



**Fenton
Downtown
Development
Authority**

City of Fenton – Downtown Development Authority
Board Meeting of Tuesday March 19, 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 \$23,781.66.
 - b) Minutes of January 15, 2013 DDA Board Meeting
 - c) 2013-14 Meeting Schedule

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) Old Fire Hall Update
- 5) Landscape Bid
- 6) FY Budget 2014
- 7) Call to Audience

Upcoming meeting: April 15, 2013

CITY OF FENTON
DOWNTOWN DEVELOPMENT AUTHORITY
BALANCE SHEET
12-Mar-13

ASSETS:	
CASH IN BANK	\$2,527,654
MISC RECEIVABLES	\$0
DUE FROM OTHER FUNDS	<u>\$0</u>
TOTAL ASSETS	<u><u>\$2,527,654</u></u>
LIABILITIES:	
ACCOUNTS PAYABLE	\$0
ACCRUED WAGES	\$0
DUE TO OTHER FUNDS	<u>\$10,095</u>
TOTAL LIABILITIES	\$10,095
FUND EQUITY:	
FUND BALANCE	<u>\$2,517,559</u>
TOTAL LIABILITES AND EQUITY	<u><u>\$2,527,654</u></u>

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

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FRM BUDGET
REVENUES:				
TAX REVENUES	\$1,640,078	\$1,560,325	95.14%	(\$79,753)
REVENUE SHARING	(\$350,000)	(\$350,000)	100.00%	\$0
PREV YRS CHARGE BACKS.	(\$630,306)	(\$349,571)	55.46%	\$280,735
MISCELLANEOUS INCOME	\$0	\$1	0.00%	\$0
LOAN PROCEEDS		\$260,000		
INTEREST INCOME	\$10,000	\$3,139	31.39%	(\$6,861)
TOTAL REVENUE	\$669,772	\$1,123,894	167.80%	\$194,121
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	\$36,919	68.29%	\$17,141
EMP FRINGES	\$18,600	\$6,669	35.85%	\$11,931
CONFERENCES & DUES	\$2,000	\$1,319	65.95%	\$681
PROF SERVICES	\$15,000	\$7,861	52.41%	\$7,139
MARKETING	\$78,200	\$44,906	57.42%	\$33,294
EVENT MARKETING	\$60,000	\$42,578	70.96%	\$17,422
APPRAISALS	\$20,000		0.00%	\$20,000
LEGAL FEES	\$30,000	\$11,841	39.47%	\$18,159
INSURANCE	\$15,000	\$14,000	93.33%	\$1,000
FIRE HALL	\$0			\$0
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	\$1,722	21.53%	\$6,278
LANDSCAPING MAINTENANCE	\$16,000	\$7,481	46.76%	\$8,519
LAWN CARE	\$8,000	\$5,380	67.25%	\$2,620
RIVER ST. UTILITIES	\$5,000	\$1,614	32.28%	\$3,386
WEBSITE	\$3,000	\$1,467	48.90%	\$1,533
HOLIDAY DECORATION	\$5,000	\$1,955	39.10%	\$3,045
SCULPTURE RENTAL	\$7,200		0.00%	\$7,200
MISCELLANEOUS	\$7,500	\$1,231	16.41%	\$6,269
TOTAL OPERATING	\$360,560	\$196,387	54.47%	\$164,173
PROJECTS:				
MASTER PLAN IMPLEMENTATION	\$0		0.00%	\$0
OLD FIRE HALL RESTORATION	\$400,000	\$4,964	0.00%	\$395,036
PARKING PLAN				\$0
DISPATCH EQUIPMENT	\$0	\$17,003		(\$17,003)
COMMUNITY CENTER RESTORATION	\$0	(\$514)		\$514
STRIPING	\$3,000		0.00%	\$3,000
SILVER PARKWAY IMPROVEMENTS	\$0	\$1,050		(\$1,050)
STREETSCAPE	\$0	\$198,998		(\$198,998)
STREETSCAPE MAINTENANCE	\$15,000	\$3,594	23.96%	\$11,406
CORNERSTONE	\$700,000	\$107,484	15.35%	\$592,516
TOTAL PROJECTS	\$1,118,000	\$332,579	29.75%	\$785,421
TOTAL EXPENDITURES	\$1,989,210	\$584,121	29.36%	\$1,405,089
REVENUES OVER EXPENDITURES	(\$1,319,438)	\$539,773		
BEGINNING FUND BALANCE	\$1,977,786	\$1,977,786		
ENDING FUND BALANCE	\$658,348	\$2,517,559		

