



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

APRIL 17, 2017

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Joey Richvalsky at 8:30 AM.

A. CALL TO ORDER

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

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Bob Slattery, DPW Director

Racheal Boggs, Deputy Clerk

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jan 17, 2017 8:30 AM

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

2. Downtown Development Authority - Regular Meeting - Feb 20, 2017 8:30 AM

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

D. ADMINISTRATIVE REPORT

Ms. Boggs stated she has network log-ins for each board member. At the end of the meeting she will be available to help everyone log on for the first time.

Mr. Coates would like to see the 2017-2018 budget recommendations from the Controller's Office.

1. DDA Revenue and Expenditure Report February 2017
2. DDA Revenue and Expenditure Report March 2017
3. DDA Budget Memo and Template
4. GL Activity for Decorations

Board discussion on Christmas Decorations.

Mr. Slattery stated he contacted a company regarding purchasing new decorations and the price was too high. He did not find a company that would lease them. It is still worth looking into new decorations because ours are outdated.

Mr. Coates stated the bill was paid for more than \$8,000 but we don't know what work the \$8,000 covered.

Mr. Fenner said that is the problem with trying to budget for this. We don't get the bill so we don't know what will need to be done.

Mr. Slattery stated he has kept track of what has been done and will get an itemized report of what was done. He will send the report to Ms. Boggs to be included in the packet for the next DDA Meeting on April 24, 2017.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

Mr. Coates would like to know when the permit expires for the demolition of Burton Auto Parts on Saginaw Street.

Mr. Fenner stated he wants this complete before Back to the Bricks. He suggests requiring assurity bonds in the future.

Mr. Slattery will check on it and report back at the Special Meeting on April 24, 2017.

Mr. Coates asked if we found out about the staging area for the DWRF Phase 4 project and when construction will begin.

Mr. Slattery will contact the contractor and report back at the April 24th meeting. He is going to discourage using the Burton Auto Parts area for staging.

1. Schedule Special Meeting to Discuss 2017-2018 Fiscal Year Budget.

Ms. Boggs stated that Mrs. Burke-Miller would like to schedule a special meeting to discuss the budget between April 24, 2017 and May 15, 2017.

Mr Fenner asked if these dates are within our time parameters to get the budget approved.

Ms. Boggs stated the public hearing must take place 2 weeks before the budget is approved and we will be approving the budget at the June 19th meeting.

Board members scheduled a Special Meeting to discuss the 2017-2018 fiscal year budget for April 24, 2017 at 8:30 AM.

Mr. Richvalsky would like to have the proposed budget sent to the board members before the special meeting.

2. Approve and Authorize a Public Hearing on 2017-2018 Fiscal Year Budget on May 15, 2017 at 8:30 AM.

Mrs. Dail will not be able to attend the Public Hearing on May 15, 2017.

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

3. Approve and Authorize the DDA Member Letter Eliminating Lawn Maintenance and Tree Pruning Along the Saginaw Street Corridor.

Mr. Coates submitted an amended letter to send to the DDA Members eliminating lawn maintenance within the DDA district.

The board would like Ms. Boggs to proof read the letter and send it out this week.

Mr. Coates stated there is \$500 in the budget under public realtions to cover the costs.

RESULT:	CARRIED AS AMENDED [UNANIMOUS]
MOVER:	Gregory Fenner, Commissioner
SECONDER:	Joey Richvalsky, Chairman
AYES:	Richvalsky, Coates, Fenner, Dail
ABSENT:	Stapleton, Martz

4. Motion to approve and authorize the City Attorney's letter to Mr. Crannie regarding the banner poles.

Mr. Richvalsky stated he hasn't heard back from Mr. Crannie about the banner poles since the letter he sent in response to the City Attorney.

Mr. Coates stated Mr. Crannie's letter said early spring. He removed the bolts and structures and there are markers on the ground.

Board discussed banner poles being finished in time for the Memorial Day Parade.

Mr. Fenner suggested contacting Mr. Crannie.

Mr. Richvalsky will call Mr. Crannie and advise him we would like the banner poles replaced by May 1st in time to prepare for Memorial Day.

Mr. Coates sated we did not have a quorum at the last meeting so we need to accept the City Attorney's letter to Mr. Crannie regarding the banner pole issue.

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

5. Motion to approve and authorize the following budget amendments: Decrease Fund Balance by \$2,000; Decrease Landscape Maintenance by \$7,051; Increase Legal by \$381; Increase Community Decorations by \$4,383; Increase Miscellaneous by \$4,287.

