



**Fenton
Downtown
Development
Authority**

City of Fenton – Downtown Development Authority
Board Meeting of Tuesday April 19, 2011
6:00 p.m. – Council Chambers – City Hall

Call to Order

Roll Call

- 1) Election of Officers
- 2) Director's Report
- 3) Financial Report
- 4) Consent Agenda
 - a) Accounts Payable – Authorize payment of bills in the amount of \$29,493.62
 - b) Minutes of the February 19, 2011 Fenton Community Restoration Committee
Minutes of the March 15, 2011 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.

- 5) Police and Fire Dispatch Upgrades
- 6) Wayfinding
- 7) Landscape Architecture Services
- 8) Call to the Audience
- 9) Closed Session to discuss purchase of property and to discuss an item subject to Attorney Client Privilege
- 10) Recess to closed session
- 11) Reconvene to open session
- 12) Adjournment

Upcoming meeting: May 17, 2011

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

ASSETS:	
CASH IN BANK	\$2,558,839
DUE FROM OTHER FUNDS	<u>\$0</u>
TOTAL ASSETS	<u><u>\$2,558,839</u></u>
LIABILITIES:	
ACCOUNTS PAYABLE	\$14,511
DUE TO OTHER FUNDS	<u>\$32,909</u>
TOTAL LIABILITIES	\$47,420
FUND EQUITY:	
FUND BALANCE	<u>\$2,511,419</u>
TOTAL LIABILITES AND EQUITY	<u><u>\$2,558,839</u></u>

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

	ORIGINAL BUDGET	YTD BUDGET	YTD ACTUAL	PERCENT OF BUDGET	PROJECTED YEAR END	VARIANCE FRM ORIGINAL
REVENUES:						
TAX REVENUES	\$1,823,844	\$1,774,367	\$1,744,367	95.64%	\$1,744,367	\$0
REVENUE SHARING	(\$330,000)	(\$330,000)	(\$330,000)	100.00%	(\$330,000)	\$0
MISCELLANEOUS INCOME	\$0	\$0	\$0	0.00%	\$0	\$0
INTEREST INCOME	\$10,000	\$7,500	\$7,514	75.14%	\$10,000	\$0
TOTAL REVENUE	\$1,503,844	\$1,451,867	\$1,421,881	94.55%	\$1,424,367	\$0
DEBT PAYMENTS:						
PRINCIPAL	\$305,000	\$0	\$305,000	100.00%	\$305,000	\$0
INTEREST & FEES	\$184,784	\$93,885	\$187,547	101.50%	\$187,547	\$0
TOTAL PAYMENTS	\$489,784	\$93,885	\$492,547	100.56%	\$492,547	\$0
OPERATING EXPENSES:						
SALARIES	\$65,000	\$18,750	\$51,590	79.37%	\$65,000	\$0
EMP FRINGES	\$22,000	\$16,500	\$16,361	74.37%	\$22,000	\$0
CONFERENCES & DUES	\$3,500	\$2,625	\$2,821	80.60%	\$3,500	\$0
PROF SERVICES-ENGINEERING	\$15,000	\$11,250	\$7,051	47.01%	\$15,000	\$0
PROF SERVICES-LANDSCAPE	\$15,000	\$11,250	\$2,795	18.63%	\$15,000	\$0
PROF SERVICES-PLANNING	\$15,000	\$11,250	\$3,567	23.78%	\$15,000	\$0
