



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

AUGUST 19, 2019

AGENDA

Council Chambers

Regular Meeting

8:30 AM

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

A. ROLL CALL

B. STAFF PRESENT

C. ADMINISTRATIVE REPORT

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

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jul 15, 2019 8:30 AM

E. AUDIENCE PARTICIPATION

Now is the time set-aside for members of the audience to address the Burton Downtown Development Authority. I would ask each individual to give their name and address for the record and to limit their comments to three (3) minutes and to speak on the topics germane to City business.

F. BOARD RECOMMENDATION AND/OR ACTION

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

G. BOARD DISCUSSION

**THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY,
SEPTEMBER 16, 2019 @ 8:30 AM.**



SCHEDULED

INFORMATION ITEM (ID # 4521)

Meeting: 08/19/19 08:30 AM
Department: Controller's Office
Category: Report
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

C.1

DOC ID: 4521

Revenue and Expenditure Report as of July 31, 2019

ATTACHMENTS:

- Revenue and Expenditure Report DDA 7-31-19 (PDF)

08/14/2019 11:55 AM

User: moffittk

DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

Page: 1/1

PERIOD ENDING 07/31/2019

% Fiscal Year Completed: 8.47

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

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 07/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDC USE
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	34,500.00	375.25	375.25	34,124.75	1.09
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	100.00	0.00	0.00	100.00	0.00
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROP (STATE)	800.00	0.00	0.00	800.00	0.00
5013-0000-666.0000	INVESTMENT INTEREST	500.00	0.00	0.00	500.00	0.00
Total Dept 0000		35,900.00	375.25	375.25	35,524.75	1.09
TOTAL REVENUES		35,900.00	375.25	375.25	35,524.75	1.09
Expenditures						
Dept 0000						
5013-0000-757.0000	OPERATING EXPENDITURES	500.00	0.00	0.00	500.00	0.00
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	0.00	0.00	500.00	0.00
5013-0000-818.0001	SAGINAW ST CORRIDOR	10,000.00	0.00	0.00	10,000.00	0.00
5013-0000-826.0000	LEGAL	500.00	0.00	0.00	500.00	0.00
5013-0000-879.0000	PUBLIC RELATIONS	1,000.00	0.00	0.00	1,000.00	0.00
5013-0000-880.0000	COMMUNITY DECORATIONS	10,000.00	0.00	0.00	10,000.00	0.00
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	3,400.00	0.00	0.00	3,400.00	0.00
5013-0000-956.0000	MISCELLANEOUS	2,000.00	0.00	0.00	2,000.00	0.00
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	0.00	0.00	5,000.00	0.00
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 0000		35,900.00	0.00	0.00	35,900.00	0.00
TOTAL EXPENDITURES		35,900.00	0.00	0.00	35,900.00	0.00
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		35,900.00	375.25	375.25	35,524.75	1.09
TOTAL EXPENDITURES		35,900.00	0.00	0.00	35,900.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	375.25	375.25	(375.25)	100.00
BEG. FUND BALANCE		188,778.04	188,778.04			
NET OF REVENUES/EXPENDITURES - 2018-19			16,104.92		16,104.92	
END FUND BALANCE		188,778.04	205,258.21			

Attachment: Revenue and Expenditure Report DDA 7-31-19 (4521 : Revenue and Expenditure Report as of



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JULY 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 8:30 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

Bob Slattery, DPW Director
Racheal Boggs, Deputy Clerk

C. ADMINISTRATIVE REPORT

None.

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jun 17, 2019 8:30 AM

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

E. AUDIENCE PARTICIPATION

Jeremy Scharrer, member of Burton Parks & Recreation Commission, asked the DDA Committee if they would like to participate in the Christmas Parade this year, or wait another year.

Mr. Richvalsky said if we have it on Saginaw Street and if so, where. In the last parade, the entire road was not even shut down. Traffic was going down one side of the road and the parade was on the other side. This was dangerous, not very festive and not very well received. We wouldn't mind cooperating with the Parks & Recreation if we could get something more festive and family friendly.

Tina Conley, member of Burton City Council and Parks & Recreation, stated I think we can all work together and plan something that will be really nice.

Mr. Scharrer stated I have thought about the venue for the last couple of years. I work with Salvation Army. Two years ago, we did a Warm up with Santa after the parade at Fire Station #1. We had coffee and snacks and everyone met with Santa. It would be great if we could reverse the direction of the parade to end up at the fire station. Bristol Road would have to be shut down because that is probably where a lot of the traffic is coming from. The parade would go right through Clock Corner and some of the other major focal points of the city.

Mr. Fenner said there are a few problems we will have to work out such as getting everyone to clean their own sidewalks if it snows. If we choose a date and stick with it, I am sure we would all be in on it. We held our first ever Christmas Decorating contest last year to try to get more businesses to put lights and decorations up. I think if we have this closer to the Thanksgiving holiday versus the Christmas holiday we would get more participation. They do this for the Holly parade. They have three weekends in a row of events, it's really nice.

