

**Fenton
Downtown
Development
Authority**

City of Fenton – Downtown Development Authority
Board Meeting of September 27, 2022
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 June 21, 2022

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) Property Purchase 106 N. Pine Update
- 5) Call to the Audience

Next Meeting: October 18, 2022

**CITY OF FENTON
DOWNTOWN DEVELOPMENT AUTHORITY
BALANCE SHEET
9/15/2022**

ASSETS:

CASH IN BANK	\$2,331,368
INVESTMENTS	\$500,000
DUE FROM OTHER FUNDS	\$11,465
PREPAID EXPENSES	<u>\$2,587</u>

TOTAL ASSETS	<u><u>\$2,845,420</u></u>
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LIABILITIES:

ACCOUNTS PAYABLE	\$0
DUE TO OTHER FUNDS	\$88,689
DUE TO OTHER UNITS OF GOVT	<u>\$622</u>

TOTAL LIABILITIES	<u><u>\$89,311</u></u>
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FUND EQUITY:

FUND BALANCE	<u>\$2,756,109</u>
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TOTAL LIABILITIES AND EQUITY	<u><u>\$2,845,420</u></u>
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CITY OF FENTON
DOWNTOWN DEVELOPMENT AUTHORITY
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
9/15/2022

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FROM BUDGET
REVENUES:				
TAX REVENUES	\$2,106,479	\$1,645,073	78.10%	(\$461,406)
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	\$79	#DIV/0!	\$79
INTEREST INCOME	\$1,500	\$181	12.04%	(\$1,319)
TOTAL REVENUE	\$1,747,979	\$1,295,333	74.10%	(\$452,646)
DEBT PAYMENTS:				
PRINCIPAL	\$320,000	\$0	0.00%	(\$320,000)
INTEREST & FEES	\$101,138	\$49,693	49.13%	(\$51,445)
TOTAL PAYMENTS	\$421,138	\$49,693	11.80%	(\$371,445)
OPERATING EXPENSES:				
SALARIES	\$202,250	\$61,383	30.35%	(\$140,867)
EMPLOYEE FRINGES	\$60,250	\$18,100	30.04%	(\$42,150)
PROFESSIONAL SERVICES	\$45,000	\$4,900	10.89%	(\$40,100)
MARKETING	\$30,000	\$1,843	6.14%	(\$28,157)
EVENT MARKETING	\$125,000	\$10,303	8.24%	(\$114,697)
APPRAISALS	\$10,000	\$0	0.00%	(\$10,000)
STREET LIGHTS	\$2,500	\$454	18.18%	(\$2,046)
LEGAL FEES	\$10,000	\$399	3.99%	(\$9,601)
CONFERENCES & DUES	\$6,000	\$636	10.59%	(\$5,365)
INSURANCE	\$18,500	\$18,182	98.28%	(\$318)
EQUIPMENT RENTAL	\$75,000	\$7,586	10.12%	(\$67,414)
MISCELLANEOUS	\$7,500	\$1,100	14.67%	(\$6,400)
STRIPING	\$3,000	\$0	0.00%	(\$3,000)
LANDSCAPING MAINTENANCE	\$10,000	\$2,634	26.34%	(\$7,366)
LAWN CARE	\$10,000	\$1,192	11.92%	(\$8,808)
STREETScape MAINTENANCE	\$10,000	\$71	0.71%	(\$9,929)
RIVERSTREET UTILITIES	\$3,500	\$114	3.25%	(\$3,386)
WEBSITE	\$15,000	\$1,600	10.67%	(\$13,400)
HOLIDAY DECORATION	\$12,500	\$0	0.00%	(\$12,500)
SCULPTURE RENTAL	\$20,000	\$0	0.00%	(\$20,000)
SCULPTURE PURCHASE	\$7,500	\$0	0.00%	(\$7,500)
TOTAL OPERATING	\$683,500	\$130,497	19.09%	(\$553,003)
PROJECTS:				
STREETScape	\$15,000	\$0	0.00%	(\$15,000)
MASTER PLAN IMPLEMENTATION	\$500,000	\$7,173	1.43%	(\$492,827)
LAND REDEVELOPMENT	\$0	\$514,029	#DIV/0!	\$514,029
DOWNTOWN PLANNING	\$7,500	\$0	0.00%	(\$7,500)
DAM IMPROVEMENTS	\$0	\$0	#DIV/0!	\$0
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
TOTAL PROJECTS	\$617,500	\$536,202	86.83%	(\$81,298)
TOTAL EXPENDITURES	\$1,722,138	\$716,392	41.60%	(\$1,005,746)
REVENUES OVER EXPENDITURES	\$25,841	\$578,941		
BEGINNING FUND BALANCE	\$2,177,168	\$2,177,168		
ENDING FUND BALANCE	\$2,203,009	\$2,756,109		

**CITY OF FENTON
DDA BOND CONSTRUCTION FUND
BALANCE SHEET
9/15/2022**

ASSETS:

