

**Fenton  
Downtown  
Development  
Authority**

City of Fenton – Downtown Development Authority  
Board Meeting of Tuesday February 16, 2016,  
6:00 p.m. – Council Chambers – City Hall

Call to Order

Roll Call

- 1) Director's Report
- 2) Financial Report
- 3) Consent Agenda
  - a) Minutes of DDA Meeting of Tuesday January 19, 2016.

**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) Resolution for DDA Bond for Caroline St extension.

Next Meeting: March 15, 2016

CITY OF FENTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
BALANCE SHEET  
12-Feb-16

ASSETS:	
CASH IN BANK	\$1,642,718
MISC ACCTS RECEIVABLE	\$0
LOAN RECEIVABLE - CORLIN	\$200,000
DUE FROM OTHER FUNDS	\$0
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TOTAL ASSETS	\$1,842,718
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LIABILITIES:	
ACCOUNTS PAYABLE	\$1,180
DEFERRED REVENUE	\$200,000
DUE TO OTHER FUNDS	\$29,325
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TOTAL LIABILITIES	\$230,505
FUND EQUITY:	
FUND BALANCE	\$1,612,213
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TOTAL LIABILITES AND EQUITY	\$1,842,718
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CITY OF FENTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
12-Feb-16

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FRM BUDGET
REVENUES:				
TAX REVENUES	\$1,749,916	\$1,436,099	82.07%	(\$313,817)
REVENUE SHARING	(\$350,000)	(\$350,000)	100.00%	\$0
REIMBURSEMENT FOR PPT LOSS	\$0	\$17,639		
PREVIOUS YRS CHARGE-BACKS	\$0	(\$146,255)		
INTEREST INCOME	\$5,000	\$4,727	94.54%	(\$273)
<b>TOTAL REVENUE</b>	<b>\$1,404,916</b>	<b>\$962,210</b>	<b>68.49%</b>	<b>(\$314,090)</b>
DEBT PAYMENTS:				
PRINCIPAL	\$611,000	\$0	0.00%	\$611,000
INTEREST & FEES	\$209,882	\$92,484	44.06%	\$117,398
<b>TOTAL PAYMENTS</b>	<b>\$820,882</b>	<b>\$92,484</b>	<b>11.27%</b>	<b>\$728,398</b>
OPERATING EXPENSES:				
SALARIES	\$79,416	\$50,808	63.98%	\$28,608
EMP FRINGES	\$46,500	\$11,766	25.30%	\$34,734
CONFERENCES & DUES	\$5,000	\$2,978	59.56%	\$2,022
PROF SERVICES	\$15,000	\$1,631	10.87%	\$13,369
MARKETING	\$30,000	\$3,988	13.29%	\$26,012
EVENT MARKETING	\$66,000	\$48,277	73.15%	\$17,723
APPRAISALS	\$20,000	\$0	0.00%	\$20,000
LEGAL FEES	\$20,000	\$2,393	11.97%	\$17,607
INSURANCE	\$14,250	\$14,250	100.00%	\$0
RENTAL PROPERTY	\$5,000	\$0	0.00%	\$5,000
STREET LIGHTS	\$8,000	\$1,530	19.13%	\$6,470
LANDSCAPING MAINTENANCE	\$18,000	\$7,353	40.85%	\$10,647
LAWN CARE	\$9,000	\$4,785	53.17%	\$4,215
RIVER ST. UTILITIES	\$5,000	\$1,207	24.14%	\$3,793
WEBSITE	\$3,000	\$1,343	44.77%	\$1,657
SCULPTURE RENTAL	\$12,000	\$0	0.00%	\$12,000
MISCELLANEOUS	\$7,500	\$6,617	88.23%	\$883
<b>TOTAL OPERATING</b>	<b>\$363,666</b>	<b>\$158,926</b>	<b>43.70%</b>	<b>\$204,740</b>
PROJECTS:				
DOWNTOWN PARKING LOT	\$500,000	\$30,109	6.02%	\$469,891
FAÇADE IMPROVEMENTS	\$50,000	\$12,777	25.55%	\$37,223
COMMUNITY CENTER RESTORATION	\$40,000	\$9,579	23.95%	\$30,421
STRIPING	\$3,000	\$0	0.00%	\$3,000
STREETSCAPE	\$10,000	\$10,205	102.05%	(\$205)
STREETSCAPE MAINTENANCE	\$30,000	\$25,332	84.44%	\$4,668
<b>TOTAL PROJECTS</b>	<b>\$633,000</b>	<b>\$88,002</b>	<b>13.90%</b>	<b>\$544,998</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,817,548</b>	<b>\$339,412</b>	<b>18.67%</b>	<b>\$1,478,136</b>
REVENUES OVER EXPENDITURES	(\$412,632)	\$622,798		
TRANSFER TO DDA DEBT				
NET CHANGE	(\$412,632)	\$622,798		
BEGINNING FUND BALANCE	\$989,415	\$989,415		
ENDING FUND BALANCE	\$576,783	\$1,612,213		

