



**Downtown Development
Authority**

Fenton, Michigan



**Fenton
Downtown
Development
Authority**

City of Fenton – Downtown Development Authority
Board Meeting of Tuesday June 21, 2011
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 \$67,227.79
 - b) Minutes of the February 8, 2010 Fenton Design Committee Proceedings
Minutes of the May 3, 2011 Fenton business Development Committee Proceedings
Minutes of the May 17, 2011 Fenton Downtown Development Authority Proceedings
Minutes of the June 7, 2011 Fenton Downtown Development Authority Proceedings

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) Streetscape Preliminary Design Engineering
- 5) Renew Contract with New Moon Visions
- 6) Architect for façade improvement program
- 7) Call to the Audience
- 8) Closed Session to discuss purchase of property
- 9) Recess to closed session
- 10) Reconvene to open session
- 11) Adjournment

Upcoming meeting: July 19, 2011

CITY OF FENTON
DOWNTOWN DEVELOPMENT AUTHORITY
BALANCE SHEET
31-May-11

ASSETS:	
CASH IN BANK	\$2,505,151
DUE FROM OTHER FUNDS	<u>\$0</u>
TOTAL ASSETS	<u><u>\$2,505,151</u></u>
LIABILITIES:	
ACCOUNTS PAYABLE	\$0
DUE TO OTHER FUNDS	<u>\$44,310</u>
TOTAL LIABILITIES	\$44,310
FUND EQUITY:	
FUND BALANCE	<u>\$2,460,841</u>
TOTAL LIABILITES AND EQUITY	<u><u>\$2,505,151</u></u>

CITY OF FENTON
DOWNTOWN DEVELOPMENT AUTHORITY
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
31-May-11

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FRM BUDGET
REVENUES:				
TAX REVENUES	\$1,744,368	\$1,781,075	102.10%	\$36,707
REVENUE SHARING	(\$330,000)	(\$330,000)	100.00%	\$0
MISCELLANEOUS INCOME	\$0	\$1	0.00%	(\$1)
INTEREST INCOME	\$10,000	\$9,090	90.90%	(\$910)
TOTAL REVENUE	\$1,424,368	\$1,460,166	102.51%	\$35,796
DEBT PAYMENTS:				
PRINCIPAL	\$305,000	\$305,000	100.00%	\$0
INTEREST & FEES	\$187,785	\$187,715	99.96%	\$70
TOTAL PAYMENTS	\$492,785	\$492,715	99.99%	\$70
OPERATING EXPENSES:				
SALARIES	\$68,000	\$62,214	91.49%	\$5,786
EMP FRINGES	\$22,000	\$18,081	82.19%	\$3,919
CONFERENCES & DUES	\$3,500	\$3,067	87.63%	\$433
PROF SERVICES	\$30,000	\$12,867	42.89%	\$17,133
MARKETING	\$100,000	\$71,737	71.74%	\$28,263
EVENT MARKETING	\$47,000	\$37,203	79.16%	\$9,797
LEGAL FEES	\$40,000	\$28,821	72.05%	\$11,179
INSURANCE	\$14,000	\$14,000	100.00%	\$0
RENTAL PROPERTY	\$5,000	\$2,919	58.38%	\$2,081
STREET LIGHTS	\$2,000	\$0	0.00%	\$2,000
OLD FIRE UTILITIES	\$7,000	\$5,422	77.46%	\$1,578
OLD FIRE MAINTENANCE	\$5,000	\$1,217	24.34%	\$3,783
LANDSCAPING MAINTENANCE	\$16,000	\$9,718	60.74%	\$6,282
LAWN CARE	\$7,200	\$3,380	46.94%	\$3,820
RIVER ST. UTILITIES	\$5,000	\$4,751	95.02%	\$249
WEBSITE	\$3,000	\$4,480	149.33%	(\$1,480)
MISCELLANEOUS	\$7,500	\$7,557	100.76%	(\$57)
TOTAL OPERATING	\$382,200	\$287,434	75.21%	\$94,766
PROJECTS:				
MASTER PLAN INPLEMENTATION	\$425,000	\$388,950	91.52%	\$36,050
OLD FIRE HALL	\$0	\$0	0.00%	\$0
WAYFINDING	\$50,000	\$19,215	38.43%	\$30,785
STRIPING	\$3,000	\$0	0.00%	\$3,000
STREETScape MAINTENANCE	\$20,000	\$9,749	48.75%	\$10,251
FAÇADE IMPROVEMENTS	\$50,000	\$36,583	73.17%	\$13,417
RECREATIONAL	\$2,500	\$2,013	80.52%	\$487
RIVER STREET PARKING IMPROVEMENTS	\$2,500	\$1,698	67.92%	\$802
LEROY RAILROAD CROSSING	\$25,000	\$21,870	87.48%	\$3,130
COMMUNITY CENTER RESTORATION	\$100,000	\$17,886	17.89%	\$82,114
WALNUT ST. IMPROVEMENTS	\$110,000	\$20,030	18.21%	\$89,970
SILVER PARKWAY-ENGINEERING	\$50,000	\$82,946	165.89%	(\$32,946)
SILVER PARKWAY	\$65,000	\$44,503	68.47%	\$20,497
TOTAL PROJECTS	\$903,000	\$645,443	71.48%	\$257,557
TOTAL EXPENDITURES	\$1,777,985	\$1,425,592	80.18%	\$352,393
REVENUES OVER EXPENDITURES	(\$353,617)	\$34,574		
BEGINNING FUND BALANCE	\$2,426,267	\$2,426,267		
ENDING FUND BALANCE	\$2,072,650	\$2,460,841		