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

Meeting was adjourned at 9:15 AM.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JANUARY 17, 2017

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Joey Richvalsky at 8:50 AM.

A. CALL TO ORDER

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

B. STAFF PRESENT

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Oct 17, 2016 8:30 AM

D. ADMINISTRATIVE REPORT

1. November Rev and Exp Report
2. DDA Rev and Exp Report 12312016

E. AUDIENCE PARTICIPATION

F. BOARD RECOMMENDATION AND/OR ACTION

1. Board Discussion on Banner Poles.
2. Board Discussion on Christmas Decorations.
3. Board Discussion on Demolition Projects in the DDA District.
4. Discussion on Tree Trimming on Saginaw Street.
5. Discussion on DDA Board Candidates and Appointments.

Minutes Acceptance: Minutes of Jan 17, 2017 8:30 AM (Approval of Minutes)

Meeting was adjourned at 8:50 AM.

Minutes Acceptance: Minutes of Jan 17, 2017 8:30 AM (Approval of Minutes)



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

FEBRUARY 20, 2017

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Joey Richvalsky at 8:30 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Present	
Steve Coates	Commissioner	Present	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Neil Martz	Commissioner	Present	
Cindi Dail	Commissioner	Excused	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Bob Slattery, DPW Director

Racheal Boggs, Deputy Clerk

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Oct 17, 2016 8:30 AM

Mr. Coates stated there is a misspelling of the word Mobil in Section F, Item #3.

RESULT:	ACCEPTED AS AMENDED [UNANIMOUS]
MOVER:	Steve Coates, Commissioner
SECONDER:	Neil Martz, Commissioner
AYES:	Richvalsky, Coates, Fenner, Stapleton, Martz

D. ADMINISTRATIVE REPORT

1. DDA Revenue and Expenditure Report January 2017

Mr. Coates stated on the January 2017 Revenue and Expenditure Report we are over budget in two line items: Miscellaneous and Community Decorations. He would like copies of the bills from the DPW for repairs done to the Christmas decorations.

Mr. Slattery stated he will do that.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

Mr. Martz stated he thought we had a discussion in the past to discontinue paying for lawn maintenance. He would like to send out a notice to the property owners that they are now responsible for their own grass cutting.

Board discussion on grass cutting within the DDA District.

1. Motion to notify individuals located within the DDA District that the DDA will no longer be providing lawn care and maintenance; this will now be the sole responsibility of the property owners.

Mr. Martz will draft the letter, Ms. Boggs will type it and it will be presented to the DDA prior to the March Meeting.

Mr. Slattery stated the letter should include a statement regarding failure to comply.

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

2. Board Discussion on Banner Poles.

Mr. Fenner asked if anyone has received a response from Crannie about the banner poles.

Mr. Slattery stated he never received a call back.

Mr. Richvalsky said Crannie has not returned his calls.

Mr. Fenner would like to know where we go from here. He would like to contact the City Attorney to get her opinion.

Mr. Coates stated he made a formal request for a meeting with the Mayor that never took place because Al Hatch with Back to the Bricks was on vacation in Florida during that time.

Commission discussion on approaching City Council, the Administration and/or the City Attorney with the details of the banner poles including police reports, invoices and other documentation.

Mr. Richvalsky stated Back to the Bricks donated one set of the banner poles to the DDA and that concludes their involvement with them.

Mr. Fenner said the issue is definitely Crannie because he has not responded to us.

Mr. Hayman stated he will speak to the Mayor about this.

3. Board Discussion on Christmas Decorations.

Mr. Fenner would like to look into a company that can own, install and remove Christmas decorations for us instead of using the DPW.

Mr. Slattery stated he contacted some companies last year and the price seemed reasonable. He will begin searching and bring some options with costs to the DDA at the March meeting.

4. Board Discussion on Demolition Projects in the DDA District.

Mr. Richvalsky said the demolition of the building at 3336 S. Saginaw is complete. Other demolition projects are moving along nicely.

Mr. Martz asked for an update on the timeline of Burton Auto Parts.

Mr. Coates said what he recalls is the permit was taken out on October 1st and he is given 180 days; so April would be the deadline.

Mr. Fenner asked if we will be removing the asphalt from the roadway/parkway at Burton Auto Parts. We would like to put grass seed and a tree there.

Mr. Martz will contact the contractor that is currently there to see about having it removed.

