

**Fenton  
Downtown  
Development  
Authority**

City of Fenton – Downtown Development Authority  
Board Meeting of Tuesday July 21, 2015  
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 \$14,691.80
  - b) Minutes of DDA Meeting of Tuesday June 16, 2015

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) Easement with Joyful Noise
- 5) Call to the Audience

Next Meeting: August 18, 2015

CITY OF FENTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
BALANCE SHEET  
30-Jun-15

ASSETS:	
CASH IN BANK	\$1,117,484
MISC ACCTS RECEIVABLE	\$0
LOAN RECEIVABLE - CORLIN	\$200,000
PREPAID EXPENSES	\$14,250
	<hr/>
TOTAL ASSETS	\$1,331,734
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LIABILITIES:	
ACCOUNTS PAYABLE	\$7,716
UNAMORTIZED PREMIUM ON BONDS	\$16,737
ACCRUED WAGES	\$1,530
DUE TO OTHER FUNDS	\$9,287
	<hr/>
TOTAL LIABILITIES	\$35,270
FUND EQUITY:	
FUND BALANCE	\$1,296,464
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TOTAL LIABILITIES AND EQUITY	\$1,331,734
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CITY OF FENTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
30-Jun-15

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FRM BUDGET
<b>REVENUES:</b>				
TAX REVENUES	\$1,636,133	\$1,636,133	100.00%	\$0
REVENUE SHARING	(\$350,000)	(\$350,000)	100.00%	\$0
REIMBURSEMENT FOR PPT LOSS	\$17,634	\$17,634	100.00%	
PREVIOUS YRS CHARGE-BACKS	(\$65,265)	(\$65,265)	100.00%	
REIMBURSEMENT FROM SRF	\$0	\$82,000	0.00%	\$0
INTEREST INCOME	\$9,000	\$4,930	54.78%	(\$4,070)
<b>TOTAL REVENUE</b>	<b>\$1,247,502</b>	<b>\$1,325,432</b>	<b>106.25%</b>	<b>(\$4,070)</b>
<b>DEBT PAYMENTS:</b>				
PRINCIPAL	\$411,000	\$411,000	100.00%	\$0
INTEREST & FEES	\$127,619	\$128,869	100.98%	(\$1,250)
<b>TOTAL PAYMENTS</b>	<b>\$538,619</b>	<b>\$539,869</b>	<b>100.23%</b>	<b>(\$1,250)</b>
<b>OPERATING EXPENSES:</b>				
SALARIES	\$65,000	\$60,280	92.74%	\$4,720
EMP FRINGES	\$22,000	\$14,536	66.07%	\$7,464
CONFERENCES & DUES	\$3,000	\$2,326	77.53%	\$674
PROF SERVICES	\$40,000	\$35,829	89.57%	\$4,171
MARKETING	\$65,000	\$50,839	78.21%	\$14,161
EVENT MARKETING	\$75,000	\$64,986	86.65%	\$10,014
APPRAISALS	\$12,000	\$6,000	50.00%	\$6,000
LEGAL FEES	\$15,000	\$13,279	88.53%	\$1,721
INSURANCE	\$14,250	\$14,250	100.00%	\$0
RENTAL PROPERTY	\$5,000	\$0	0.00%	\$5,000
STREET LIGHTS	\$8,000	\$5,344	66.80%	\$2,656
LANDSCAPING MAINTENANCE	\$18,000	\$18,737	104.09%	(\$737)
LAWN CARE	\$9,000	\$6,684	74.27%	\$2,316
RIVER ST. UTILITIES	\$5,000	\$4,164	83.28%	\$836
WEBSITE	\$3,000	\$1,420	47.33%	\$1,580
HOLIDAY DECORATION	\$15,000	\$13,164	87.76%	\$1,836
SCULPTURE RENTAL	\$12,000	\$8,895	74.13%	\$3,105
MISCELLANEOUS	\$7,500	\$2,659	35.45%	\$4,841
<b>TOTAL OPERATING</b>	<b>\$393,750</b>	<b>\$323,392</b>	<b>82.13%</b>	<b>\$70,358</b>
<b>PROJECTS:</b>				
DOWNTOWN PARKING LOT	\$400,000	\$361,136	90.28%	\$38,864
FAÇADE IMPROVEMENTS	\$75,000	\$24,089	32.12%	\$50,911
COMMUNITY CENTER RESTORATION	\$60,000		0.00%	\$60,000
STRIPING	\$3,000		0.00%	\$3,000
LIBRARY UPGRADES	\$292,073	\$292,073	100.00%	\$0
STREETSCAPE	\$45,000	\$25,329	56.29%	\$19,671
STREETSCAPE MAINTENANCE	\$15,000	\$2,597	17.31%	\$12,403
CORNERSTONE	\$290,000	\$278,737	96.12%	\$11,263
<b>TOTAL PROJECTS</b>	<b>\$1,180,073</b>	<b>\$983,961</b>	<b>83.38%</b>	<b>\$196,112</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,112,442</b>	<b>\$1,847,222</b>	<b>87.44%</b>	<b>\$265,220</b>
REVENUES OVER EXPENDITURES	(\$864,940)	(\$521,790)		
TRANSFER TO DDA DEBT	(\$160,830)	(\$70,830)		
NET CHANGE	(\$1,025,770)	(\$592,620)		
BEGINNING FUND BALANCE	\$1,889,084	\$1,889,084		
ENDING FUND BALANCE	\$863,314	\$1,296,464		