CITY OF FENTON
 1994 DOWNTOWN DEVELOPMENT AUTHORITY BONDS
 SCHEDULE OF DEBT SERVICE REQUIREMENTS
 May-11

2001 DOWNTOWN DEVELOPMENT AUTHORITY BONDS
 SCHEDULE OF DEBT SERVICE REQUIREMENTS

FISCAL YR ENDED JU	INTEREST 1-Oct	INTEREST 1-Apr	PRINCIPAL 1-Apr	TOTAL REQUIREME	INTEREST RATE	YIELD
2011	\$93,692	\$93,692	\$305,000	\$492,384	4.25%	4.00%
2012	\$87,211	\$87,211	\$320,000	\$494,422	4.25%	4.15%
2013	\$80,411	\$80,411	\$335,000	\$495,822	4.25%	4.25%
2014	\$73,292	\$73,292	\$350,000	\$496,584	4.25%	4.40%
2015	\$65,855	\$65,855	\$365,000	\$496,710	4.40%	4.50%
2016	\$57,825	\$57,825	\$385,000	\$500,650	4.50%	4.60%
2017	\$49,162	\$49,162	\$400,000	\$498,324	4.50%	4.70%
2018	\$40,162	\$40,163	\$420,000	\$500,325	4.50%	4.75%
2019	\$30,712	\$30,713	\$440,000	\$501,425	4.50%	4.80%
2020	\$20,812	\$20,812	\$460,000	\$501,624	4.50%	
2021	\$10,462	\$10,463	\$465,000	\$485,925	4.50%	
TOTAL	\$609,596	\$609,599	\$4,245,000	\$5,464,195		

