



**Fenton  
Downtown  
Development  
Authority**

City of Fenton – Downtown Development Authority  
Board Meeting of Tuesday March 27, 2012  
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 \$18,488.99
  - b) Minutes of the February 20, 2012 DDA Board Meeting.
  - c) 2012 DDA 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) Lindhout and Associates contract revision for Community Center
- 5) Old Fire Hall Update with Bobby Mason and Bill Tadrick
- 6) Fenton ArtWalk 2012
- 7) Lawn Care Contract
- 8) FY 13 and FY 14 Budget Discussion
- 9) Call to the Audience
- 10) Adjournment

Upcoming meeting: April 17, 2012

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

ASSETS:	
CASH IN BANK	\$2,909,755
ACCOUNTS RECEIVABLE	
DUE FROM OTHER FUNDS	<u>\$493</u>
TOTAL ASSETS	<u><u>\$2,910,248</u></u>
LIABILITIES:	
ACCOUNTS PAYABLE	\$716
DUE TO OTHER FUNDS	<u>\$21,665</u>
TOTAL LIABILITIES	\$22,381
FUND EQUITY:	
FUND BALANCE	<u>\$2,887,867</u>
TOTAL LIABILITES AND EQUITY	<u><u>\$2,910,248</u></u>

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

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FRM BUDGET
<b>REVENUES:</b>				
TAX REVENUES	\$2,026,835	\$1,901,881	93.84%	(\$124,954)
REVENUE SHARING	(\$400,000)	(\$400,000)	100.00%	\$0
MISCELLANEOUS INCOME	\$0	\$659	0.00%	(\$659)
INTEREST INCOME	\$10,000	\$4,593	45.93%	(\$5,407)
<b>TOTAL REVENUE</b>	<b>\$1,636,835</b>	<b>\$1,507,133</b>	<b>92.08%</b>	<b>(\$131,020)</b>
<b>DEBT PAYMENTS:</b>				
PRINCIPAL	\$320,000	\$0	0.00%	\$0
INTEREST & FEES	\$174,822	\$95,137	54.42%	\$79,685
<b>TOTAL PAYMENTS</b>	<b>\$494,822</b>	<b>\$95,137</b>	<b>19.23%</b>	<b>\$79,685</b>
<b>OPERATING EXPENSES:</b>				
SALARIES	\$53,000	\$32,049	60.47%	\$20,951
EMP FRINGES	\$18,000	\$12,602	70.01%	\$5,398
CONFERENCES & DUES	\$2,500	\$1,896	75.84%	\$604
PROF SERVICES	\$30,000	\$5,021	16.74%	\$24,979
MARKETING	\$142,600	\$103,912	72.87%	\$38,688
EVENT MARKETING	\$59,400	\$39,332	66.22%	\$20,068
APPRAISALS	\$40,000	\$8,000	20.00%	\$32,000
BOND COSTS	\$47,000	\$15,082	32.09%	\$31,918
LEGAL FEES	\$30,000	\$13,667	45.56%	\$16,333
INSURANCE	\$15,000	\$15,000	100.00%	\$0
OLD FIRE HALL UTILITIES	\$0	\$2,019		(\$2,019)
RENTAL PROPERTY	\$5,000	\$131	2.62%	\$4,869
STREET LIGHTS	\$8,000	\$1,172	14.65%	\$6,828
LANDSCAPING MAINTENANCE	\$16,000	\$9,875	61.72%	\$6,125
LAWN CARE	\$7,200	\$4,471	62.10%	\$2,729
RIVER ST. UTILITIES	\$5,000	\$1,731	34.62%	\$3,269
WEBSITE	\$3,000	\$3,315	110.50%	(\$315)
MISCELLANEOUS	\$7,500	\$4,115	54.87%	\$3,385
<b>TOTAL OPERATING</b>	<b>\$489,200</b>	<b>\$273,390</b>	<b>55.89%</b>	<b>\$215,810</b>
<b>PROJECTS:</b>				
MASTER PLAN IMPLEMENTATION	\$1,000,000	\$298,430	29.84%	\$701,570
OLD FIRE HALL	\$400,000	\$0	0.00%	\$400,000
WAYFINDING	\$105,000	\$102,310	97.44%	\$2,690
STRIPING	\$3,000	\$0	0.00%	\$3,000
STREETSCAPE	\$75,000	\$67,406	89.87%	\$7,594
STREETSCAPE MAINTENANCE	\$20,000	\$8,262	41.31%	\$11,738
FAÇADE IMPROVEMENTS	\$200,000	\$0	0.00%	\$200,000
RIVER ST PARKING IMPROVMENTS	\$0	\$1,000		(\$1,000)
COMMUNITY CENTER RESTORATION	\$200,000	\$12,960	6.48%	\$187,040
DISPATCH EQUIPMENT	\$40,000	\$38,937	97.34%	\$1,063
WALNUT ST IMPROV	\$64,000	\$48,529	75.83%	\$15,471
SILVER PARKWAY DESIGN	\$0	\$1,352		(\$1,352)
SILVER PARKWAY IMPROV	\$0	\$6,841		(\$6,841)
<b>TOTAL PROJECTS</b>	<b>\$2,107,000</b>	<b>\$586,027</b>	<b>27.81%</b>	<b>\$1,520,973</b>
<b>TOTAL EXPENDITURES</b>	<b>\$3,091,022</b>	<b>\$954,554</b>	<b>30.88%</b>	<b>\$1,816,468</b>
REVENUES OVER EXPENDITURES	(\$1,454,187)	\$552,579		
BEGINNING FUND BALANCE	\$2,335,288	\$2,335,288		
<b>ENDING FUND BALANCE</b>	<b>\$881,101</b>	<b>\$2,887,867</b>		