MARKETING	\$100,000	\$75,000	\$39,685	39.69%	\$45,000	\$0
EVENT MARKETING	\$50,000	\$37,500	\$37,203	74.41%	\$50,000	\$0
APPRAISALS	\$5,000	\$3,750	\$0	0.00%	\$5,000	\$0
LEGAL FEES	\$20,000	\$15,000	\$28,769	143.85%	\$40,000	\$20,000
INSURANCE	\$15,000	\$14,000	\$14,000	93.33%	\$14,000	\$0
RENTAL PROPERTY	\$5,000	\$3,750	\$2,808	56.16%	\$5,000	\$0
STREET LIGHTS	\$2,000	\$1,500	\$0	0.00%	\$2,000	\$0
OLD FIRE UTILITIES	\$7,000	\$5,250	\$4,686	66.94%	\$7,000	\$0
OLD FIRE MAINTENANCE	\$9,000	\$6,750	\$1,187	13.19%	\$9,000	\$0
LANDSCAPING MAINTENANCE	\$16,000	\$12,000	\$5,226	32.66%	\$16,000	\$0
LAWN CARE	\$7,200	\$5,400	\$3,220	44.72%	\$7,200	\$0
RIVER ST. UTILITIES	\$2,500	\$7,200	\$4,354	174.16%	\$0	\$4,700
WEBSITE	\$5,000	\$3,750	\$3,713	74.26%	\$5,000	\$0
MISCELLANEOUS	\$7,500	\$5,625	\$6,234	83.12%	\$7,500	\$0
TOTAL OPERATING	\$386,700	\$268,100	\$235,270	60.84%	\$348,200	\$24,700
PROJECTS:						
MASTER PLAN IMPLEMENTATION	\$400,000	\$400,000	\$388,825	97.21%	\$400,000	\$0
OLD FIRE HALL	\$0	\$0	\$0	0.00%	\$0	\$0
WAYFINDING	\$75,000	\$75,000	\$15,220	20.29%	\$75,000	\$0
STRIPING	\$3,000	\$3,000	\$0	0.00%	\$3,000	\$0
STREETSCAPE MAINTENANCE	\$50,000	\$50,000	\$9,119	18.24%	\$50,000	\$0
FAÇADE IMPROVEMENTS	\$125,000	\$125,000	\$29,958	23.97%	\$125,000	\$0
ADELAIDE CROSSWALK	\$50,000	\$0	\$0	0.00%	\$0	(\$50,000)
MASTARMS	\$100,000	\$0	\$0	0.00%	\$0	(\$100,000)
CULTURAL ART MASTER PLAN	\$50,000	\$50,000	\$0	0.00%	\$50,000	\$0
RECREATIONAL	\$100,000	\$100,000	\$2,013	2.01%	\$100,000	\$0
DONALDSON DRIVE	\$50,000	\$0	\$0	0.00%	\$0	(\$50,000)
RIVER STREET PARKING IMPROVEMENTS	\$0	\$0	\$1,698	0.00%	\$2,000	\$2,000
LEROY RAILROAD CROSSING	\$0	\$0	\$21,870	0.00%	\$25,000	\$25,000
COMMUNITY CENTER RESTORATION	\$100,000	\$100,000	\$15,377	15.38%	\$100,000	\$0
WALNUT ST. IMPROVEMENTS	\$0	\$0	\$19,076	0.00%	\$155,000	\$155,000
SILVER PARKWAY-ENGINEERING	\$0	\$0	\$68,168	0.00%	\$35,000	\$35,000
SILVER PARKWAY	\$300,000	\$300,000	\$37,588	12.53%	\$300,000	\$0
TOTAL PROJECTS	\$1,403,000	\$1,203,000	\$608,912	43.40%	\$1,420,000	\$17,000
TOTAL EXPENDITURES	\$2,279,484	\$1,564,985	\$1,336,729	58.64%	\$2,260,747	\$41,700
REVENUES OVER EXPENDITURES	(\$775,640)	(\$113,118)	\$85,152		(\$836,380)	
BEGINNING FUND BALANCE	\$2,426,267		\$2,426,267			
ENDING FUND BALANCE	\$1,650,627		\$2,511,419			

