



**Fenton
Downtown
Development
Authority**

City of Fenton – Downtown Development Authority
Board Meeting of Tuesday August 16, 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 \$18,734
 - b) Minutes of the July 19, 2011 DDA Board Meeting
 - c) Minutes of the July 12, 2011 Design Committee 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) Appraisals for Michigan Tax Tribunals
- 5) Request for Museum Board to use Republic Bank shelving.
- 6) Application for Fenton Film Series
- 7) Discussion of extending 75% façade improvement program subsidy deadline
- 8) Call to the Audience
- 9) Closed Session to discuss purchase of property
- 10) Recess to closed session
- 11) Reconvene to open session
- 12) Adjournment

Upcoming meeting: September 27, 2011

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

ASSETS:	
CASH IN BANK	\$2,395,444
DUE FROM OTHER FUNDS	<u>\$0</u>
TOTAL ASSETS	<u><u>\$2,395,444</u></u>
LIABILITIES:	
ACCOUNTS PAYABLE	\$53,988
ACCRUED WAGES	\$1,071
DUE TO OTHER FUNDS	<u>\$1,339</u>
TOTAL LIABILITIES	\$56,398
FUND EQUITY:	
FUND BALANCE	<u>\$2,339,046</u>
TOTAL LIABILITES AND EQUITY	<u><u>\$2,395,444</u></u>

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

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FRM BUDGET
REVENUES:				
TAX REVENUES	\$1,744,368	\$1,768,758	101.40%	\$24,390
REVENUE SHARING	(\$330,000)	(\$330,000)	100.00%	\$0
MISCELLANEOUS INCOME	\$0	\$1	0.00%	(\$1)
INTEREST INCOME	\$10,000	\$11,039	110.39%	\$1,039
TOTAL REVENUE	\$1,424,368	\$1,449,798	101.79%	\$25,428
DEBT PAYMENTS:				
PRINCIPAL	\$305,000	\$305,000	100.00%	\$0
INTEREST & FEES	\$187,785	\$187,715	99.96%	\$70
TOTAL PAYMENTS	\$492,785	\$492,715	99.99%	\$70
OPERATING EXPENSES:				
SALARIES	\$68,000	\$69,498	102.20%	(\$1,498)
EMP FRINGES	\$22,000	\$18,772	85.33%	\$3,228
CONFERENCES & DUES	\$3,500	\$3,154	90.11%	\$346
PROF SERVICES	\$30,000	\$18,453	61.51%	\$11,547
MARKETING	\$100,000	\$107,051	107.05%	(\$7,051)
EVENT MARKETING	\$47,000	\$37,203	79.16%	\$9,797
LEGAL FEES	\$40,000	\$31,835	79.59%	\$8,165
INSURANCE	\$14,000	\$14,000	100.00%	\$0
RENTAL PROPERTY	\$5,000	\$3,029	60.58%	\$1,971
STREET LIGHTS	\$2,000	\$0	0.00%	\$2,000
OLD FIRE UTILITIES	\$7,000	\$5,775	82.50%	\$1,225
OLD FIRE MAINTENANCE	\$5,000	\$1,217	24.34%	\$3,783
LANDSCAPING MAINTENANCE	\$16,000	\$15,753	98.46%	\$247
LAWN CARE	\$7,200	\$5,125	71.18%	\$2,075
RIVER ST. UTILITIES	\$5,000	\$4,751	95.02%	\$249
WEBSITE	\$3,000	\$4,863	162.10%	(\$1,863)
MISCELLANEOUS	\$7,500	\$8,585	114.47%	(\$1,085)
TOTAL OPERATING	\$382,200	\$349,064	91.33%	\$33,136
PROJECTS:				
MASTER PLAN INPLEMENTATION	\$425,000	\$398,330	93.72%	\$26,670
OLD FIRE HALL	\$0	\$0	0.00%	\$0
WAYFINDING	\$50,000	\$20,456	40.91%	\$29,544
STRIPING	\$3,000	\$0	0.00%	\$3,000
STREETSCAPE MAINTENANCE	\$20,000	\$11,288	56.44%	\$8,712
FAÇADE IMPROVEMENTS	\$50,000	\$36,583	73.17%	\$13,417
RECREATIONAL	\$2,500	\$2,013	80.52%	\$487
RIVER STREET PARKING IMPROVEMENTS	\$2,500	\$1,698	67.92%	\$802
LEROY RAILROAD CROSSING	\$25,000	\$21,870	87.48%	\$3,130
COMMUNITY CENTER RESTORATION	\$100,000	\$18,586	18.59%	\$81,414
WALNUT ST. IMPROVEMENTS	\$110,000	\$45,811	41.65%	\$64,189
SILVER PARKWAY-ENGINEERING	\$50,000	\$82,946	165.89%	(\$32,946)
SILVER PARKWAY	\$65,000	\$55,659	85.63%	\$9,341
TOTAL PROJECTS	\$903,000	\$695,240	76.99%	\$207,760
TOTAL EXPENDITURES	\$1,777,985	\$1,537,019	86.45%	\$240,966
REVENUES OVER EXPENDITURES	(\$353,617)	(\$87,221)		
BEGINNING FUND BALANCE	\$2,426,267	\$2,426,267		
ENDING FUND BALANCE	<u>\$2,072,650</u>	<u>\$2,339,046</u>		