**Fenton  
Downtown  
Development  
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS**

6:00 p.m.

Tuesday February 21, 2012

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

**ROLL CALL:**

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

**ABSENT:** Saule

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

**EXECUTIVE DIRECTOR'S REPORT:**

This past week the Community Center Restoration Committee met to discuss the project. We will be calling a joint meeting of the Fenton City Council, Fenton Downtown Development Authority and the Fenton Community Center Board of Governors on Wednesday February 29, 2012 at 6:00pm in the Fenton City Council Chambers to discuss the implementation of this project.

We received an email from Jennifer Weaver (the person that designed the wayfinding signs) informing us that the signs have won a silver award from the local chapter of the American Advertising Federation.

Lynn Markland received an email from Kim Weber and the White Wolves Team, thanking us for putting them in touch with New Moon Visions. The White Wolves are a LEGO group of science students that had entered into a competition. They had to find a way to conduct a public vote on their project and were having a difficult time doing so. Mike Burns called New Moon and they wrote a press release then sent it out to the media. The result was news coverage by several news medias and coverage by the local TV station. This was something positive that was worth coverage by the local media and it was ignored until Mike and New Moon got involved. Without our assistance their work and positive story may have gone unnoticed.

I spoke with Bobby Mason with the Michigan Brewing Co. and he informed me that they are still forging ahead. He says that they have completed their construction estimates and since they have winterized the building, they would like to begin construction in the spring. I am trying to set up a meeting with them for more information, such as setting an official date that construction is to begin. He assured me that the project is going to happen and that they will open, but it may not happen on June 30<sup>th</sup>, it will be sometime soon after. Chief Aro checked with the Michigan Liquor Control Commission and they are still awaiting the final report from the LCC investigator assigned to MBC's application.

Burns asked the board to meet for a special meeting on the budget. Given the choices of March 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup>, the board agreed to Tuesday March 6<sup>th</sup> at 8am. The March DDA meeting will be moved to Tuesday March 27<sup>th</sup> at 6pm.

Motion by Schmidt, supported by Kasper to move the March DDA meeting from 3/20/12 to 3/27/12.

MOTION CARRIED, ALL AYES

#### **FINANCIAL REPORT:**

Shane explained that when she reviewed the numbers it looks like we are losing closer to \$150,000 in revenue \$30,000 more than originally estimated. We have to return that in chargebacks to property owners due to stipulated settlements by the Michigan Tax Tribunal this year. There are 58 appeals and we still have 37 outstanding.