CITY OF FENTON  
DDA BOND CONSTRUCTION FUND  
BALANCE SHEET  
30-Jun-15

ASSETS:

CASH IN BANK	\$2,327,633
DUE FROM COMMUNITY CENTER	\$170,845
DUE FROM OTHER FUNDS	<u>\$8,802</u>

TOTAL ASSETS	<u><u>\$2,507,280</u></u>
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LIABILITIES:

ACCOUNTS PAYABLE	\$297,171
DUE TO OTHER FUNDS	<u>\$0</u>

TOTAL LIABILITIES	\$297,171
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FUND EQUITY:

FUND BALANCE	<u>\$2,210,109</u>
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TOTAL LIABILITES AND EQUITY	<u><u>\$2,507,280</u></u>
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CITY OF FENTON  
 DDA CONSTRUCTION FUND  
 STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCE  
 30-Jun-15

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FRM BUDGET
<b>REVENUES:</b>				
BOND PROCEEDS	\$3,650,000	\$3,650,000	100.00%	\$0
GRANTS	\$200,000	\$232,000	116.00%	\$0
DONATIONS	\$351,200	\$422,045	120.17%	\$0
INTEREST & DIVIDENDS	\$50	\$372	744.00%	-\$322
<b>TOTAL REVENUE</b>	<b>\$4,201,250</b>	<b>\$4,304,417</b>		
<b>EXPENDITURES</b>				
COMMUNITY CENTER RESTORATION	\$1,764,820	\$1,814,875	102.84%	(\$50,055)
BOND COSTS	\$62,149	\$62,189	100.06%	(\$40)
STREETSCAPE	\$1,300,000	\$288,074	22.16%	\$1,011,926
<b>TOTAL EXPENDITURES</b>	<b>\$3,126,969</b>	<b>\$2,165,138</b>		<b>\$961,831</b>
<b>TRANSFERS</b>				
TRANSFER IN DDA FUND	\$160,830	\$70,830	44.04%	(\$129,170)
<b>REVENUE OVER EXPENDITURES</b>	<b>\$1,074,281</b>	<b>\$2,210,109</b>		
<b>BEGINNING FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>		
<b>ENDING FUND BALANCE</b>	<b>\$1,074,281</b>	<b>\$2,210,109</b>		

City of Fenton  
DDA Refunding Bonds

Fiscal Year Ended June 30	Interest 1-Oct	Interest 1-Apr	Principal 1-Apr	Total Requirements
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
<b>TOTAL</b>	<b>\$182,025</b>	<b>\$182,025</b>	<b>\$2,945,000</b>	<b>\$3,309,050</b>

