



**Fenton
Downtown
Development
Authority**

City of Fenton – Downtown Development Authority
Board Meeting of Tuesday December 20, 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 \$31,904.62
 - b) Minutes of the November 15, 2011 DDA Board Meeting

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) Wayfinding Signage
- 5) Be Closer Discussion
- 6) FY 13 Discussion
- 7) Call to the Audience
- 8) Adjournment

Upcoming meeting: January 17, 2012

CITY OF FENTON
DOWNTOWN DEVELOPMENT AUTHORITY
BALANCE SHEET
30-Nov-11

ASSETS:	
CASH IN BANK	\$2,990,695
ACCOUNTS RECEIVABLE	\$0
DUE FROM OTHER FUNDS	<u>\$0</u>
TOTAL ASSETS	<u><u>\$2,990,695</u></u>
LIABILITIES:	
ACCOUNTS PAYABLE	\$6,813
DUE TO OTHER FUNDS	<u>\$2,725</u>
TOTAL LIABILITIES	\$9,538
FUND EQUITY:	
FUND BALANCE	<u>\$2,981,157</u>
TOTAL LIABILITES AND EQUITY	<u><u>\$2,990,695</u></u>

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

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FRM BUDGET
REVENUES:				
TAX REVENUES	\$2,026,835	\$1,492,355	73.63%	(\$534,480)
REVENUE SHARING	(\$400,000)	(\$400,000)	100.00%	\$0
MISCELLANEOUS INCOME	\$0	\$659	0.00%	(\$659)
INTEREST INCOME	\$10,000	\$2,882	28.82%	(\$7,118)
TOTAL REVENUE	\$1,636,835	\$1,095,896	66.95%	(\$542,257)
DEBT PAYMENTS:				
PRINCIPAL	\$320,000	\$0	0.00%	\$0
INTEREST & FEES	\$174,822	\$95,137	54.42%	\$79,685
TOTAL PAYMENTS	\$494,822	\$95,137	19.23%	\$79,685
OPERATING EXPENSES:				
SALARIES	\$53,000	\$27,425	51.75%	\$25,575
EMP FRINGES	\$18,000	\$6,865	38.14%	\$11,135
CONFERENCES & DUES	\$2,500	\$983	39.32%	\$1,517
PROF SERVICES	\$30,000	\$19,457	64.86%	\$10,543
MARKETING	\$142,600	\$54,786	38.42%	\$87,814
EVENT MARKETING	\$59,400	\$29,874	50.29%	\$29,526
APPRAISALS	\$40,000	\$8,000	20.00%	\$32,000
BOND COSTS	\$47,000	\$0	0.00%	\$47,000
LEGAL FEES	\$30,000	\$7,341	24.47%	\$22,659
INSURANCE	\$15,000	\$15,000	100.00%	\$0
OLD FIRE HALL UTILITIES	\$0	\$2,019		(\$2,019)
RENTAL PROPERTY	\$5,000	\$35	0.70%	\$4,965
STREET LIGHTS	\$8,000	\$1,172	14.65%	\$6,828
LANDSCAPING MAINTENANCE	\$16,000	\$8,868	55.43%	\$7,132
LAWN CARE	\$7,200	\$4,051	56.26%	\$3,149
RIVER ST. UTILITIES	\$5,000	\$681	13.62%	\$4,319
WEBSITE	\$3,000	\$1,917	63.90%	\$1,083
MISCELLANEOUS	\$7,500	\$2,275	30.33%	\$5,225
TOTAL OPERATING	\$489,200	\$190,749	38.99%	\$298,451
PROJECTS:				
MASTER PLAN IMPLEMENTATION	\$1,000,000	\$24,764	2.48%	\$975,236
OLD FIRE HALL	\$400,000	\$0	0.00%	\$400,000
WAYFINDING	\$105,000	\$9,277	8.84%	\$95,723
STRIPING	\$3,000	\$0	0.00%	\$3,000
STREETScape	\$75,000	\$55,246	73.66%	\$19,754
STREETScape MAINTENANCE	\$20,000	\$7,508	37.54%	\$12,492
FAÇADE IMPROVEMENTS	\$200,000	\$0	0.00%	\$200,000
RIVER ST PARKING IMPROVMENTS	\$0	\$1,000		(\$1,000)
COMMUNITY CENTER RESTORATION	\$200,000	\$8,672	4.34%	\$191,328
DISPATCH EQUIPMENT	\$40,000	\$2,646	6.62%	\$37,354
WALNUT ST IMPROV	\$64,000	\$47,197	73.75%	\$16,803
SILVER PARKWAY DESIGN	\$0	\$1,352		(\$1,352)
SILVER PARKWAY IMPROV	\$0	\$6,479		(\$6,479)
TOTAL PROJECTS	\$2,107,000	\$164,141	7.79%	\$1,942,859
TOTAL EXPENDITURES	\$3,091,022	\$450,027	14.56%	\$2,320,995
REVENUES OVER EXPENDITURES	(\$1,454,187)	\$645,869		
BEGINNING FUND BALANCE	\$2,335,288	\$2,335,288		
ENDING FUND BALANCE	\$881,101	\$2,981,157		

