



**Fenton
Downtown
Development
Authority**

City of Fenton – Downtown Development Authority
Board Meeting of Tuesday November 20, 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 \$67,696.52
 - b) Minutes of October 16, 2012 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) Streetscape Update
- 5) Public Art Agreement
- 6) Call to the Audience

Upcoming meeting: December 18, 2012

CITY OF FENTON
DOWNTOWN DEVELOPMENT AUTHORITY
BALANCE SHEET
13-Nov-12

ASSETS:	
CASH IN BANK	\$2,870,598
MISC RECEIVABLES	\$0
DUE FROM OTHER FUNDS	<u>\$20,643</u>
TOTAL ASSETS	<u><u>\$2,891,241</u></u>
LIABILITIES:	
ACCOUNTS PAYABLE	\$16,814
ACCRUED WAGES	\$0
DUE TO OTHER FUNDS	<u>\$36,364</u>
TOTAL LIABILITIES	\$53,178
FUND EQUITY:	
FUND BALANCE	<u>\$2,838,063</u>
TOTAL LIABILITIES AND EQUITY	<u><u>\$2,891,241</u></u>

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

	ORIGINAL BUDGET BUDGET	ADJUSTED REVENUE	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FRM BUDGET
REVENUES:					
TAX REVENUES	\$1,640,078	\$1,597,828	\$1,328,602	81.01%	(\$311,476)
REVENUE SHARING	(\$350,000)	(\$350,000)	(\$350,000)	100.00%	\$0
PREV YRS CHARGE BACKS.	(\$630,306)	(\$525,336)	\$0	0.00%	\$630,306
MISCELLANEOUS INCOME	\$0		\$0	0.00%	\$660
LOAN PROCEEDS			\$260,000		
INTEREST INCOME	\$10,000		\$1,007	10.07%	(\$8,993)
TOTAL REVENUE	\$669,772	\$722,492	\$1,239,609	185.08%	\$310,497
DEBT PAYMENTS:					
PRINCIPAL	\$390,000		\$0	0.00%	\$390,000
INTEREST & FEES	\$120,650		\$55,155	45.71%	\$65,495
TOTAL PAYMENTS	\$510,650		\$55,155	10.80%	\$455,495
OPERATING EXPENSES:					
SALARIES	\$54,060		\$18,548	34.31%	\$35,512
EMP FRINGES	\$18,600		\$3,543	19.05%	\$15,057
CONFERENCES & DUES	\$2,000		\$573	28.65%	\$1,427
PROF SERVICES	\$15,000		\$2,878	19.19%	\$12,122
MARKETING	\$78,200		\$10,062	12.87%	\$68,138
EVENT MARKETING	\$60,000		\$21,537	35.90%	\$38,463
APPRAISALS	\$20,000		\$0	0.00%	\$20,000
LEGAL FEES	\$30,000		\$4,894	16.31%	\$25,106
INSURANCE	\$15,000		\$14,000	93.33%	\$1,000
FIRE HALL	\$0		\$3,618		(\$3,618)
OLD FIRE HALL UTILITIES	\$3,000		\$1,579	52.63%	\$1,421
RENTAL PROPERTY	\$5,000		\$6,078	121.56%	(\$1,078)
STREET LIGHTS	\$8,000		\$0	0.00%	\$8,000
LANDSCAPING MAINTENANCE	\$16,000		\$6,101	38.13%	\$9,899
LAWN CARE	\$8,000		\$3,484	43.55%	\$4,516
RIVER ST. UTILITIES	\$5,000		\$782	15.64%	\$4,218
WEBSITE	\$3,000		\$433	14.43%	\$2,567
HOLIDAY DECORATION	\$5,000		\$0	0.00%	\$5,000
SCULPTURE RENTAL	\$7,200		\$0	0.00%	\$7,200
MISCELLANEOUS	\$7,500		\$304	4.05%	\$7,196
TOTAL OPERATING	\$360,560		\$98,414	27.29%	\$262,146
PROJECTS:					
MASTER PLAN IMPLEMENTATION	\$0		\$3,000	0.00%	(\$3,000)
OLD FIRE HALL RESTORATION	\$400,000		\$0	0.00%	\$400,000
PARKING PLAN	\$0		\$32,897		
DISPATCH EQUIPMENT	\$0		\$17,003		(\$17,003)
COMMUNITY CENTER RESTORATION	\$0		(\$931)		\$931
STRIPING	\$3,000		\$0	0.00%	\$3,000
SILVER PARKWAY IMPROVEMENTS	\$0		\$1,050		(\$1,050)
STREETSCAPE	\$0		\$93,007		(\$93,007)
STREETSCAPE MAINTENANCE	\$15,000		\$2,306	15.37%	\$12,694
CORNERSTONE	\$700,000		\$77,581	11.08%	\$622,419
TOTAL PROJECTS	\$1,118,000		\$225,913	20.21%	\$927,984
TOTAL EXPENDITURES	\$1,989,210		\$379,482	19.08%	\$1,645,625
REVENUES OVER EXPENDITURES	(\$1,319,438)		\$860,127		
BEGINNING FUND BALANCE	\$1,977,936		\$1,977,936		
ENDING FUND BALANCE	\$658,498		\$2,838,063		