REDEMPTION DATE 2011

PLAN EXPIRES DECEMBER 2030

POST DATES 05/25/2011 - 06/29/2011
UNJOURNALIZED OPEN
BANK CODE: 05

DDA PAYABLES 6.23.11

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401	DDA CONSTRUCTION FUND				
Dept 851	DOWNTOWN DEVELOPMENT				
401-851-818.400	MARKETING	IMAGE PROJECTIONS	PARTICIPATING MERCHANT SIGNS	172.00	
401-851-818.400	MARKETING	REGENT BROADCASTING OF FLJ	DDA - BROADCASTING	675.00	
401-851-818.400	MARKETING	WDQ-FM	DDA- ADVERTISING	1,290.00	
401-851-818.400	MARKETING	IMAGE PROJECTIONS	STICKERS	475.00	
401-851-818.400	MARKETING	IMAGE PROJECTIONS	SIGNS	188.00	
401-851-818.400	MARKETING	NEW MOON VISIONS	1/3 - BRAND DEVELOPMENT	16,600.00	
401-851-818.400	MARKETING	WDQ-FM	MARKETING ADS	540.00	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHODE	DIRECTOR MATTERS	912.50	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHODE	DDA BOARD MEETINGS	612.50	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHODE	DDA DIRECTOR	350.00	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHODE	REAL ESTATE MATTERS	82.50	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHODE	DDA DIRECTOR	451.50	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHODE	REAL ESTATE MATTERS	105.00	
401-851-864.000	CONFERENCES & DUES	MICHAEL BURNS	MILEAGE- MEETINGS	87.00	
401-851-956.100	MISCELLANEOUS	COMPREHENSIVE COMPUTING S	DDA - FLASH DRIVES	108.75	
401-851-971.400	MASTER PLAN IMPLEMENT	MANSOUR DEVELOPMENTS INC.	CORNERSTONE PROJECT CONSULTING FEES	9,000.00	
401-851-971.410	WAYFINDING	GRISSIM METZ ANDREISE ASS	WAYFINDING	200.55	
401-851-971.414	LAWN CARE	CJ CALLAGHAN & SONS	DDA LAWN MAINTENANCE	800.00	
401-851-975.750	WEBSITE	36 SIXTY INTERACTIVE	WEBSITE HOSTING/SUPPORT	383.33	
401-851-975.801	SILVER PKWY IMPROVEMENTS	HUBBELL, ROTH & CLARK	SILVER PKWY LIGHTING & LANDSCAPE	6,038.90	
401-851-975.801	SILVER PKWY IMPROVEMENTS	HUBBELL, ROTH & CLARK	SILVER PKWY RESURFACING	400.40	
401-851-975.801	SILVER PKWY IMPROVEMENTS	HUBBELL, ROTH & CLARK	SILVER PKWY RESURFACING	2,765.31	
401-851-975.807	COMMUNITY CENTER RESTORATION	JOHN DZURMAN ARCHITECTS I	COMMUNITY & CULTURAL CENTER	700.00	
401-851-975.809	WALNUT ST. IMPROVEMENTS	HUBBELL, ROTH & CLARK	WALNUT STREET RECONSTRUCTION	4,362.68	
401-851-975.809	WALNUT ST. IMPROVEMENTS	HUBBELL, ROTH & CLARK	WALNUT STREET RECONSTRUCTION	2,820.61	
401-851-975.809	WALNUT ST. IMPROVEMENTS	HUBBELL, ROTH & CLARK	WALNUT STREET RECONSTRUCTION	9,365.86	
401-851-975.809	WALNUT ST. IMPROVEMENTS	HUBBELL, ROTH & CLARK	WALNUT STREET RECONSTRUCTION	7,740.40	
Total For Dept 851 DOWNTOWN DEVELOPMENT				67,227.79	
Total For Fund 401 DDA CONSTRUCTION FUND				67,227.79	
Fund Totals:					
Fund 401 DDA CONSTRUCTI				67,227.79	
Total For All Funds:				67,227.79	

POST DATES 05/12/2011 - 05/12/2011
 JOURNALIZED PAID
 BANK CODE: 05

THURSDAY CHECKS 5.12.11

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401	DDA CONSTRUCTION FUND				
Dept 851	DOWNTOWN DEVELOPMENT				
401-851-864.000	CONFERENCES & DUES	VISA	M. BURNS - CONFERENCE/MEETINGS	90.43	3553
401-851-956.100	MISCELLANEOUS	CONSUMERS ENERGY	106 W SHAWASSEE AVE	74.30	3551
401-851-956.100	MISCELLANEOUS	CONSUMERS ENERGY	120 E SILVER LAKE RD	195.26	3551
401-851-956.100	MISCELLANEOUS	CONSUMERS ENERGY	TRAIN DEPOT 207 E SILVER LAKE RD	80.33	3551
401-851-956.100	MISCELLANEOUS	CONSUMERS ENERGY	OLD FIRE HALL	(18.80)	3551
401-851-956.100	MISCELLANEOUS	VERIZON WIRELESS	DDA DIRECTOR - CELL PHONE	51.91	3552
401-851-956.100	MISCELLANEOUS	VISA	M. BURNS - CONFERENCE/MEETINGS	12.82	3553
401-851-975.010	OLD FIRE HALL UTILITIES	CONSUMERS ENERGY	FIRE HALL 201 S LEROY ST	156.70	3551
401-851-975.721	RIVER STREET UTILITIES	CONSUMERS ENERGY	STREET LIGHTS - 125 S RIVER ST	196.06	3551
			Total For Dept 851 DOWNTOWN DEVELOPMENT	839.01	
			Total For Fund 401 DDA CONSTRUCTION FUND	839.01	
			Fund Totals:		
			Fund 401 DDA CONSTRUCTI<	839.01	
			Total For All Funds:	839.01	

POST DATES 05/19/2011 - 05/19/2011
JOURNALIZED PAID
BANK CODE: 05

THURSDAY CHECKS 5.19.11

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		HEALTH INSURANCE PREMIUMS	421.06	3567
401-851-719.000	EMPLOYEE FRINGES		THE STANDARD INSURANCE CON LIFE INSURANCE PREMIUMS	22.33	3568
			Total For Dept 851 DOWNTOWN DEVELOPMENT	443.39	
			Total For Fund 401 DDA CONSTRUCTION FUND	443.39	
			Fund Totals:		
			Fund 401 DDA CONSTRUCTI(443.39	
			Total For All Funds:	443.39	

