



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

APRIL 20, 2015

AGENDA

Council Chambers

Regular Meeting

8:30 AM

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

A. CALL TO ORDER

B. STAFF PRESENT

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Mar 16, 2015 8:30 AM

D. ADMINISTRATIVE REPORT

1. March Revenue and Expenditure Report

E. AUDIENCE PARTICIPATION

F. BOARD RECOMMENDATION AND/OR ACTION

1. Set Public Hearing for May 18, 2015 at 8:30 a.m. for Public input on the Downtown Development Authority Fiscal Year 2015-2016 Budget.
2. Discussion on Annex South side of Hemphill Road between South Saginaw - Camden; 475 - Camden on Bristol Road
3. Discussion and update on blighted property at 3336 S. Saginaw Street.
4. Discussion on the Downtown Development Logo.
5. Placement of Banner Poles.
6. Discussion on Consumers Power/Changing street lighting.

DRAFT

BURTON, MICHIGAN

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MARCH 16, 2015

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Joey Richvalsky at 8:36 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Present	
Steve Coates	Commissioner	Present	
James Paulus	Commissioner	Remote	8:36 AM
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Laurie Moncrieff	Commissioner	Late	8:51 AM
Neil Martz	Commissioner	Excused	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Teresa Karsney, Clerk

Teresa McCrea, Record Tech

C. APPROVAL OF MINUTES

- Downtown Development Authority - Regular Meeting - Feb 16, 2015 8:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Coates, James Paulus
AYES:	Richvalsky, Coates, Paulus, Fenner, Stapleton, Moncrieff
EXCUSED:	Martz

D. ADMINISTRATIVE REPORT

None

E. AUDIENCE PARTICIPATION

None

F. BOARD RECOMMENDATION AND/OR ACTION

- Discussion on Annex South side of Hemphill Road between South Saginaw - Camden; 475 - Camden on Bristol Road.

Mr. Richvalsky stated pending further discussion upon Neil Martz return whom is spear-heading this effort. Annexation will affect the south side of Hemphill Road between South Saginaw and Camden, and 475 and Camden on Bristol Road.

Thorough fare to be annexed will be a gateway into the Saginaw Street area. A spot

from 475 needed for a Pavillion or Monument to direct traffic onto Saginaw Street in the Downtown Area.

A letter advising businesses of the City of Burton's plans for annexation is being drafted by Neil Martz. Need list of addresses (draft in process) for affected businesses/persons on Hemphill and Bristol

Mr. Richvalsky also stated the City Council approval is needed prior to moving forward with annexation. He requested copy of Public ACT 197 (Michigan Statutes-Guidelines for DDA) for Council Member, Teresa Karsney. She will provide to council members via email.

Purpose for annexation is to increase revenue.

2. Discussion and possible demolition of blight property on Saginaw Road.

DDA requested list of properties to be demolished, Rik Hayman to provide.

Mr. Paulus expressed concern in regards to Stewart Worthington (DPW) not returning his phone calls. Mr. Hayman Stated he spoke with Stewart Worthing last week in reference to moving forward on demo properties, unsure as to why Stewart is not returning phone calls.

Mr. Worthing joined meeting stated he will re-tag brick building on Saginaw Road and send letter to owner referencing demolition of said property. The letter's intent is to capture the owners attention and move forward with a resolution to demo or owner rehabilitate the building. Mr. Worthing had tagged property, unknown person removed tag. There is a 5 to 7 (approximate) month process before demolition may commence, title search is needed and any parties with ties to property have to be notified and must sign off on demolition. Owners of buildings on demolition list, mainly Blighted Property/brick building in question must bring property up to building/property maintenance codes to avoid demolition. Have to clean up and make presentable. Boarded windows does provide a measure of security and within code. Mr. Hayman stated he would provide building codes to council members.

3. Discussion on the Downtown Development Logo.

Mr. Paulus reviewed Logo prior to meeting, # 1 is his favorite. Mr. Paulus has ideas for Logo #1 for basic improvements such as bringing out the clock. DDA logo was created by his employees who researched other DDA logos; the goal was to be distinct and separate from City Logo.

Mr. Richvalsky commented that the Chamber of Commerce adopted "Building a Better Burton." Is authorization needed to use this tag line? We could enhance the Clock on Logo to stand out more, currently black on black.

Mr. Paulus requested information as to when Burton DDA was established in order to incorporate into flyer/logo. Logo #1 was agreed upon by all council members. Requested minor changes, the B to the right on the Water Tower be removed and Burton centered on the Water Tower. Logo will be usable for T-Shirts and other marketing items. Will provide proofs for next meeting.

