set up workshops for businesses, which is a good way to keep informed. He added that we are a volunteer board and are doing our best.

-Kasper felt that talking to the Administration about ideas may be helpful also.

-Bayer suggested that we schedule a date for the next Design Committee meeting.

Schmidt set the meeting for 1/8/13 at 10am and will update the website.

-Susan Olsen of 300 S. Leroy St. Voiced her displeasure that the DDA was spending money on sculptures and sidewalks rather than on the Façade Program.

Schmidt explained that the Façade Program had been in place for three years. During that time drawings by John Dziurman were in place. Unfortunately Mr. Dziurman did not complete his work and the agreement with him was terminated. We are looking seriously at bringing the Façade Program back in 2013 without some of the restrictions.

Bayer noted that the Design Committee did discuss redesigning the Façade Program at their last meeting.

Henderson added that the Façade Program targeted four historical blocks and nobody responded. Also, that the Master Plan did not include a Façade Program

-Kathy Thompson of 740 Eagle Dr. Expressed her opinion on the Cornerstone Project. She doesn't feel that apartments are a good idea at that location. She went on to say that people would not choose that location because it would be too noisy with the railroad tracks, Fire Hall and a church so close by.

Green said that he has lived in Downtown Fenton for years and has never had an issue with noise. He loves living downtown.

Schmidt advised that a lot of communities have apartments in areas such as ours and they are always occupied. Studies show that it works and the rent will be affordable. He added that the feedback he has heard from people has been very positive and are looking forward to moving in.

-Susan Olsen added that she felt people would rather pay that kind of money to live on Lake Fenton.

-Bayer commented on Jinglefest. He said he had never participated in years past and that was wrong. This year he did and it was awesome. He will talk to Pat Lockwood about how the DDA can help with advertising for next year.

-Sweetman praised Jinglefest. She said the merchant participation was great. The parade, fireworks, hot chocolate and tree lighting made a wonderful night. Looking forward to next year to make it even better than Howell.

-Schmidt added that next year with the Fire Hall open and the Cornerstone it will bring even more people Downtown.

-Osborn said that the kid's entertainment tent was much appreciated. Nice Job.

ADJOURNMENT:

The meeting adjourned at 7:35pm.

Respectfully submitted by,

Craig Schmidt
Craig Schmidt, Chairman
Downtown Development Authority

Elaine McGreevy
Elaine McGreevy
Recording Secretary