EXP CHECK RUN DATES 11/17/2011 - 11/18/2011
 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	DECEMBER PREMIUMS	4.34	3744
401-851-719.000	EMPLOYEE FRINGES	HEALTHPLUS	DECEMBER PREMIUMS	360.38	3745
401-851-719.000	EMPLOYEE FRINGES	METLIFE	DECEMBER PREMIUMS	29.11	3746
401-851-971.410	WAYFINDING	FIRST AMERICAN TITLE INS	ESCROW FOR RELOCATION DEPOSIT 111S LE	5,000.00	3743
Total For Dept 851 DOWNTOWN DEVELOPMENT				<u>5,393.83</u>	
Total For Fund 401 DDA CONSTRUCTION FUND				<u>5,393.83</u>	
Fund Totals:					
Fund 401 DDA CONSTRUCT				<u>5,393.83</u>	
Total For All Funds:				<u>5,393.83</u>	

12/16/2011 10:01 AM
User: JDEHMEL
DB: Fenton

INVOICE GL DISTRIBUTION REPORT FOR CITY OF FENTON

EXP CHECK RUN DATES 12/01/2011 - 12/01/2011
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	AFLAC INSURANCE	DECEMBER PREMIUMS	72.62	3747
401-851-719.000	EMPLOYEE FRINGES	THE STANDARD INSURANCE C	DECEMBER PREMIUMS	22.33	3748
401-851-719.000	EMPLOYEE FRINGES	VISION SERVICE PLAN	DECEMBER PREMIUMS	9.58	3749
Total For Dept 851 DOWNTOWN DEVELOPMENT				104.53	
Total For Fund 401 DDA CONSTRUCTION FUND				104.53	
Fund Totals:					
Fund 401 DDA CONSTRUCT				104.53	
Total For All Funds:				104.53	

EXP CHECK RUN DATES 12/08/2011 - 12/08/2011
 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	MERS	NOV. DEFINE DONTRIBUTION - BURNS	40.17	3751
401-851-864.000	CONFERENCES & DUES	VISA	NOVEMBER VISA- MICHAEL BURNS	291.00	3753
401-851-956.100	MISCELLANEOUS	CONSUMERS ENERGY	REPUBLIC BANK 120 E SILVER LAKE	73.86	3750
401-851-956.100	MISCELLANEOUS	VERIZON WIRELESS	CELL PHONE	51.53	3752
401-851-956.100	MISCELLANEOUS	VISA	NOVEMBER VISA- MICHAEL BURNS	84.09	3753
401-851-975.721	RIVER STREET UTILITIES	CONSUMERS ENERGY	STREETLIGHTS 125 RIVER ST	278.62	3750
Total For Dept 851 DOWNTOWN DEVELOPMENT				819.27	
Total For Fund 401 DDA CONSTRUCTION FUND				819.27	
Fund Totals:					
Fund 401 DDA CONSTRUCT				819.27	
Total For All Funds:				819.27	