Purpose: DPW Garage & Fire Hall

911 Dispatch Equipment

Fiscal Year Ended June 30	Interest 1-Apr	Principal 1-Apr	Total Requirements
2015	\$5,616	\$26,000	\$31,616
2016	\$4,914	\$26,000	\$30,914
2017	\$4,242	\$26,000	\$30,242
2018	\$3,510	\$26,000	\$29,510
2019	\$2,808	\$26,000	\$28,808
2020	\$2,106	\$26,000	\$28,106
2021	\$1,404	\$26,000	\$27,404
2022	\$702	\$26,000	\$26,702
<b>TOTAL</b>	<b>\$25,302</b>	<b>\$208,000</b>	<b>\$233,302</b>

2014 DDA BONDS

Streetscape & Community Center

\$3,650,000

Fiscal Year Ended June 30	Interest 1-Oct	Interest 1-Apr	Principal 1-Apr	Total Requirements
2015		\$33,653		\$33,653
2016	\$54,084	\$54,084	\$130,000	\$238,168
2017	\$52,784	\$52,784	\$135,000	\$240,568
2018	\$51,434	\$51,434	\$135,000	\$237,868
2019	\$50,084	\$50,084	\$140,000	\$240,168
2020	\$48,684	\$48,684	\$145,000	\$242,368
2021	\$47,234	\$47,234	\$150,000	\$244,468
2022	\$45,641	\$45,641	\$240,000	\$331,282
2023	\$42,041	\$42,041	\$250,000	\$334,082
2024	\$38,291	\$38,291	\$255,000	\$331,582
2025	\$34,466	\$34,466	\$265,000	\$333,932
2026	\$30,491	\$30,491	\$275,000	\$335,982
2027	\$26,365	\$26,365	\$285,000	\$337,730
2028	\$22,091	\$22,091	\$295,000	\$339,182
2029	\$17,666	\$17,666	\$305,000	\$340,332
2030	\$12,900	\$12,900	\$315,000	\$340,800
2031	\$6,600	\$6,600	\$330,000	\$343,200
<b>TOTAL</b>	<b>\$580,856</b>	<b>\$614,509</b>	<b>\$3,650,000</b>	<b>\$4,845,365</b>

CITY OF FENTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
INVESTMENT REPORT  
Jun-15

**DDA**

DDA Savings	State Bank	0.30%	\$250,123
DDA Savings	Chase	0.03%	\$498,161
DDA Savings	First Merit	0.20%	\$254,716
Total			<u>\$1,003,000</u>

DDA Bond Proceeds	Chase	0.03%	\$2,023,168
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF FENTON  
 EXP CHECK RUN DATES 06/25/2015 - 07/29/2015  
 UNJOURNALIZED  
 OPEN