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

03/15/2013 04:37 PM
User: JDEHMEL
DB: Fenton

INVOICE GL DISTRIBUTION REPORT FOR CITY OF FENTON

EXP CHECK RUN DATES 03/07/2013 - 03/07/2013
JOURNALIZED 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	VISION SERVICE PLAN	MARCH 2013 PREMIUMS	6.57	4116
401-851-956.100	MISCELLANEOUS	VERIZON WIRELESS	FEBRUARY CELL PHONE	49.70	4115
401-851-975.721	RIVER STREET UTILITIES	CONSUMERS ENERGY	RIVER STREET LIGHTS 4125 RIVER ST	172.28	4114
Total For Dept 851 DOWNTOWN DEVELOPMENT				228.55	
Total For Fund 401 DDA CONSTRUCTION FUND				228.55	
Fund Totals:					
Fund 401 DDA CONSTRUCT				228.55	
Total For All Funds:				228.55	

EXP CHECK RUN DATES 03/14/2013 - 03/14/2013

JOURNALIZED PAID

BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 000					
401-000-067.000	DUE FROM OTHER FUNDS	CHASE EQUIPMENT LEASING	911 EQUIPMENT	29,724.50	4118
Total For Dept 000				<u>29,724.50</u>	
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-864.000	CONFERENCES & DUES	VISA	MICHAEL BURNS FEB VISA	13.74	4117
401-851-956.100	MISCELLANEOUS	VISA	MICHAEL BURNS FEB VISA	21.99	4117
Total For Dept 851 DOWNTOWN DEVELOPMENT				<u>35.73</u>	
Total For Fund 401 DDA CONSTRUCTION FUND				<u><u>29,760.23</u></u>	
Fund Totals:					
Fund 401 DDA CONSTRUCT				29,760.23	
Total For All Funds:				<u>29,760.23</u>	

EXP CHECK RUN DATES 02/20/2013 - 03/20/2013

UNJOURNALIZED OPEN

BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-818.400	MARKETING	NEW MOON VISIONS	MARKETING, PR, DESIGN & PRODUCTION -	3,800.00	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHO	REAL ESTATE MATTERS FEB.	2,000.00	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHO	DDA DIRECTOR	52.50	
401-851-975.720	STREETSCAPE MAINTENANCE	OHM ENGINEERING ADVISORS	DOWNTOWN ROADWAY/STREETSCAPE DESIGN	11,110.00	
401-851-975.750	WEBSITE	3 SIXTY INTERACTIVE	WEBSITE HOSTING & SUPPORT FEBRUARY	216.66	
401-851-975.807	COMMUNITY CENTER RESTORATION	LINDHOUT ASSOCIATES ARCH	ARCHITECTURAL SERVICES	1,102.50	
401-851-975.812	CORNERSTONE	PLANTE MORAN CRESA, LLC	CONSULTING SERVICES FOR PROPERTY	2,500.00	
401-851-975.812	CORNERSTONE	MANSOUR REALTY, INC	CORNERSTON CONSULTING MARCH	3,000.00	
Total For Dept 851 DOWNTOWN DEVELOPMENT				<u>23,781.66</u>	
Total For Fund 401 DDA CONSTRUCTION FUND				<u>23,781.66</u>	
Fund Totals:					
Fund 401 DDA CONSTRUCT				<u>23,781.66</u>	
Total For All Funds:				<u>23,781.66</u>	



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday January 15, 2013

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

ROLL CALL:

PRESENT: Bayer, Bertschy, Canever, Green, Henderson, James, Kasper, Osborn, Schmidt, Strayer(phone), Sweetman, Wesch

ABSENT: Saule

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

EXECUTIVE DIRECTOR'S REPORT:

-**CORNERSTONE:** There will be a joint meeting of the DDA and City Council on Thursday 1/2/13 at 6:30pm.

-**FIRE HALL:** Work is continuing through the winter.

FINANCIAL REPORT:

Shane presented the Financial Report.

CONSENT AGENDA:

- a) Accounts Payable – Authorize payment of bills in the amount of \$59,849.92
- b) Minutes of the December 18, 2012 DDA Board Meeting

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

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

CITIZENS COMMENTS:

NONE

COMMUNITY CENTER:

In November, the Fire Department conducted an inspection of the Fenton Community & Cultural Center. They found a number of improvements that need to be addressed. These included issues pertaining to exit signs, fire extinguishers, upgrading evacuation plans and addressing many code issues. The roof has also been leaking.