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

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401	DDA CONSTRUCTION FUND				
Dept 851	DOWNTOWN DEVELOPMENT				
401-851-818.400	MARKETING	FENTON REGIONAL CHAMBER	2011 BUSINESS & COMM INFO GUIDE	362.50	
401-851-818.400	MARKETING	REGENT BROADCASTING OF FL	DDA- ADVERTISING	800.00	
401-851-818.400	MARKETING	WDRO-FM	DDA- ADVERTISING	1,700.00	
401-851-818.400	MARKETING	WHMI 93.5 FM	DDA-ADVERTISING	500.00	
401-851-825.400	RENTAL PROPERTIES	FENTON WATER DEPT.	106 W. SHIAWASSEE	110.35	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHODE	REAL ESTATE MATTERS	52.50	
401-851-864.000	CONFERENCES & DUES	MICHAEL BURNS	MEETINGS	30.00	
401-851-956.100	MISCELLANEOUS	FENTON LOCK & SAFE	COPY OF KEY	9.00	
401-851-956.100	MISCELLANEOUS	GOIN' POSTAL	DDA OFFICE SUPPLIES	80.89	
401-851-956.100	MISCELLANEOUS	GOIN' POSTAL	DDA OFFICE SUPPLIES	85.92	
401-851-956.100	MISCELLANEOUS	MICHAEL BURNS	MEETINGS	9.50	
401-851-956.100	MISCELLANEOUS	CONSUMERS ENERGY	TRAIN DEPOT	104.55	
401-851-956.100	MISCELLANEOUS	CONSUMERS ENERGY	106 W. SHIAWASSEE	75.69	
401-851-956.100	MISCELLANEOUS	FENTON WATER DEPT.	120 SILVER LAKE RD.	182.35	
401-851-956.100	MISCELLANEOUS	FENTON WATER DEPT.	TRAIN DEPOT	301.01	
401-851-971.400	MASTER PLAN IMPLEMENT	MANSOUR DEVELOPMENTS INC.	FINAL FEE - OLD FIRE HALL LEASE DEAL	5,000.00	
401-851-971.400	MASTER PLAN IMPLEMENT	LSL PLANNING, INC	STREETSCAPE	125.00	
401-851-975.010	OLD FIRE HALL UTILITIES	CONSUMERS ENERGY	OLD FIRE HALL	19.84	
401-851-975.010	OLD FIRE HALL UTILITIES	FENTON WATER DEPT.	OLD FIRE HALL	213.80	
401-851-975.720	STREETSCAPE MAINTENANCE	ROY BAIRD	USE OF FOUR WHEELER-DDA SIDEWALKS	500.00	
401-851-975.730	FACADE IMPROVEMENT PROG	JOHN DZIURMAN ARCHITECTS	ITASK 3 BUILDING DOC & ASSESSMENT	812.50	
401-851-975.730	FACADE IMPROVEMENT PROG	JOHN DZIURMAN ARCHITECTS	ITASK 3 DOC & ASSESSMENT	812.50	
401-851-975.730	FACADE IMPROVEMENT PROG	JOHN DZIURMAN ARCHITECTS	ITASK 3 BUILDING DOC & ASSESSMENT	3,250.00	
401-851-975.730	FACADE IMPROVEMENT PROG	JOHN DZIURMAN ARCHITECTS	ITASK 4 DESIGN SERVICE	1,750.00	
401-851-975.750	WEBSITE	3SIXTY INTERACTIVE	WEBSITE HOSTING/REDESIGN	383.30	
401-851-975.800	SILVER PARKWAY DESIGN ENGINEERIN	HUBBELL, ROTH & CLARK	SILVER PKWY LIGHTING & LANDSCAPE	8,284.64	
401-851-975.801	SILVER PKWY IMPROVEMENTS	LSL PLANNING, INC	SILVER PARKWAY	250.00	
401-851-975.807	COMMUNITY CENTER RESTORATION	JOHN DZIURMAN ARCHITECTS	COMMUNITY & CULTURAL CENTER	2,509.40	
401-851-975.809	WALNUT ST. IMPROVEMENTS	HUBBELL, ROTH & CLARK	WALNUT ST. - CONTRACT ADMINISTRATION	1,178.38	
Total For Dept 851 DOWNTOWN DEVELOPMENT				29,493.62	
Total For Fund 401 DDA CONSTRUCTION FUND				29,493.62	
Fund Totals:					
Fund 401 DDA CONSTRUCTI				29,493.62	
Total For All Funds:				29,493.62	

User: cward
DB: Fenton

POST DATES 03/10/2011 - 03/10/2011
JOURNALIZED PAID
BANK CODE: 05 - CHECK TYPE: PAPER CHECK

THURSDAY CHECKS 3.10.11

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
71443	CONSUMERS ENERGY	02/25/2011	03/10/2011	140.33	0.00	P	Y
71444	CONSUMERS ENERGY	02/25/2011	03/10/2011	673.15	0.00	P	Y
71445	CONSUMERS ENERGY	02/25/2011	03/10/2011	58.48	0.00	P	Y
71470	CONSUMERS ENERGY	02/25/2011	03/10/2011	131.05	0.00	P	Y
71471	CONSUMERS ENERGY	02/24/2011	03/10/2011	220.50	0.00	P	Y
71499	CONSUMERS ENERGY	02/24/2011	03/10/2011	210.90	0.00	P	Y
71408	VERIZON WIRELESS	02/23/2011	03/10/2011	251.46	0.00	P	Y
71486	VISA	02/18/2011	03/10/2011	141.01	0.00	P	Y
# of Invoices:		8	# Due:	0	Totals:		
# of Credit Memos:		0	# Due:	0	Totals:		
Net of Invoices and Credit Memos:				1,826.88	0.00		

--- TOTALS BY FUND ---
 401 - DDA CONSTRUCTION FUND 0.00
 --- TOTALS BY DEPT/ACTIVITY ---
 851 - DOWNTOWN DEVELOPMENT 0.00

POST DATES 03/17/2011 - 03/17/2011
 JOURNALIZED PAID
 BANK CODE: 05 - CHECK TYPE: PAPER CHECK

THURSDAY CHECKS 3.17.11

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
71616	HEALTHPLUS	03/11/2011	03/17/2011	421.06	0.00	P	Y
# of Invoices:		1	# Due:	0			
# of Credit Memos:		0	# Due:	0			
Totals:				421.06	0.00		
Totals:				0.00	0.00		
Net of Invoices and Credit Memos:				421.06	0.00		