CASH IN BANK	\$82,609
MISC RECEIVABLES	\$12,000
DUE FROM OTHER FUNDS	<u> \$0</u>
TOTAL ASSETS	<u><u> \$94,609</u></u>

LIABILITIES:

ACCOUNTS PAYABLE	\$0
DEFERRED REVENUE	\$12,000
DUE TO OTHER FUNDS	<u> \$0</u>
TOTAL LIABILITIES	<u><u> \$12,000</u></u>

FUND EQUITY:

FUND BALANCE	<u> \$82,609</u>
TOTAL LIABILITIES AND EQUITY	<u><u> \$94,609</u></u>

**CITY OF FENTON
 DDA BOND CONSTRUCTION FUND
 STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 9/15/2022**

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

**2014 DDA BONDS
STREETScape & COMMUNITY CENTER**

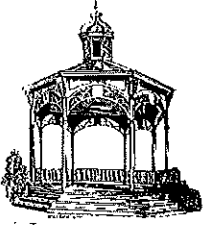
\$3,650,000

FISCAL YEAR ENDED JUNE 30	INTEREST 1-Oct	INTEREST 1-Apr	PRINCIPAL 1-Apr	TOTAL REQUIREMENTS
2023	\$42,041	\$42,041	\$250,000	\$334,082
2024	\$38,291	\$38,291	\$255,000	\$331,582
2025	\$34,466	\$34,466	\$265,000	\$333,932
2026	\$30,491	\$30,491	\$275,000	\$335,982
2027	\$26,365	\$26,365	\$285,000	\$337,730
2028	\$22,091	\$22,091	\$295,000	\$339,182
2029	\$17,666	\$17,666	\$305,000	\$340,332
2030	\$12,900	\$12,900	\$315,000	\$340,800
2031	\$6,600	\$6,600	\$330,000	\$343,200
TOTAL	\$230,911	\$230,911	\$2,575,000	\$3,036,822

**2016 DDA BONDS
CAROLINE STREET EXTENSION**

\$1,000,000

FISCAL YEAR ENDED JUNE 30	INTEREST 1-Oct	INTEREST 1-Apr	PRINCIPAL 1-Apr	TOTAL REQUIREMENTS
2023	\$7,653	\$7,653	\$70,000	\$85,306
2024	\$6,953	\$6,953	\$70,000	\$83,906
2025	\$6,253	\$6,253	\$70,000	\$82,506
2026	\$5,465	\$5,465	\$70,000	\$80,930
2027	\$4,678	\$4,678	\$75,000	\$84,356
2028	\$3,815	\$3,815	\$75,000	\$82,630
2029	\$2,915	\$2,915	\$75,000	\$80,830
2030	\$1,196	\$1,196	\$75,000	\$77,392
2031	\$1,040	\$1,040	\$80,000	\$82,080
TOTAL	\$39,968	\$39,968	\$660,000	\$739,936



**Fenton
Downtown
Development
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY
PROCEEDINGS
Tuesday, June 21, 2022**

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

ROLL CALL:

PRESENT: Bertschy, Green, Henderson, James, Johnson, Osborn, Ricketts, Schmidt, Steffey, Strayer

ABSENT: Andrysiak, Penwell (*excused*)

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

Schmidt said the agenda will be amended tonight. Hart said they has been working on the resolution for the property purchase. Hart would like to add Resolution of Purchase on the agenda as Item #8, after the closed session.

Motion by Osborn and Supported by Ricketts to approve the amendment.

All Ayes – None Opposed

Motion carried by Voice Vote

Schmidt added that Item #6 will be moved up, to accommodate Steve James, of The Stain Shop, who will be speaking about services for the Gazebo Restoration.

EXECUTIVE DIRECTOR'S REPORT

Hart welcomed the Board. Hart said he has a few items to bring to the Board.

Hart said the DDA meeting held April 26, 2022, granted approval for closure gates and there had been a question regarding matching the fencing with downtown fencing. Hart said after speaking with the DPW and the Building Dept, it was concluded that the approval was to repair the fencing at the parking lot next to the Museum, due to a hit and run. Hart is waiting for pricing for the closure gates, and he could approve it as a maintenance issue if inexpensive, otherwise it will be brought to the Board.

Hart said the Mill Pond repairs are tentatively slated for August 25th, with the contractor and the DPW. That area is the retaining wall to the pond, and the raceway. Hart said if there is a date change, he will let the Board know.

Hart reported that the pedestrian bridge is temporarily closed for an inspection and potential repair work. Hart said the bridge is good but the metal on the spillway side is loose and has corrosion. Hart will have the City Engineer inspect the area. There is currently a barricade up and the DPW will make signs for the area.

Hart said they are obtaining quotes to provide backup power behind the Community Center for City event planning for after August 25th, and for 2023. Hart said it is possible to use a backup generator for this season but with the extensive bridge and surrounding work next year, it will be necessary for the summer concert series to be held behind the Community Center. This will also provide a second venue.

Hart said they have successfully closed on the 111 S. Leroy St. development project. This added a public parking lot. Markland added that all the space in the building is spoken for.