THURSDAY CHECKS 5.26.11

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		DENTAL INSURANCE PREMIUMS	29.11	3574
401-851-719.000	EMPLOYEE FRINGES		VISION SERVICE PLAN	9.58	3575
			Total For Dept 851 DOWNTOWN DEVELOPMENT	38.69	
			Total For Fund 401 DDA CONSTRUCTION FUND	38.69	
			Fund Totals:		
			Fund 401 DDA CONSTRUCTI(38.69	
			Total For All Funds:	38.69	



**Fenton
Downtown
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FENTON DESIGN COMMITTEE PROCEEDINGS

10:00 a.m.

Tuesday

February 8, 2010

The meeting was called to order at 10:03 a.m. by Chairman Schmidt.

ROLL CALL:

PRESENT: Schmidt, James Piacentini

ABSENT: Saule,

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

Agenda Items

Approval of December 16, 2010 minutes

Motion by Schmidt, Supported by James to approve the meeting minutes of December 9, 2010.

MOTION PASSED ALL AYES

Façade Improvement Program Revision

Edge Galleries is ready to submit a façade plan for review. They have had the opportunity to review Dziurman's assessment report. They were not agreeable to everything suggested by Dziurman. They wanted to know if there was a way that they did not have to do everything as proposed by John Dziurman.

The Committee was agreeable to most everything. They stated that the windows must be double hung, that there is a cornice up top and that the sign meets downtown design guidelines and City Ordinance. They were agreeable to making changes to the lower level windows and not requiring Smoke Windows at the lowest level of the building.

Motion by James, supported by Schmidt to allow for Burns to meet with the owners of the Edge Gallery to discuss these issues with them.

MOTION PASSED ALL AYES

Silver Parkway Lighting, Landscaping and Irrigation Project

Burns stated that at the January 2011 DDA Meeting, the DDA approved for the work to commence on the Silver Parkway, Landscaping, Lighting and Irrigation Project at a cost not to exceed \$786,000. Immediately after approval of the project; issues became apparent. Initially, the DDA did not include a crosswalk for the project. This became a concern by our Planner and City Manager because if we are promoting more walkability in our community, we need to have a crosswalk for the residents who live out on the parkway. I asked HRC to address this matter by scaling back the landscaping to make sure we complete this project within our approved amount.

However as Burns began preparing the Fiscal Year 2012 budget and after reviewing projected revenues in line with the projects we have pending, he became more concerned with all of our projects and began looking at how we can lower our costs.

Burns stated that he with both Chairman Schmidt and Vice-Chairman Saule to review next years budget. During our discussions, both of them suggested that we scale back on our landscaping in order to ensure that we are capable of completing the necessary projects the DDA has in front of them. They also suggested that the lights and crosswalk are installed now and in a future fiscal year address the landscaping. This will save approximately \$200,000 in the upcoming fiscal year.

After further discussion, we believed that maybe we scale down the landscaping to only include the median islands and remove the right of way landscaping. Issues pertaining to enforcing landscaping in our right of ways can be enforced through the current site plans for the businesses in this area. By doing this, it can provide an aesthetic improvement to the area.

Motion by James, Supported by Schmidt to recommend to the DDA Board that the DDA scale back the project by only completing the lighting and crosswalk during the next fiscal year. Furthermore, they recommend that the landscaping be held off until possibly fiscal year 2013 (or later if funds aren't available).

MOTION PASSED, Piacentini voted nea.

CALL TO AUDIENCE: (no comment)

ADJOURNMENT:

The meeting adjourned at 11:05 a.m.

Respectfully submitted by,
Michael T. Burns
Michael T. Burns
Assistant City Manager/DDA Director



**Fenton
Downtown
Development
Authority**

FENTON BUSINESS DEVELOPMENT COMMITTEE PROCEEDINGS

10:00 a.m.

Tuesday

May 3, 2011

The meeting was called to order at 10:05 a.m. by Chairman Schmidt.

ROLL CALL:

PRESENT: Schmidt, Saule, James

OTHERS: Michael Burns, Assistant City Manager/DDA Director, City Councilman, Rex Rogers, Councilman Brad Jacobs, Liz Clarno, interpreter for Rogers

Agenda Items

Minutes

Motion by Saule, supported by Schmidt to approve minutes from the January 13, 2011 Business Development Committee meeting.