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-818.400	MARKETING	PANDORA MEDIA, INC	FENTON DDA SHOP/BUY JUNE 2015	7,001.00	
401-851-818.410	EVENT MARKETING	THE UPS STORE	COPIES	36.00	
401-851-818.410	EVENT MARKETING	THE UPS STORE	PRINTING	133.70	
401-851-818.410	EVENT MARKETING	THE UPS STORE	COLOR COPIES	14.70	
401-851-818.410	EVENT MARKETING	THE UPS STORE	COPIES	10.60	
401-851-818.410	EVENT MARKETING	TOWNSQUARE MEDIA OF FLIN	ART WALK 2015	697.00	
401-851-818.410	EVENT MARKETING	WHMI 93.5 FM	ART WALK 2015	840.00	
401-851-825.200	STREET LIGHTS	CRAFTSMAN ELECTRICAL SER	PARKING LOT BEHIND PLOICE STATION	723.82	
401-851-825.300	STREETSCAPE	THE UPS STORE	PRINTING	375.00	
401-851-825.300	STREETSCAPE	THE UPS STORE	PRINTING	200.00	
401-851-825.300	STREETSCAPE	TRI-COUNTY TIMES	FENTON SCAVENAGER HUNT AD	620.00	
401-851-825.300	STREETSCAPE	TRI-COUNTY TIMES	FENTON SCAVENGER HUNT AD	620.00	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHO	REAL ESTATE MATTERS	500.00	
401-851-956.100	MISCELLANEOUS	THE UPS STORE	FENTON MOMENTUM SIGNS	110.00	
401-851-956.100	MISCELLANEOUS	THE UPS STORE	PROGRESS BANNER	190.00	
401-851-956.100	MISCELLANEOUS	THE UPS STORE	SHIPPING	25.09	
401-851-956.100	MISCELLANEOUS	THE UPS STORE	COPIES	25.06	
401-851-971.413	LANDSCAPING MAINT	CJ CALLAGHAN & SONS	LAWN MAINTENANCE DDA PROPERTIES	825.00	
401-851-971.413	LANDSCAPING MAINT	CJ CALLAGHAN & SONS	LANDSCAPING PLANTING BED MAINTENANCE	125.00	
401-851-971.413	LANDSCAPING MAINT	CJ CALLAGHAN & SONS	DDA PROPERTIES	1,089.83	
401-851-971.414	LAWN CARE	CJ CALLAGHAN & SONS	LAWN MAINTENANCE ADDITIONAL WORK	400.00	
401-851-975.750	WEBSITE	3 SIXTY INTERACTIVE	WEBSITE SUPPORT PKG	130.00	
Total For Dept 851 DOWNTOWN DEVELOPMENT				14,691.80	
Total For Fund 401 DDA CONSTRUCTION FUND				14,691.80	



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INVOICE GL DISTRIBUTION REPORT FOR CITY OF FENTON  
EXP CHECK RUN DATES 06/18/2015 - 06/18/2015

JOURNALIZED  
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 000					
401-000-123.000	PREPAID EXPENSES	MML - LIABILITY AND PROP	POOL RENEWAL PREMIUM	14,250.00	4761
		Total For Dept 000		<u>14,250.00</u>	
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-975.816	DOWNTOWN PARKING LOTS	JACK FICK EXCAVATING, IN	APPLICATION FOR PAYMENT	32,566.53	4760
		Total For Dept 851 DOWNTOWN DEVELOPMENT		<u>32,566.53</u>	
		Total For Fund 401 DDA CONSTRUCTION FUND		<u><u>46,816.53</u></u>	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF FENTON  
EXP CHECK RUN DATES 06/25/2015 - 06/25/2015

JOURNALIZED  
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-825.300	STREETSCAPE	VISA	MAY VISA	33.90	4764
401-851-956.100	MISCELLANEOUS	VISA	MAY VISA	54.42	4764
Total For Dept 851 DOWNTOWN DEVELOPMENT				<u>88.32</u>	
Total For Fund 401 DDA CONSTRUCTION FUND				<u>88.32</u>	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF FENTON  
EXP CHECK RUN DATES 07/02/2015 - 07/02/2015

JOURNALIZED  
PAID

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	JULY PREMIUMS	36.99	4766
401-851-825.300	STREETSCAPE	FENTON PRINTING, INC.	FENTON PRESENTATION BOOKLETS	650.00	4765
Total For Dept 851 DOWNTOWN DEVELOPMENT				686.99	
Total For Fund 401 DDA CONSTRUCTION FUND				686.99	
Fund 403 2014 DDA BOND CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
403-851-975.402	COMMUNITY CENTER RESTORATION	GREAT LAKES ELEVATOR	APPILICATION FOR PAYMENT	6,230.00	1026
403-851-975.402	COMMUNITY CENTER RESTORATION	RHOADS & JOHNSON	APPLICATION FOR PAYMENT	193,816.47	1028
Total For Dept 851 DOWNTOWN DEVELOPMENT				200,046.47	
Dept 951 EMPLOYEE INSURANCE					
403-951-975.401	STREETSCAPE	MDOT	LOCAL PROGRESS BILLING - STREETSCAPE	22,520.40	1027
403-951-975.401	STREETSCAPE	MDOT	LOCAL PROGRESS BILLING - STREETSCAPE	70,540.96	1027
Total For Dept 951 EMPLOYEE INSURANCE				93,061.36	
Total For Fund 403 2014 DDA BOND CONSTRUCTION FUND				293,107.83	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF FENTON  
EXP CHECK RUN DATES 07/09/2015 - 07/09/2015