---- TOTALS BY FUND ----
 401 - DDA CONSTRUCTION FUND 421.06 0.00
 ---- TOTALS BY DEPT/ACTIVITY ----
 851 - DOWNTOWN DEVELOPMENT 421.06 0.00

POST DATES 03/24/2011 - 03/24/2011
 JOURNALIZED PAID
 BANK CODE: 05 - CHECK TYPE: PAPER CHECK

THURSDAY CHECKS 3.24.11

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
71674	THE STANDARD INSURANCE COMPANY	03/28/2011	03/24/2011	17.91	0.00	P	Y
# of Invoices:	1	# Due:	0	Totals:	17.91		
# of Credit Memos:	0	# Due:	0	Totals:	0.00		
Net of Invoices and Credit Memos:				17.91	0.00		

--- TOTALS BY FUND ---
 401 - DDA CONSTRUCTION FUND 17.91 0.00
 --- TOTALS BY DEPT/ACTIVITY ---
 851 - DOWNTOWN DEVELOPMENT 17.91 0.00

POST DATES 03/31/2011 - 03/31/2011
 JOURNALIZED PAID
 BANK CODE: 05 - CHECK TYPE: PAPER CHECK

THURSDAY CHECKS 3.31.11

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
71712	METLIFE	03/14/2011	03/31/2011	29.11	0.00	P	Y
71708	VISION SERVICE PLAN	04/01/2011	03/31/2011	9.58	0.00	P	Y
# of Invoices:		2	# Due:	0	0.00		
# of Credit Memos:		0	# Due:	0	0.00		
Net of Invoices and Credit Memos:				38.69	0.00		

--- TOTALS BY FUND ---
 401 - DDA CONSTRUCTION FUND 38.69 0.00
 --- TOTALS BY DEPT/ACTIVITY ---
 851 - DOWNTOWN DEVELOPMENT 38.69 0.00

THURSDAY CHECKS 4.7.11

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
71872	CONSUMERS ENERGY	03/25/2011	04/07/2011	201.64	0.00	P	Y
71912	CONSUMERS ENERGY	03/25/2011	04/07/2011	346.33	0.00	P	Y
71943	CONSUMERS ENERGY	03/25/2011	04/07/2011	95.41	0.00	P	Y
71858	VISA	03/21/2011	04/07/2011	94.50	0.00	P	Y
# of Invoices:		4	# Due:	737.88	0.00		
# of Credit Memos:		0	# Due:	0.00	0.00		
Net of Invoices and Credit Memos:				737.88	0.00		

--- TOTALS BY FUND ---
 401 - DDA CONSTRUCTION FUND 0.00
 --- TOTALS BY DEPT/ACTIVITY ---
 851 - DOWNTOWN DEVELOPMENT 0.00



FENTON COMMUNITY CENTER RESTORATION COMMITTEE

6:00 p.m.

Wednesday

February 9, 2010

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

ROLL CALL:

PRESENT: Chairman Doran Kasper, President of the Fenton Community and Cultural Center, Councilman John Rauch, DDA Chairman Craig Schmidt, Fenton Community Center Representative Patric Parker, Mayor Osborn

ABSENT: DDA Representative Jim Saule

OTHERS: Lynn Markland, City Manager, Michael Burns, Assistant City Manager, Vince Paris, Executive Director of Southern Lakes Parks and Recreation, John Dziurman, Dziurman Architects, Terry Cleis, Sammy Dunn, Sue Grissim

Approval of August 27, 2010 minutes

Motion by Rauch, supported by Schmidt to approve the minutes of the August 27, 2010 meeting.
MOTION PASSED ALL AYES

Meeting with John Dziurman

Dziurman provided an update as to the current status of the project. He then discussed how to address issues pertaining to the Rehabilitation Code for the Building. There were going to be some items that need further clarification by Building Official Hissong regarding how to address some issues (i.e. handicapped accessibility) with the code.

He further added that the width of egress in the north corridor of the building had to be addressed. Furthermore, he stated that the confines of the building do not allow for proper restrooms, an elevator and a sprinkler system.

Terry Cleis than discussed the mechanical engineering of the building. He informed the committee that a high efficiency ninety-five percent furnace or a geothermal furnace was needed. However, he believes that the geothermal may not be the most cost effective unit.

He then mentioned that the water surface needs updating to a four-inch line for a sprinkler system. He then added that the current restroom exhaust fan is not working. The grease trap in the kitchen needs to be emptied. The water heater needs modification and the furnace changes require a gas line.

Then he mentioned the buildings electrical code issues. There were open wires strewn in the building. He then said that the storage issues would need to be addressed to meet new code. He noticed many issues regarding how items were currently stored in the building. The Distribution panels work but the branch circuits are for 15 to 20 amp furnaces and we are using a 30 amp furnace. This may cause a possible overload to the system.