12/16/2011 10:02 AM
User: JDEHMEL
DB: Fenton

INVOICE GL DISTRIBUTION REPORT FOR CITY OF FENTON

EXP CHECK RUN DATES 12/15/2011 - 12/15/2011
JOURNALIZED OPEN AND PAID
BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-719.000	EMPLOYEE FRINGES	AMERAPLAN	MONTHLY PREMIUMS	4.34	
		Total For Dept 851 DOWNTOWN DEVELOPMENT		4.34	
		Total For Fund 401 DDA CONSTRUCTION FUND		4.34	
		Fund Totals:			
			Fund 401 DDA CONSTRUCT	4.34	
			Total For All Funds:	4.34	

EXP CHECK RUN DATES 11/17/2011 - 01/11/2012
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN
 BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-719.000	EMPLOYEE FRINGES	AMERAPLAN	MONTHLY PREMIUMS	4.34	
401-851-818.400	MARKETING	TRI-COUNTY TIMES	DDA ADVERTISING 11-1 TO 11-15	392.80	
401-851-818.400	MARKETING	CUMULUS MEDIA	LADIES NIGHT AND 3RD THURSDAY CK 1055	600.00	
401-851-818.400	MARKETING	NEW MOON VISIONS	SERVICES MONTH OF NOVEMBER 2011	5,008.00	
401-851-818.400	MARKETING	THE UPS STORE	COPIES	47.70	
401-851-818.400	MARKETING	TRI-COUNTY TIMES	DDA - JINGLEFEST & 3RD THURSDAY	196.40	
401-851-818.400	MARKETING	WDVD-FM DETROIT RADIO/CU	NOVEMBER 2011 DDA RADIO CAMPAIGN	1,800.00	
401-851-818.400	MARKETING	WHMI 93.5 FM	THIRD THURSDAY	525.00	
401-851-818.400	MARKETING	CUMULUS MEDIA	JINGLE FEST - CK 1055	600.00	
401-851-818.410	EVENT MARKETING	TRI-COUNTY TIMES	DDA ADVERTISING 11-1 TO 11-15	177.76	
401-851-818.410	EVENT MARKETING	OBSERVER & ECCENTRIC NEW	JINGLEFEST 2011	281.00	
401-851-818.410	EVENT MARKETING	TRI-COUNTY TIMES	DDA - JINGLEFEST & 3RD THURSDAY	799.92	
401-851-818.410	EVENT MARKETING	WFBE-FM CUMULUS BROADCASTS	JINGLEFEST 2011	180.00	
401-851-818.410	EVENT MARKETING	WFBE-FM CUMULUS BROADCASTS	JINGLE FEST 2011	120.00	
401-851-818.410	EVENT MARKETING	WHMI 93.5 FM	JINGLE FEST	1,000.00	
401-851-818.410	EVENT MARKETING	WHMI 93.5 FM	JINGLE FEST	500.00	
401-851-820.911	DISPATCH EQUIPMENT	MUNICIPAL SERVICES CONSU	PROFESSIONAL CONSULTING	4,682.50	
401-851-825.300	STREETSCAPE	OHM ENGINEERING ADVISORS	DOWNTOWN ROAD & STREETSCAPE PRE ENGIN	1,790.00	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHO	PROFESSIONAL SERVICES NOV. DDA DIRECT	452.50	
401-851-864.000	CONFERENCES & DUES	MICHAEL BURNS	MILEAGE REIMBURSEMENT MEDA SEMINAR	34.68	
401-851-956.100	MISCELLANEOUS	MICHAEL BURNS	MILEAGE REIMBURSEMENT GEN CO MRGS MEE	9.69	
401-851-971.400	MASTER PLAN IMPLEMENT	SCHLEEDE HAMPTON ASSOCIA	GEOTECHINICAL ENGINEERING SERVICES	3,950.00	
401-851-971.400	MASTER PLAN IMPLEMENT	FIELD TO FINISH	SURVEY FOR TITLE COMPANY - 111 S LERO	650.00	
401-851-971.400	MASTER PLAN IMPLEMENT	MANSOUR REALTY, INC	DECEMBER CONSULTING - CONERSTONE PROJ	3,000.00	
401-851-971.413	LANDSCAPING MAINT	CJ CALLAGHAN & SONS	DDA PROPERTIES	1,007.00	
401-851-971.414	LAWN CARE	CJ CALLAGHAN & SONS	DDA PROPERTIES	420.00	
401-851-975.720	STREETSCAPE MAINTENANCE	WOLVERINE GREENHOUSES	GARLAND CEDAR MICHIGAN 50	190.00	
401-851-975.720	STREETSCAPE MAINTENANCE	WOLVERINE GREENHOUSES	GARLAND CEDAR MICHIGAN 30	312.00	
401-851-975.720	STREETSCAPE MAINTENANCE	SPRAY MASTER IRRIGATION	WINTERIZE SYSTEMS - CITY WIDE	204.00	
401-851-975.721	RIVER STREET UTILITIES	SPRAY MASTER IRRIGATION	WINTERIZE SYSTEMS - CITY WIDE	51.00	
401-851-975.750	WEBSITE	3SIXTY INTERACTIVE	WEBSITE HOSTING & SUPPORT NOVEMBER 20	383.33	
401-851-975.750	WEBSITE	ACCUNET WEB SERVICES	ANNUAL DOMAIN NAME REGIST, SERV & HOS	415.00	
401-851-975.807	COMMUNITY CENTER RESTORATION	FIELD TO FINISH	ARCHITRECTORAL SURVEY - COMMUNITY CEN	2,120.00	
Total For Dept 851 DOWNTOWN DEVELOPMENT				31,904.62	
Total For Fund 401 DDA CONSTRUCTION FUND				31,904.62	
Fund Totals:					
Fund 401 DDA CONSTRUCT				31,904.62	
Total For All Funds:				31,904.62	



