

**Fenton
Downtown
Development
Authority**

City of Fenton Downtown Development Authority
Regular Board Meeting of Tuesday, June 20, 2017
City Hall Council Chambers 6:00 p.m.

AGENDA

Call to Order

Roll Call

- 1) Director's Report
- 2) Financial Report
- 3) Consent Agenda
 - a) Accounts Payable – Bill payment authorization in the amount of \$42,661.06
 - b) Minutes of May 15, 2017 DDA 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) Receiving of DDA Resignation from James Saule
- 5) Façade Application Updates
- 6) 9th Sculpture Downtown
- 7) Development Area Citizens Council
- 8) Call to the Audience

Next Meeting: July 18, 2017

CITY OF FENTON
DOWNTOWN DEVELOPMENT AUTHORITY
BALANCE SHEET
14-Jun-17

ASSETS:	
CASH IN BANK	\$1,422,827
DUE FROM OTHER FUNDS	<u>\$119,263</u>
TOTAL ASSETS	<u><u>\$1,542,090</u></u>
LIABILITIES:	
ACCOUNTS PAYABLE	\$423
DUE TO OTHER FUNDS	<u>\$47,419</u>
TOTAL LIABILITIES	\$47,842
FUND EQUITY:	
FUND BALANCE	<u>\$1,494,248</u>
TOTAL LIABILITES AND EQUITY	<u><u>\$1,542,090</u></u>

CITY OF FENTON
DOWNTOWN DEVELOPMENT AUTHORITY
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
14-Jun-17

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FRM BUDGET
REVENUES:				
TAX REVENUES	\$1,727,700	\$1,727,659	100.00%	(\$41)
REVENUE SHARING	(\$350,000)	(\$350,000)	100.00%	\$0
PREVIOUS YRS CHARGE-BACKS	(\$75,000)	(\$11,014)	14.69%	\$63,986
DONATIONS	\$0	\$0		\$0
INTEREST INCOME	\$2,000	\$1,918	95.90%	(\$82)
TOTAL REVENUE	\$1,304,700	\$1,368,563	104.89%	\$63,863
DEBT PAYMENTS:				
PRINCIPAL	\$616,195	\$616,000	99.97%	\$195
INTEREST & FEES	\$195,700	\$197,419	100.88%	(\$1,719)
TOTAL PAYMENTS	\$811,895	\$813,419	100.19%	(\$1,524)
OPERATING EXPENSES:				
SALARIES	\$125,000	\$111,899	89.52%	\$13,101
EMP FRINGES	\$45,000	\$31,979	71.06%	\$13,021
CONFERENCES & DUES	\$6,000	\$3,413	56.88%	\$2,587
PROF SERVICES	\$15,000	\$3,895	25.97%	\$11,105
MARKETING	\$30,000	\$12,990	43.30%	\$17,010
EVENT MARKETING	\$73,500	\$56,070	76.29%	\$17,430
LEGAL FEES	\$10,000	\$3,858	38.58%	\$6,142
INSURANCE	\$14,670	\$14,670	100.00%	\$0
RENTAL PROPERTY	\$5,000	\$240	4.80%	\$4,760
STREET LIGHTS	\$8,000	\$1,780	22.25%	\$6,220
LANDSCAPING MAINTENANCE	\$10,000	\$1,217	12.17%	\$8,783
LAWN CARE	\$15,000	\$6,885	45.90%	\$8,115
RIVER ST. UTILITIES	\$5,000	\$2,982	59.64%	\$2,018
HOLIDAY DECORATION	\$8,100	\$8,100	100.00%	\$0
WEBSITE	\$3,000	\$1,760	58.67%	\$1,240
SCULPTURE PURCHASE	\$8,700	\$13,700	157.47%	(\$5,000)
SCULPTURE RENTAL	\$12,000	\$8,232	68.60%	\$3,768
MISCELLANEOUS	\$7,500	\$6,322	84.29%	\$1,178
TOTAL OPERATING	\$401,470	\$289,992	72.23%	\$111,478
PROJECTS:				
DOWNTOWN PARKING LOT	\$10,000	\$830	8.30%	\$9,170
SHIAWASSEE DEMOLITION	\$16,450	\$16,450	100.00%	\$0
FAÇADE IMPROVEMENTS	\$25,000	\$10,000	40.00%	\$15,000
COMMUNITY CENTER RESTORATION	\$40,000	\$0	0.00%	\$40,000
STRIPING	\$3,000	\$0	0.00%	\$3,000
STREETSCAPE MAINTENANCE	\$25,000	\$24,088	96.35%	\$912
TOTAL PROJECTS	\$119,450	\$51,368	43.00%	\$68,082
TOTAL EXPENDITURES	\$1,332,815	\$1,154,779	86.64%	\$178,036
REVENUES OVER EXPENDITURES	(\$28,115)	\$213,784		
TRANSFER TO DDA DEBT	\$100,000			
NET CHANGE	\$71,885	\$213,784		
BEGINNING FUND BALANCE	\$1,280,464	\$1,280,464		
ENDING FUND BALANCE	\$1,352,349	\$1,494,248		