He then added that a fire alarm system is need due to the building capacity per the rehabilitation code. There is also a need to hide the telecommunication wiring.

Sue Grissim then discussed the landscape layout of the surrounding area.

Dziurman than provided potential facility ideas. He stated that we need to address handicapped accessibility at the front of the building. He proposed a circulation core on the south side of the building. He states that the best place from a conceptual standpoint however due to the current parking format it is not. He further stated that a utility core would alleviate the current issue with the restrooms.

He brought up issues regarding acoustics. It was apparent that this was problem. He suggested the idea of a padding and layering of the padding to absorb sound. He provided some samples of material for this.

The original window provider for the building is still in business. He does not see a need to change windows. He did state that the windows are not energy efficient and could have a secondary glazing to them.

The concrete deterioration to the building was also a problem. He also found about 200 ft of asbestos wrap on piping but other than that did not see any major asbestos issues.

Dziurman asked that as we move forward a priority of options with costs be established in order to move forward.

Kasper suggested that maybe himself, Pat Parker, Lynn Markland, Vince Paris, and Mike Burns meet with John Dziurman to better establish what those priorities may be. The committee was in agreement with that.

ADJOURNMENT:

The meeting adjourned at 7:35 p.m.

Respectfully submitted by,
Michael T. Burns
Michael T. Burns
Assistant City Manager



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday

March 15, 2011

The meeting was called to order by Chairman Schmidt at 6:05pm.

ROLL CALL:

PRESENT: Bayer, Canever, Henderson, James, Kasper, Osborn, Schmidt, Strayer

ABSENT: Piacentini, Saule, Sweetman, Wesch

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

EXECUTIVE DIRECTOR'S REPORT:

Burns reported that the Old Fire Hall lease agreement with the Michigan Brewing Company (MBC) has been signed. Burns stated that the news is reporting a story and it will be aired on television at 4pm.

Burns reported that a joint meeting with City Council and the Board of Governors would be held at 6pm on March 30th to discuss the Community Center Feasibility Study.

Burns reported that New Moon is currently creating the art for the Billboard Ad's and Banners and they should be up in April.

Burns reported that there are interested parties for the DDA property at 106 W. Shiawassee. Burns stated that two proposals would be presented to the board at next months meeting.

FINANCIAL REPORT:

Shane provided the board with an update of the financial report.

CONSENT AGENDA:

- a. Accounts Payable – Authorize payment of bills in the amount of \$74,935.66
- b. Minutes of the January 26, 2011 DDA Special Meeting
 - Minutes of the February 15, 2011 DDA Meeting
 - Minutes of the March 9, 2011 DDA Special Meeting
- c. 2011 DDA Meeting Dates

Motion by Kasper, support by Henderson to approve the consent agenda as presented.

MOTION CARRIED, Roll Call Vote: Bayer-aye, Canever-aye, Henderson-aye, James-aye, Kasper-aye, Osborn-aye, Schmidt-aye, Strayer-aye

SOUTHERN LAKES FARMER'S MARKET, CONCERTS IN THE PARK, SUMMER MOVIE SERIES AND BACK TO THE BRICKS SPONSORSHIP:

Burns reported that he has received a request from Southern Lakes Parks & Recreation (SLP&R) for sponsorship of the Farmers Market, Concerts in the Park, Summer Movie Series, and Back to the Bricks. Burns stated SLP&R is requesting \$22,000 in total to fund these events. Vince Paris, Executive Director of SLP&R is requesting DDA funding prior to the events occurring so they can address cash flow issues. Burns stated that in previous years the DDA & City provided a reimbursement for the actual costs at the end of the events. Burns stated that after analyzing the request he is recommending that the DDA provide \$10,000 up front and the additional costs be allocated once Paris provides the board with an expense report showing actual costs.

Motion by Kasper, support by Strayer to approve sponsorship of the SLP&R events; Farmers Market, Concerts in the Park, Summer Movie Series, and Back to the Bricks for a total amount not to exceed \$22,000 with \$10,000 being allocated on or after July 1, 2011 prior to the completion of the events and the additional costs allocated upon completion of the events.

MOTION CARRIED, ALL AYES.

FREEDOM FESTIVAL EVENT SPONSORSHIP:

Burns stated that the Freedom Festival will be held on July 4, 2011 and for a number of years the DDA has provided a \$5,000 sponsorship of the event. Pat Lockwood is requesting continued sponsorship of the event. Lockwood informed the board of how the sponsorship funding would be allocated.

Motion by Henderson, support by Kasper to approve a not to exceed amount of \$5,000 for DDA sponsorship of the Fenton Freedom Festival.

MOTION CARRIED, ALL AYES.