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

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

ASSETS:	
CASH IN BANK	\$2,167,363
BOND ESCROW	\$95,000
DUE FROM OTHER FUNDS	<u>\$0</u>
TOTAL ASSETS	<u><u>\$2,262,363</u></u>
LIABILITIES:	
ACCOUNTS PAYABLE	\$3,405
ACCRUED WAGES	\$0
DUE TO OTHER FUNDS	<u>\$6,758</u>
TOTAL LIABILITIES	\$10,163
FUND EQUITY:	
FUND BALANCE	<u>\$2,252,200</u>
TOTAL LIABILITES AND EQUITY	<u><u>\$2,262,363</u></u>

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

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FRM BUDGET
REVENUES:				
TAX REVENUES	\$2,026,835	\$0	0.00%	(\$2,026,835)
REVENUE SHARING	(\$400,000)	\$0	0.00%	\$0
MISCELLANEOUS INCOME	\$0	\$1	0.00%	(\$1)
INTEREST INCOME	\$10,000	\$0	0.00%	(\$10,000)
TOTAL REVENUE	\$1,636,835	\$1	0.00%	(\$2,036,836)
DEBT PAYMENTS:				
PRINCIPAL	\$320,000	\$0	0.00%	\$0
INTEREST & FEES	\$174,822	\$0	0.00%	\$174,822
TOTAL PAYMENTS	\$494,822	\$0	0.00%	\$174,822
OPERATING EXPENSES:				
SALARIES	\$53,000	\$4,030	7.60%	\$48,970
EMP FRINGES	\$18,000	\$647	3.59%	\$17,353
CONFERENCES & DUES	\$3,500	\$531	15.17%	\$2,969
PROF SERVICES	\$30,000	\$15,082	50.27%	\$14,918
MARKETING	\$136,000	\$14,133	10.39%	\$121,867
EVENT MARKETING	\$66,000	\$15,000	22.73%	\$51,000
LEGAL FEES	\$30,000	\$31,500	105.00%	(\$1,500)
INSURANCE	\$15,000	\$0	0.00%	\$15,000
OLD FIRE HALL UTILITIES	\$0	\$145		(\$145)
RENTAL PROPERTY	\$5,000	\$0	0.00%	\$5,000
STREET LIGHTS	\$8,000	\$0	0.00%	\$8,000
LANDSCAPING MAINTENANCE	\$16,000	\$0	0.00%	\$16,000
LAWN CARE	\$7,200	\$0	0.00%	\$7,200
RIVER ST. UTILITIES	\$5,000	\$0	0.00%	\$5,000
WEBSITE	\$3,000	\$383	12.77%	\$2,617
MISCELLANEOUS	\$7,500	\$138	1.84%	\$7,362
TOTAL OPERATING	\$403,200	\$81,589	20.24%	\$321,611
PROJECTS:				
MASTER PLAN INPLEMENTATION	\$500,000	\$4,304	0.86%	\$495,696
OLD FIRE HALL	\$400,000	\$0	0.00%	\$400,000
WAYFINDING	\$75,000	\$0	0.00%	\$75,000
STRIPING	\$3,000	\$0	0.00%	\$3,000
STREETScape	\$75,000	\$0	0.00%	\$75,000
STREETScape MAINTENANCE	\$20,000	\$954	4.77%	\$19,046
FAÇADE IMPROVEMENTS	\$200,000	\$0	0.00%	\$200,000
HANDICAPP RAMP-GAZEBO	\$80,000	\$0	0.00%	\$80,000
COMMUNITY CENTER RESTORATION	\$200,000	\$0	0.00%	\$200,000
DISPATCH EQUIPMENT	\$40,000	\$0	0.00%	\$40,000
SILVER PARKWAY	\$535,000	\$0	0.00%	\$535,000
TOTAL PROJECTS	\$2,128,000	\$5,258	0.25%	\$2,122,742
TOTAL EXPENDITURES	\$3,026,022	\$86,847	2.87%	\$2,619,175
REVENUES OVER EXPENDITURES	(\$1,389,187)	(\$86,846)		
BEGINNING FUND BALANCE	\$2,339,046	\$2,339,046		
ENDING FUND BALANCE	\$949,859	\$2,252,200		