CITY OF FENTON
DDA BOND CONSTRUCTION FUND
BALANCE SHEET
14-Jun-17

ASSETS:

CASH IN BANK	\$499,725
MISC RECEIVABLES	\$98,059
DUE FROM OTHER FUNDS	\$1,346
TOTAL ASSETS	<u>\$599,130</u>

LIABILITIES:

ACCOUNTS PAYABLE	\$0
DEFERRED REVENUE	\$98,059
DUE TO OTHER FUNDS	<u>\$119,689</u>
TOTAL LIABILITIES	\$119,689

FUND EQUITY:

FUND BALANCE	<u>\$479,441</u>
TOTAL LIABILITIES AND EQUITY	<u>\$599,130</u>

CITY OF FENTON
 DDA BOND CONSTRUCTION FUND
 STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 14-Jun-17

	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	(\$138)		\$138
TOTAL REVENUE	\$0	-\$138		
EXPENDITURES				
COMMUNITY CENTER RESTORATION	\$0	\$0		\$0
BOND COSTS	\$0	\$0		\$0
CAROLINE ST IMPROVEMENTS	\$459,700	\$86,344	18.78%	\$373,356
STREETSCAPE	\$0	\$58,387		(\$58,387)
TOTAL EXPENDITURES	\$459,700	\$144,731		\$314,969
TRANSFERS				
TRANSFER IN DDA FUND	\$0	\$0		(\$129,170)
REVENUE OVER EXPENDITURES	(\$459,700)	(\$144,869)		
BEGINNING FUND BALANCE	\$624,310	\$624,310		
ENDING FUND BALANCE	\$164,610	\$479,441		

City of Fenton
DDA Refunding Bonds

Fiscal Year Ended June 30	Interest 1-Oct	Interest 1-Apr	Principal 1-Apr	Total Requirements
2017	\$32,475	\$32,475	\$405,000	\$469,950
2018	\$26,400	\$26,400	\$420,000	\$472,800
2019	\$20,100	\$20,100	\$435,000	\$475,200
2020	\$13,575	\$13,575	\$445,000	\$472,150
2021	\$6,900	\$6,900	\$460,000	\$473,800
TOTAL	\$99,450	\$99,450	\$2,165,000	\$2,363,900

Purpose: DPW Garage & Fire Hall

911 Dispatch Equipment

Fiscal Year Ended June 30	Interest 1-Apr	Principal 1-Apr	Total Requirements
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
TOTAL	\$14,772	\$156,000	\$170,772

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
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
TOTAL	\$526,772	\$526,772	\$3,520,000	\$4,573,544

2016 DDA BONDS

CAROLINE ST EXTENSION \$1,000,000

Fiscal Year Ended June 30	Interest 1-Oct	Interest 1-Apr	Principal 1-Apr	Total Requirements
2017	\$9,886	\$11,053	\$50,000	\$70,939
2018	\$10,553	\$10,553	\$55,000	\$76,106
2019	\$10,003	\$10,003	\$55,000	\$75,006
2020	\$9,453	\$9,453	\$55,000	\$73,906
2021	\$8,903	\$8,903	\$55,000	\$72,806
2022	\$8,353	\$8,353	\$70,000	\$86,706
2023	\$7,653	\$7,653	\$70,000	\$85,306
2024	\$6,953	\$6,953	\$70,000	\$83,906
2025	\$6,253	\$6,253	\$70,000	\$82,506
2026	\$5,465	\$5,465	\$70,000	\$80,930
2027	\$4,678	\$4,678	\$75,000	\$84,356
2028	\$3,815	\$3,815	\$75,000	\$82,630
2029	\$2,915	\$2,915	\$75,000	\$80,830
2030	\$1,196	\$1,196	\$75,000	\$77,392
2031	\$1,040	\$1,040	\$80,000	\$82,080
TOTAL	\$97,119	\$98,286	\$1,000,000	\$1,195,405