JOURNALIZED  
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-818.410	EVENT MARKETING	BOYS/GIRLS CLUB OF GREAT	ART WALK ENTERTAINMENT	375.00	4767
401-851-818.410	EVENT MARKETING	CORUNNA HIGH SCHOOL ART	ART WALK ENTERTAINMENT	200.00	4768
401-851-818.410	EVENT MARKETING	FENTON COMMUNITY ORCHEST	ART WALK ENTERTAINMENT	500.00	4769
401-851-818.410	EVENT MARKETING	Fenton Lakes Chorus	ART WALK ENTERTAINMENT	200.00	4770
401-851-818.410	EVENT MARKETING	GERYCH GREENHOUSE	ART WALK TENT	350.00	4771
401-851-818.410	EVENT MARKETING	VISION BUILDER BALLOONS	ART WALK	200.00	4772
Total For Dept 851 DOWNTOWN DEVELOPMENT				<u>1,825.00</u>	
Total For Fund 401 DDA CONSTRUCTION FUND				<u>1,825.00</u>	

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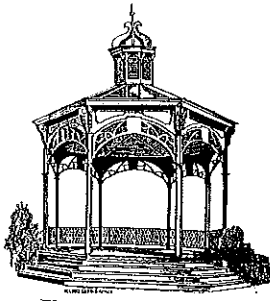
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF FENTON  
EXP CHECK RUN DATES 07/16/2015 - 07/16/2015

JOURNALIZED

BOTH OPEN AND PAID

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	JULY PREMIUMS	4.57	
401-851-719.000	EMPLOYEE FRINGES	AMERAPLAN	AUGUST PREMIUMS	4.57	
401-851-719.000	EMPLOYEE FRINGES	THE STANDARD LIFE INSURA	JULY PREMIUMS	28.87	
401-851-719.000	EMPLOYEE FRINGES	THE STANDARD LIFE INSURA	JULY PREMIUMS	6.86	
401-851-956.100	MISCELLANEOUS	VERIZON WIRELESS	CELL PHONE	49.93	
401-851-975.721	RIVER STREET UTILITIES	CONSUMERS ENERGY	RIVER STREET LIGHTS 125 RIVER	115.23	
401-851-975.721	RIVER STREET UTILITIES	FENTON WATER DEPT.	RIVER STREET SPRINKLERS	369.60	
		Total For Dept 851 DOWNTOWN DEVELOPMENT		579.63	
		Total For Fund 401 DDA CONSTRUCTION FUND		579.63	



**Fenton  
Downtown  
Development  
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY  
PROCEEDINGS**

Tuesday, June 16, 2015

The meeting was called to order by Chairman Schmidt at 6:15 p.m.

**ROLL CALL:**

**PRESENT:** Bertschy, Green, Henderson, James, Kasper, Osborn, Saule  
Schmidt, Strayer

**ABSENT:** Bayer, Canever, Hamel, Sweetman

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

**EXECUTIVE DIRECTOR'S REPORT:**

**STREETSCAPE** – Everything has been going very well. It has been a hectic week. They started doing curbs and gutters. The sidewalks will be next. You will begin to see visible improvements soon. They have had to shut down the road a couple of times, but in doing so it will get the job done faster and the road open sooner. They hope to have the southern part of the job done in about 3-4 weeks. They are shooting for July 4<sup>th</sup>. Then moving to the northern section of Leroy.

**SCULPTURES** – There were a couple of sculptures that were knocked off their base at the Community Center. A police report was made and MSI was notified and are making repairs. Also, on Monday a young girl that had received her learner's permit that day lost control of her vehicle in the parking lot and struck a light pole and then the Flower sculpture, bending one of the petals.