MOTION PASSED ALL AYES

106 W. Shiawassee Ave

Burns informed the committee that he received proposals from both the Fair Trade Store and Rex Rogers Design Studio for interest in 106 W. Shiawassee Avenue. Rex Rogers from Rex Rogers Design Studios (with the assistance of his interpreter Liz Clarno) made a presentation regarding his interest in 106 W. Shiawassee Ave. He stated that he would have an interior design studio that features his work and would do landscaping improvements to the exterior. Furthermore, he will have furniture for sale on site.

Motion by James, supported by Saule that the Business Development Committee recommend that Rex Rogers be awarded temporary use of 106 W. Shiawassee Ave to open his interior design studio and to sell furniture.

MOTION PASSED ALL AYES

Closed Session to Discuss Purchase of Property

Motion by Saule, supported by Schmidt to enter into closed session to discuss the purchase of property.

Roll Call Vote

Schmidt – Yes, Saule – Yes, James – Yes

Recess into closed session

Reconvene into open session

ADJOURNMENT:

The meeting adjourned at 11:05 AM.

Respectfully submitted by,
Michael T. Burns
Michael T. Burns
DDA Executive Director



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday

May 17, 2011

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

ROLL CALL:

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

ABSENT: None

OTHERS: Michael Burns, DDA Director/Assistant City Manager; Lynn Markland, City Manager; Cynthia Shane, Treasurer

EXECUTIVE DIRECTOR'S REPORT:

Burns stated that the Michigan Brewing Company has applied for their liquor license and at this time there has been no response from the Methodist Church. Burns added that there is a new state law, which allows for a special liquor license for downtown districts that are more cost efficient. Burns stated that he is preparing the necessary paperwork for obtaining this type of liquor license.

Burns reported that the Community Restoration Committee is starting to plan for the upcoming projects. Burns stated that they are still waiting for John Dzuirman to complete his analysis of the Community Center and that the report is already three months late. Burns added that the committee would likely be seeking a different architect to perform the other phases of this project.

Burns reported that the New Moons Visions would be providing a tour of downtown vacant buildings with real estate agents. Burns added that there are currently 21 businesses signed up for the Art Walk.

FINANCIAL REPORT:

Shane provided the financial report.

Saule questioned why the utilities are under miscellaneous, and suggested using it as a line item. Shane stated that she will add utilities as a line item.

CONSENT AGENDA:

- a. Accounts Payable – Authorized payments of bills in the amount of \$31,025.56
- b. Minutes of the January 13, 2011 Business Development Committee
 - Minutes of the April 7, 2011 Community Center Restoration Committee
 - Minutes of the April 19, 2011 DDA Meeting

Motion by Osborn, support by Saule to approve the consent agenda as presented.

MOTION CARRIED, ALL AYES

106 W. SHIAWASSEE PRESENTATION:

Citizen Comments:

Rex Rogers, through an interpreter, expressed that it would be a great opportunity to have his Design Studio in Fenton.

Dale Swihart, Polly Sheppard, Susan Thomas, Jen Peters, Nora Theresa, Ruth Winter all approached the podium to express their views on why the property at 106 W. Shiawassee should be awarded to The Fair Trade Project.

The board had discussion with all involved.

Motion by Schmidt, supported by Saule to award Rex Rogers as the successful bidder on the property at 106 W. Shiawassee.

MOTION CARRIED, roll call votes: Henderson-aye, James-aye, Canever-aye, Kasper-aye, Osborn-nay, Piacentini-obstained, Saule-aye, Schmidt-aye, Strayer-aye, Sweetman-nay, Wesch-nay, Bayer-aye.
8-aye 3-nay

CONSULTING AGREEMENT WITH JERRY MANSOUR:

Burns gave a report.

DDA needs to hire a consultant to assist them in completing the envisioned development of the south east corner of Silver Lake Rd and LeRoy.

We have tentatively agreed on an 18 month contract with Jerry Mansour of \$3000.00 per month beginning June 1, 2011. This contact would expire on November 30, 2012, however it can be ended at anytime with a fifteen day notice.

A tentative agreement has been made to provide Jerry with the first three months payment for his services once both the DDA and City Council approve the agreement. Month to month payments would not begin until the fourth month.

Motion by Osborn, supported by James to approve that the DDA retain Jerry Mansour as a consultant for the development of the southeast corner of Silver Lake Rd & LeRoy.

MOTION CARRIED, ALL AYES.

ARCHITECTURAL & ENGINEERING ANALYSIS OF REPUBLIC BANK SITE

Burns gave a report.