City of Fenton
 DDA Refunding Bonds

<u>Fiscal Year</u> <u>Ended June 30</u>	<u>Interest</u> <u>1-Oct</u>	<u>Interest</u> <u>1-Apr</u>	<u>Principal</u> <u>1-Apr</u>	<u>Total</u> <u>Requirements</u>
2013	\$55,125	\$55,125	\$360,000	\$470,250
2014	\$49,725	\$49,725	\$370,000	\$469,450
2015	\$44,175	\$44,175	\$385,000	\$473,350
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
TOTAL	\$286,875	\$286,875	\$3,675,000	\$4,248,750

Purpose: DPW Garage & Fire Hall



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday October 16, 2012

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

ROLL CALL:

PRESENT: Bayer, Bertschy, Henderson, James, Kasper, Osborn, Saule, Schmidt, Strayer, Sweetman, Wesch

ABSENT: Canever, Green

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

Craig Schmidt spoke of the passing of John Rauch and how he did so much for the DDA through the years. He will be missed by all.

EXECUTIVE DIRECTOR'S REPORT:

Burns reported that he has been very busy in the last month with details on all of the projects that we have going on.

Fire Hall – The site plan should be going to the Planning Commission soon. Curt Catallo advised that they will be doing some demo work inside in November & December. They are working on finalizing the liquor license with the LCC and the Police Chief. We will bring it to the board and council when completed.

Cornerstone – We are continuing to work with the State on their Economic Development Funding Program to consider Republic Bank to be an obsolete building. It is a very tedious process.

Streetscape – Still working on easement issues with some businesses. Should have the final design on the grade by mid November. Once finalized, we will have more for the public. A committee has been set up to help with the selection of plants etc. Sue Osborn, Mike Piacentini, John Strayer, Roberta Sweetman and two people from the Beautification Committee will meet in November.

Craig Schmidt added a thank you to John & Roberta for being on the committee.

FINANCIAL REPORT:

Shane reported that they just captured the summer taxes. It is a large portion of revenue. The 911 Dispatch loan has been finalized. Also, one bond interest payment has been made.

Discussion ensued among board members reference line items for maintenance for the Old Fire Hall.

CONSENT AGENDA:

- a) Accounts Payable – Authorize payment of bills in the amount of \$66,399.82
- b) Minutes of the September 18th DDA Board Meeting

Motion made by Kasper, supported by Saule to approve the Consent Agenda as presented.

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

CITIZENS COMMENTS:

NONE

COMMUNITY CENTER & STREETScape BOND RESOLUTION:

At the July meeting the DDA Board approved to obligate them to repay a \$1 million bond to restore and expand the Fenton Community & Cultural Center.

The attached bond resolution will include an obligation of \$3.5 million for the Streetscape Project. While there will be separate bond sales for the two projects, combining both bond sales into one process will reduce our costs in seeking these bonds.

The City Council will be the body which approves the entire bond sale, but before they approve a bond sale for this, there needs to be approval from the Downtown Development Authority obligating us to make payment toward those bonds.

The City Manager asked to increase the bond to \$4 million, but the total cost may be more. The bonds are sold separately, one for the Community Center and one for the Streetscape.

Discussion ensued among board members.

Motion made by Saule, supported by Schmidt that the Downtown Development Authority approve the proposed bond obligation resolution. Changing the bond amount from \$3.5 million to \$4 million, total cost not to exceed \$5 million.

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

Schmidt added that he feels the City of Fenton is moving in the right direction. Lots of people are talking about Fenton.

Strayer wanted to remind everyone of his 2nd annual Halloween Parade & Party to be held on Saturday October 27th at 5pm at the Community Center. Last year he had about 250 attend and expect more this year.

Kasper mentioned that the ground breaking for the Community Center Project will be on Oct 18, 2012 at 5:30pm.

Osborn added that the Community Center is a great project and the new elevator will be a great addition.