Mr. Scharrer said we also have Pizza with Santa in the morning, setting up the parade right after and then the Warm up with Santa after the parade. We are stretched pretty thin. We need more help. Last year I think we had four vehicles in the parade, that is why we want to get started early. We could get invitations sent out early to all of the businesses. The Memorial Day Parade is huge. Maybe we could invite some of those people to participate in the Christmas Parade. We would like to start the parade on Williamson and go north to Connell and end up at the fire station.

Mr. Martz said we may be able to get more support and participation if we have a central location for a Christmas tree lighting or battle of the choirs.

Mr. Coates said people were very disappointed in the last parade. Some said they wouldn't be back. We would have to make it big to get the people to come.

Mr. Richvalsky suggested having the tree lighting at Fireman's Park. He said that way it would tie into the venue, people would be right there for the Warm up with Santa event. Or instead of a parade we could just have that.

Mr. Fenner said I think we are all on board with this. Bring us your suggestions and let us know what you need from us. If it is in the downtown area we could help with funding.

F. BOARD DISCUSSION

Mr. Richvalsky said the paving project looks really good.

Mr. Fenner asked how much longer will the barrels be out there. It is difficult to turn in and out of driveways with the barrels in the right of way and it is killing the grass. Also, what is going on with those asphalt sections?

Mr. Slattery stated I spoke to the contractor and they should have them removed by Thursday. I am trying to get them removed by Tuesday. When they put those asphalt sections in, I told them that we wanted that to be concrete. The plans call for grass but we don't want grass there. The contractor is going to talk to Ace about pulling the asphalt out and putting concrete in. The expensive part would be if Ace charges us to remobilize. We are going to see if we can work with them on that. Another option would be to have the DPW workers do it or wait until Ace starts work on Center Road and maybe they can do it then.

Mr. Richvalsky asked why the curb wasn't cut out at Trapper Joe's.

Mr. Martz said months ago we went through the plans and discussed all this.

Mr. Richvalsky asked about the possibility of taking care of the things we asked for when they do the asphalt removal and concrete replacement.

Mr. Slattery stated there is a great possibility of that. I would like to get the DDA involved in the next Saginaw Street phase. It will be designed next summer and completed the following summer. The next step is to select a design consultant for the next phase, from Maple to Bristol Road. I would like to have the DDA Committee there at the design meetings.

Mr. Coates stated the MDOT site states that Saginaw Street is to be completed in 2020.

Mr. Slattery stated the timeline doesn't allow for enough time for designing, engineering, bids, etc. The City of Burton would also have to take out a state infrastructure bank loan like we did for Center Road and do what they call an advance construct. It is in the Transportation Improvement Program, (TIP), for 2021. I think the website states that the design will be 2020 with the construction begin done in 2021. If you wait until 2021 this would qualify for federal aid.

Discussion ensued on Center Road project: cost, interest and how it compares to Saginaw Street, project details of Saginaw Street and coring the man hole covers.

Mr. Fenner asked if we are happy with the design, can we just have the same contractor do it. I suggest we definitely core the manholes on the next section of Saginaw Street regardless of who does the work.

Mr. Slattery said without regard to cost, you choose an engineering firm based on qualifications. Engineering work does not go to bid.

Mr. Martz stated we lost a tree in front of All Weather Seal on the Southwest corner of Williamson and Saginaw about two weeks ago due to an accident. We need to contact the attorney and Police Department to try to recover our cost. The cost will be around \$750.00 to buy a tree and put it up.

Mr. Coates asked when the Back to the Bricks banners will be going up.

Mr. Slattery stated Steve Hobson delivered the banners and we will be putting them up this coming week. We are extremely short staffed so it might not be a bad idea to contract that out in the future.

Mr. Coates stated the banners were a gift to the City of Burton not a gift to the DDA. On behalf of the Mayor, we accepted the one set of poles with the agreement that we would put the banners up and take them down every year. It was agreed that it was going to come out of DDA budget.

Mr. Fenner stated the street sweeper came through and then patch work was done.

Mr. Slattery stated it will be swept and striped before back to the bricks, the first week in August.

Mr. Richvalsky asked what will be done about the curb cut in front of Trapper Joe's, or is it a dead issue?

Mr. Slattery stated yes, it is. The driveway is back the way it was and that was in the plans.

Mr. Coates asked if we intend to get the suckers off the trees before Back to the Bricks.

Mr. Richvalsky stated he will check into it. Some of the trees are impeding vision down the street as you are entering and exiting the businesses.

Mr. Slattery stated he is impressed with the participation between DDA and Parks & Recreation.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, AUGUST 19, 2019 @ 8:30 AM.

Meeting was adjourned at 9:10 AM.

Minutes Acceptance: Minutes of Jul 15, 2019 8:30 AM (Approval of Minutes)



SCHEDULED

AGENDA ITEM (ID # 4499)

DOC ID: 4499

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