Two architects were interviewed. John Costa of Flushing and Stephen Auger of Lake Orion. Both submitted proposals. While both architects are excellent, Stephen's firm was the only one that had experience in designing and building a downtown mixed use building similar to what is envisioned in the Downtown Master Plan.

Osborn asked if Stephen Auger would be heading the project. Osborn expressed concern that Mr Auger was not at the meeting, but instead sent a representative from Stephen Auger & Associates. There was discussion that this is a common practice. Osborn requested that Mr Auger appear at the next council meeting.

Saule thought it might be a good idea to assign someone to OHM.

Motion by Schmidt, support by Strayer that the DDA select Stephen A. Auger Associates to conduct the conceptual phases of determining suitability for the site located at the Southeast Corner of Silver Lake and LeRoy for a cost not to exceed \$7,500. Also that the DDA authorize OHM to conduct the necessary schematic design and site analysis/topography components of the project at a cost not to exceed \$10,900.

Contingent to review by the city attorney and approval by city Council
MOTION CARRIED, ALL AYES.

FY 12 REVENUE SHARING AGREEMENT WITH THE CITY

Burns gave a report.

In the approved Fiscal Year 2012 Budget, both the City Council and DDA approved in their budgets a revenue share of \$400,000 from the DDA Fund to the General Fund. This amount has increased by \$70,000 since Fiscal Year 2011. Since 2004, the DDA has been making agreements with the City Council to provide a revenue share of between \$300,000 and \$330,000.

Pending a formal agreement between City Council and DDA.

Motion by Saule, support by Kasper this agreement be approved per the Fiscal Year 2012 budget, for revenue share of DDA funds to the General Fund in a not to exceed amount of \$400,000.00.

MOTION CARRIED, ALL AYES.

PEDESTRIAN CROSSING SIGNS

Burns gave a report.

The use of bollards at pedestrian crosswalks was discussed. Our traffic Engineer, Pete Lamourie and DPW Director, Dan Czarnecki both are supportive of using these bollards. Burns did some research on purchasing these flexible barriers that are 52" X 12" with "Yield To Pedestrians" on them for \$257.27 per sign. Burns recommended purchasing 10 of these bollards totaling \$2572.70

from Road Traffic Signs from Brooklyn NY and placing a few of them in key locations in the downtown area to see what the effects would be. If this is approved, the City Council would need to approve this as these bollards would be placed in a public roadway and a traffic control order would need to be issued by the Chief of Police for the necessary pedestrian crossing street signs.

Motion by Sweetman, support by Osborn that the DDA purchase 10 pedestrian crossing bollards from Road Traffic Signs for a cost not to exceed \$2,572.70 plus the cost of shipping and taxes if necessary.

MOTION CARRIES, ALL AYES.

CALL TO THE AUDIENCE:

Tim Faricy stated that he was opposed to the DDA putting \$320,000 for the 911 system, that the DDA has gone around the council, that this matter should have come to council first, and that this would be a redundant system.

Schmidt stated that the DDA followed protocol. James stated that the DDA looks at it as revenue neutral. Ben Smith agreed with Faricy in a sense the way it was handled between DDA and council. He wants council to take a hard look at it.

Tim Faricy also wanted something done about the parking in front of the Old Fire Hall. Markland and Burns will talk to Chief Aro.

Bayer excused himself from the meeting.

CLOSED SESSION

Motion by Schmidt, support by Kasper to enter into closed session to discuss the purchase of property.

Roll call votes: Canever-aye, Henderson-aye, James-aye, Kasper-aye, Piacentini-aye, Osborn-aye, Saule-aye, Schmidt-aye, Strayer-aye, Sweetman-aye, Wesch-aye.

ADJOURNMENT:

The meeting adjourned at 8:45p.m.

Respectfully submitted by,

Craig Schmidt
Craig Schmidt, Chairman
Downtown Development Authority

Elaine McGreevy
Elaine McGreevy
Recording Secretary



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday

June 7, 2011

The meeting was called to order by Chairman Schmidt at 5:35pm.

ROLL CALL:

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

ABSENT: Canever

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

**DISCUSSION OF A PROPOSAL FROM LINDHOUT & ASSOCIATES
REGARDING ARCHITECTURAL SERVICES FOR THE FENTON COMMUNITY
CENTER:**

Burns reported that he has received the formal feasibility study for the Community Center by John Dzuirman this morning and has provided a copy to all the parties involved. Burns stated that the Community Center Restoration Committee has been moving forward to develop a plan and has determined that to properly complete the restoration, the first phase is to develop a service core that provides both a gateway to the building and an elevator. Burns added that the Board of Governors believes that once the service corridor is in place, they can then build the addition with the funds they have raised through their capital campaign.