CITY OF FENTON  
DDA BOND CONSTRUCTION FUND  
BALANCE SHEET  
12-Feb-16

ASSETS:	
CASH IN BANK	\$677,657
DUE FROM COMMUNITY CENTER	\$100,559
DUE FROM OTHER FUNDS	\$0
TOTAL ASSETS	<u>\$778,216</u>
LIABILITIES:	
DUE TO OTHER FUNDS	<u>\$0</u>
TOTAL LIABILITIES	\$0
FUND EQUITY:	
FUND BALANCE	<u>\$778,216</u>
TOTAL LIABILITES AND EQUITY	<u>\$778,216</u>

CITY OF FENTON

STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE

12-Feb-16

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FRM BUDGET
REVENUES:				
BOND PROCEEDS	\$0	\$0		\$0
GRANTS	\$0	\$0		\$0
DONATIONS	\$0	\$0		\$0
INTEREST & DIVIDENDS	\$0	\$209		(\$209)
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$209</b>		
EXPENDITURES				
COMMUNITY CENTER RESTORATION	\$0	\$0		\$0
BOND COSTS	\$0	\$0		\$0
STREETSCAPE	\$1,219,594	\$1,308,549	107.29%	(\$88,955)
<b>TOTAL EXPENDITURES</b>	<b>\$1,219,594</b>	<b>\$1,308,549</b>		<b>(\$88,955)</b>
TRANSFERS				
TRANSFER IN DDA FUND	\$160,830	\$0	0.00%	(\$129,170)
<b>REVENUE OVER EXPENDITURES</b>	<b>(\$1,219,594)</b>	<b>(\$1,308,340)</b>		
<b>BEGINNING FUND BALANCE</b>	<b>\$2,086,556</b>	<b>\$2,086,556</b>		
<b>ENDING FUND BALANCE</b>	<b>(\$1,219,594)</b>	<b>\$778,216</b>		

City of Fenton  
DDA Refunding Bonds

Fiscal Year Ended June 30	Interest 1-Oct	Interest 1-Apr	Principal 1-Apr	Total Requirements
2016	\$38,400	\$38,400	\$395,000	\$471,800
2017	\$32,475	\$32,475	\$405,000	\$469,950
2018	\$26,400	\$26,400	\$420,000	\$472,800
2019	\$20,100	\$20,100	\$435,000	\$475,200
2020	\$13,575	\$13,575	\$445,000	\$472,150
2021	\$6,900	\$6,900	\$460,000	\$473,800
<b>TOTAL</b>	<b>\$137,850</b>	<b>\$137,850</b>	<b>\$2,560,000</b>	<b>\$2,835,700</b>

Purpose: DPW Garage & Fire Hall

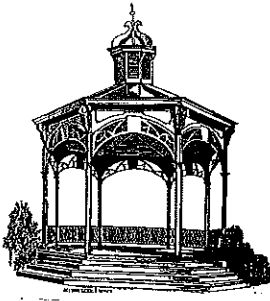
911 Dispatch Equipment

Fiscal Year Ended June 30	Interest 1-Apr	Principal 1-Apr	Total Requirements
2016	\$4,914	\$26,000	\$30,914
2017	\$4,242	\$26,000	\$30,242
2018	\$3,510	\$26,000	\$29,510
2019	\$2,808	\$26,000	\$28,808
2020	\$2,106	\$26,000	\$28,106
2021	\$1,404	\$26,000	\$27,404
2022	\$702	\$26,000	\$26,702
<b>TOTAL</b>	<b>\$19,686</b>	<b>\$182,000</b>	<b>\$201,686</b>

2014 DDA BONDS

Streetscape & Community Center \$3,650,000

Fiscal Year Ended June 30	Interest 1-Oct	Interest 1-Apr	Principal 1-Apr	Total Requirements
2016	\$54,084	\$54,084	\$130,000	\$238,168
2017	\$52,784	\$52,784	\$135,000	\$240,568
2018	\$51,434	\$51,434	\$135,000	\$237,868
2019	\$50,084	\$50,084	\$140,000	\$240,168
2020	\$48,684	\$48,684	\$145,000	\$242,368
2021	\$47,234	\$47,234	\$150,000	\$244,468
2022	\$45,641	\$45,641	\$240,000	\$331,282
2023	\$42,041	\$42,041	\$250,000	\$334,082
2024	\$38,291	\$38,291	\$255,000	\$331,582
2025	\$34,466	\$34,466	\$265,000	\$333,932
2026	\$30,491	\$30,491	\$275,000	\$335,982
2027	\$26,365	\$26,365	\$285,000	\$337,730
2028	\$22,091	\$22,091	\$295,000	\$339,182
2029	\$17,666	\$17,666	\$305,000	\$340,332
2030	\$12,900	\$12,900	\$315,000	\$340,800
2031	\$6,600	\$6,600	\$330,000	\$343,200
<b>TOTAL</b>	<b>\$580,856</b>	<b>\$580,856</b>	<b>\$3,650,000</b>	<b>\$4,811,712</b>



**Fenton  
Downtown  
Development  
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY  
PROCEEDINGS**

**January 19, 2016**

The meeting was called to order by Craig Schmidt at 6:02 p.m.