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday November 15, 2011

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

ROLL CALL:

PRESENT: Bayer, Canever (via phone), Henderson, Kasper, Osborn, Piacentini, Saule, Schmidt, Strayer, Sweetman, Wesch

ABSENT: James

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

EXECUTIVE DIRECTOR'S REPORT:

On Thursday morning Nov. 17, Chad Gamble DPW Director for the City of Lansing will give a presentation on how Lansing dealt with their streetscape project. He will provide insight on how they worked with their community and businesses during their project.

The 3rd Thursday Event & Ladies Night Out will also be on Thursday Nov. 17th. The DDA is not involved with the Ladies Night Out.

Natalie of New Moon thought it might be a good idea if a DDA board member was involved in Jinglefest. Chris Bayer said that he was planning on being there. Burns talked about the complaint from Bill Carr Signs and the response from Grissim, Metz & Andriese regarding issues pertaining to the sign specification for the Wayfinding Signs.

Schmidt would like to have a 3rd party take a look at the signs to see if they are made to spec by Grissim.

Piacentini inquired to the cost of the 3rd party.

Schmidt thought that it might just be the cost of a few hours of work, not much. Kasper questioned why the lettering on the signs was not centered. Schmidt advised that when we told Universal Signs the lettering was too small they said that they had to put it off center in order to enlarge it.

Schmidt also advised that there was no reflective material on the signs.

Saule stated that Grissom goofed, and that the font size was not the same as originally shown.

It was decided that all of the concerns about the signs should be discussed with Grissim.

Motion by Saule, supported by Kasper recommending that we move forward with a 3rd party opinion.

MOTION CARRIED, ALL AYES

FINANCIAL REPORT:

Shane provided the board with the financial report.

CONSENT AGENDA:

- a) Accounts Payable – Authorize payment of bills in the amount of \$103,322.33
- b) Minutes of the October 18, 2011 DDA Meeting

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

MOTION CARRIED Roll Call Vote: Bayer-aye, Henderson-aye, Kasper-aye, Piacentini-aye, Saule-aye, Schmidt-aye, Strayer-aye, Sweetman-aye, Wesch-aye.

STREETSCAPE PRESENTATION:

Tim Juidici of OHM & Joe Wright of LAS gave an informational presentation on the Streetscape & Road Improvement Project.

Questions & Input:

Cherie Smith shared her concerns about angle parking, seat walls, handicap parking and the lamp post in the walkway.