Burns reported that the Restoration Committee has been frustrated with the delays of John Dzuirman and would like a new architect be selected to move the project forward. Burns stated that the committee directed Saule and himself to meet with Pete Lindhout of Lindhout & Associates to request a proposal for the next phase. Burns added that the proposal presented is for a total cost not to exceed cost to the DDA budget of \$43,360 and needs to be approved by both the DDA and the City Council.

Pete Lindhout introduced himself and stated that he is looking forward to working with the DDA on this project. There was discussion regarding the priorities of this project and the study provided by Dzuirman. Piacentini would like to see the

projects construction done all at once rather than being pieced together over a long period of time.

Motion by Saule, support by Bayer for Lindhout & Associates to develop the necessary architectural renderings for the service core expansion and additional expansion desired by the Fenton Community Center Board of Governors for a cost not to exceed \$43,360.

MOTION CARRIED, ALL AYES.

CALL TO THE AUDIENCE:

No Answer

CLOSED SESSION TO DISCUSS THE PURCHASE OF PROPERTY:

Motion by Saule, support by Kasper to enter into a closed session to discuss the purchase of property.

MOTION CARRIED, roll call votes: Bayer-aye, Henderson-aye, James-aye, Kasper-aye, Osborn-aye, Piacentini-aye, Saule-aye, Schmidt-aye, Strayer-aye, Sweetman-aye, Wesch-aye

RECONVENE TO OPEN SESSION:

The board took no action after closed session.

ADJOURNMENT:

The meeting was adjourned at 7:05pm

Respectfully submitted by,

Craig Schmidt
Craig Schmidt, Chairman
Downtown Development Authority

Charles Decator
Charles Decator
Recording Secretary

FENTON DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM



THE CITY OF
FENTON

DATE: June 16, 2011
TO: Downtown Development Authority Board of Directors
FROM: Michael T. Burns, Executive Director *MTB*
RE: Streetscape Preliminary Design Engineering

Last year, we began our conceptual design for the Downtown Streetscape Project. Since then we have changed our service providers for both engineering and landscape architecture. Prior to the change in consultants, I did receive a concept created by Grissim, Metz & Andriese that needed \$1.2 million in reductions.

Once both OHM and our new landscape architect, LAS Services, came aboard, I held a meeting with them and to discuss the original concept that Grissim drafted and make those reductions. During our discussions with DPW Director Dan Czarnecki, OHM and LAS Services, they asked us if any topography and soil testing work was done for this project to determine if the concept we had was actually feasible.

This was never discussed by our previous consultants on this project. All three informed me that to receive accurate information and costs for the project these should be done at the conceptual design phase.

They also informed me that these tasks being completed in the conceptual phase instead of the design engineering phase should reduce our costs and will assist our DPW Director, landscape architect and engineers as they do their necessary work. They asked me if they could complete this work before they make the necessary changes.

I asked both OHM and LAS to provide proposals for the necessary work. OHM provided a proposal for a cost not to exceed \$49,970 with an additional \$9,970 for them geotechnical work. This proposal includes project initiation, topography and revised plan work. Since this proposal, I have ordered the topography work to begin after discussion with both the Chairman and Vice-Chairman. This was due to OHM doing survey work for other projects in the city. By having this work done would reduce our costs toward this project as they would not have to make multiple trips to Fenton. In OHM's proposal there is not much duplication of work being provided from what HRC has done as the topography work nor did site plan development occur.

LAS provided a range of fees from \$4,419 to \$6,334 for their services. This includes compiling the information received from OHM regarding the land surfaces and making the necessary reductions to his conceptual design. He will not be completing a brand new conceptual design but will use Grissim's previous concept toward the work he needs to complete. The reason why LAS provided a range for their service fees is that they wanted to provide a best case and conservative estimate.

Both proposals are attached for your review. If approved they will be able to provide the design committee with their findings at the August 9, 2011 meeting.

I am recommending that the Downtown Development Authority approve for OHM to begin the necessary services toward the streetscape project for a cost not to exceed \$59,940 (this includes cost for geotechnical work). I also recommend that the Downtown Development Authority approve for LAS to make the necessary revisions to the streetscape project for a cost not to exceed \$6,334.