INVOICE GL DISTRIBUTION REPORT FOR CITY OF FENTON
 EXP CHECK RUN DATES 06/27/2017 - 06/27/2017
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: 05

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-810.000	OHM ENGINEERING ADVISORS	111 NORTH LEROY SURVEY	185634	06/27/17	1,500.00
401-851-818.000	ALLIED MEDIA.NET	DOWNTOWN WALKING MAPS	2852	06/27/17	2,032.00
401-851-818.400	ALLIED MEDIA.NET	DOWNTOWN WALKING MAPS	2852	06/27/17	2,032.00
401-851-818.400	GERYCH GREENHOUSE	DOWNTOWN PLANTERS AND FLOWERS	144241	06/27/17	10,508.48
401-851-818.410	SOUTHERN LK REG MET PARKS & RC	CONCERTS, BACK TO BRICKS, MARKET, ARTWALK	051717	06/27/17	26,578.50
401-851-971.413	SPARTAN DISTRIBUTORS INC	RISER EXTENDER FOR DDA IRRIGATION	20892130-2	06/27/17	10.08
Total For Dept 851 DOWNTOWN DEVELOPMENT					42,661.06
Total For Fund 401 DDA CONSTRUCTION FUND					42,661.06

INVOICE GL DISTRIBUTION REPORT FOR CITY OF FENTON
EXP CHECK RUN DATES 06/27/2017 - 06/27/2017
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: 05

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
		Fund Totals:			
		Fund 401 DDA CONSTRUCTION FUND			42,661.06
		Total For All Funds:			<u>42,661.06</u>

FENTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Monday, May 15, 2017
City Hall Council Chambers
301 South LeRoy Street
6:00 PM

Craig Schmidt called the meeting to order at 6:01 PM.

Present: Bayer, Bertschy (*phone*), Canever, Green, Henderson, James,
Osborn (*phone*), Schmidt, Strayer, Steffey, Thompson
Absent: Saule
Others Present: Michael Hart, DDA Director/Assistant City Manager;
Lynn Markland, City Manager

DIRECTOR'S REPORT

Michael Hart reported on the Caroline Street Extension Project which is on a temporary hold due to the discovery of a water main located at an angle directly under the 111 S. Leroy St. project site. Champagne & Marx will handle the relocation of the water main to be placed under Caroline Street. Markland stated there is money in the budget for the cost of the relocation. Hart reported on the replacement of art sculptures beginning next week. Hart passed around flyers for downtown events such as Spring Fling, Arts Are the Heart, and Summer Concert Series. Hart explained that there will be no Friday Memo for the next two weeks due to his commitments out of town.

FINANCIAL REPORT

Michael Hart briefly reviewed the financial report. Doug James inquired about the active bond programs and obligations until 2021. Strayer inquired about funds resulting from the 911 surcharge that recently passed. Markland explained that the City will get a portion of funds for our 911 service. Osborn suggested checking on bordering areas to be sure the funds are being properly disbursed.

CONSENT AGENDA

Craig Schmidt reviewed consent agenda items consisting of bill payment authorization in the amount of \$7,247.20 and approval of April 18, 2017 meeting minutes.

Motion made by James and Supported by Canever to approve consent agenda as presented.

YEAS: Bayer, Bertschy, Canever, Green, Henderson, James, Osborn, Schmidt, Strayer,
Steffey, Thompson

NAYS: None

ABSENT: Saule

Motion was carried by Roll Call Vote

CITIZENS COMMENTS

Stuart Fletcher requested to speak on Façade Grant Applications.

RECEIVING OF COUNCIL APPROVED FY17-18 BUDGET

Hart reported on the formal three step adoption process of the budget. The DDA agenda was approved as submitted by City Council. A Roll Call Vote is required now to receive it.

Motion by Henderson and Supported by Canever to receive the Council approved FY17-18 budget.

YEAS: Bayer, Bertschy, Canever, Green, Henderson, James, Osborn, Schmidt, Strayer, Steffey, Thompson

NAYS: None

ABSENT: Saule

Motion was carried by Roll Call Vote

FAÇADE GRANT APPLICATION UPDATE

Hart reported on two façade grant applications received from the Fenton Hotel and Billmeier Camera. The application process is as follows: Application is distributed to and reviewed by the City Planner and Building Official, and a report is generated. It is then reviewed by the DDA Design Committee. Once approved and recommended, it is brought to the DDA Board for a vote. The final step is City Council approval if the applicant is a DDA Board Member.