SPRING ART WALK:

Burns stated that the Spring Art Walk event would be in partnership with different cultural art entities in the community. Bayer stated that the Fenton Community Orchestra is coordinating with this event. Burns provided the board with a memo from Natalie Burg from New Moon Visions that explains the event. Burns added that this one-day event would most likely be held on a Friday in June. Burns stated that the Marketing Plan approved the DDA allocating \$5,500 for this event.

Motion by Schmidt, support by Strayer to allow for New Moon Visions to manage the Spring Art Walk event at a cost not to exceed \$5,500.

MOTION CARRIED, ALL AYES

HOTEL BREAKFAST SPONSORSHIP:

Burns reported that prior to them starting construction the Fairfield Inn approached the City looking for available financial incentives. Burns stated that after meeting with them and reviewing their budget the idea of having the DDA provide a \$10,000 sponsorship of breakfast for two years along with providing marketing materials as a promotional tool for downtown Fenton. Burns stated that if approved the DDA would also need to provide this at the Holiday Inn Express. Burns stated that this would mean a cost of \$20,000 per year for the next two years. Schmidt stated that this is a good opportunity for the DDA to promote the district to the out of town travelers staying at the hotels.

Motion by Kasper, support by Strayer to provide a hotel breakfast sponsorship for the new Fairfield Inn Hotel and the Holiday Inn Express at a cost not to exceed \$20,000 for both fiscal year 2012 and 2013.

MOTION CARRIED, ALL AYES.

FY 2012 BUDGET:

Burns stated that he made the budget changes requested by the DDA Board at the Organizational Committee Meeting on March 9th. Burns stated that he has prepared the budget with considerable review by the board and is requesting their approval this evening. Burns stated that the budget work session with City Council would be held on April 30, 2011. Schmidt stated that this is a good budget and can be amended if an unknown opportunity may arise.

Motion by Schmidt, support by James to approve the DDA Fiscal Year 2012 Budget and forward it to the City Council for their review.

MOTION CARRIED, ALL AYES.

E-PACKETS:

Burns stated that the City has developed capabilities to provide agenda packets online and that this can be a substantial savings to the DDA and City. Osborn

stated that with the City Council switching to e-packets it is a \$5,000 a month savings. Burns stated that if individual board members choose they can continue to receive paper packets.

CALL TO AUDIENCE:

No answer

ADJOURNMENT:

The meeting was adjourned at 7:10pm.

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: April 15, 2011
TO: Downtown Development Authority Board of Directors
FROM: Michael T. Burns, Executive Director MB
RE: Police and Fire Dispatch Upgrades

The City of Fenton has been looking at options regarding police and fire dispatch services. As we continue to move forward, City Administration reviewed several service options. Currently, our dispatch centers' operational costs are near \$250,000 annually. The City of Fenton received \$148,000 this year from 911 cellular phone fees. The City of Fenton General Fund subsidizes the difference in costs of approximately \$102,000.

The City dispatch system currently in place has been in use for nearly ten years. The system is obsolete and the dispatch center is in need of upgrades in order to meet current technological demands.

The City is seeing a \$492,000 decrease to the general fund this year. In addition, the City has seen approximately \$835,000 in decline to the general fund in the past three years. The City Manager and Chief of Police have prepared a budget that will be able to operate the dispatch center. The General Fund will not be able to sustain the costs for the dispatch upgrades, however the upgrade costs are nearly \$300,000.

The City Manager, Fire Chief and Police Chief are to asking either the Downtown Development Authority or Local Development Finance Authority to fund the dispatch upgrades. Initially, the City Administration was going to approach the LDFA but a legal opinion conducted by Steve Schultz raised a question about the availability of LDFA funding. It is apparent however, that the DDA could fund the upgrades due to the fact the dispatch center is in the DDA District. Furthermore, the DDA district benefits from this service and the upgrade would be beneficial to the DDA District.

The administration is proposing that the DDA enter into a lease-purchase equipment agreement for eight years. This would cost approximately \$40,000 per year. In the budget the DDA approved for fiscal year 2012, there is already an opportunity for \$20,000 of this to be funded without increasing expenditures in the budget.

To balance some of the expenditure to fund this, the DDA funding of a portion of my salary and benefits could be reduced if the LDFA funds an increased amount. The City Administration would propose that the DDA reduce their contribution to fifty percent of my salary and benefits if the LDFA funds fifty percent. The savings of \$20,000 by the DDA would allow it to utilize those funds to pay for the difference of the cost of the lease purchase agreement.

In addition, we believe we can reduce \$20,000 in expenditures from the Gazebo Project line item. This allows us to maintain the DDA budget as was approved by the DDA Board at the March meeting.