May 16, 2011



City of Fenton
301 South Leroy Street
Fenton, Michigan 48430

Attention: **Mr. Michael Burns**
Assistant City Manager

Regarding: **Downtown Streetscape & Road Rehabilitation**
Base Plan Development
Scope of Engineering Services

Dear Mr. Burns:

Thank you for this opportunity to provide professional engineering services for the above referenced project. We have prepared the following project understanding and scope of services to be provided by Orchard, Hiltz, and McCliment, Inc. based on our previous discussions.

PROJECT UNDERSTANDING

The City of Fenton desires to improve the streets and streetscape elements in the downtown area in order to enhance the downtown community environment. It is our understanding that the City has been considering this project for several years. Previous concepts and estimates for the roadway improvements and streetscape enhancements were prepared last year by the City's consultants. The streets included in the project and the anticipated scope of work was defined in these concepts and is as follows:

Caroline	Adelaide to S. Leroy	Mill & Overlay
Elizabeth	Oak to S. Leroy	Reconstruct
Ellen	Leroy to Walnut	Mill & Overlay
Lincoln	Silver Lake to Roberts	Mill & Overlay
Mill	Adelaide to S. Leroy	Reconstruct
S. Leroy	Elizabeth to Community Center	Reconstruct
S. Leroy	Community Center to Sixth	Mill & Overlay
River	Silver Lake to Caroline	Mill & Overlay
Roberts	Adelaide to S. Leroy	Mill & Overlay
Shiawassee	Adelaide to S. Leroy	Reconstruct
Silver Lake	Shiawassee River to S. Leroy	Mill & Overlay

It is our understanding that the City wants to address various concerns with this project such as aesthetics, traffic calming, walkability, bicycling, safety, and parking in order to increase the vibrancy of the downtown. City representatives met with Dan Burden from the Walkable & Livable Communities Institute in the spring of 2010 to conduct a walking audit of the downtown area and are looking to incorporate as many of those recommendations as possible.

As previously discussed, the proposed road improvements vary based on the existing conditions and extent of proposed streetscape work. The southern portion of the project area is slated for reconstruction and would include complete removal and replacement of pavement, aggregate base, curb and gutter, and sidewalk. Rehabilitation via mill & overlay is planned for the northern

portion of the project with limited curb/gutter and sidewalk replacement as needed. We understand that no new public utilities (water main, sanitary sewer, or storm sewer) are planned as part of this project. City staff will be evaluating the existing utilities in the project area to confirm that no improvements are needed. Existing utility structures within the area will be reconstructed as necessary. The City has also expressed interest in retrofitting the existing street lighting with LED fixtures and installing a heating system for new sidewalk areas.

The City has contracted with Landscape Architecture Services (LAS) for the streetscape portion of this project. OHM will work in collaboration with LAS to develop a complete roadway and streetscape project to meet the City's needs. As previously discussed, the first stage of this project involves revising the current concept plans based on City input. In order to better develop a feasible concept plan and estimate construction costs, obtaining topographic survey and geotechnical information is needed. The scope of services outlined below includes acquiring this information and developing a revised base plan and associated construction estimate.

SCOPE OF SERVICE

Task 1 – Project Initiation and Obtain Information

Under this task, OHM will gather and review information required to initiate the project. Specific work efforts include:

- Meet with City staff to review project objectives and obtain existing information for the project area.
- Review existing City-owned utility information and record drawings for the project area.
- Contact known utility agencies to obtain information of existing utilities within the project area.
- Review property information, including previous boundary surveys for incorporation into the project design plan.
- Perform a site review to identify elements that are sensitive to project, i.e. driveway locations and other access issues, utility facilities in the area, pedestrian access locations, landscape features, and parking areas.
- Coordinate with the geotechnical consultant who shall collect appropriate soil borings, and provide a report with recommendations for construction methodologies.

Task 2 – Topographic Survey

This task includes completing topographic survey collection of the project area to support the design. Specific work efforts include:

- Establish survey control network in the project area to be utilized for topographic collection and construction staking. The horizontal coordinate system will be the NAD83 datum and the vertical datum will be NAVD88.
- Perform topographic data collection of existing pavement, sidewalk, landscape elements, trees, building entrances, surface utility attributes, and other pertinent features within the project area.
- Inventory existing utility structures to collect size, invert, and type of underground utilities within the project limits.
- Prepare an existing conditions drawing, including mapped topographic features, obtained utility information, and existing right-of-way information.

Task 3 – Revised Base Plan Development

Under this task, OHM will work with LAS to develop a revised concept plan for the project based upon the information collected and further discussion with City representatives. This plan will serve as the basis for further design efforts. Specific work efforts include: