



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

APRIL 15, 2019

MINUTES

Council Chambers

Regular Meeting

8:30 AM

**4303 S. CENTER ROAD
BURTON, MI 48519**

This meeting was opened by Chair Joey Richvalsky at 8:40 AM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chair	Present	
Steve Coates	Vice Chairman	Present	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Neil Martz	Commissioner	Present	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Bob Slattery, DPW Director
Racheal Boggs, Deputy Clerk

C. ADMINISTRATIVE REPORT

1. Revenue and Expenditure Report as of March 31, 2019

Mr. Coates would like to move \$1,500 from the miscellaneous line item to community decorations to cover the deficit there.

Board discussion on DDA budget, allocation of funds to capital improvements, Saginaw Street corridor, community decorations and transfer to Police fund.

Mr. Martz would like to transfer \$10,000 from Saginaw Street Corridor line item to Capital Improvement.

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Mar 18, 2019 8:30 AM

No discussion or approval.

E. AUDIENCE PARTICIPATION

None.

F. BOARD DISCUSSION

1. Discussion and Possible Action on General Topics Germane to the DDA District.

Mr. Richvalsky would like to know when the new budget needs to be done.

Mr. Slattery stated the new budget is approved in June.

Mr. Coates stated we usually move the date of our May meeting to accommodate the timeline for the budget process.

The board decided to reschedule the May 20, 2019 DDA meeting for May 13, 2019 at 8:30 AM to accommodate the budget.

The DDA Board would like to invite Chief Odette to the Special Meeting on May 13th to be part of the discussion regarding the DDA's funding of the Back to the Bricks event.

Ms. Boggs stated she will contact the Police Chief to invite him to the meeting.

Mr. Fenner asked if we were going to put up the community decorations the same manner we did last year.

Mr. Richvalsky stated we should leave the money where it is and see if the DPW can work with what we have.

Mr. Richvalsky asked if the Public Hearing will be advertised.

Ms. Boggs said yes. It will be posted in the classified section as a public notice in the Burton View.

Board discussion on the construction taking place on Saginaw Street.

Mr. Martz stated he spoke with Mrs. Abbey regarding the banner permit. We should have a draft by our next meeting.

Mr. Richvalsky stated he signed the contract with Atlas for the repairs at Clock Corner. They will begin the work as soon as the weather breaks. Someone from Atlas will be coming back to DPW to see what we have salvaged from the clock.

Mr. Coates stated Oak Street Health will be opening today. We may want to talk to them about doing something on that corner.

Mr. Martz stated we should wait until the construction is complete before we approach them.

Board discussion on debris in the right of way and street sweeping.

Mr. Slattery stated the new contract for street sweeping is on the City Council agenda tonight. This will include spring and fall cleaning of all the curb and gutter streets.

Mr. Fenner asked if we will be given a date of when Saginaw Street will be done.

Mr. Slattery stated we will talk to them about the schedule and coordinate this with the DDA.

Board discussion on cleaning up the corridor prior to the street sweeping.

Mr. Slattery stated he has talked to the Sheriff Department about litter pick-up at various locations throughout the city. This will include Saginaw Street.

Mr. Martz would like to see the guardrail near the bridge at I-475 and Allen Street repaired. This has been in terrible condition for several years.

Mr. Slattery stated the road commission maintains that right of way for MDOT. I will contact MDOT regarding that.

2. Motion to Increase Community Decorations (5013-0000-880.0000) by \$1,500.00 and Decrease Miscellaneous (5013-0000-938.0000) by \$1,500.00.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Steve Coates, Vice Chairman
SECONDER:	Gregory Fenner, Commissioner
AYES:	Richvalsky, Coates, Fenner, Stapleton, Martz

3. Motion to Increase Capital Improvements (5013-0000-999.4001) by \$10,000.00 and Decrease Saginaw St Corridor (5013-0000-818.0001) by \$10,000.00.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Neil Martz, Commissioner
SECONDER:	Joey Richvalsky, Chair
AYES:	Richvalsky, Coates, Fenner, Stapleton, Martz

THE NEXT SCHEDULED MEETING WILL BE HELD ON MONDAY, MAY 13, 2019 @ 8:30 AM.

Meeting was adjourned at 9:30 AM.



SCHEDULED

INFORMATION ITEM (ID # 4326)

DOC ID: 4326

Revenue and Expenditure Report as of March 31, 2019

COMMENTS - Current Meeting:

Mr. Coates would like to move \$1,500 from the miscellaneous line item to community decorations to cover the deficit there.