Due to Terry Green of Billmeier Camera being a Board member of the DDA, a unanimous vote of City Council is required. Markland suggested appointing a fourth member to the DDA Design Committee tonight. Schmidt added Design Committee Appointment to the end of tonight's agenda.

MSI SCULPTURE UPDATE

Next Tuesday, May 23rd Michigan Sculpture Initiative will be removing existing art sculptures and replacing them with new art selections.

CPIX/WEBSITE DISCUSSION

Hart explained CPIX is a commercial real estate database membership and search engine on the City's website. Markland explained the creation and purpose of the CPIX tool and encouraged the Board to take a look at it. CPIX was renewed for 2017. The DDA Board has an option to continue with it or not next year. Schmidt feels that CPIX is a valuable tool used by Realtors and Appraisers.

APPOINTMENT TO DDA DESIGN COMMITTEE

Current Design Committee Members are Jeff Canever, Doug James, and John Strayer. Terry Steffey conveyed interest and was appointed as the 4th member of the committee. Terry Green conveyed interest in being an alternate when needed.

DDA Design Committee Members:

1. Jeff Canever
2. Doug James
3. John Strayer
4. Terry Steffey

CALL TO THE AUDIENCE

Pat Lockwood thanked the DDA for their continuing support of the Fenton Freedom Festival. Lockwood reported the 2017 Grand Marshal is Bob Burek. There will be a reception for the Grand Marshal on July 3, 2017 at 8:00 pm at the Fenton Community and Cultural Center. Stuart Fletcher passed on his desire to comment on façade grants.

Board Comments

Hart reported on a resignation letter received today from DDA Member Jim Saule.

Strayer is doing research on informational plaques for art sculptures. Markland advised looking at waist-level plaques with QR Codes like the one at the 9/11 Memorial located at the Fenton Fire Department.

James inquired about the progress of the former Big Boy/Pizza Hut sites.

Schmidt reported that both restaurants are slated to go into the new building as smaller venues.

Bayer was asked to inquire about the dumpster at the Cornerstone building and reported that there is a lot of recycling being thrown away. Markland stated the dumpster is managed by Piper Realty and not billed through the City.

Bayer inquired about the green space at 106 W. Shiawassee. Markland stated that Hart is currently working on an RFP for that property.

James prompted some discussion regarding the US23 entrance and exits on Silver Lake Road. Markland suggested our Traffic Engineer look at those intersections again. Strayer inquired about the Municipality's responsibility for paying for changing intersections. Markland explained some highway safety grants that may be available such as a Congestion Mitigation Air Quality (CMAQ) Grant.

Thompson expressed concern over outdated information on the Fenton BeCloser website. Hart reported that New Moon was handling the Fenton BeCloser page, but now they handle the Facebook page only. Hart suggested the possibility of contracting someone to handle the website. Bayer suggested Behind Your Design located next to the Chamber of Commerce.

Steffey inquired about some form of educational training for DDA Committee Members. Schmidt commented that sessions with Dr. Lew Bender have been done. Hart offered to provide information to the Board depending on how much is desired.

Meeting was adjourned at 7:10 p.m.

Craig Schmidt
DDA Chairman

Jennifer Kienast
DDA Recording Secretary

Date Approved: _____

May 11, 2017

Mayor Osborn
City of Fenton
201 S. Leroy St.
Fenton, MI 48430

Dear Sue;

It has been my pleasure to have served on the DDA for the past several years. These years have seen a real change in the Downtown area as well as the Fenton Community and Cultural Center. I'm proud to have been involved in seeing that happen.

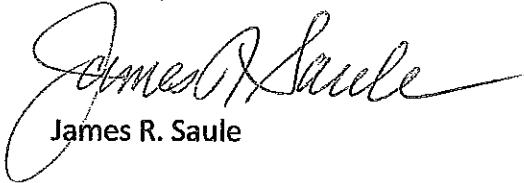
I'm also convinced that only good things will continue to happen because of the efforts of the DDA board, the Fenton Council and the current administration.

Having said that, I feel it is time for me to step down and let the younger people get a chance to leave their impressions on the future of Fenton, a truly great place to live.

I have really enjoyed working with the talented people on the board, council and administration. I will continue to watch your progress and you may even see me in the audience at times.

I hope you continue the excellent work and wish you the best in the future.

Sincerely,



James R. Saule

Cc: Lynn Markland, City Manager
✓ Michael Hart, DDA Director
Craig Schmidt, DDA Chairman