#### **CONSENT AGENDA:**

- a) Accounts Payable – Authorize payment of bills in the amount of \$63,887
- b) Minutes of the January 17, 2012 DDA Board Meeting

Motion by Schmidt, supported by Henderson to approve the consent agenda as presented.

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

#### **CITIZEN COMMENTS:**

Les Beare would like to comment on the budget.

#### **SOUTHERN LAKES 2012 & 2013 EVENT SPONSORSHIPS:**

Burns reported that he has received a request from Southern Lakes Parks & Recreation for sponsorship of several events.

Motion by Schmidt, supported by Strayer that the DDA sponsor the Farmers Market, Back to the Bricks, Summer Movies Series and the Concert in the Park events in the Downtown District at a, not to exceed, cost of \$28,754 for FY 2013 & FY 2014.

MOTION CARRIED, ALL AYES.

Strayer thanked Vince Paris for doing a good job.

**EXTENSION OF CJ CALLAGHAN'S LANDSCAPE MAINTENANCE AGREEMENT:**

Burns advised that the City of Fenton and the DDA has had a three year contract with CJ Callaghan & Sons that expired on 12/21/11. Burns began preparing the bid for the next landscape maintenance contract and realized that there will be difficulties in preparing specifications for this contract due to the planning of the Streetscape Project in 2013 and the unknown costs of the increase in landscaping. CJ Callaghan has agreed to extend the contract for one additional year with the same prices they had for this three year contract.

Motion by Sweetman, supported by Wesch that the DDA allow the Administration to extend the contract for one year with CJ Callaghan & Sons for landscaping maintenance for a cost not to exceed \$18,191.75.

MOTION CARRIED, ALL AYES.

**PRELIMINARY BUDGET FY 2013 AND FY2014:**

Burns gave a report.

- Les Beare requested that the DDA set aside \$5000.00 for events on Silver Pkwy
- Burns advised that it will be discussed at the budget meeting.
- Les Beare inquired about vendors paying a fee during the July 4<sup>th</sup> activities.
- Schmidt suggested that we could look into having a car show on the Parkway.
- King asked if \$300,000 was still allocated for the Community Center. She also inquired if there were electrical outlets in the parking lots on the Parkway for vendors.
- Mike advised that the utilities are off at Republic Bank.

**CALL TO THE AUDIENCE:**

Discussion of the Façade Program ensued.

- Bayer talked about meeting with Dizurman back in 2010 and again in 2011. Now it is 2012 and there is still no progress. He proposed that the DDA take a serious look at the Façade Program. His thoughts are to either eliminate the program, modify what is existing, and deal directly with Dizurman.
- Burns said that he has 7-8 reports still outstanding and that he has sent demand letters to Dizurman. Burns added that we could take him to court, but that will take a lot of money. He has called him and left messages and sent emails, with no response. He will try to call him again tomorrow and give him a chance to respond to his email.
- Markland is willing to meet with Dizurman.
- Osborn said that she would be happy to join Lynn when they meet.
- Sweetman wondered what is in it for Dizurman and what will motivate him to get the job done.

- King stated that Burns has worked very hard to try to get Dizurman to follow through with his commitment.
- Schmidt talked about a problem with Sweet Variations regarding lead paint, which was hindering them from moving forward with their façade. They are looking to see if there was a federal requirement preventing the property owner from doing work on their own property. He will check with Brad Hissong.
- Bayer felt that it would be better to the façade on Sweet Variations before the Street Scape Project got underway.
- Linda Dysall  
2462 Crain Rd  
Fenton, Mi 48430  
Linda stated that she is a local artist. She felt that bringing art to Fenton was a great idea. The Mott Foundation has had a program where you pay a stipend to exhibit your art. She invited anyone interested to contact her for more information.
- Burns & Schmit advised that they contacted Christina with LAVA and she was not interested. They will meet with Linda Dysall after this meeting to get her contact information.