In a meeting with the City Manager, Vince Paris (Southern Lakes Parks & Rec), Kevin Johnson (Rhodes & Johnson), and Brad Alvord (Lindhout & Associates), there was discussion of a concern that there would be duplication of work to address these issues now and in the future with construction upgrades. It was recommended by Kevin Johnson that we consider having the full construction drawings completed for the project. The plans will be able to specify what is needed for all of the necessary improvements and they will allow us to get more accurate costs for the project.

These concerns were brought to the attention of the Community Center Restoration & Expansion Committee and they agreed that the completion of the construction drawings is the next step in the project.

Discussion ensued among board members.

Motion made by Schmidt, supported by Kasper that the Downtown Development Authority follow the recommendation of the Fenton Community Center Restoration and Expansion Committee and authorize Lindhout Associates to draft construction drawings for the Fenton Community and Cultural Center at a cost not to exceed \$60,095.91.

MOTION CARRIED, ALL AYES.

ADJOURNMENT:

The meeting adjourned at 6:20pm.

Respectfully submitted by,

Craig Schmidt
Craig Schmidt, Chairman
Downtown Development Authority

Elaine McGreevy
Elaine McGreevy
Recording Secretary

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY
MEMORANDUM**



THE CITY OF
FENTON

DATE: March 12, 2013
TO: Downtown Development Authority Board of Directors
FROM: Michael T. Burns, Executive Director
RE: Old Fire Hall Update

Curt Catallo from Union Joints will be providing the Board with an update on the project.

FENTON DOWNTOWN DEVELOPMENT AUTHORITY MEMORANDUM



DATE: March 12, 2013
TO: Downtown Development Authority Board of Directors
FROM: Michael T. Burns, Executive Director
RE: Landscape Bid

On March 1, 2013, I opened bids for the joint City of Fenton and Downtown Development Authority Landscape Maintenance RFP. We received bids from three firms with the bid for the 2013, 2014 and 2015 costs. Those firms were:

- CJ Callaghan's (Fenton)
- Picasso Services (Fenton)
- Quality Lawn and Landscape (Rochester)

They submitted bids to maintain the following area:

- City Hall and Police Station (City)
- Museum (City)
- Rackham Park (City)
- Library Grounds (City)
- DPW Garage (City)
- Freedom Park (City)
- Conklin Park (City)
- Leroy Right of Way from Elizabeth to Fenton Hotel (DDA)
- Parking lot behind Old Fire Hall (DDA)
- Caroline St Right of Way (DDA)
- State Bank frontage (DDA)
- Depot Grounds (DDA)
- Silver Lake Rd ROW from LeRoy St. to Main St. (DDA)
- Silver Parkway Island (DDA)
- Bush Park Entrance (DDA)
- River Street Parking Lot (DDA)

The costs are the following. Callaghan submitted a bid for one price for all three years of the RFP while Quality Lawn and Landscape (QLL) and Picasso Services (PIC) submitted different prices for each year of the bid.

	CJC	QLL 13	QLL 14	QLL 15	PIC 13	PIC 14	PIC 15
CITY	\$17,816.85	\$17,261.25	\$17,531.25	\$18,106.25	\$21,655.00	\$19,489.50	\$19,489.50
DDA	\$11,239.92	\$10,393.75	\$11,308.75	\$11,658.75	\$34,955.00	\$31,459.00	\$31,459.00
TOTAL	\$29,056.77	\$27,655.00	\$28,840.00	\$29,765.00	\$56,610.00	\$50,948.50	\$50,948.50

Callaghan's submitted the same price for service that we have had for the previous three years. Quality Lawn and Landscape is the lowest qualified bidder for both the City and DDA in calendar year 2013 and 2014. In calendar year 2015, Callaghan's is the lowest qualified bidder for both the City and DDA. The total savings over this three year period is \$910.31 if this work is awarded to Quality Lawn and Landscape.

While Quality Lawn and Landscape is the lowest qualified bidder and do provide excellent service to the City as our fertilizer applicator, I recommend that the Downtown Development Authority award the Landscape Maintenance Service to CJ Callaghan's. CJ Callaghan's has provided excellent service to the City of Fenton for over 20 years.

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY
MEMORANDUM**



THE CITY OF
FENTON

DATE: March 12, 2013
TO: Downtown Development Authority Board of Directors
FROM: Michael T. Burns, Executive Director
RE: FY 14 Budget

I will be presenting the FY 14 Budget at the DDA Meeting. The Budget is still being developed and will be ready before Tuesday's Meeting.