Hart said they are continuing progress for the sale of 106 W. Shiawassee Ave. The DPW has reported that the volcano is being removed and the soil will be repurposed, if possible.

FINANCIAL REPORT

Satkowiak reviewed the financial report from the packet.

CONSENT AGENDA

Craig Schmidt reviewed the consent agenda items of minutes for DDA special meeting minutes held April 26, 2022, and June 6, 2022.

Motion by Osborn and Supported by Steffey to approve the Consent Agenda as presented.

YEAS: Bertschy, Green, Henderson, James, Johnson, Osborn, Ricketts, Schmidt,
Steffey, Strayer

NAYS: None

ABSENT: Andrysiak, Penwell

Motion was carried by Roll Call Vote

PUBLIC COMMENTS - None

THE STAIN SHOP ESTIMATE – GAZEBO RESTORATION PROJECT

Hart thanked Steve James, President/Sales Manager of The Stain Shop, for working with the DDA and attending the meeting. James thanked the Board for allowing him to be a part of the restoration. James reviewed the services that will be provided. James said that the type of wood on the gazebo is a hard wood that will structurally last a long time and needs to be treated to look nice, be maintenance friendly and be kept up. The cupola will be treated with a semi solid stain. The ceiling will have a different finish with some shine. The gazebo steps, verticals, posts, railings, and floor will have a lot of use so will be stained to protect and enhance, having a slight wet look. The Board commented on the detail that is visible now and would like to see the stain able to keep the detail accentuated. James agreed that the detail will be enhanced, not covered up. James reviewed his samples of stain work and added that yearly maintenance is necessary. Ricketts commented on the work The Stain Shop did on his log cabin, endorsing the product. Hart said there are two additional years on the recommendation for annual maintenance.

Motion by Bertschy and Supported by Johnson to approve the recommendation as presented.

YEAS: Bertschy, Green, Henderson, Johnson, Osborn, Ricketts, Schmidt,

Steffey, Strayer
NAYS: None
ABSENT: Andrysiak, Penwell
ABSTAIN: James

Motion carried by Voice Vote

Schmidt thanked the Board for their input.

**RECEIPT OF THE CITY COUNCIL APPROVED AMENDED BUDGET FOR FY2021-2022 AND
UPCOMING BUDGET FOR FY2022-2023**

Hart said these items need formally received back from City Council.

Motion by Schmidt and Supported by James to approve the receipt of the budgets.

All Ayes – None Opposed

Motion carried by Voice Vote

DIBBLEVILLE WOODWORKS – GAZEBO RESTORATIONS PROJECT

Hart said the project went great, with one issue at the end. Steffey said when dismantling the stairway, decay was found where the steel anchors had rotted. Steffey made lattice work that was removable for inspection. Inspection was made by Hart, Markland, and Rohmann Iron Works. Steffey submitted a work change order for stair structure replacement. Hart said there will be a proposal from Rohmann Iron Works for reenforcing the gazebo structure. Hart said there may be two separate parts for the final work, to strengthen and reenforce the roof of the gazebo and to fix the structure underneath the gazebo. Those quotes will be brought before the Board.

Motion by Strayer and Supported by Osborn to approve the recommendation as presented.

YEAS: Bertschy, Green, James, Johnson, Osborn, Ricketts, Schmidt, Strayer
NAYS: None
ABSENT: Andrysiak, Penwell
ABSTAIN: Henderson, Steffey

Motion carried by Voice Vote

CLOSED SESSION (PURCHASE OF PROPERTY)

Motion by Osborn and Supported by Steffey to enter in to closed session at 6:38 p.m. to discuss the purchase of property.

YEAS: Bertschy, Green, Henderson, James, Johnson, Osborn, Ricketts, Schmidt,
Steffey, Strayer
NAYS: None
ABSENT: Andrysiak, Penwell

Motion was carried by Roll Call Vote

Motion by Osborn and Supported by Schmidt to reconvene to open session at 7:21 p.m.

YEAS: Bertschy, Green, Henderson, James, Johnson, Osborn, Ricketts, Schmidt,
Steffey, Strayer
NAYS: None
ABSENT: Andrysiak, Penwell

Motion was carried by Roll Call Vote

RESOLUTION OF PURCHASE

Motion by Schmidt and Supported by Strayer to accept Resolution 22-01 as presented.

YEAS: Bertschy, Henderson, James, Johnson, Osborn, Ricketts, Schmidt,
Steffey, Strayer
NAYS: Green
ABSENT: Andrysiak, Penwell

Motion was carried by Roll Call Vote

Hart said he will bring forward a final expense of cost of the property after the closing takes place, to the next DDA meeting.

CALL TO THE AUDIENCE – None

BOARD COMMENTS

Schmidt said the sculptures look outstanding. Strayer said it is now an Art Trail and had brochures to pass out to the Board. Strayer said let people know that they are available at the City Hall. Hart said many people are taking advantage of the Art Trail. Schmidt and the Board were appreciative of Strayers' work on the sculptures.

The meeting adjourned at 7:29 p.m.

Craig Schmidt
DDA Chairman

Denise Coole
Recording Secretary

Date Approved: _____