Board discussion on DDA budget, allocation of funds to capital improvements, Saginaw Street corridor, community decorations and transfer to Police fund.

Mr. Martz would like to transfer \$10,000 from Saginaw Street Corridor line item to Capital Improvement.

ATTACHMENTS:

- Revenue and Expenditure Report DDA 3-31-19 (PDF)

04/10/2019 11:21 AM

User: moffittk

DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

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PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BUDGET USED
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	33,800.00	31,125.44	185.30	2,674.56	92.0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	100.00	0.00	0.00	100.00	0.0
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROP (STATE)	800.00	0.00	0.00	800.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	500.00	0.00	0.00	500.00	0.0
Total Dept 0000		35,200.00	31,125.44	185.30	4,074.56	88.4
TOTAL REVENUES		35,200.00	31,125.44	185.30	4,074.56	88.4
Expenditures						
Dept 0000						
5013-0000-757.0000	OPERATING EXPENDITURES	500.00	78.49	0.00	421.51	15.7
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	383.17	0.00	116.83	76.6
5013-0000-818.0001	SAGINAW ST CORRIDOR	15,000.00	550.00	0.00	14,450.00	3.6
5013-0000-826.0000	LEGAL	500.00	0.00	0.00	500.00	0.0
5013-0000-879.0000	PUBLIC RELATIONS	1,000.00	625.00	0.00	375.00	62.5
5013-0000-880.0000	COMMUNITY DECORATIONS	5,000.00	6,331.36	0.00	(1,331.36)	126.6
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	2,700.00	34.60	0.00	2,665.40	1.2
5013-0000-956.0000	MISCELLANEOUS	2,000.00	482.37	0.00	1,517.63	24.1
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00	0.00	0.00	100.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00	0.00	3,000.00	0.0
Total Dept 0000		35,200.00	13,484.99	0.00	21,715.01	38.3
TOTAL EXPENDITURES		35,200.00	13,484.99	0.00	21,715.01	38.3
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		35,200.00	31,125.44	185.30	4,074.56	88.4
TOTAL EXPENDITURES		35,200.00	13,484.99	0.00	21,715.01	38.3
NET OF REVENUES & EXPENDITURES		0.00	17,640.45	185.30	(17,640.45)	100.0

Attachment: Revenue and Expenditure Report DDA 3-31-19 (4326 : Revenue and Expenditure Report as of



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MARCH 18, 2019

MINUTES

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A. ROLL CALL

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chair	Present	
Steve Coates	Vice Chairman	Present	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Absent	
Neil Martz	Commissioner	Present	

B. STAFF PRESENT

Bob Slattery, DPW Director
Racheal Boggs, Deputy Clerk

C. ADMINISTRATIVE REPORT

1. Revenue and Expenditure Report as of February 28, 2019

Mr. Richvalsky stated we received correspondence from the City Controller regarding our budget. So, we need to be thinking about how we are going to spend our money and making any changes we see necessary.

Mr. Coates stated we do this in April.

Mr. Fenner asked if we need to move money to the community decorations line item. It looks like we are at deficit there. Did DPW get paid?

Mr. Coates stated the bill comes through and the Controller pays it making the determination of what line to pay it out of. We will need to move money into that line item at a later date. It is probably the installation and removal of Christmas decorations billed in January. I don't have that report but I will get a general ledger from the Controller.

Board discussion on community decorations and moving funds.

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Feb 18, 2019 8:30 AM

Minutes Acceptance: Minutes of Mar 18, 2019 8:30 AM (Approval of Minutes)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Coates, Vice Chairman
SECONDER:	Gregory Fenner, Commissioner
AYES:	Richvalsky, Coates, Fenner, Martz
ABSENT:	Stapleton

E. AUDIENCE PARTICIPATION

None.

F. BOARD DISCUSSION

1. Discussion and Possible Action on General Topics Germane to the DDA District.

Mr. Richvalsky stated as you are aware, Clock Corner was damaged from a traffic accident several months ago. I have received an estimate from Atlas Outdoor for restoration in the amount of \$1,235.21. I would like to have this done as soon as possible.

Mr. Martz would like it to be done when winter is over.

Mr. Coates would still like to contact the City Attorney and/or the Police Chief in regards to restitution because the clock was not the only damage done to the corner. The cement is cracked and there was property damage to Rite Aid's light poles, tree and a shrub.