ROAD BILLS - Road Bills were passed last Wednesday in the House of Representatives. This would fund roads by eliminating the Earned Income Tax Credits for low-income people. While roads are something that definitely need to be addressed, this will eliminate the economic development programs in Michigan. Downtown redevelopment in the City of Fenton will not continue at the pace we are on if the bill passes with these funding options for roads. Several floor leaders in the State Senate along with Governor Snyder have spoken out against the proposed House bills and there is a sense that road bills will not be approved with significant reductions to economic development.

SAULE asked if Joe Graves could do anything to help.

BURNS said that he wasn't sure how he voted.

MARKLAND said that he knew that Graves was not in favor of the bill.

SCHMIDT suggested that people contact Joe Graves and our State Senator and let them know how you feel.

SAULE asked how the bill would affect us.

MARKLAND advised that it will not affect our budget but it may affect future projects in the downtown area.

#### FINANCIAL REPORT:

Shane presented the report.

#### CONSENT AGENDA:

- a) Accounts Payable – Authorize payment of bills in the amount of \$30,134.18.
- b) Minutes of DDA Meeting of Tuesday May 19, 2015.

SAULE asked if we had any feedback on New Moon from the Downtown merchants.

BURNS said that he has not had any complaints, only very positive comments.

MARKLAND added that they have done a good job on the updates.

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

MOTION CARRIED, Roll Call Vote: Bertschy-aye, Green-aye, Henderson-aye, James-aye, Kasper-aye, Osborn-aye, Saule-aye, Schmidt-aye, Strayer-aye.

#### CITIZENS COMMENTS:

Shelley Day of the Fenton Chamber of Commerce, is present to answer any questions.

**TASTE IN FENTON:**

The Taste in Fenton will be held on July 30, 2015 in conjunction with the Summer Concert and Farmer's Market at the Fenton Community and Cultural Center. The Fenton Chamber of Commerce is requesting from the DDA their annual sponsorship contribution.

SHELLEY DAY thanked Fenton Schools for the use of their parking lot at the Intermediate School on Ellen St. Shelley said that they are renting two shuttle busses to take people to the Community Center to help with the parking.

MOTION by Schmidt, supported by Bertschy that the Downtown Development Authority approve a cost not to exceed \$6000 for sponsoring the "Taste in Fenton"  
MOTION CARRIED, ALL AYES.

**FREEDOM FESTIVAL:**

The Freedom Festival will be held on July 2, 3, & 4, 2015. For a number of years the DDA has provided a \$5000 sponsorship toward the Freedom Festival. A request is being made by the Freedom Festival for the continued sponsorship.

PAT LOCKWOOD could not be here tonight, but she has been working with her committee and Police & Fire to make sure the event is a success.

MOTION by Schmidt, supported by Strayer that the Downtown Development Authority approve a not to exceed amount of \$5000 for sponsoring the Freedom Festival Event.  
MOTION CARRIED, ALL AYES.

**FY16 CITY SERVICE REIMBURSEMENT FOR INCREMENTAL INCREASE IN DEMAND FOR PUBLIC SERVICES IN THE DDA DISTRICT:**

The City Council and DDA have approved in the Fiscal Year 2016 Budget, a \$350,000 reimbursement for incremental increase in demand for public services in the DDA District from the DDA Fund to the General Fund.

Before this transfer occurs there must be a formal agreement between the City Council and DDA. There is an agreement attached.

MOTION by Saule, supported by James that the agreement be approved per the Fiscal Year 2016 budget, to reimburse \$350,000 of DDA funds to the General Fund for incremental increase in demand for public services in the DDA District.  
MOTION CARRIED, ALL AYES.