**ADJOURNMENT:**

The meeting adjourned at 7:15pm.

Respectfully submitted by,

*Craig Schmidt*  
Craig Schmidt, Chairman  
Downtown Development Authority

*Elaine McGreevy*  
Elaine McGreevy  
Recording **Secretary**

User: JDEHMEL

DB: Fenton

EXP CHECK RUN DATES 02/23/2012 - 02/23/2012

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	AMERAPLAN	FEBRUARY PREMIUMS	2.98	3829
401-851-818.400	MARKETING	FAIRFIELD INN	HOTEL MARKETING BREAKFEST SPONSORSHIP	10,000.00	3830
401-851-818.400	MARKETING	HOLIDAY INN EXPRESS	HOTEL MARKETING BREAKFEST SPONSORSHIP	10,000.00	3831
Total For Dept 851 DOWNTOWN DEVELOPMENT				20,002.98	
Total For Fund 401 DDA CONSTRUCTION FUND				20,002.98	
Fund Totals:					
Fund 401 DDA CONSTRUCT				20,002.98	
Total For All Funds:				20,002.98	



EXP CHECK RUN DATES 03/01/2012 - 03/01/2012

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	METLIFE	MARCH PREMIUMS	19.93	3832
401-851-719.000	EMPLOYEE FRINGES	VISION SERVICE PLAN	MARCH PREMIUMS	6.57	3834
401-851-864.000	CONFERENCES & DUES	VISA	FEBRUARY 2012 VISA MICHAEL BURNS	5.50	3833
Total For Dept 851 DOWNTOWN DEVELOPMENT				32.00	
Total For Fund 401 DDA CONSTRUCTION FUND				32.00	
Fund Totals:					
Fund 401 DDA CONSTRUCT				32.00	
Total For All Funds:				32.00	

User: JDEHMEL

DB: Fenton

EXP CHECK RUN DATES 03/08/2012 - 03/08/2012

JOURNALIZED PAID

BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-825.400	RENTAL PROPERTIES	CONSUMERS ENERGY	DDD 111 LEROY	60.24	3839
401-851-956.100	MISCELLANEOUS	VERIZON WIRELESS	BURNS CELL PHONE FEBRUARY 2012	51.83	3840
401-851-975.721	RIVER STREET UTILITIES	CONSUMERS ENERGY	STREET LIGHTS 125 RIVER	220.84	3839
Total For Dept 851 DOWNTOWN DEVELOPMENT				332.91	
Total For Fund 401 DDA CONSTRUCTION FUND				332.91	
Fund Totals:					
Fund 401 DDA CONSTRUCT				332.91	
Total For All Funds:				332.91	

EXP CHECK RUN DATES 03/15/2012 - 03/15/2012

JOURNALIZED PAID

BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND Dept 851 DOWNTOWN DEVELOPMENT 401-851-975.750	WEBSITE	3SIXTY INTERACTIVE	WEBSITE HOSTING & REDESIGN	383.33	3841
Total For Dept 851 DOWNTOWN DEVELOPMENT				383.33	
Total For Fund 401 DDA CONSTRUCTION FUND				383.33	
Fund Totals:					
Fund 401 DDA CONSTRUCT				383.33	
Total For All Funds:				383.33	

User: JDEHMEL

DB: Fenton

EXP CHECK RUN DATES 03/22/2012 - 03/22/2012

JOURNALIZED OPEN AND 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	THE BANK OF NEW YORK	AGENT FEES	150.00	
		Total For Dept 000		150.00	
		Total For Fund 401 DDA CONSTRUCTION FUND		150.00	
		Fund Totals:			
			Fund 401 DDA CONSTRUCT	150.00	
			Total For All Funds:	150.00	