**ROLL CALL:**

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

**ABSENT:** Bayer, Sweetman

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

**EXECUTIVE DIRECTOR'S REPORT:**

Burns introduced Sawyer Hobson, newest member of the DPW. Burns gave an update on the upcoming meeting with Lew Bender. Meeting will be January 27, 2016 from 5:30 – 9:00 p.m. at the Fenton Fire Station (not Fire Hall Restaurant) in the meeting room. Burns and Markland commented on the future development of the 225 W. Caroline St. property.

**FINANCIAL REPORT:**

Shane reviewed the financial reports included in the DDA Packet.  
Call for Questions – None.

**CONSENT AGENDA:**

- a) Accounts Payable – Authorized payment of bills in the amount of \$32,600.28.
- b) Minutes of November 17, 2015 DDA Meeting
- c) Minutes of December 15, 2015 DDA Meeting

**MOTION to approve Consent Agenda and Minutes from 11/17/2015 & 12/15/2015.**

MOTION by Kasper. SUPPORTED by Hamel.

**Roll Call Vote:** Bertschy-aye, Canever-aye, Green-aye, Hamel-aye, Henderson-aye, James-aye, Kasper-aye, Osborn-aye, Saule-aye, Schmidt-aye, Strayer-aye.

**MOTION CARRIED**

Citizens Comments

None Present

**STREETSCAPE UPDATE**

Burns provided information submitted at last month's meeting concerning the streetscape landscaping to Joe Wright of the City of Lansing. After reviewing the landscaped areas, Joe provided explanations and answered questions regarding areas of concern. Plantings used in the project were carefully selected as urban-tolerant with ability to withstand many environmental variables and are better to be densely planted rather than sparsely planted. Taken into account were the plantings vs. the square footage of surrounding concrete. Large color rather than mulch was the goal of the look. To passersby, sparsely planted beds will provide a visual loss whereas densely planted beds will provide large color and be more visually pleasing. Burns advised that a maintenance plan will be implemented after the 2 year warranty period for all plantings.

**FAÇADE IMPROVEMENT GRANT FOR 111 W. SHIAWASSEE**

Burns reported on a Façade Improvement Grant Application received from Chris Bayer of 111 W. Shiawassee, A Joyful Noise Music Studio. Improvements will replicate the original craftsman style including new windows, doors, and entrances with an estimated cost of \$25,238.00. Plans reviewed revealed improvements to be in compliance with the downtown design standard. Due to Mr. Bayer being a member of the DDA, it is subject to the provisions of Section 513 of the City Charter, and City Council must unanimously approve all funds given. The design committee met on January 12, 2016 and gave a recommendation to the board for approval of the grant with stipulations set forth to be confirmed by Burns. Burns confirmed that Mr. Bayer is in compliance with all aspects of the program and recommends the board follow the recommendation of the design committee and award Mr. Bayer a Façade Improvement Grant with a cost not to exceed \$10,000.00.

**MOTION to Approve Recommendation of DDA Director.**

MOTION by Saule, SUPPORTED by James.

All Aye's. None Opposed.

**MOTION CARRIED**

Burns will present to City Council on Monday, January 25, 2016 for approval. Approval must be unanimous.



Call to the Audience

None Present

Call to the Board

Board Members commented on and complimented downtown snow removal. Burns will address snow removal to start at South end of town near The Laundry due to their early open time.

**MOTION to Enter Closed Session at 6:58 p.m.**

MOTION by Osborn. SUPPORTED by James.

**Roll Call Vote:** Bertschy-aye, Canever-aye, Green-aye, Hamel-aye, Henderson-aye, James-aye, Kasper-aye, Osborn-aye, Saule-aye, Schmidt-aye, Strayer-aye.

**MOTION CARRIED**

**MOTION to Re-enter Open Session at 7:18 p.m.**

MOTION by Osborn. SUPPORTED by Schmidt.

All Aye's. None Opposed.

**MOTION CARRIED**

Call to the Audience

Leo Doan address the Board regarding maintenance needs for the Museum. Markland commented that needs might be better addressed with some cost estimates. Schmidt suggested the possibility of façade improvement funds. Osborn was approached by Home Depot wanting to invest in some community projects. Board advised Mr. Doan to return with some cost estimates.

**ADJOURNMENT:**

Meeting adjourned at 7:23 p.m.

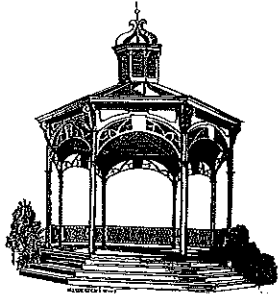
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Craig Schmidt, Chairman  
Downtown Development Authority

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Jennifer Kienast  
DDA Recording Secretary

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY  
MEMORANDUM**



THE CITY OF  
FENTON

**DATE:** February 11, 2016  
**TO:** Downtown Development Authority Board of Directors  
**FROM:** Michael T. Burns, Executive Director  
**RE:** Caroline St. Bond Resolutions

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We will need to approve the necessary bond resolutions for the extension of Caroline Street. This information will be presented prior to the Tuesday meeting.