EXP CHECK RUN DATES 07/28/2011 - 08/17/2011

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		PEDESTRIAN CROSSING SIGNS	64.32	
401-851-818.400	MARKETING		DDA ADVERTISING-BILLBOARDS	4,300.00	
401-851-818.400	MARKETING		FENTON DDA JULY	1,875.00	
401-851-825.300	STREETSCAPE		DOWNTOWN STREETSCAPE	225.00	
401-851-826.000	LEGAL FEES		JULY 2011 SERVICES - DDA DIRECTOR	1,237.50	
401-851-826.000	LEGAL FEES		JULY 2011 SERVICES - REAL ESTATE MATT	317.50	
401-851-864.000	CONFERENCES & DUES		MILEAGE	99.50	
401-851-956.100	MISCELLANEOUS		PRINT/LAM/MOUNT	156.00	
401-851-956.100	MISCELLANEOUS		MILEAGE	21.42	
401-851-956.100	MISCELLANEOUS		MILEAGE	29.50	
401-851-971.410	WAYFINDING		WAYFINDING DESIGN PROPOSAL	297.50	
401-851-971.413	LANDSCAPING MAINT		LANDSCAPING	3,501.64	
401-851-971.414	LAWN CARE		LAWN MAINTENANCE	660.00	
401-851-975.720	STREETSCAPE MAINTENANCE		STREET SIGNS	3,109.55	
401-851-975.720	STREETSCAPE MAINTENANCE		BANNERS	780.00	
401-851-975.720	STREETSCAPE MAINTENANCE		SPRINKLER START	95.00	
401-851-975.720	STREETSCAPE MAINTENANCE		PLANTINGS INSTALLED DOWNTOWN	864.00	
401-851-975.750	WEBSITE		WEBSITE	383.33	
401-851-975.800	SILVER PARKWAY DESIGN ENGINEERI		SILVER PKY RESURFACING	717.81	
			Total For Dept 851 DOWNTOWN DEVELOPMENT	18,734.57	
			Total For Fund 401 DDA CONSTRUCTION FUND	18,734.57	
			Fund Totals:		
			Fund 401 DDA CONSTRUCT	18,734.57	
			Total For All Funds:	18,734.57	

EXP CHECK RUN DATES 07/28/2011 - 07/28/2011

JOURNALIZED PAID

BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-818.400	MARKETING	CBS OUTDOOR		1,344.00	3634
401-851-818.400	MARKETING	WHMI 93.5 FM		625.00	3636
401-851-975.010	OLD FIRE HALL UTILITIES	FENTON WATER DEPT.	FINAL WATER BILL	144.99	3635
		Total For Dept 851 DOWNTOWN DEVELOPMENT		<u>2,113.99</u>	
		Total For Fund 401 DDA CONSTRUCTION FUND		<u>2,113.99</u>	
		Fund Totals:	Fund 401 DDA CONSTRUCT	2,113.99	
		Total For All Funds:		<u>2,113.99</u>	

EXP CHECK RUN DATES 08/04/2011 - 08/04/2011
 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		VISION PREMIUMS	6.57	3644
401-851-826.000	LEGAL FEES		LYNN MARKLAND	26.39	3643
401-851-864.000	CONFERENCES & DUES		MICHAEL BURNS	149.60	3641
401-851-956.100	MISCELLANEOUS		REPUBLIC BANK- 120 E SILVER LAKE	85.07	3637
401-851-956.100	MISCELLANEOUS		TRAIN DEPOT	53.95	3637
401-851-956.100	MISCELLANEOUS		JUNE 24 - JULY 23	52.48	3640
401-851-956.100	MISCELLANEOUS		MICHAEL BURNS	6.25	3641
401-851-956.100	MISCELLANEOUS		TONYA MOLLOSAEAO	190.00	3642
401-851-975.010	OLD FIRE HALL UTILITIES		FIRE HALL- 201 S LEROY ST	179.38	3637
401-851-975.010	OLD FIRE HALL UTILITIES		FIRE HALL- 201 S LEROY	19.90	3637
401-851-975.720	STREETScape MAINTENANCE		LANDSCAPE PROJECT	1,385.90	3639
401-851-975.721	RIVER STREET UTILITIES		STREET LIGHTS- 125 S RIVER ST	152.80	3637
			Total For Dept 851 DOWNTOWN DEVELOPMENT	2,308.29	
			Total For Fund 401 DDA CONSTRUCTION FUND	2,308.29	

Fund Totals:

Fund 401 DDA CONSTRUCT	2,308.29
Total For All Funds:	2,308.29



**Fenton
Downtown
Development
Authority**

FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS

6:00 p.m.

Tuesday July 19, 2011

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

ROLL CALL:

PRESENT: Bayer, Canever, Henderson, James, Osborn, Piacentini
Saule, Schmidt, Sweetman, Wesch

ABSENT: Kasper, Strayer

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

EXECUTIVE DIRECTOR'S REPORT:

Burns reported that Rex Rogers Designs, 106 W. Shiawassee, has been working with an architect and will be contacting Brad Hissong in the next couple of weeks for permits. Rex hopes to open in early fall.

Burns also reported that the Cornerstone Project was very well received. Dana's stories in the Flint Journal were very well written. We have one party that is interested in a loft apartment.

Burns will be going over the numbers with Auger & Saab in a meeting next week.

Burns reported that letters for the Façade Program were sent on 7/11/11.

It was requested by the Fenton Fire Chief, Bob Cairnduff to use the old Republic Bank site for training before demolition.

The ground breaking for The Michigan Eye Institute will be tomorrow 7/20/11 at 4pm.

FINANCIAL REPORT:

Shane provided the financial report.

Refinancing of the bonds has been finalized and sitting in escrow. The bonds can't be called in till October, on the next payment date.

Saule asked if 106 W Shiwawasee and the old Fire Hall transferred over and Shane said they did.

Piacentini questioned a line item from Michigan Fence Co. for the Community Center. Shane and Markland advised that it was for the replacement of a stair railing.

CONCENT AGENDA:

- a) Accounts Payable – Authorize payment of bills in the amount of \$42,621.46
- b) Minutes of the June 14, 2011 Design Committee Meeting
Minutes of the June 21, 2011 DDA Meeting

Motion by Saule, supported by Henderson to approve the consent agenda as presented.

MOTION CARRIED, Roll Call Vote: Bayer-aye, Canever-aye, Henderson-aye, James-aye, Osborn-aye, Piacentini-aye, Saule-aye, Schmidt-aye, Sweetman-aye, Wesch-aye.

FENTON HOUSE FAÇADE IMPROVEMENT PROGRAM:

Burns gave a report.

Owner of Fenton House, Kenny Nevells, purchased the dilapidated duplex residence style structure behind the restaurant which he intends to utilize as his carryout and catering operation along with a customer waiting area. He is requesting assistance from the DDA Façade Improvement Program.

Motion by Saule, supported by Sweetman that the DDA accept the recommendation from the Design Committee to award the Fenton House a grant in the Façade Improvement Program for the remodeling of their addition pending that Mr Nevells provides the DDA the necessary cost estimates and official quotes.

MOTION CARRIED, ALL AYES.

GEOTECHNICAL ASSESSMENT FOR CORNERSTONE PROJECT:

Burns reported that during meetings with Steve Auger and Matt Parks from OHM to discuss the pre-design phase of the Cornerstone Project, it became apparent that we needed a geotechnical study of the site. Parks informed me that OHM

does not provide geotechnical work for their projects; they utilize the services of Schleede/Hampton Associates (SHA) to assist them when those needs occur.

Present was James Berry P.E. of Schleede/Hampton Associates Inc, Consulting Engineers. Mr Berry advised that his company will be involved at the initial start of the project. His company will do soil testing, site history, etc which can provide basis for estimated costs. They also will address basement, ground water control and foundation alternatives. This is an initial study and it will address 75% of the questions that may come up.

Motion by Schmidt, supported by Wesch to recommend that the Downtown Development Authority approve a not to exceed amount of \$4,505 for Shleede/Hampton Associates to begin the necessary geotechnical engineering work for the Cornerstone Project.

MOTION CARRIED, ALL AYES.

NEW MOON VISIONS ANNUAL REPORT:

Natalie Burg of New Moon Visions presented their annual report. Natalie highlighted a few of their ideas for the upcoming year. She talked about an event either on the 1st Friday or the 3rd Thursday of each month where local businesses could get involved with local non-profit organizations to help them raise funds. Also holding merchant workshops and customer service training, as well as a monthly on-line magazine.

Burns stated that many business owners are very pleased with New Moon. Osborn thanked the Marketing Committee consisting of Laura Carpenter, Bob Cole, Fu Hang, June Wesch, Linda Hathaway, Shelley Day and Pat Lockwood for choosing New Moon.

Schultz said he was very happy with New Moon also, the success of the Art Walk and the press release for the Cornerstone Project.

Saule asked if the Marketing Committee was still alive. And if we even need it now that we have New Moon.

Burns stated that New Moon took over the need for a Marketing Committee.

CALL TO THE AUDIENCE:

Les Beare of the UPS Store on Silver Parkway was inquiring on an update to the Lighting and Landscaping Project on Silver Parkway.

Burns & Schultz advised Les that the project had been tabled a few months ago.

Les wants some support for the Parkway. He asked if 911 Dispatch and the community pay taxes to the DDA. Burns advised that the 911 Dispatch was for infrastructure improvements.

Les feels that the rug was pulled out from under the businesses on the Parkway and asked the DDA not to forget about them.

Burns advised that the DDA has put \$250,000 into the Parkway. Also, the DDA does plan on going back to the Lighting and Landscaping Project at a future date.

Schmidt advised that Margies Gluten Free Pantry will have their façade and grand opening on 7/28/11.

CLOSED SESSION:

Motion by Osborn supported by Saule to enter into closed session to discuss the purchase of property.

Roll call votes: Bayer-aye, Canever-aye, Henderson-aye, James-aye, Osborn-aye, Piacentini-aye, Saule-aye, Schmidt-aye, Sweetman-aye, Wesch-aye.

ADJOURNMENT:

The meeting adjourned at 7:30pm.

Respectfully submitted by,

Craig Schmidt
Craig Schmidt, Chairman
Downtown Development Authority

Elaine Mcgreevy
Elaine Mcgreevy
Recording **Secretary**



**Fenton
Downtown
Development
Authority**

FENTON DESIGN COMMITTEE PROCEEDINGS

11:00 a.m.

Tuesday

July 12, 2011

The meeting was called to order at 11:03 a.m. by Chairman Schmidt.

ROLL CALL:

PRESENT: Schmidt, James, Piacentini, Saule

ABSENT:

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

Agenda Items

Approval of June 14, 2011 minutes

Motion by Schmidt, Supported by Piacentini to approve the meeting minutes of December 9, 2010.

MOTION PASSED ALL AYES

Façade Improvement Program for Fenton House

Burns informed the committee of an application from the Fenton House regarding a dilapidated duplex residence style structure behind the Fenton House at 413 S. LeRoy. Kenny Nevells, owner of the Fenton House, purchased the property and intends on utilizing it for his carryout and catering operations along with a customer waiting area.

Mr. Nevells would like the exterior of the addition to resemble that of the current Fenton House location. He is requesting assistance by the DDA through their Façade Improvement Program. He is looking to make an approximate \$264,000 investment in interior and exterior upgrades for the new location. Of that he is looking to invest approximately \$100,000 in exterior façade upgrades. This amount would allow for Mr. Nevells to receive \$37,500, the most an eligible participant could receive through the Façade Improvement Program.

He is looking for assistance for the exterior additions listed above. He is also installing railings and planting of shrubs surrounding the site for aesthetic improvements. He is also interested in improving the common rear entry corridor behind the 400 S. Leroy block buildings adjacent to the city parking lot. Nevells proposes to replace the existing concrete walkway with stamped concrete. He is also looking at placing several wall mounted utility boxes surrounding the walkway underground.

Carmine Avantini conducted a site plan review of the project and states that this project meets the Downtown Design Standards set forth in the Downtown Master Plan. He is approving the project pending Mr. Nevells provides information and samples for the materials and appearance of the railings and stamped concrete planned for the site. While this building was built in 1938 and does not require the necessary historic preservation assessments it is within the targeted area of the Façade Improvement Program.

Mr. Nevells still needs to provide Burns with his official quotes and cost breakdowns for the project. I have informed him of this and he stated that he will be providing that to me shortly but looks to begin the project by the end of July. In order to expedite the project, Burns suggested that the Design Committee recommend to the Downtown Development Authority to approve Mr. Nevells' application to the Façade Improvement Program pending that Mr. Nevells provides the listed information.

Mr. Nevells spoke on behalf of the project and stated that he is very excited in moving forward with this project.

Motion by Saule, supported by Piacentini to recommend approval of the Fenton House's façade improvement program application pending he provides the necessary cost estimates and materials.

EDGE GALLERIES 409 S. LEROY REQUEST

Burns stated that he has been working with Edge Galleries about their proposed façade improvements. He was asked by the owner of the building Donna Hodgkiss and the business proprietor Teri Brancheau about possibly being considered as a building with a side elevation.

Side elevation buildings, ones along the end of several connected buildings are currently eligible for up to \$45,000 under the program guidelines.

Both Hodgkiss and Brancheau claim that their building is an end building. They claim that there is a four foot gap between their building and the building where 411 S. Leroy and the Fenton House are connected. They contend that the only thing connecting those two buildings is a vestibule and a stairwell for an apartment above the Edge Galleries.

Dziurman's assessment proposes a glass casing for the vestibule. Neither Hodgkiss nor Brancheau like that recommendation and would like to eliminate the stairway and vestibule and wrap the stairway from their apartment to the rear of their building. They would like to have an alleyway that connects to the rear parking lot.

Our building officials have not reviewed this situation. I have looked at their request and it is apparent that the only thing that connects the two buildings is the vestibule. The vestibule is in poor condition and no matter what needs to be addressed through the process. Burns is concerned about safety issues if their request is granted.

Schmidt and Saule suggested that they focus more on placing money in the rear of the building and not along the side.

Discussion continued and the committee did not agree that this building was an end building. They did support moving forward on addressing the side of the building if the building official states that it meets code.

Motion by Saule, supported by Schmidt to state that they would not recommend considering 409 S. LeRoy as an end building.

MOTION PASSED ALL AYES

CALL TO AUDIENCE:

OTHER

Schmidt stated that during the Art Walk he had concerns about the brick pavers on the sidewalk downtown. He wondered if it was possible to just remove them. Burns stated that he would discuss this with DPW Director Czarnecki.

ADJOURNMENT:

The meeting adjourned at 11:55 a.m.

Respectfully submitted by,
Michael T. Burns
Michael T. Burns
DDA Executive Director

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY
MEMORANDUM**



DATE: August 12, 2011
TO: Downtown Development Authority Board of Directors
FROM: Michael T. Burns, Executive Director *MR*
RE: Appraisals

This year, there are an extremely large number of tax appeals for properties within the DDA District. This is going to require a greater expense in the City Assessor's budget for appraisals on tax expenses than budgeted for. City Assessor Tonya Molloseau, is asking for assistance from the DDA in helping defend the assessments for properties within the DDA District.

I spoke to the Attorney and this is a legal expense for the DDA. The Assessor is requesting \$40,000 to be budgeted for this. She does not have an exact amount as she is not sure as to how many of these properties will need appraisals. However, this is an amount that she believes will be more than necessary if we move forward.

Our additional fund balance will be able to cover these expenses. The DDA also will have a reduction to the approved budget of about \$9,000 this year due to the refinancing of the bonds for the Fire Hall and DPW.

The funding for this is less than what the DDA could lose in revenue if we do not assist in defending these assessments. **I am recommending that the DDA allocate \$40,000 to assist in defending tax appeals for properties within the DDA District.**

I have attached a memo from Tonya Molloseau.

Memorandum



THE CITY OF
FENTON

DATE: August 8, 2011

TO: Lynn Markland, City Manager

FROM: Tonya Molloseau, City Assessor

RE: Pending Tax Tribunals

A handwritten signature in black ink, appearing to read 'Tonya Molloseau', is written over the 'TO:' and 'FROM:' lines of the memorandum header.

This year we have received a higher number of tax appeals in the DDA District than usual. Due to the increased number of appeals, we will have a greater expense than what was originally budgeted for this year. Since the DDA receives a majority of the revenue for these properties, I would like to request the DDA to consider assistance in paying the expenses of defending the assessments. These expenses are not for day to day expenses of the Assessors office. Rather the expenses are for additional costs incurred to defend assessments.

We will not likely have to pay for appraisals on all of the properties, but we will need to have appraisals completed on some. I would like to ask that \$40,000 to be allocated for defending these tax appeals for the 2011 year. Whatever funds are not expended would remain with the DDA. I would also recommend that the DDA consider budgeting the same amount for the next year fiscal year.

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY
MEMORANDUM**



THE CITY OF
FENTON

DATE: August 11, 2011
TO: Downtown Development Authority Board of Directors
FROM: Michael T. Burns, Executive Director *MTB*
RE: Request from the Museum Board

The Museum Board plans on making some necessary repairs to the attic of the Museum. However, they need to remove many items from there. They also have to archive several documents. When the DDA held their press conference for the Cornerstone Development, Councilwoman King saw several shelves in the Republic Bank that she thought might be of good use to the Museum Board.

She asked me if the DDA would consider giving these shelves to the Museum Board. I had Matt Adair, a Museum Board member and Doug Tebo look at the shelves to see if they fit their needs. After looking at them, they would like use them to archive documents. The shelves are very narrow and would be most suitable for storing or documenting archived information.

I do not foresee the DDA having any use for these shelves. The Museum Board has limited funds and this donation would alleviate them from having to purchase new shelving.

I am recommending that the DDA allow for the Museum Board to have the shelves that were left at the Republic Bank Building.

FENTON DOWNTOWN DEVELOPMENT AUTHORITY MEMORANDUM



THE CITY OF
FENTON

DATE: August 11, 2011
TO: Downtown Development Authority Board of Directors
FROM: Michael T. Burns, Executive Director *MR*
RE: Fenton Film Series

This past year was the first one that the DDA sponsored the Fenton Film Series. The series drew 575 attendees at their monthly movie events. The Fenton Film Series has also received several in-kind donations from businesses within the community. This includes in many instances free food, pop and popcorn for the events. This has been very successful for the first year that the DDA sponsored it.

This past year, the DDA contributed \$1650 for the event. The Fenton Film Series is asking for sponsorship from the DDA for the upcoming year. This year they are requesting \$2,658 from the DDA. The increase is due to an increase in rental rates by the Fenton Community Center. In the upcoming year, the Community Center will increase the fees from \$100 per evening to \$150 per evening.

John Strayer and Patrick Perfitt are coordinating this event. They have submitted the necessary DDA event sponsorship application form.

I recommend that the Downtown Development Authority continue sponsorship of the Fenton Film Series at a cost not to exceed \$2,658.

What is the name, date and location of your event?

**FENTON FILM SERIES
@ 7:00 p.m. on the second Wednesday of every month
@ The Fenton Community & Cultural Center**

What is the purpose and/or desired goal of your event?

The Fenton Film Series exists to bring free movies and live music to downtown Fenton and to provide a free, monthly event for Fenton residents. The Fenton Film Series

How much is your organization asking in funds from the Downtown Development Authority for your event?

\$ 2,658

What will the funding from the Downtown Development Authority be used specifically for and provide a cost for this item? (You will be required to provide receipts to the DDA for this expense)

\$1950 for Rent - [\$150/ night (\$50 per hour for 3 hours) to the Fenton Community & Cultural Center for 13 months, from September, 2011 through December, 2012, excluding June, July & August, 2012.]

\$505 for Copyright License from the Motion Picture Licensing Corporation

\$203 for Liability Insurance from Hartland Insurance

??? for Advertising & Printing

How much has your organization financially profited from this specific event? (Please provide information for the past three years of this event)

None

How much has your organization asked for this event in the past? If you have received funding the past three years, please list each year's appropriation (only provide info on years in the past three years where you have received funding)?

September, 2010 - September 2011: \$ 1,650

How much has your organization received from other sponsors? Please provide a list and amount received from each sponsor for last year's event and for the current event.

Amounts received for last year's event (Sept 2010-September 2011)

\$300 Tanglewood Assisted Living & Home Care
300 Patrick Perfitt with Edward Jones Financial Advisors
300 Fenton Winery & Brewery

300 Jimmy John's Gourmet Sandwiches
300 David Owocki, D.D.S.
200 Comfort Keepers

\$1700

(In-kind contributions have been received from Southern Lakes Parks & Recreation,(advertising), Behind Your Design (design work), & The French Laundry (food & drink)

Amount received for upcoming event - \$ 0

How many people has this event attracted to the City of Fenton Downtown Authority District? Please provide information for the past three years of the event.

- 52 people attended the documentary "The Cove", on September 8, 2010 with downtown merchant Billmeier Camera as the movie's honorary sponsor. Jazz pianist Savannah Lee entertained before the movie.**
- 65 people attended the classic thriller, Psycho, on October 13, 2010. The jazz duo "Touch" performed before the movie.**
- 50 people attended the documentary "Who the #%&\$ is Jackson Pollock?" on November 10, 2010 with downtown merchant Edge Gallery as the movie sponsor. Pianist Ed Anderson performed before the show.**
- 35 people attended "The World's Fastest Indian", and independent drama from New Zealand on December 8, 2010. The jazz duo "Touch" returned to entertain before the movie.**
- 55 people attended the Norwegian comedy "Buddy" on January 12, 2011. The folk band "The Hey J's" performed before the movie.**
- 56 people attended the independent drama "Eternal Sunshine of the Spotless Mind" on February 9, 2011. The folk band The Hey J's returned to perform before the show. A short film "Timeless" by Fenton High School graduate and current UofM film student Steven Coffee was shown before the featured film.**
- 62 people attended independent drama "Winter's Bone" on March 9, 2011, with downtown merchant Fenton's Open Book as the movie sponsor. Magician Frank**

Everhardt entertained the crowd before the movie.

- 105 people attended our Motown party on April 13th which began with performances of Motown classics by performers from the The Joyful Noise music studio followed by the documentary film Standing in the Shadows of Motown.

- 40 people attended the French film "I've Loved You So Long" on May 11th. The classic rock band The Radio Flyers performed before the show. A short film "Drop by Drop" by Fenton high School graduate and current Specs Howard film student Peter Putnam was shown before the featured film.

- 35 people attended the documentary Beer Wars on June 8th with the Fenton Winery & Brewery as the movie sponsor. Singer/songwriter Robert Marr performed before the show.

16 people attended a screening of the documentary "Urban Roots" (replacing Jesus Camp) with live music by KimNdennis. A short film by Fenton High School graduate *** was shown before the featured film.

If there is inclement weather on the day of your event, what are your alternative plans for the event?

N/A for an indoor event

If there is cancellation of your event, will the City of Fenton Downtown Development Authority be reimbursed for their sponsorship? If so, please provide how the Downtown Development Authority will be reimbursed?

Yes - by check

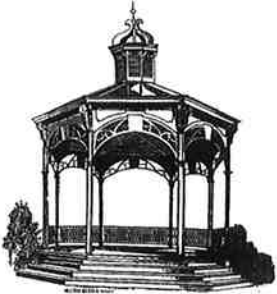
Please provide a one page statement how the sponsorship of your event meets the Downtown Development Authority's charge of improving the business climate within the district and promoting the economic growth of the district?

The Fenton Film Series accomplishes several worthwhile goals. The film series attracts people to the downtown district where they may spend money before or after the show and are exposed to all downtown business, even those that are closed at the time, as people window shop before or after the film.

Together with other ongoing events in the downtown district, the film series adds vitality to the downtown district. According to downtown expert Dan Burton, thriving downtowns have events occurring every night. While Fenton does not yet enjoy that level of activity, the Fenton Film Series is a step in that direction. The film series provides a local source for movies in a town which does not have an operating movie theater. Moviegoers become familiar with local business who sponsor the movies. Many of the sponsors attend the

movies and are announced at every show. Sponsor also promote their business by providing free food and drink or giving out discount coupons and door prizes. Movie patrons routinely meet after the show at a downtown establishment to have a drink and review the film.

FENTON DOWNTOWN DEVELOPMENT AUTHORITY
MEMORANDUM



THE CITY OF
FENTON

DATE: August 11, 2011
TO: Downtown Development Authority Board of Directors
FROM: Michael T. Burns, Executive Director *MB*
RE: Extension of Façade Program Subsidy

Under the current provisions of our Façade Improvement Program, eligible participants may be able to receive up to 75 percent reimbursement (up to a \$50,000 project) until December 31, 2011. However, due to the delays in this project, many of the eligible participants have been unable to begin the necessary improvements to their buildings.

To help them, I spoke to the Design Committee on August 9, 2011 about extending the deadline for the 75 percent reimbursement. The Design Committee has chosen to recommend to the DDA board to extend the deadline from December 31, 2011 to June 30, 2012. John Dziurman has informed me in writing that he will be completed with all of the building assessments by the end of September.

Any projects awarded by the DDA after June 30, 2012 would be eligible for only a 50 percent reimbursement (up to a \$50,000 project).

I am recommending that the DDA accept the recommendation by the Design Committee in extending the deadline for a 75 percent façade improvement program reimbursement from December 31, 2011 to June 30, 2012.