User: JDEHMEL

DB: Fenton

EXP CHECK RUN DATES 03/01/2012 - 03/28/2012

UNJOURNALIZED OPEN

BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-810.000	PROF SERV - ENGINEERING	OHM ENGINEERING ADVISORS	WAYFINDING SIGN INVESIGATION	70.00	
401-851-818.410	EVENT MARKETING	THE UPS STORE	COPIES	95.40	
401-851-818.410	EVENT MARKETING	TRI-COUNTY TIMES	FENTON 3RD THURSDAY	196.40	
401-851-818.410	EVENT MARKETING	NEW MOON VISIONS	SERVICES FOR FEBRUARY 2012	5,008.00	
401-851-818.410	EVENT MARKETING	TRI-COUNTY TIMES	3RD THURSDAYS	196.40	
401-851-820.911	DISPATCH EQUIPMENT	MUNICIPAL SERVICES CONSU	DISPATCH FACILITY UPGRADE SEPTEMBER 2	7,989.65	
401-851-825.200	STREET LIGHTS	CRAFTSMAN ELECTRICAL SER	DOWNTOWN LIGHTING	137.00	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHO	PROFESSIONAL SERVICES DDA DIRECTOR	125.00	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHO	PROFESSIONAL SERVICE REAL ESTATE MAT	1,090.00	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHO	PROFESSIONAL SERVICES DDA BOARD MEETI	350.00	
401-851-864.000	CONFERENCES & DUES	LEXINGTON OF LANSING	MICHAEL BURNS	22.49	
401-851-956.100	MISCELLANEOUS	GOIN' POSTAL	SUPPLIES	187.00	
401-851-956.100	MISCELLANEOUS	MICHAEL BURNS	MILEAGE REIMBURSEMENT	21.65	
401-851-971.400	MASTER PLAN IMPLEMENT	MANSOUR REALTY, INC	MARCH 2012 CONSULTING CONERSTONE PROJ	3,000.00	
Total For Dept 851 DOWNTOWN DEVELOPMENT				18,488.99	
Total For Fund 401 DDA CONSTRUCTION FUND				18,488.99	
Fund Totals:					
Fund 401 DDA CONSTRUCT				18,488.99	
Total For All Funds:				18,488.99	

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY  
MEMORANDUM**



THE CITY OF  
FENTON

**DATE:** March 22, 2012  
**TO:** Downtown Development Authority Board of Directors  
**FROM:** Michael T. Burns, Executive Director *MB*  
**RE:** Meeting Schedule for 2012 – 2013

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Per the DDA By-Laws, we shall set our meeting dates for the upcoming year at the March Business Meeting. Listed below are the meeting dates for the upcoming year:

- Tuesday April 17, 2012
- Tuesday May 15, 2012
- Tuesday June 19, 2012
- Tuesday July, 17, 2012
- Tuesday August 21, 2012
- Tuesday September 18, 2012
- Tuesday October 16, 2012
- Tuesday November 20, 2012
- Tuesday December 18, 2012
- Tuesday January 15, 2012
- Tuesday February 19, 2012
- Tuesday March 19, 2012

All meetings will begin at 6 PM. **I recommend that the Downtown Development Authority approve the schedule as presented.**

# FENTON DOWNTOWN DEVELOPMENT AUTHORITY MEMORANDUM



THE CITY OF  
FENTON

**DATE:** March 22, 2012  
**TO:** Downtown Development Authority Board of Directors  
**FROM:** Michael T. Burns, Executive Director *MTB*  
**RE:** Lindhout and Associates Contract Revision

In June 2011, the DDA and City Council agreed to hire Lindhout and Associates to provide full architectural services for an expansion of the Fenton Community and Cultural Center along with the addition of the service core. The City Council and Downtown Development Authority agreed to pay them a cost not to exceed \$43,360 or 8 percent of a proposed \$542,000 construction cost at that time.

As the Community Center Restoration Oversight Committee was working with Lindhout and Associates on moving forward with construction, the Committee chose to add the restoration of the building to the project scope. Once Lindhout was able to reanalyze the entire project, the total cost of construction became \$1,854,812 (10 percent contingency fee included).

At the Joint City Council, Downtown Development Authority and Fenton Community Center Board of Governor's meeting on Wednesday February 29, 2012 there was interest to move forward with this project.

The first task toward moving forward with this project requires us to revise our contract with Lindhout and Associates for architectural and engineering services.