Cheryl King shared her concerns about 2 parking spots on S Leroy between Elizabeth & W Shiawassee, biking, and maintenance of the brick.

Les Bland shared his concerns about angle parking and turning onto S Leroy from the roadway at the Community Center.

John Strayer asked if the cost was in 2013 dollars or today's dollars.

Tim Juidici reminded everyone that this project is in a conceptual stage at this point and that he would take all of the input into consideration. Tim also said that they are looking for the cost to be projected into 2013.

REQUEST BY PARKS BOARD REGARDING FREEDOM PARK SIGN:

Parks Board is requesting the DDA to replace the "Freedom Park" sign. They would like a smaller version of the "Welcome To Fenton" sign with the gazebo logo underneath "Freedom Park".

Dan Czarnecki stated that the Parks Board was concerned about losing the "Freedom Park" sign. They are asking the DDA to help with the cost in replacing and relocating the sign.

Les Bland felt that there should have been more discussion with the Parks Board before the DDA put up their sign

John Strayer said that the DDA should take a look at all of the parks signs and the gazebo logo should be on the signs. He also suggested that it should be taken to the Design Committee.

Motion by Schmidt, supported by Piacentini that the DDA move forward with the Parks Board.

MOTION CARRIED, ALL AYES.

PARKING BEHIND 106 W SHIAWASSEE:

The City Manager is asking the DDA for assistance in addressing some parking concerns in the area of Shiawassee & Elizabeth. He has suggested extending the current parking lot next to the Museum toward the rear of the property at 106 Shiawassee.

Motion by Schmidt, support by Saule to allow the DDA to look into this item.

MOTION CARRIED, ALL AYES

5 YEAR BUDGET PLAN:

Burns gave a Five Year Financial Forecast. It included details of a forecast with and without personal property taxes.

The board was happy with Cindy and Mike putting the forecast together.

Les Beare of the UPS Store asked if Silver Parkway was included in the forecast.

Burns said that the DDA would look into it.

Mike Piacentini would like more information on the Community Center meetings.

CALL TO THE AUDIENCE:

Les Bland is concerned with the sign issue. He hopes that Grissim will be held accountable. He also asked the board to make them stand by what they said they would do. Grissim or the sign company.

Cheryl King said that she would like feedback on whether "Be Closer" is working.

Craig Schmidt said that it takes time to get a community to understand and catch on. He does believe that it is making a difference.

He wishes everyone a Happy Thanksgiving.

CLOSED SESSION:

Motion by Osborn, supported by Sweetman to enter into closed session to discuss the purchase of property at 8:20pm.

MOTION CARRIED

Roll call votes: Bayer-aye, Henderson-aye, Kasper-aye, Piacentini-aye, Saule-aye, Schmidt-aye, Strayer-aye, Wesch-aye.

ADJOURNMENT:

The meeting adjourned at 8:40pm.

Osborn wished everyone a Happy Thanksgiving.

Next meeting will be December 20th, 2011.

Respectfully submitted by,

Craig Schmidt
Craig Schmidt, Chairman
Downtown Development Authority

Elaine McGreevy
Elaine McGreevy
Recording **Secretary**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY MEMORANDUM



DATE: December 16, 2011
TO: Downtown Development Authority Board of Directors
FROM: Michael T. Burns, Executive Director
RE: Wayfinding

At last month's DDA meeting, I informed the Board about the complaints regarding the bid specifications and the product that was created for the Wayfinding Signage Project. Due to the concerns by the Administration, the DDA decided to contract with OHM to have them to review of the new signs to make sure that they were constructed in compliance with the bid specifications. In the interim, payments of all invoices regarding the signage have been held back.

As the board is aware, Sue Grissim from Grissim, Metz and Andriese told both the City Manager and I that during the fabrication of the signs, she approved for modifications to the aluminum poles of the Club Signs and the deletion of reflective vinyl to the signs without approval of the DDA. Sue Grissim was hired by the Downtown Development Authority to manage all aspects of the signage project, but I expected to be consulted regarding any changes to the construction of the signs.

I have directed Attorney Schultz to review the entire matter regarding this project, including OHM's report and inform us of our legal options regarding these issues.