ADJOURNMENT:

The meeting adjourned at 6:35pm.

Respectfully submitted by,

Craig Schmidt
Craig Schmidt, Chairman
Downtown Development Authority

Elaine McGreevy
Elaine McGreevy
Recording Secretary

EXP CHECK RUN DATES 10/11/2012 - 11/28/2012

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	DOWNTOWN PARKING	1,350.00	
401-851-825.200	STREET LIGHTS	CRAFTSMAN ELECTRICAL SER	DOWNTOWN LIGHTING CONTROLS SERVICE CA	126.67	
401-851-825.300	STREETSCAPE	LANDSCAPE ARCHITECTURE S	DOWNTOWN FENTON STREETSCAPE	4,125.00	
401-851-825.300	STREETSCAPE	OHM ENGINEERING ADVISORS	DOWNTOWN ROADWAY/STREETSCAPE DESIGN	45,012.75	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHO	PROFESSIONAL SERVICES THROUGH 10/31/1	52.50	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHO	PROFESSIONAL SERVICES THROUGH 10/31/1	1,137.50	
401-851-971.413	LANDSCAPING MAINT	CJ CALLAGHAN & SONS	LANDSCAPING	1,114.13	
401-851-971.414	LAWN CARE	CJ CALLAGHAN & SONS	LAWN MAINTENANCE	400.00	
401-851-971.414	LAWN CARE	CJ CALLAGHAN & SONS	LAWN MAINTENANCE	1,050.00	
401-851-975.000	FIRE HALL	CIB PLANNING	FIRE HALL REZONING	956.75	
401-851-975.750	WEBSITE	3SIXTY INTERACTIVE	WEBSIT HOSITNG & SUPPORT	216.67	
401-851-975.812	CORNERSTONE	MANSOUR REALTY, INC	NOVEMBER CONSULTING FEES FOR CORNERST	3,000.00	
401-851-975.812	CORNERSTONE	OHM ENGINEERING ADVISORS	CORNERSTONE DESIGN DEVELOPMENT	4,800.00	
401-851-975.812	CORNERSTONE	SAA ARCHITECTS, INC.	FENTON CORNERSTONE BUILDING	3,050.00	
401-851-975.814	HOLIDAY DECORATION	TAYLOR HARDWARE, INC	CHRISTMAS LIGHTS	1,304.55	
Total For Dept 851 DOWNTOWN DEVELOPMENT				<u>67,696.52</u>	
Total For Fund 401 DDA CONSTRUCTION FUND				<u>67,696.52</u>	
Fund Totals:					
			Fund 401 DDA CONSTRUCT	67,696.52	
Total For All Funds:				<u>67,696.52</u>	

EXP CHECK RUN DATES 10/18/2012 - 10/18/2012

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	HEALTHPLUS	NOVEMBER 2012 PREMIUMS	278.36	3999
401-851-719.000	EMPLOYEE FRINGES	MERS	DEFINED CONTRIBUTION M BURNS	340.38	4001
401-851-956.100	MISCELLANEOUS	VERIZON WIRELESS	CELL PHONE	49.71	4004
Total For Dept 851 DOWNTOWN DEVELOPMENT				<u>668.45</u>	
Total For Fund 401 DDA CONSTRUCTION FUND				<u>668.45</u>	
Fund Totals:					
Fund 401 DDA CONSTRUCT				<u>668.45</u>	
Total For All Funds:				<u>668.45</u>	

EXP CHECK RUN DATES 11/01/2012 - 11/01/2012

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	METLIFE	NOVEMBER PREMIUMS	19.93	4016
401-851-719.000	EMPLOYEE FRINGES	THE STANDARD INSURANCE C	NOVEMBER PREMIUMS	15.29	4017
401-851-719.000	EMPLOYEE FRINGES	VISION SERVICE PLAN	NOVEMBER PREMIUMS	6.56	4018
401-851-825.400	RENTAL PROPERTIES	CONSUMERS ENERGY	111 S LEROY	29.80	4015
401-851-975.721	RIVER STREET UTILITIES	CONSUMERS ENERGY	STREET LIGHTS - 125 S RIVER ST	159.15	4015
Total For Dept 851 DOWNTOWN DEVELOPMENT				<u>230.73</u>	
Total For Fund 401 DDA CONSTRUCTION FUND				<u>230.73</u>	
Fund Totals:					
Fund 401 DDA CONSTRUCT				230.73	
Total For All Funds:				<u>230.73</u>	