Lindhout and Associates is asking for us to amend the contract based on the updated project costs of 1,669,330. The percentage would remain 8 percent and the total cost owed to Lindhout and Associates is \$133,546.66. According to Piet Lindhout, they would project that approximately 65% of this cost would be paid out by June 30, 2012.

This payment would come from the DDA as they have \$200,000 allotted for this in the current budget. \$100,000 is proposed to be budgeted for FY 2013. No budget amendments would be needed at this time for this expenditure.

If approved, the cost would need to be approved by both the City Council and Downtown Development Authority. The City Council approved this agreement at their March 12, 2012 meeting.

**I am recommending that the Downtown Development Authority approve the contract amendment with Lindhout and Associates for the Community Center Restoration and Expansion project at a cost not to exceed \$133,546.46.**



March 1, 2012

City of Fenton  
301 S. Leroy St.  
Fenton, MI 48430

Attn: Lynn Markland City Manager  
Mike Burns, Assistant City Manager

Re: Professional Services - Architecture and Engineering

Gentlemen,

Per the discussion held last evening at the joint City Council / DDA / Board of Governors meeting, this letter is intended to amend our current contract with the City of Fenton for the Community Center Addition Project. Please let me know if you have any questions or concerns regarding the proposed amendment.

### Contract Amendment

Project Understanding is amended to include the renovation work described in the project budget sheet under the heading of Repair / Life Safety High Priority. This spreadsheet is dated February 15, 2012.

Project Budget is amended to \$1,854,812.00. This budget includes reasonable contractor and design fees and a limited contingency.

Construction Documents is amended to delete the word Civil which was included erroneously in the initial contract.

Proposed Fee is amended to the new construction budget amount of \$1,669,330.00 (90%\*1,854,812.00) multiplied times the same fee, 8.0%, which is \$133,546.46. At the City's option, the percentage fee (8.0%) may be used instead of the fixed fee.

All other provisions of our contract remain. I am assuming that Council Action on this matter will serve as you approval.

Please contact me if you have any questions in this regard,

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Piet W. Lindhout'.

Piet W. Lindhout, Architect, CEO  
Lindhout Associates architects aia pc

#### Our Mission

**Integrity**  
in architecture and design  
in client relationships  
in employee relationships  
in community relationships

**advancement**  
in all these efforts



**FENTON DOWNTOWN DEVELOPMENT AUTHORITY  
MEMORANDUM**



THE CITY OF  
FENTON

**DATE:** March 22, 2012

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

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

**RE:** Fire Hall Update

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Bobby Mason and Bill Tadrick will be in attendance to provide an update to the DDA Board regarding the status of the Fire Hall project and their projected construction date.

# FENTON DOWNTOWN DEVELOPMENT AUTHORITY

## MEMORANDUM



THE CITY OF  
FENTON

**DATE:** March 22, 2012  
**TO:** Downtown Development Authority Board of Directors  
**FROM:** Michael T. Burns, Executive Director *MTB*  
**RE:** Fenton ArtWalk 2012

Last Year's First Downtown Fenton ArtWalk was a success. Our event was well attended and there were a lot of positive things that occurred at the Art Walk. This year we are making some modifications to the Art Walk based on feedback we received.

We plan on making ArtWalk a full day event on a Saturday. This year we are partnering with Mark Hamel and his Fenton Bastille Day Race to have both events occur on the same day, which is Saturday July 14, 2012. The Bastille Day Race is a well-attended race that begins in Downtown Fenton and has a very intense running course. In discussing this collaboration with Mark Hamel we believe that cross-promoting these events and merging them within the same day will be a positive impact in Downtown Fenton.

This event will also only be in the Downtown District this year. We found that event was successful in the Downtown area but was not so in other areas of the City.

I have attached a plan for this year's event. We also are working on an improved partnership with the Lakes Area Arts Council for this event. Sharman from New Moon Visions is working with them regarding that.