As you consider this, there have been serious discussions over the past year regarding the consolidation of this service with Genesee County Central Dispatch. We have also looked at other service providers. However, there are many issues that have a tremendous effect on the quality of life for City residents and business owners if we change this.

If the City consolidated their dispatch with Genesee County, the EMS service would be tremendously hampered in the City. Our response times are, on average of 4 to 5 minutes when national averages for emergency medical response are near 8 to 9 minutes. This is because the City of Fenton and City of Linden have a service agreement with Stat EMS. The City of Fenton currently dispatches all medical emergencies in our City to Stat EMS and there is always a unit in the City of Fenton at all times. The City of Linden also is part of this agreement and benefits because the unit is always in the area. While the City of Linden has Genesee County dispatch their services, Stat EMS monitors that frequency. When an emergency in Linden occurs, they receive this information and respond because they are the closest unit available for the majority of the time.

If the City consolidates with Genesee County, however, they will not honor our agreement with Stat EMS. Genesee County dispatches the closest ambulance which may or may not be Stat EMS. This means that other Ambulance Companies would move into the City during the peak hours and be dispatched to some of the calls. Eventually, Stat EMS would likely not receive enough calls for them to keep two ambulances in the City. Furthermore, during non-peak hours there will not be guaranteed ambulance coverage. As we are in the southern portion of the County, we are certain that units will be further away from Fenton and this will increase response times.

Consolidating with Genesee County will also have a negative effect on police services in the City. The City currently maintains a police lockup. Our police dispatchers monitor prisoners in the lockup via television monitors. This frees a police officer from this task. If we consolidate our dispatch services, a police officer will be out of service monitoring the prisoners. On average, the City has two officers on patrol per shift.

Fenton has a significant advantage over many other communities in Genesee County. With our large retail district, when shoplifters or others are arrested for misdemeanor crimes in the City of Fenton, they go to jail. In most of Genesee County, this does not occur because the Genesee County Sheriff Office will not lodge prisoners arrested for misdemeanor offenses with the exception of OWI and domestic violence. The majority of communities in Genesee County have to issue misdemeanor appearance tickets for shoplifting. Statistics in Genesee County clearly show that shoplifting is significantly lower in Fenton because of this deterrent. The City could not provide the same level of service now without our dispatch center. Furthermore, the majority of the retail businesses in the community are in the DDA District and this will be a positive impact regarding quality of life and economic development in the District.

If the City were to consolidate dispatch services, the City would not see any cost savings. The 911 fees the City currently receives would all go to Genesee County. While the City funds approximately \$102,000 from the general fund for the difference in cost; it would still have to fund two clerical employees for the department. Issues such as police records and gun registration would still need to occur. This is a revenue neutral approach.

I have provided a modified Fiscal Year 2012 budget that reflects the necessary budget adjustments. Furthermore, I have provided statistical information from Chief Aro regarding retail frauds within Genesee County.

Based on this information, I recommend that the DDA approve an 8 year lease purchase of new police and fire dispatch equipment at a cost not to exceed \$40,000 per year. Furthermore, I recommend that the Downtown Development Authority make the necessary budget adjustments to fund this task.

FENTON DOWNTOWN DEVELOPMENT AUTHORITY MEMORANDUM



DATE: April 15, 2011
TO: Downtown Development Authority Board of Directors
FROM: Michael T. Burns, Executive Director MB
RE: Phase 1 of the Wayfinding Project

For nearly four years the Downtown Development Authority has been working on a Wayfinding Project for the Community. The DDA formed a committee of several people in the Community to begin formalizing a plan for this. Furthermore our landscape architect, Sue Grissim from Grissim, Metz and Andriese has been involved for the entire process.

On March 21, 2011 we received bids from 13 firms from across the United States for phase one of this project. This phase was for the Welcome to Fenton and Welcome to Downtown Fenton signs. Very detailed specifications were drafted for this project. These specifications were drafted by Ms. Grissim after conducting significant due diligence from three firms experienced in developing Wayfinding projects across the United States.

After significant review, Ms. Grissim is recommending that the DDA accept the bid submitted by Universal Signs from Grand Rapids, Michigan at a cost of \$95,760.50. They are not the lowest bidder for this project. Grissim rejected the bid of our lowest bidder, Valley Signs Company, whose bid was \$90,575. After analyzing the bid and how they were going to complete the project for the price they submitted, Ms. Grissim did not believe that they were utilizing the proper materials in the specifications and that the bidders drawings met the standards that the DDA requested.

In our bid specifications, we asked bidders to submit an add alternate to their proposal. This was to include a cost for precast fabrication and installation of concrete to the 10 welcome signs. Universal's add alternate bid was \$6,750. This comes under the estimated cost provided to us by Grissim, Metz & Andriese.