EXP CHECK RUN DATES 11/08/2012 - 11/08/2012

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					
401-851-864.000	CONFERENCES & DUES	VISA	OCTOBER VISA - MICHAEL BURNS	24.00	4020
401-851-956.100	MISCELLANEOUS	VERIZON WIRELESS	CELL PHONE OCTOBER	49.83	4019
Total For Dept 851 DOWNTOWN DEVELOPMENT				<u>73.83</u>	
Total For Fund 401 DDA CONSTRUCTION FUND				<u>73.83</u>	
Fund Totals:					
Fund 401 DDA CONSTRUCT				<u>73.83</u>	
Total For All Funds:				<u>73.83</u>	

EXP CHECK RUN DATES 11/15/2012 - 11/15/2012

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	DECEMBER 2012 PREMIUMS	2.97	
401-851-864.000	CONFERENCES & DUES	ICMA MEMBERSHIP PAYMENTS	ICMA DUES	240.72	
Total For Dept 851 DOWNTOWN DEVELOPMENT				<u>243.69</u>	
Total For Fund 401 DDA CONSTRUCTION FUND				<u>243.69</u>	
Fund Totals:					
Fund 401 DDA CONSTRUCT				243.69	
Total For All Funds:				<u>243.69</u>	

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY
MEMORANDUM**



THE CITY OF
FENTON

DATE: November 15, 2012
TO: Downtown Development Authority Board of Directors
FROM: Michael T. Burns, Executive Director *MB*
RE: Streetscape Update

OHM and LAS will be present to provide an overall update on the Streetscape Project.

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY
MEMORANDUM**



THE CITY OF
FENTON

DATE: November 15, 2012
TO: Downtown Development Authority Board of Directors
FROM: Michael T. Burns, Executive Director *MTB*
RE: Midwest Sculpture Initiative

At our January Meeting, the DDA Board agreed to submit a letter of interest for the Midwest Sculpture Initiative for participation in their community sculpture rental program. I have received the attached proposal for your approval.

We initially were looking to have six sculptures in the Downtown area from May 2013 to April 2014 at a cost of \$7,200. That cost has increased to \$9,054. This rental includes the cost of installing and removing the sculptures (including concrete pad).

The DDA Board also needs to provide ideas as to where they would like the sculptures to be installed. Once we have an idea where we would like them, we may need to approach the Park Board for approval if they are to be included on park property.

I am recommending that the DDA approve the proposal submitted by the Midwest Sculpture Initiative for the 2013 sculpture rental.

Outdoor Sculpture Exhibition Proposal 2013-14

by the Midwest Sculpture Initiative for the City of Fenton, MI

Outline of Proposal

The Midwest Sculpture Initiative (MSI) proposes to install a six piece temporary sculpture exhibition on the sites selected by your committee. The exhibition would be available for public viewing from approximately May, 2013 through April, 2014.

The project would proceed like this:

1. MSI would pre-select sculptures deemed suitable for the various sites and then submit, in the form of digital image presentation, the pieces to your committee for review. Under the guidance of MSI, the committee would jury the entries down to seven final selections;
2. MSI will coordinate the production and placement of the necessary concrete pads and/or painted steel pedestals. All pads and pedestals are intended to be placed on top of the ground; their impact is minimal, in as much as, they will kill the grass and if the ground is soft leave an impression.
3. MSI will coordinate the delivery and placement of the sculptures to the site on or before May 15th, 2013;
4. MSI will supply biographical information on each sculptor, photographs of each sculpture, erect a dedicated page on our website (msisculpture.com) and provide links to your website(s);
5. MSI will assist in the production of brochures, posters, press releases, artist/public reception, etc. by gathering requested materials. MSI will not be responsible for publishing or graphic design costs;
6. MSI will be responsible for the removal of the sculptures, pads and the restoration of the grounds after the exhibit ends;
7. Individual artists will provide insurance for loss or damage. The Hosts will provide General Liability Insurance.
8. MSI actively supports the use of sculpture as a learning tool. MSI will request information concerning sculpture inspiration and construction from the artists for educational uses.
9. MSI will handle any and all sales of sculptures at a forty percent commission. Twenty percent will revert back to the Hosts.

Budget		Proposed
Six artist's stipends for sculptures	\$700.00 each	\$ 4200.00
Rental of 6 concrete pads, various sizes @ \$75. each		450.00
Install/de-install labor		1710.00
Rigger & forklift		1020.00
Administrative fee (prospectus, organization of jury materials, jury, artists' relations, photos, website, biographical materials, documentation, site visits, travel expenses, etc.)		<u>1674.00</u>
Total		\$ 9054.00