The cost to the DDA for this event is \$5,500 for promotion and preparation for this event. This amount was budgeted for in the FY 12 budget but we may not utilize this entire amount prior to the end of this fiscal year and can carry over that amount into the FY 13 budget.

New Moon Visions will be present to discuss the plan in greater length.

**I am recommending that the Downtown Development Authority approve the allocation of a cost not to exceed \$5,550 for the 2012 Fenton ArtWalk. I also recommend that the DDA move forward and host the Art Walk in conjunction with the Fenton Bastille Day Races on Saturday July 14, 2012.**



**DATE:** March 19, 2012

**TO:** Fenton Downtown Development Authority

**RE:** 2012 July Artwalk Event

**Overview:**

Work has begun on the Second Annual Artwalk ! The plan is to expand on the success of last year's event. As you remember, the mission of this fun event is to expose visitors to downtown merchants they may never have visited. This is done by pairing artists with downtown merchants who will host the artist and her/his display inside their store.

At Mike Burn's suggestion, we met with Mark Hamel to discuss having the Artwalk on the same day as his Bastille Day Run. Mark agreed and the Artwalk will be on Saturday, July 14<sup>th</sup>. This will let allow for some cross promotion. After conversations with the Lakes Area Arts Council (LAAC) and various merchants we are suggesting that the Artwalk be from 10AM – 6PM. This will let us reach the runners and their families and give people within and outside the community the opportunity to spend the day in Fenton. An Afterglow will be held, at a yet to be determined location, to encourage people to stay longer and enjoy the area's restaurants and entertainment.

LAAC suggested that we consider changing the name of the event. The Flint Area Arts Council does a monthly artwalk. New Moon recommends keeping the name the same. This will provide consistency and Artwalk is descriptive of what the participants are attending.

**Location:**

The event will be concentrated in the DDA downtown area from Shiawassee to the Fenton Hotel. A key component in connecting the south and north ends of the event is getting the churches and the Community Center involved. The churches could get involved in hosting various events. The Community Center has a wedding that day, so we couldn't use the inside of the center. We're going to explore the possibility of having tent(s) or art on the front lawn. If people hear or see activity they will move toward it.

**Theme:**

Since Artwalk is being held in conjunction with The Bastille Day Run we think it is appropriate to follow a French theme. This is also consistent with the French influence seen in the Fleur de Lis that is part of Fenton's marketing. We will encourage the merchants to carry on the theme. Carol at Sweet Variations will be making some chocolate Eiffel Towers. She also suggested we set up a guillotine as a picture taking opportunity. Volunteers can sport a beret or scarf etc. in colors of the French flag etc. Mimes would also be a fun addition.

**Logo:**

The logo will remain the same, but will always be in the blue tones. Last year we had included some other colors.

**Partners:**

I attended a meeting of the LAAC. (The Artist Guild renamed themselves LAVA when they became a committee of the LAAC a couple of years ago.) The LAAC will help with various organizational elements. Potential Community partners are being contacted. These include: the library, Fenton Films, the Fenton Community Orchestra, Fenton Village Players, Fenton Historical Society and downtown churches. Your help in identifying additional groups that might partner with us would be appreciated.

**Artists:**

LAAC will use their mailing list to help us get the word out. Contact will also be made with other area Arts Councils and participants in last year's Artwalk. We suggest that this be a juried show. This will help control the quality and type of work included. The committee to review the work will include a representative from LAAC, LAVA and a high school art teacher.

Artists will also be able to download an application at [Fentonbecloser.com](http://Fentonbecloser.com) and submit a one page pdf file of their work to a designated email address.

Once the applications are received they will be directed to the police department, so they can conduct a background check. When the background checks are completed, the committee will receive the applications.

**Merchants:**

We will contact all DDA merchants in the Downtown area to see if they want to host an artist or would like to be involved in some other way. New Moon Visions will work with the jury committee to pair the selected artist with a suitable location and then get the merchants' buy-in.

**Activities:**

Participants, will once again, be asked to visit each store to see the artist. Their goal will be to visit a certain number of stores to qualify for Artwalk prizes from Fenton merchants.