**CALL TO THE AUDIENCE:**

STACEY MIELCAREK – Yesterday's Treasures - Thanked the DDA for the maps, and said that the signs are very helpful. She said that she only has her store open a few days a week right now because they are slow. She had a couple of concerns with parking and signage. She also wondered why scaffolding was still left in front of the Cornerstone building. She asked if the downtown merchants could be considered in the 2017 budget for event funding. She also wanted to know if the funds that were used for New Moon could be given to the merchants for events instead.

BURNS said that he would look into who owns the scaffolding at the Cornerstone and that they will be working on the landscaping and lighting today. Some of the landscaping cannot be done until the Streetscape nears completion.

MARKLAND advised Stacey of other methods for funding other than the DDA. There are ideas through the Principal Shopping District Law. Also, it had come to his attention that in the past week 6 different people had come to shop at their store, but it was closed.

SCHMIDT told Stacey that she could come to the DDA like the Chamber, Southern Lakes and others do for funding. He also advised that New Moon is mostly paid for doing advertising. He also reminded her of the Streetscape meetings open to the public every Wednesday morning.

LINDA JOLIAT/LYNN FIEDOR – La Petite Maison – Asked about the proposed walkway in the easement between 107 W Shiawasse and 111 W Shiawasse properties. They asked that the large maple tree that stands in the easement, be left there. They prefer the older tree to new ones. They thought that a curved walkway would work around the tree. They said they had a conversation with Dan Czarneski and it sounded like the plans were all in place and it was a done deal. They would like to be involved and work together. They wondered if we were hesitant to work with them because of ongoing issues that the city has with their landlord.

MARKLAND advised them that this is not a personal issue with their landlord and that this is not a discussion for a public meeting.

BURNS advised that he is not sure where we stand with the plan, it is still conceptual at this point. He will have to approach OHM.

SCHMIDT added that the walkway is a DDA project and that it is a permanent walkway that is open to public use.

CAROL SCHULLER – Sweet Variations – Asked if they would still have snow removal this winter with the new sidewalks. She also wondered if the ramp was going to be done. She added that the Champagne/Marx and OHM have been very easy to get along with. She had to carry supplies to her car one day and the workers helped her carry everything to her vehicle.

MARKLAND advised Carol that funds have already been budgeted to address the snow removal. Also, the ramp will be done and has to be done according to Federal Law.

GREEN said that he was getting a lot of positive praise about the events downtown.

SCHMIDT said that Champaign & Marx have been doing a great job.

**ADJOURNMENT:**

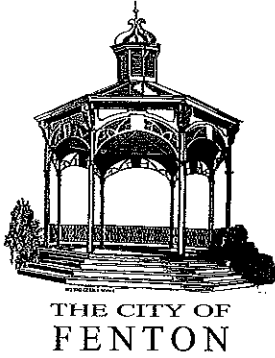
The meeting adjourned at pm 7:07pm

Respectfully submitted by,

*Craig Schmidt*  
Craig Schmidt, Chairman  
Downtown Development Authority

*Elaine McGreevy*  
Elaine McGreevy  
Recording Secretary

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY  
MEMORANDUM**



**DATE:** July 17, 2015

**TO:** Downtown Development Authority Board of Directors

**FROM:** Michael T. Burns, Executive Director *MB*

**RE:** Easement with Joyful Noise

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Over the past few years, City Administration has been working with Chris and Lisa Bayer on the possibility of gaining an easement on their property at 111 W. Shiawassee Avenue to place an aesthetically pleasing handicapped accessible walkway between Shiawassee and Elizabeth Street. We are looking in addition to this project at attempting to address some handicapped accessibility issues on Elizabeth Street that were created when that was paved approximately a decade ago.

What is being proposed with Chris and Lisa Bayer is for the DDA to gain an eight foot easement to their property to build the walkway. The easement will be east of the building up to their property line. In addition, there would be an easement of two feet along the south of the property extending the length of their property. The easement information is attached.

The DDA Administration and Chris and Lisa Bayer have tentatively agreed to this easement for a payment of \$5,000. This would be subject to board approval. In addition, the City Council must unanimously approve the agreement since Chris is a DDA Board Member and this transaction would fall under section 5.13 of the City Charter.

