

**Fenton  
Downtown  
Development  
Authority**

City of Fenton – Downtown Development Authority  
Special Board Meeting of May 16, 2023  
6:00 p.m. – Council Chambers – City Hall

**AGENDA**

Call to Order

Roll Call

- 1) Director's Report
- 2) Financial Report
- 3) Consent Agenda

- a) Accounts Payable - None
- b) Minutes of DDA Meeting of April 17, 2023

**PUBLIC 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) Lawn Care and Landscape Services
- 5) Call to the Audience

Next Meeting June 20, 2023

**CITY OF FENTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
BALANCE SHEET  
5/11/2023**

**ASSETS:**

CASH IN BANK	\$1,644,420
INVESTMENTS	\$1,000,000
DUE FROM OTHER FUNDS	\$12,465
PREPAID EXPENSES	<u>\$2,587</u>

TOTAL ASSETS	<u><u>\$2,659,472</u></u>
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**LIABILITIES:**

ACCOUNTS PAYABLE	\$481
DUE TO OTHER FUNDS	\$30,071
DUE TO OTHER UNITS OF GOVT	<u>\$622</u>

TOTAL LIABILITIES	<u><u>\$31,173</u></u>
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**FUND EQUITY:**

FUND BALANCE	<u>\$2,628,299</u>
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TOTAL LIABILITIES AND EQUITY	<u><u>\$2,659,472</u></u>
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**CITY OF FENTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
5/11/2023**

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FROM BUDGET
<b>REVENUES:</b>				
TAX REVENUES	\$2,456,479	\$2,568,355	104.55%	\$111,876
REVENUE SHARING	(\$350,000)	(\$350,000)	100.00%	\$0
PREVIOUS YEARS CHARGE BACKS	(\$10,000)	\$0	0.00%	\$10,000
DONATIONS	\$0	\$0	#DIV/0!	\$0
MISC REVENUE	\$0	\$829	#DIV/0!	\$829
INTEREST INCOME	\$1,500	\$1,655	110.35%	\$155
<b>TOTAL REVENUE</b>	<b>\$2,097,979</b>	<b>\$2,220,839</b>	<b>105.86%</b>	<b>\$122,860</b>
<b>DEBT PAYMENTS:</b>				
PRINCIPAL	\$320,000	\$320,000	100.00%	\$0
INTEREST & FEES	\$101,138	\$99,386	98.27%	(\$1,752)
<b>TOTAL PAYMENTS</b>	<b>\$421,138</b>	<b>\$419,386</b>	<b>99.58%</b>	<b>(\$1,752)</b>
<b>OPERATING EXPENSES:</b>				
SALARIES	\$202,250	\$209,489	103.58%	\$7,239
EMPLOYEE FRINGES	\$60,250	\$57,563	95.54%	(\$2,687)
PROFESSIONAL SERVICES	\$45,000	\$12,600	28.00%	(\$32,400)
MARKETING	\$30,000	\$18,183	60.61%	(\$11,817)
EVENT MARKETING	\$125,000	\$107,217	85.77%	(\$17,783)
APPRAISALS	\$10,000	\$0	0.00%	(\$10,000)
STREET LIGHTS	\$2,500	\$454	18.18%	(\$2,046)
LEGAL FEES	\$10,000	\$2,086	20.86%	(\$7,914)
CONFERENCES & DUES	\$6,000	\$4,593	76.55%	(\$1,407)
INSURANCE	\$18,500	\$18,247	98.63%	(\$253)
EQUIPMENT RENTAL	\$75,000	\$43,685	58.25%	(\$31,315)
MISCELLANEOUS	\$7,500	\$5,736	76.48%	(\$1,764)
STRIPING	\$3,000	\$0	0.00%	(\$3,000)
LANDSCAPING MAINTENANCE	\$10,000	\$4,740	47.40%	(\$5,260)
LAWN CARE	\$10,000	\$4,439	44.39%	(\$5,561)
STREETScape MAINTENANCE	\$10,000	\$9,700	97.00%	(\$300)
RIVERSTREET UTILITIES	\$3,500	\$2,206	63.04%	(\$1,294)
WEBSITE	\$15,000	\$7,715	51.43%	(\$7,285)
HOLIDAY DECORATION	\$12,500	\$11,937	95.50%	(\$563)
SCULPTURE RENTAL	\$20,000	\$14,635	73.18%	(\$5,365)
SCULPTURE PURCHASE	\$7,500	\$0	0.00%	(\$7,500)
<b>TOTAL OPERATING</b>	<b>\$683,500</b>	<b>\$535,223</b>	<b>78.31%</b>	<b>(\$148,277)</b>
<b>PROJECTS:</b>				
STREETSCAPE	\$15,000	\$7,681	51.21%	(\$7,319)
LAND REDEVELOPMENT	\$0	\$514,029	#DIV/0!	\$514,029
MASTER PLAN IMPLEMENTATION	\$500,000	\$8,710	1.74%	(\$491,290)
DOWNTOWN PLANNING	\$7,500	\$0	0.00%	(\$7,500)
DAM IMPROVEMENTS	\$0	\$119,179	#DIV/0!	\$119,179
SILVER LK IMPROVEMENTS	\$0	\$0	#DIV/0!	\$0
RIVER ST. IMPROVEMENTS	\$25,000	\$0	0.00%	(\$25,000)
FAÇADE IMPROVEMENTS	\$25,000	\$0	0.00%	(\$25,000)
SILVER PARKWAY IMPROVEMENTS	\$5,000	\$0	0.00%	(\$5,000)
COMMUNITY CENTER RESTORATION	\$30,000	\$0	0.00%	(\$30,000)
DOWNTOWN PARKING LOTS	\$10,000	\$15,000	150.00%	\$5,000
<b>TOTAL PROJECTS</b>	<b>\$617,500</b>	<b>\$664,599</b>	<b>107.63%</b>	<b>\$47,099</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,722,138</b>	<b>\$1,619,208</b>	<b>94.02%</b>	<b>(\$102,930)</b>
<b>TRANSFERS OUT</b>				
CONTRIB TO LADDER TRUCK FUND	\$0	\$50,000	#DIV/0!	\$50,000
CONTRIB TO PARKS	\$0	\$100,000	#DIV/0!	\$100,000
<b>TOTAL TRANSFERS OUT</b>	<b>\$0</b>	<b>\$150,000</b>	<b>#DIV/0!</b>	<b>\$150,000</b>
<b>REVENUES OVER EXPENDITURES</b>	<b>\$375,841</b>	<b>\$451,631</b>		
<b>BEGINNING FUND BALANCE</b>	<b>\$2,176,668</b>	<b>\$2,176,668</b>		
<b>ENDING FUND BALANCE</b>	<b>\$2,552,509</b>	<b>\$2,628,299</b>		

**CITY OF FENTON  
DDA BOND CONSTRUCTION FUND  
BALANCE SHEET  
5/11/2023**

**ASSETS:**

CASH IN BANK	\$94,609
MISC RECEIVABLES	\$0
DUE FROM OTHER FUNDS	<u>\$0</u>

TOTAL ASSETS	<u><u>\$94,609</u></u>
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**LIABILITIES:**

ACCOUNTS PAYABLE	\$0
DEFERRED REVENUE	\$0
DUE TO OTHER FUNDS	<u>\$0</u>

TOTAL LIABILITIES	<u><u>\$0</u></u>
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**FUND EQUITY:**

FUND BALANCE	<u>\$94,609</u>
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TOTAL LIABILITIES AND EQUITY	<u><u>\$94,609</u></u>
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**CITY OF FENTON  
 DDA BOND CONSTRUCTION FUND  
 STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCE  
 5/11/2023**

	AMENDED BUDGET	YTD ACTUAL	VARIANCE FROM BUDGET
<b>REVENUES:</b>			
BOND PROCEEDS	\$0	\$0	\$0
GRANTS	\$0	\$0	\$0
DONATIONS	\$12,000	\$12,000	\$0
INTEREST	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<u>\$12,000</u>	<u>\$12,000</u>	<u>\$0</u>
<b>EXPENDITURES:</b>			
COMMUNITY CENTER RESTORATION	\$0	\$0	\$0
BOND COSTS	\$0	\$0	\$0
CAROLINE ST. IMPROVEMENTS	\$0	\$0	\$0
STREETSCAPE	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TRANSFERS:</b>			
TRANSFERS TO DDA	\$0	\$0	\$0
<b>REVENUE OVER EXPENDITURES</b>	<u>\$12,000</u>	<u>\$12,000</u>	
BEGINNING FUND BALANCE	\$82,609	\$82,609	
ENDING FUND BALANCE	\$94,609	\$94,609	

**2014 DDA BONDS  
STREETSCAPE & COMMUNITY CENTER**

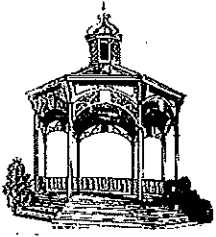
\$3,650,000

<b>FISCAL YEAR ENDED JUNE 30</b>	<b>INTEREST 1-Oct</b>	<b>INTEREST 1-Apr</b>	<b>PRINCIPAL 1-Apr</b>	<b>TOTAL REQUIREMENTS</b>
2024	\$38,291	\$38,291	\$255,000	\$331,582
2025	\$34,466	\$34,466	\$265,000	\$333,932
2026	\$30,491	\$30,491	\$275,000	\$335,982
2027	\$26,365	\$26,365	\$285,000	\$337,730
2028	\$22,091	\$22,091	\$295,000	\$339,182
2029	\$17,666	\$17,666	\$305,000	\$340,332
2030	\$12,900	\$12,900	\$315,000	\$340,800
2031	\$6,600	\$6,600	\$330,000	\$343,200
<b>TOTAL</b>	<b>\$188,870</b>	<b>\$188,870</b>	<b>\$2,325,000</b>	<b>\$2,702,740</b>

**2016 DDA BONDS  
CAROLINE STREET EXTENSION**

\$1,000,000

<b>FISCAL YEAR ENDED JUNE 30</b>	<b>INTEREST 1-Oct</b>	<b>INTEREST 1-Apr</b>	<b>PRINCIPAL 1-Apr</b>	<b>TOTAL REQUIREMENTS</b>
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
<b>TOTAL</b>	<b>\$32,315</b>	<b>\$32,315</b>	<b>\$590,000</b>	<b>\$654,630</b>



**Fenton  
Downtown  
Development  
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY  
PROCEEDINGS  
Tuesday, April 17, 2023**

The meeting was called to order by Chairman Craig Schmidt at 6:01 pm

**ROLL CALL:**

**PRESENT:** Andrysiak, Bertschy, Henderson, James, Osborn, Penwell, Ricketts (*joined at 6:18*), Schmidt, Steffey, Strayer

**ABSENT:** Green, Johnson (*excused*)

**OTHERS:** Michael Hart, DDA Director/Assistant City Manager;  
Lynn Markland, City Manager; Jon Satkowiak, Treasurer;  
Denise Coole, Recording Secretary

**EXECUTIVE DIRECTOR'S REPORT**

Hart reported that the sculptures from the leased program have been removed from downtown and some of the new sculptures have been installed. Strayer said eight sculptures have been set. Some of the sculptures will not be delivered until June. Strayer said he is working on a brochure of the new sculptures including the murals downtown, and the Delio Barletta statue from Johns Pizzeria.

Hart is helping head up repair of two sculptures; Grateful Fred's microphone is broken off and Hart located a vintage antique fly wheel to attach as a base for the microphone to be welded onto. Also, the motorcycle that had the tractor seat vandalized, has been found near the river. The seat will be rewelded and more secure than it originally was. The repairs should be made within the next couple of months.

**FINANCIAL REPORT**

Satkowiak reviewed the financial report and said the only change is the bond payments have been paid. Liabilities are down due to payroll expenditures.

**CONSENT AGENDA**

Craig Schmidt reviewed the consent agenda item of minutes for DDA meeting held March 21, 2023.

Motion by Strayer and Supported by Penwell to approve the Consent Agenda as presented.

**YEAS:** Andrysiak, Bertschy, Henderson, James, Osborn, Penwell, Schmidt, Steffey, Strayer

NAYS: None  
ABSENT: Green, Johnson

**Motion was carried by Roll Call Vote**

**PUBLIC COMMENTS**

Brad Alvord from Lindhout Associates Architects in attendance for item #4) Library Handrails/Stairs Project and #5) Museum Building Repairs. Skip Bancroft, Library Board Chair, in attendance.

**JACK R WINEGARDEN PUBLIC LIBRARY BUILDING HANDRAILS/STAIRS PROJECT**

Hart said this item tonight has been taken to the City Council for approval. Hart said the money will come from FY22/23.

Alvord said the estimate is for a total replacement. Hart asked Alvord to discuss the timing for the job. Alvord said he expects it would be a quick turnaround from Rhoman Iron. Genesee Cut Stone will be 23-24 weeks out for the order needed to match the existing granite. This will put the order in place and the installation would be in Fall 2023. Alvord said there will be access to the building during the work.

Motion by Strayer and Supported by Andrysiak to accept the recommendation as presented.  
All Ayes – None Opposed

**Motion carried by Voice Vote**

**MUSEUM BUILDING REPAIRS**

Hart said the Building Official, Jason Payne, has been working with Alvord and his firm on this project. Hart said the money will come from FY23/24 and will go to the City Council for approval of recommendation.

Alvord said upon inspection of the front porch, they found structural issues that will include a complete rebuild of the front porch, columns, footings, and beams for the roof system.

Markland said there will also be a patio created in the front yard to be used for receptions, etc. Making it functional with interaction downtown and adding to the activity of the building.

Schmidt asked about increasing the hours the Museum is open. Markland said volunteers would be needed, but feels functions will get the building more use. Markland said the parking lot will remain the same. Markland added that possibly the DDA could sponsor a reception there when the repairs are complete.

Motion by Henderson and Supported by Osborn to accept the recommendation as presented.  
All Ayes – None Opposed

**Motion carried by Voice Vote**

**CALL TO THE AUDIENCE – None**

**BOARD COMMENTS**

Markland said there are several projects planned in the downtown area, one project will be at The Cheese Lady and Billmeier Camera Shop location. Markland said Ghassan Saab will be adding onto that building to the north, adding additional office/retail spaces, 2-3 apartments and create on street parking on Walnut St. possibly to 2<sup>nd</sup> St.



Schmidt asked about painting the light poles and getting the banners completed. Hart said the DPW painted some light poles last year testing the paint process. Hart said the banners will be upgraded. Hart will follow up with the DPW on the painting and get back to the DDA Board for the banner order.

Schmidt asked about having Silver Parkway repaved in FY24-25. Would like a line item or grant investigated for that road and for the lighting.

Steffey asked if there is an ongoing contract with the Stain Shop for the gazebo. Hart said yes, for the next two years.

The meeting was adjourned at 6:41 p.m.

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Craig Schmidt  
DDA Chairman

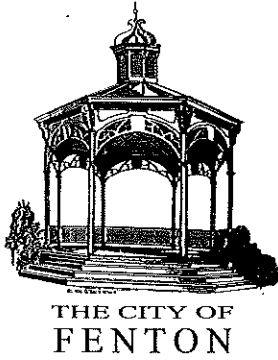
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Denise Coole  
Recording Secretary

*Date Approved:* \_\_\_\_\_

# FENTON DOWNTOWN DEVELOPMENT AUTHORITY

## MEMORANDUM



**DATE:** May 16, 2023

**TO:** Downtown Development Authority Board of Directors

**FROM:** Michael A. Hart, Assistant City Manager & DDA Executive Director

**RE:** Lawn Care and Landscape Services

For the last five (5) years (2018-2022) (three initial years with a two (2) year extension) CJ Callaghan's (ACE Lawn & Landscape) has provided our City and DDA wide lawncare and landscape services. They have done a very good job in providing these services. Additionally, they have addressed any and all issues that have arisen during their five (5) year lawn care contract(s) with the City and DDA, and it would be advantageous to continue with them.

In continuing with them, they will keep their prices the same for two (2) more years (2023 & 2024 seasons) with the same terms/conditions per the signed agreements from 2018. The pricing for lawncare is \$59,730 total (\$7,150 DDA portion) and landscape is \$11,820 total (\$2,100 DDA portion) annually. Per the recent City Council meeting of May 8<sup>th</sup> it was supported, so the Downtown Development Authority Board would support approval for their portion of \$7,150 for lawncare and \$2,100 for landscape annually, based upon a two (2) renewal.

*I am recommending that the DDA Board extend our existing contract with CJ Callaghan & Sons (ACE Lawn & Landscape) to provide lawn care services for two (2) years (2023 & 2024 seasons) at a cost of \$59,730 total (\$7,150 DDA portion) for year one (1) and \$59,730 total (\$7,150 DDA portion) for year two (2), plus landscape services for two (2) years at a cost of \$11,820 total (\$2,100 DDA portion) for year one (1) and \$11,820 total (\$2,100 DDA portion) for year two (2). Additionally, for the DDA Executive Director to sign the contract and any other necessary paperwork.*