Since this is a daylong event we need more activities to engage the participants and create excitement. We are exploring musicians, human sculptures, mimes etc.

The churches could have craft and/or bake sales.

**Volunteers:**

We hope to have volunteers from the community and DDA to help on July 14<sup>th</sup>.

**Marketing:**

The event will be advertised in the Tri-County Times and/or MLive, radio, flyers and posters and/or event postcards. We could see if area banks would give out event postcards at their drive-thrus.

If we can get approval we would like to have small "yard sale" type signs that are put up throughout the downtown area and on roads leading into downtown.

**Budget:**

We are working to stay within the 2011/2012 budget of \$5,500 even though the event is more involved and longer than last year's. Also, this event is being held in the 2012/2013 budget year. The July 2013 event will be in the 2013/2014 budget year.

Submitted by: Sharman Lamka, New Moon Visions

# FENTON DOWNTOWN DEVELOPMENT AUTHORITY

## MEMORANDUM



**DATE:** March 22, 2012

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

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

**RE:** Lawn Care Services

We have received bids for lawn care services for the 2012 mowing seasons with the option of extending the agreement for the 2013 and 2014 mowing seasons. On February 13, 2012 we accepted bids from 8 lawn maintenance companies. The companies are listed below and I have also attached bidding information. The bids were requesting services to maintain our city properties, DDA properties and additional properties that once were cut by DPW staff but as of 2009 were contracted to a private firm.

- CJ Callaghan's and Sons – Fenton
- Shoemakers – Fenton
- Klassic Lawn Care – Swartz Creek
- Four Seasons Lawn Care – Grand Blanc
- A Little Off the Top – Flushing
- Sunway Lawn Care – Milford
- The Greener Side – Burton
- Quality Landscape – Rochester

In conducting our due diligence, I eliminated the two lowest bidders. Those two firms were Four Seasons Lawn Care and Klassic Lawn Care. In reviewing Four Seasons, I learned that they did not bid the project as described in the bidding specifications and therefore were eliminated from the process. Klassic Lawn Care provided service to the City of Fenton for approximately eight years. It was brought to my attention that when they provided service to us, we had numerous issues with them regarding quality of service and at the time their contract was not renewed. After learning this, I am not comfortable in recommending them to the City Council or the DDA Board.

The lowest qualified bidder is Quality Landscape from Rochester. Quality Landscape provides fertilization services to us currently. The total cost to the City for their service is \$49,072 per year (\$38,792 to the General Fund and \$10,820 to the DDA Fund). However, their cost for the DDA properties is \$3,000 more per year than what the DDA had paid previously and has been budgeted for in the current and upcoming fiscal year. Per City Ordinance, unless the City Council allows the DDA to utilize a separate consultant than what the City provides for a particular service; the DDA would need to use the consultant that the City has.

I have checked their reference and all were positive references. They have provided quality work for the City and I believe that Quality Landscape is a reputable firm and can complete this task.

However, with the numerous complaints regarding the City not using local firms, I was not sure of the position of the City Council regarding this. If they did want to consider a local firm, the City Council could accept CJ Callaghan's bid. Their total bid is \$58,403 per year (\$51,248 to the General Fund and \$7,155 to the DDA Fund). This is the same cost the City and DDA have paid for maintenance for the previous contract. In addition, the City has utilized CJ Callaghan's Lawn Care for eight years for lawn maintenance and landscaping. They have also provided quality work for the City and I believe that CJ Callaghan's is a reputable firm and can complete this task.

**I am not providing a recommendation on this matter until after the March 26, 2012 City Council meeting as our action is dependent on that of the City Council. However, I am providing you with the same information as I have**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY  
MEMORANDUM**



THE CITY OF  
FENTON

**DATE:** March 22, 2012  
**TO:** Downtown Development Authority Board of Directors  
**FROM:** Michael T. Burns, Executive Director *MTB*  
**RE:** FY 2013 and FY 2014

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Due to the changes regarding our possible fiscal condition, I am still in the process of preparing the budgets for Fiscal Year 2013 and 2014. I will have that information prior to Tuesday's meeting.