If approved, we hope to present a conceptual design of the easement at the August Board Meeting. We would bid the project with the hope to complete the walkway by the end of the construction season.

**I recommend that the Downtown Development Authority approve the proposed easement with Chris and Lisa Bayer for a handicapped accessible walkway along 111 W. Shiawassee Avenue.**

**Easement Agreement for Public Walkway**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2015, by and between A Joyful Noise Music Studio, LLC, a Michigan limited liability company, of 111 W. Shiawassee Avenue, Fenton, Michigan 48430, hereinafter called "Grantor," and the City of Fenton, a Michigan municipal corporation with its principal offices at 301 S. LeRoy Street, Fenton, Michigan 48430, and its successors and assigns, hereinafter called "Grantee."

WHEREAS, Grantor is willing to grant an easement to Grantee for a portion of Grantor's premises and the Grantee desires such an easement, and

WHEREAS, both parties desire to set forth certain terms and conditions with references to the granting of said easement,

NOW THEREFORE, in consideration of five thousand dollars (\$5,000.00), it is agreed by and between the parties hereto as follows:

I.

Grantor does hereby grant and convey unto Grantee, its successors and assigns forever, an easement for a public walkway and public access on, over, under, along, and across the following premises situated in the City of Fenton, Genesee County, Michigan, to wit:

The East 8 feet and the South 2 feet of the following described parcel of land: The East 42 feet of Lot 130 and the West 20 feet of Lot 131 of ASSESSOR'S PLAT NO. 2, as recorded in Liber 18 of Plats, Page 20, Genesee County, Michigan records.

PID: 53-36-501-003

Common Address: 111 W. Shiawassee Avenue, Fenton, Michigan.

II.

The aforesaid right-of-way and easement is for the purpose of a public walkway, public access, and other public purpose and benefit. The easement may be utilized by the Grantee, or the

public subject to Grantee's regulation, for unrestricted ingress and egress across the portion of Grantor's property subject to this easement for the purposes provided herein.

III.

Grantor and its heirs, successors, and assigns shall at all times have the right to utilize the surface over the aforementioned and described easement, provided, however, that no utilization shall impair the Grantee's use or enjoyment of the easement without the prior written consent of Grantee.

IV.

Grantee shall have the right, but not the obligation, to remove or trim grass, trees, shrubs or other growth if they interfere with or threaten to interfere with the proper functioning of said public easement.

V.

This easement shall be a perpetual easement.

VI.

This AGREEMENT shall be binding upon the parties hereto and their executors, administrators, heirs, successors, and assigns.

VII.

This instrument is exempt from taxation imposed by 1966 PA 134, as amended, by virtue of MCL §207.505(a). This instrument is also exempt from taxation imposed by 1993 PA 330, said act being the State Real Estate Transfer Tax Act, by virtue of MCL § 207.526(a) and MSA § 7.456(26)(a).

IN WITNESS WHEREOF, the Grantor hereto has hereunto set its hand and seal on the day and year first above written.

\_\_\_\_\_  
\_\_\_\_\_, Witness

\_\_\_\_\_  
By: \_\_\_\_\_  
Grantor's Authorized Agent

STATE OF MICHIGAN     )  
                                          )  
COUNTY OF GENESEE    )            ss:

On this \_\_\_\_ day of \_\_\_\_\_, 2015, before me, a Notary Public in and for said County, personally appeared \_\_\_\_\_, to me known to be the same persons described in and who executed the within instrument, who each acknowledged the same to be their free act and deed.

Notary Public \_\_\_\_\_  
                                          \_\_\_\_\_  
                                          County  
State of Michigan  
My commission expires \_\_\_\_\_  
Acting in \_\_\_\_\_ County, Michigan

Prepared By:

Matthew C. Wyman  
Fahey Schultz Burzych Rhodes PLC  
4151 Okemos Road  
Okemos, MI 48864  
Telephone: (517) 381-0100

When Recorded Return To:

City of Fenton  
301 S. LeRoy  
Fenton, MI 48430