Universal Signs completed a directional signage project for the City of Novi City Campus and a directional signage system for Northwood University. Ms. Grissim checked their references and they spoke highly of Universal's work.

I have attached letters and shop drawings by both Grissim and Universal detailing that specifications will be met. Furthermore, I have a signed agreement by Universal stating that they will meet the exact specifications set forth by the DDA for the price that they have submitted. A list of bid prices from all bidders is attached.

I am recommending that the Downtown Development Authority accept the bid for Universal Signs at a cost not to exceed \$102,510.50 for phase one of the Wayfinding Project.

<u>FIRM</u>	<u>LOCATION</u>	<u>BID</u>	<u>ALT BID</u>	<u>TOTAL</u>
Valley City Signs	Comstock Park, MI	\$ 90,575.00	\$ 19,440.00	\$ 110,015.00
Universal Signs	Grand Rapids	\$ 95,760.50	\$ 6,750.00	\$ 102,510.50
D & D Signs	Traverse City	\$ 98,940.00	\$ 26,450.00	\$ 125,390.00
ASI Signage	Troy MI	\$ 102,044.00	\$ 17,170.00	\$ 119,214.00
Postema Signs and Graphics	Grand Rapids	\$ 110,130.00	\$ 22,200.00	\$ 132,330.00
WCI Contractors	Detroit	\$ 138,140.00	\$ 10,200.00	\$ 148,340.00
Sign Tech International	Austin, TX	\$ 142,009.00	\$ 29,290.00	\$ 171,299.00
Huron Sign Company	Ypsilanti	\$ 159,430.00	\$ 39,300.00	\$ 198,730.00
Archectural Signing	Norcross GA	\$ 184,484.93	\$ 35,269.00	\$ 219,753.93
Fairmont Sign Co	Detroit	\$ 191,435.00	\$ 38,800.00	\$ 230,235.00
Bill Carr Signs	Flint	\$ 228,866.00	\$ 40,150.00	\$ 269,016.00

SECTION 004200 - PROPOSAL FORM

Universal Sign, Inc.
Name of Bidding Contractor

hereinafter referred to as Contractor, declares familiarity with location of proposed work and conditions under which it must be performed; that Drawing(s) and Documents under "Bid Package Table of Contents" have been carefully examined, are understood and accepted as adequate for the purpose, and agrees to Contract with City of Fenton and City of Fenton ODA, hereinafter referred to as Owner, to perform everything required to be performed and to furnish all labor, materials, tools, equipment, utility, transportation services and supervision necessary to perform and complete, in a satisfactory manner, all work required in conjunction with above named project, and to accept as full payment thereof, subject to additions and/or deletions required by Contract, the sum of Dollars.

TOTAL BASE BID \$ 95,760.50 Tax included

ANALYSIS OF BID:

Unit Costs submitted for Contract additions/deletions, inclusive of any maintenance and guarantee period not separately listed. Total must equal Base Bid above. Contractor responsible to verify estimated quantity material. All work to be installed complete, as detailed on Drawing(s), within quote Base Bid.

QTY	Item Description	Unit Cost	Total Cost
5 ea	Welcome monument signs, fabrication complete	\$ 10,738.00	\$ 53,643.50
4 ea	Welcome monument signs, installation complete with new electrical service and lighting	\$ 2,094.00	\$ 8,376.00
1 ea	Welcome monument sign installation complete using and extending existing electrical service for new lighting	\$ 2,094.00	\$ 2,094.00
Total cost welcome monument signs		\$	\$
10 ea	Welcome post signs, fabrication complete	\$ 768.50	\$ 7,685.00
10 ea	Welcome post signs, installation complete	\$ 285.00	\$ 2,850.00
Total cost welcome post signs		\$ 1,053.50	\$ 10,535.00
4 ea	Service club signs, fabrication complete	\$ 455.50	\$ 1,822.00
4 ea	Service club signs, installation complete	\$ 210.00	\$ 840.00
Total cost service club signs		\$ 665.50	\$
TOTAL BASE BID			\$ 95,760.50

Add Alternate: In lieu of base bid post-signs - contractor to provide post signs with precast concrete bases per detail 1 sheet S-104.

QTY	Item Description	Unit Cost	Total Cost
10 ea	Welcome post signs with precast concrete base, fabrication complete	\$ 1,443.00	\$ 14,435.00
10 ea	Precast concrete base installation	\$ 285.00	\$ 2,850.00
TOTAL ADD			\$ 17,285.00
			- 10,535.00
			6750 add

+ 95,760.50

Total with alternate = 102,510.50

confirmed on phone w/ Rob 4/7/11 - Also confirmed they can keep Rice pricing as is

to cover V. Price Omission for joint installation. Not add \$1500 for joint installation.