4. Update on placement of Banner Poles.

Mr. Richvalsky reiterated that an ideal location for the Banner Poles be placed on the property across from the health department. Mr. Paulus Requested to have Signs by Craney advise on the location for installation of Banner Poles; preferably the north boundary line of district. Far enough south of intersection of Hemphill Road would not interfere with traffic or infrastructure in place. The area in question is across from Health Department. Will not interfere with water lines at Hemphill and Allen Street. DDA would like up before Back to Bricks. Between fifth and third, south pole location is ok. Need to be as close to Hemphill road as possible. Water lines clustered east side by Party Store and Racer. Craney Signs will need to evaluate and advise where to put up banner.

5. Discussion on Consumer Power Rebate.

Mr. Stapleton asked Mr. Hayman If he was able to reach Kurt at Consumers Power. Mr. Hayman was unable to reach Kurt at Consumers Power, did speak to Kevin Keene but has not received an answer back.

Mr. Stapleton will find out what size the current street lights are from Genesee County Road Commission. They should have them on their shelves currently. Issue presented is Burton does not own the lights or poles, if change is made the City will need to pay for it. Genesee County Road Commission owns poles, however they will not maintain new lights, City would not be able to maintain either. Prices on fixtures from county dropped dramatically down to about \$15,000.00, plus rebates if Consumer's Power will get us on list.

Durability in lights; if it goes out will you need to replace? Need to find out the cost to install lights.

Lights are efficient and after 5 years the lights will still be operating at 90%. Does not loose brightness/illumination.

Genesee County maintains lights, Genesee County offered to sell poles to Burton.

Mr. Stapleton stated he will nail down costs and obtain other pertinent information such as purchase price, future cost savings, etc., needed to make an informed decision.



SCHEDULED

INFORMATION ITEM (ID # 1490)

DOC ID: 1490

March Revenue and Expenditure Report

ATTACHMENTS:

- DDA R&E 03312015 (PDF)

04/15/2015 09:54 AM
User: millerg
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 03/31/2015
% Fiscal Year Completed: 75.07

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D.1.a

GL NUMBER	DESCRIPTION	2014-15	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BD
		AMENDED	03/31/2015	MONTH	03/31/2015	BALANCE	
		BUDGET	NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	26,800.00	28,682.62	142.85		(1,882.62)	107.0
5013-0000-407.0000	DELINQUENT REAL/PERS TAXES	3,200.00	0.00	0.00		3,200.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	0.00	426.33	0.00		(426.33)	100.0
Total Dept 0000		30,000.00	29,108.95	142.85		891.05	97.0
TOTAL Revenues		30,000.00	29,108.95	142.85		891.05	97.0
Expenditures							
Dept 0000							
5013-0000-757.0000	SUPPLIES & POSTAGE	200.00	52.74	0.00		147.26	26.3
5013-0000-808.0000	AUDIT	800.00	410.00	0.00		390.00	51.2
5013-0000-880.0000	COMMUNITY DECORATIONS	5,000.00	2,413.39	0.00		2,586.61	48.2
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	15,000.00	14,176.71	1.71		823.29	94.5
5013-0000-956.0000	MISCELLANEOUS	5,000.00	10,329.56	273.00		(5,329.56)	206.5
5013-0000-999.2007	TRANSFER TO POLICE FUND	7,500.00	7,500.00	0.00		0.00	100.0
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	3,000.00	29.59	0.00		2,970.41	0.9
Total Dept 0000		36,500.00	34,911.99	274.71		1,588.01	95.6
TOTAL Expenditures		36,500.00	34,911.99	274.71		1,588.01	95.6
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		30,000.00	29,108.95	142.85		891.05	97.0
TOTAL EXPENDITURES		36,500.00	34,911.99	274.71		1,588.01	95.6
NET OF REVENUES & EXPENDITURES		(6,500.00)	(5,803.04)	(131.86)		(696.96)	89.2

Attachment: DDA R&E 03312015 (1490 : March Revenue and Expenditure Report)



SCHEDULED

AGENDA ITEM (ID # 1491)

DOC ID: 1491

**Set Public Hearing for May 18, 2015 at 8:30 a.m. for Public
input on the Downtown Development Authority Fiscal Year
2015-2016 Budget.**



SCHEDULED

AGENDA ITEM (ID # 1493)

DOC ID: 1493

Discussion on Annex South side of Hemphill Road between South Saginaw - Camden; 475 - Camden on Bristol Road



SCHEDULED

AGENDA ITEM (ID # 1494)

DOC ID: 1494

Discussion and update on blighted property at 3336 S. Saginaw Street.



SCHEDULED

AGENDA ITEM (ID # 1495)

DOC ID: 1495

Discussion on the Downtown Development Logo.



SCHEDULED

AGENDA ITEM (ID # 1496)

DOC ID: 1496

Placement of Banner Poles.



SCHEDULED

AGENDA ITEM (ID # 1497)

DOC ID: 1497

Discussion on Consumers Power/Changing street lighting.