Mr. Richvalsky stated the revitalization of Saginaw Street from Bristol Road to Hemphill Road is going to be done soon. They are going to remove the sidewalks during the project. Mr. Martz had a great idea that this may be a perfect time to run electric to Clock Corner.

Mr. Martz stated the contractor told him that in order to run electric to the clock it would need to be done underground which would mean removing the sidewalk. This would be the cheapest time to run electric.

Board discussion on Saginaw Street Project, removing the sidewalk to install electric to the clock, DDA Visioning Plan, Traffic Study, road diet and the City Master Plan.

Mr. Fenner stated the road diet is in the DDA Visioning Plan. The traffic study was done to determine the correct speed limit on Saginaw Street. I never saw the traffic study performed by Fleis and Vandenbrink and would like a copy of it.

Mr. Martz stated we never had any further conversations about this. We were given a traffic study and striping suggestion and that's it.

Mr. Coates stated we were supposed to be provided a copy and it was supposed to be on video but that never happened. It was all part of the contract.

Mr. Martz stated if we are going to do anything with the striping, we need to talk to City Council.

Mr. Slattery stated the study done by Fleis and Vandenbrink included changing the speed limit as well as three options for re-striping for a road diet which included various options for parking. This was not a plan; it is only a study. We should have been coordinating with the City Council a year ago. The last action taken on this study was a Public Hearing and there was no public here.

Board discussion on speaking with City Council regarding the Saginaw Street Corridor Analysis.

Mr. Martz stated the driveway North of McDonald's is scheduled to be closed. We may want to look at the Driveway in front of Trapper Joe's Lounge. It belongs to the property at Burton Auto Glass. It should be removed as well.

Mr. Slattery stated Mrs. Abbey knows about this in the Planning and Zoning Department. The city owns Burton Auto Glass now so, I think the intent is to close the curb there.

Mr. Coates stated he doesn't remember everyone agreeing to putting electric in at the clock. He thinks because of visibility issues and the wind, we decided against it.

Mr. Martz stated this is the cheapest this is ever going to be to do this public improvement. The construction is already being done and we would spend three times this much to have it done at a later time.

Mr. Fenner stated he agrees with Mr. Martz.

Mr. Coates stated he is done spending money on that corner.

Board discussion on electrical specifications at Clock Corner and the price to have electrical put in.

Mr. Fenner stated he received an estimate from Commercial Graphics for a solid, double sided, 40X20 vinyl banner with a logo and Welcome to Downtown Burton. The price for the banner is \$1,200.00. This includes cables and grommets. This is not for installation. DPW would still do that.

Mr. Coates stated there are a lot of street lights out on Saginaw Street. The DDA needs to keep an eye on the burnt out lights and submit it to Consumer's. There is also LED lighting by McDonald's and a bunch on the south side of Bristol Road.

Mr. Slattery stated Consumer's is now routinely replacing burnt out lights with the new LED lights except for the center-hung lights. For the lights on the posts, if they are burnt out, let me know and I will forward them to Consumer's and they will replace them with LED lights. Additionally, ERC is still talking to Consumer's about updating the Saginaw Street Corridor.

Board discussion on the quote received from Consumer's to replace lights on Saginaw Street.

Mr. Coates stated we should call the Police Chief to attend the April DDA meeting to discuss Back to the Bricks funding so we can budget money for it.

Mr. Fenner asked what we plan to do about the MTA bus stop. He would like to contact them.

Mr. Slattery said to contact Paul Mattern at MTA regarding this.

2. Motion to Hire Atlas Outdoor for the Restoration of Clock Corner in the Amount of \$1,235.21.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Joey Richvalsky, Chair
SECONDER:	Steve Coates, Vice Chairman
AYES:	Richvalsky, Coates, Fenner, Martz
ABSENT:	Stapleton

3. Motion to Meet with the Mayor's Office Regarding the 2017 Saginaw Street Corridor Analysis.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Neil Martz, Commissioner
SECONDER:	Gregory Fenner, Commissioner
AYES:	Richvalsky, Coates, Fenner, Martz
ABSENT:	Stapleton

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, APRIL 15, 2019 @ 8:30 AM.

Meeting was adjourned at 9:40 AM.



SCHEDULED

AGENDA ITEM (ID # 4328)

DOC ID: 4328

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COMMENTS - Current Meeting:

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