5. Board Discussion on Tree Trimming on Saginaw Street.

Mr. Fenner stated Consumers Energy will trim the trees if they interfere with the electrical lines. We do not need to trim them.

The board agrees to no longer trim the trees within the DDA district.

G. BOARD DISCUSSION

Mr. Martz would like to contact the owners of the Racer property because there is a large amount of graffiti on the slats in the fence along the Saginaw Street frontage. He would like the slats removed.

Mr. Coates asked Mr. Slattery if we know where the contractor for Phase 4 of the Water project this spring will have their base for storing equipment.

Mr. Slattery stated Council will award that contract to the lowest bidder at tonight's City Council meeting and he will get that information for the DDA as soon as they know what the staging plan is.

Mr. Coates would like to know when we should begin talking about the repaving of Saginaw Street.

Mr. Slattery said preliminary engineering will begin on Saginaw Street from Bristol to Hemphill in 2018 and construction is planned for 2019. This is the project that was approved through the Transportation Improvement Plan (TIP). If you're looking to change the profile of the road, now is the time to make it clear amongst yourselves and with the DPW what you would like to have done in coordination with the rebuilding of that segment. The idea of putting in a boulevard wasn't the plan included in the TIP.

Mr. Martz asked if the local government handles the bids for the TIP projects.

Mr. Slattery said yes.

Mr. Slattery gave the board members the 2017 City Calendar. He would like to begin preparing for the 2018 calendar. We would like area businesses to be featured in the calendar. The price will be \$250.00 per page. We want to have it out by Thanksgiving.

Meeting was adjourned at 9:44 AM.

Minutes Acceptance: Minutes of Feb 20, 2017 8:30 AM (Approval of Minutes)



SCHEDULED

AGENDA ITEM (ID # 2958)

DOC ID: 2958

DDA Revenue and Expenditure Report February 2017

ATTACHMENTS:

- DDA Rev and Exp 02282017 (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 02/28/2017

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 02/28/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/17 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BI US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	31,500.00	30,999.35	147.19	0.00	500.65	98.4
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	0.00	0.00	0.00	(100.00)	0.0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	800.00	1,029.25	0.00	0.00	(229.25)	128.6
5013-0000-666.0000	INVESTMENT INTEREST	900.00	0.00	0.00	0.00	900.00	0.0
Total Dept 0000		34,100.00	32,028.60	147.19	0.00	2,071.40	93.9
TOTAL REVENUES		34,100.00	32,028.60	147.19	0.00	2,071.40	93.9
Expenditures							
Dept 0000							
5013-0000-717.0000	RETIREMENT - MERS ACTIVE	100.00	0.00	0.00	0.00	100.00	0.0
5013-0000-718.0000	RETIREMENT - MERS RETIREES	100.00	0.00	0.00	0.00	100.00	0.0
5013-0000-719.0000	Payroll Fringes	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5013-0000-757.0000	OPERATING EXPENDITURES	800.00	41.92	0.00	0.00	758.08	5.2
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	232.86	0.00	0.00	267.14	46.5
5013-0000-879.0000	PUBLIC RELATIONS	500.00	0.00	0.00	0.00	500.00	0.0
5013-0000-880.0000	COMMUNITY DECORATIONS	4,000.00	8,382.42	0.00	0.00	(4,382.42)	209.5
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	18,000.00	10,948.56	0.00	0.00	7,051.44	60.8
5013-0000-956.0000	MISCELLANEOUS	0.00	4,287.00	0.00	0.00	(4,287.00)	100.0
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00	0.00	0.00	0.00	100.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	3,000.00	0.00	0.00	0.00	100.0
Total Dept 0000		33,000.00	31,892.76	0.00	0.00	1,107.24	96.6
TOTAL EXPENDITURES		33,000.00	31,892.76	0.00	0.00	1,107.24	96.6
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		34,100.00	32,028.60	147.19	0.00	2,071.40	93.9
TOTAL EXPENDITURES		33,000.00	31,892.76	0.00	0.00	1,107.24	96.6
NET OF REVENUES & EXPENDITURES		1,100.00	135.84	147.19	0.00	964.16	12.3
BEG. FUND BALANCE		213,511.50	213,511.50				
END FUND BALANCE		214,611.50	213,647.34				



SCHEDULED

AGENDA ITEM (ID # 2961)

DOC ID: 2961

DDA Revenue and Expenditure Report March 2017

ATTACHMENTS:

- DDA 03312017 (PDF)

04/10/2017 10:13 AM
User: millerg
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

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D.2.a

PERIOD ENDING 03/31/2017

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2016-17	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BI
		AMENDED BUDGET	03/31/2017	MONTH 03/31/17			
			NORM (ABNORM)	INCR (DECR)	YEAR-TO-DATE	BALANCE	US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	31,500.00	30,999.35	0.00	0.00	500.65	98.4
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	0.00	0.00	0.00	(100.00)	0.0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	800.00	1,029.25	0.00	0.00	(229.25)	128.6
5013-0000-666.0000	INVESTMENT INTEREST	900.00	0.00	0.00	0.00	900.00	0.0
Total Dept 0000		34,100.00	32,028.60	0.00	0.00	2,071.40	93.9
TOTAL REVENUES		34,100.00	32,028.60	0.00	0.00	2,071.40	93.9
Expenditures							
Dept 0000							
5013-0000-717.0000	RETIREMENT - MERS ACTIVE	100.00	0.00	0.00	0.00	100.00	0.0
5013-0000-718.0000	RETIREMENT - MERS RETIREES	100.00	0.00	0.00	0.00	100.00	0.0
5013-0000-719.0000	Payroll Fringes	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5013-0000-757.0000	OPERATING EXPENDITURES	800.00	41.92	0.00	0.00	758.08	5.2
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	232.86	0.00	0.00	267.14	46.5
5013-0000-826.0000	LEGAL	0.00	312.50	312.50	0.00	(312.50)	100.0
5013-0000-879.0000	PUBLIC RELATIONS	500.00	0.00	0.00	0.00	500.00	0.0
5013-0000-880.0000	COMMUNITY DECORATIONS	4,000.00	8,382.42	0.00	0.00	(4,382.42)	209.5
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	18,000.00	10,948.56	0.00	0.00	7,051.44	60.8
5013-0000-956.0000	MISCELLANEOUS	0.00	4,287.00	0.00	0.00	(4,287.00)	100.0
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00	0.00	0.00	0.00	100.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	3,000.00	0.00	0.00	0.00	100.0
Total Dept 0000		33,000.00	32,205.26	312.50	0.00	794.74	97.5
TOTAL EXPENDITURES		33,000.00	32,205.26	312.50	0.00	794.74	97.5
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		34,100.00	32,028.60	0.00	0.00	2,071.40	93.9
TOTAL EXPENDITURES		33,000.00	32,205.26	312.50	0.00	794.74	97.5
NET OF REVENUES & EXPENDITURES		1,100.00	(176.66)	(312.50)	0.00	1,276.66	16.0
BEG. FUND BALANCE		213,511.50	213,511.50				
END FUND BALANCE		214,611.50	213,334.84				

Attachment: DDA 03312017 (2961 : DDA Revenue and Expenditure Report March 2017)



SCHEDULED

AGENDA ITEM (ID # 2957)

DOC ID: 2957

DDA Budget Memo and Template



SCHEDULED

AGENDA ITEM (ID # 2956)

DOC ID: 2956

GL Activity for Decorations

COMMENTS - Current Meeting:

Board discussion on Christmas Decorations.

Mr. Slattery stated he contacted a company regarding purchasing new decorations and the price was too high. He did not find a company that would lease them. It is still worth looking into new decorations because ours are outdated.

Mr. Coates stated the bill was paid for more than \$8,000 but we don't know what work the \$8,000 covered.

Mr. Fenner said that is the problem with trying to budget for this. We don't get the bill so we don't know what will need to be done.

Mr. Slattery stated he has kept track of what has been done and will get an itemized report of what was done. He will send the report to Ms. Boggs to be included in the packet for the next DDA Meeting on April 24, 2017.

ATTACHMENTS:

- DDA decorations GL activity (PDF)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 5013 DOWNTOWN DEVELOPMENT AUTHORITY							
Unclassified							
07/01/2016			5013-0000-880.0000 COMMUNITY DECORATIONS		BEG. BALANCE		0.00
11/17/2016	PR	CHK	SUMMARY PR 11/17/2016		1,716.10		1,716.10
11/28/2016	JE	JE	FICA AND RETIRE DISTRIBUTION NOV 201	6754	730.80		2,446.90
11/30/2016	JE	JE	EQUIPMENT RENTAL NOV 2016	6765	2,192.98		4,639.88
12/01/2016	PR	CHK	SUMMARY PR 12/01/2016		1,030.06		5,669.94
12/08/2016	AP	INV	WIN'S ELECTRICAL SUPPLY CO. HOLIDAY LIGHTS	117719	644.40		6,314.34
12/08/2016	AP	INV	WIN'S ELECTRICAL SUPPLY CO. HOLIDAY LIGHTS	117748	15.12		6,329.46
12/08/2016	AP	INV	WIN'S ELECTRICAL SUPPLY CO. HOLIDAY LIGHTS	117796	100.79		6,430.25
12/08/2016	AP	INV	WIN'S ELECTRICAL SUPPLY CO. HOLIDAY LIGHTS	409240	32.75		6,463.00
12/08/2016	AP	INV	WIN'S ELECTRICAL SUPPLY CO. HOLIDAY LIGHTS	409241	75.98		6,538.98
12/08/2016	AP	INV	WIN'S ELECTRICAL SUPPLY CO. HOLIDAY LIGHTS	409242	98.25		6,637.23
12/09/2016	AP	INV	GILL-ROY'S COMPLETE HARDWARES LIGHTS	1611-726936	7.16		6,644.39
12/09/2016	AP	INV	GILL-ROY'S COMPLETE HARDWARES DISCOUNT	1612-160518		0.72	6,643.67
12/21/2016	AP	INV	D.M. BURR LIGHT MAINTENANCE 10/23/16-11/19/16	16278	76.23		6,719.90
12/31/2016	JE	JE	FICA AND RETIRE DISTRIBUTION DEC 201	6871	354.99		7,074.89
01/12/2017	PR	CHK	SUMMARY PR 01/12/2017		568.06		7,642.95
01/31/2017	JE	JE	EQUIPMENT RENTAL JAN 2017	7020	626.36		8,269.31
01/31/2017	JE	JE	FICA AND RETIRE DISTRIBUTION JAN 201	7021	113.11		8,382.42
06/30/2017			5013-0000-880.0000	END BALANCE	8,383.14	0.72	8,382.42
0: Unclassified					8,383.14	0.72	8,382.42
GRAND TOTALS:					8,383.14	0.72	8,382.42

Attachment: DDA decorations GL activity (2956 : GL Activity for Decorations)



SCHEDULED

AGENDA ITEM (ID # 2971)

DOC ID: 2971

Schedule Special Meeting to Discuss 2017-2018 Fiscal Year Budget.

COMMENTS - Current Meeting:

Ms. Boggs stated that Mrs. Burke-Miller would like to schedule a special meeting to discuss the budget between April 24, 2017 and May 15, 2017.

Mr Fenner asked if these dates are within our time parameters to get the budget approved.

Ms. Boggs stated the public hearing must take place 2 weeks before the budget is approved and we will be approving the budget at the June 19th meeting.

Board members scheduled a Special Meeting to discuss the 2017-2018 fiscal year budget for April 24, 2017 at 8:30 AM.

Mr. Richvalsky would like to have the proposed budget sent to the board members before the special meeting.



ADOPTED

AGENDA ITEM (ID # 2959)

DOC ID: 2959

Approve and Authorize a Public Hearing on 2017-2018 Fiscal Year Budget on May 15, 2017 at 8:30 AM.

COMMENTS - Current Meeting:

Mrs. Dail will not be able to attend the Public Hearing on May 15, 2017.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Gregory Fenner, Commissioner
SECONDER:	Joey Richvalsky, Chairman
AYES:	Joey Richvalsky, Steve Coates, Gregory Fenner, Cindi Dail
ABSENT:	Larry Stapleton, Neil Martz



ADOPTED

AGENDA ITEM (ID # 2960)

DOC ID: 2960

Approve and Authorize the DDA Member Letter Eliminating Lawn Maintenance and Tree Pruning Along the Saginaw Street Corridor.

COMMENTS - Current Meeting:

Mr. Coates submitted an amended letter to send to the DDA Members eliminating lawn maintenance within the DDA district.

The board would like Ms. Boggs to proof read the letter and send it out this week.

Mr. Coates stated there is \$500 in the budget under public realtions to cover the costs.

RESULT:	CARRIED AS AMENDED [UNANIMOUS]
MOVER:	Gregory Fenner, Commissioner
SECONDER:	Joey Richvalsky, Chairman
AYES:	Joey Richvalsky, Steve Coates, Gregory Fenner, Cindi Dail
ABSENT:	Larry Stapleton, Neil Martz