Further information regarding this matter and recommended actions on resolving the issues will be provided at the Board meeting.

FENTON DOWNTOWN DEVELOPMENT AUTHORITY MEMORANDUM



DATE: December 16, 2011
TO: Downtown Development Authority Board of Directors
FROM: Michael T. Burns, Executive Director
RE: Be Closer

The DDA implemented the Be Closer Marketing Campaign in the end of January 2011. There have been a number of positive impacts by implementing the campaign. We have been able to better engage and promote the community by promoting a number of community events, merchants and the many positive attributes of Fenton. We have also been able to promote Fenton on a more regional basis similar to that of what the Pure Michigan campaign does on a statewide basis. There are a number of services and programs through the entire campaign that are available and have really benefitted the community within the past ten months.

With that being said, there has been negative media commentary regarding the program. The lack of understanding, the tagline, the symbolism, the colors of marketing material, the spending of tax dollars for this have all been the concerns by some. Many of which make their comments anonymously.

I would like to engage the board in a discussion about what they would like to do with the Be Closer program. Is there something that we can do better or is this something that the DDA should end? I would like the board to have a discussion and direct me and New Moon as to what they would like to see regarding the campaign as we prepare for FY 13.

Representatives from New Moon will be here for the discussion.

FENTON DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM



DATE: December 16, 2011
TO: Downtown Development Authority Board of Directors
FROM: Michael T. Burns, Executive Director
RE: FY 13 Budget

The budgeting process for FY 13 is fast approaching. The DDA needs to begin preparation for the FY 13 budget. I would like to discuss with the board the projects that are outstanding.

Currently, the DDA is involved in four major projects that will utilize a major amount of resources over the next few years. These projects include:

- The Cornerstone Development
- Old Fire Hall Restoration
- Downtown Streetscape
- Community Center Restoration and Expansion

With the exception of the Old Fire Hall Restoration, we do not have finalized costs. When I prepared the five year financial forecast, I placed amounts for these based on my best estimates at that time. The Downtown Streetscape Project is expected to be a bonded project and we will also need to utilize debt service for the Community Center Restoration and Expansion. We estimate that the project costs for the Streetscape will range \$3.5 to \$4 million and anywhere between \$1.5 and \$2 million for the Community Center. I have not included engineering and architectural fees in the bonding costs as I these costs to be paid for through the annual budget.

In Fiscal Year 2013, the DDA will be considering a parking lot expansion at 106 Shiawassee as discussed at the November 2011 meeting. The DDA is currently involved in a façade improvement program that will require resources to be allocated, if the board wishes to continue this program.

In Fiscal Year 2011, the DDA began planning for the Silver Parkway Landscaping, Lighting and Irrigation Project and canoe launches in the Shiawassee River. These projects began under the premise that the Cornerstone Development was several years away from commencing. However, the opportunity to purchase the Republic Bank site and the Saab Group's interest in redeveloping the area required the DDA to move forward much faster than the DDA had anticipated. In order to rebuild the downtown (which is the mission of the DDA and why it was created) and invest in the Cornerstone Project, the DDA will have to shift the resources put forth for the two projects above. That is why these items were removed from the Fiscal Year 12 budget because the board recognized that while our resources are healthy now they will become limited very soon due to all of the positive activity downtown.

As we prepare the FY 2013 budget, the DDA board needs to recognize that while we have a healthy fund balance at the moment, the investment in Downtown over the next few years will require us to have a strong management of that fund. It will also require the DDA to prioritize their needs as our financial resources are limited.

If the DDA would like to re-consider the Silver Parkway Project and placing canoe launches in the Shiawassee River. This will likely require the DDA to reconsider the two projects noted above. Most likely the Cornerstone Development and the Community Center Restoration would be the projects that would have to be terminated. Because it would be fiscally impossible to handle all of these projects with the resources we have at this time. While all of these projects are important, I am asking the board to direct me on what their priorities are.

I am asking the board to provide me direction on what major projects they would like me to prepare for the Fiscal Year 2013 budget. Please recognize that the projects selected may commit funds for the next several years. I would like to utilize this time for discussion and feedback.