



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

AUGUST 19, 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.

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

No discussion.

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jul 15, 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

James Binkley owner of Trapper Joe's at G3386 S. Saginaw Street stated he is here for the DDA's support regarding the old Burton Auto Glass building which is located next door to his business. He stated he bid on the property with the intent to demolish it. He has received two demo bids and they are \$16,800 and \$20,000 and he took that into consideration with his bid. He provided pictures to the board of the tar paper roof, deteriorating bricks and the foundation sinking into the ground. He stated the building should have been condemned years ago. The people who won the bid intend to put a motorcycle repair shop in the building. This building has been an eyesore in the community for years; it cannot be

salvaged. This type of business will not be a good thing for the community. It goes against the DDA Visioning Plan; making visual appearances more welcoming and creating an identity for the city. I have these same goals and objectives. He provided site plan information for a pavilion, stage, outdoor restaurant/bar and community event area that can be used for corn hole and horseshoe tournaments. Trapper Joe's isn't so much a bar anymore but a restaurant and family oriented business. This plan will allow us to continue to bring more people into Burton with community events, fund raisers, weddings, tournaments, etc. He stated he would like the support of the DDA because the City Council will be acting on the sale of this building tonight.

Mr. Richvalsky asked if he is prepared to obtain an additional liquor license from the liquor control commission.

Mr. Binkley said, yes. He intends to have an outside bar so he will need to get a permanent outdoor liquor permit. He is also prepared to obtain other approvals needed through the city, county and state.

Mr. Martz stated he is excited to hear this. Your proposal for an expansion at that site will be good for the community. He would like to see the area open and landscaped for the community to enjoy.

Mr. Binkley stated he has plans for landscaping and would like it to have a park setting. He wants it to be a place where people want to come to and can take pride in; a family place that is healthy for the neighborhood and the community.

Mr. Martz stated has also heard numerous complaints about another motorcycle repair shop in the DDA district. They think the local streets are their test tracks and race vehicles down the side roads to test drive them creating a lot of noise and going at excessive speeds. He would much rather see Mr. Binkley's proposal happen rather than another repair shop. Does the City of Burton do building inspections on buildings that have been tagged such as this one? Is this building even repairable?

Mr. Slattery stated we do have a building inspector that would need to inspect it before it is occupied.

Mr. Martz asked if an inspection had been done prior to today. Do we know the likelihood of the building being reconditioned?

Mr. Slattery stated he doesn't know but he can find out.

Mr. Martz suggests that Mr. Binkley obtain a copy of the inspection reports from DPW.

Mr. Fenner asked when the city acquires a property from the land bank or otherwise, what is the process of inspection of a property before selling it? Doesn't the city require a property to be inspected before putting it out for bid.

Mr. Slattery stated he imagines there was. He is unsure of the process but that makes sense in order for DPW to set a minimum bid.

Mr. Fenner stated he would be upset if he purchased a property he thought was occupiable and after the fact found out it was condemned.

Mr. Slattery stated he will found out the process and the status of this building.

Mr. Binkley stated the side wall of the building is fenced in on his patio and no one has ever come over to look at it. That wall has a crack, from top to bottom, it is leaning and has sunk down. I showed you pictures of where it is leaning. If the one piece of steel brace wasn't there, it would fall.

Mr. Fenner stated what we are being asked is, what do we want in our downtown area? A motorcycle shop in this existing building or would we rather see Mr. Binkley's plan to tear it down and expand. He is asking us to pass our support along to City Council. Do we want to take a vote of support or I will be at the council meeting and can speak on his behalf if that's what we want. This fits our vision more than anything else that would keep that building standing. It is an eyesore.

Mr. Richvalsky stated how long did we fight to get the building torn down between the transmission shop and the billboard? This building is 10 times worse than that one. It should have been torn down not sold. If the city sells this building, the city should be on the hook for liability.

Mr. Martz stated we did a similar support of position on the building that used to be Mike's Furniture. I would like this body to go on record to support the proposal submitted to us by Mr. Binkley at the City Council Meeting including his desire to purchase the building. I also want to point out that this addition will help his current building stay current. He has been here, spent money here and stated he will comply with the DDA Vision and standards.

Mr. Slattery asked for clarification. This is city owned the property that has already gone to bid and someone else other than Mr. Binkley had the high bid. Doesn't this complicate this discussion?

Mr. Fenner said, it definitely does. However, as a city, don't we want to know what their plan is before purchase? This is an eyesore of a building that someone could buy for \$10,000 and just let sit there and rot away and may never be developed as opposed to an existing business owner that is established with a well kept property. Is there a way around the high bid? I am opposed to any sale of this building that requires the building to remain standing.

Mr. Martz stated other bids have taken place with requirements to demolish or raise the building. Has the building been looked at to determine if it needs to be raised?

Mr. Slattery stated he just asked Mrs. Abbey the status and if this property has been inspected. She responded that it's being heard in front of City Council tonight and no inspection is done until they have closed on the property.

Mr. Fenner stated what if he doesn't like the inspection? It will sit there for another two years and then we will acquire it back again for back taxes and it sits there and decays. If he spends \$10,000 and then has to tear it down, he's not going to be happy.

Mr. Martz stated other people have walked away from their bid in the past. I don't know if you can get an inspection before closing or not.

Mr. Fenner stated this board will come to the City Council meeting tonight and throw support behind Mr. Binkley.

Mr. Binkley asked if adjoining property owners get special consideration.

Mr. Fenner stated residential properties receive special consideration. Hasn't that always been the case?

Mr. Slattery stated he has advocated this in the past but he is unsure if that is the official process now but it should be. He apologized that he doesn't know the process as well but Mr. Abbey and Amber have taken the lead on the past two sets of property sales.

Mr. Fenner stated he understands the city wants to get as much money as they can for each of the properties but in the end is the city going to get more value from it by letting it go for a cheaper price to someone who will renovate it rather than letting it sit there until the city acquires it again and again?

Mr. Slattery stated he understands that and encouraged Mr. Binkley to attend the City Council Meeting tonight because at this point, it is City Council's decision.

Tina Conley of Burton stated the Park and Recreation Commission have decided to have a tree ceremony for Christmas instead of a parade. It will be held at the end of November. We hope to have your support. Would it be ok if I went to businesses on Saginaw Street to ask for donations for the event such as Christmas bulbs, Christmas cookies, hot chocolate, choir, carolers, etc. We want to make it a big event and I intend to put everything I have into it. Please let me know if you have ideas.

Mr. Fenner stated he doesn't see a problem with this and as a business owner, he would donate.

Mr. Richvalsky asked if Fire Station #1 will be available in case of inclement weather or we could use a tent.

Mrs. Conley stated she will check into this.

Mr. Fenner stated vendor booths would be a great idea for this event.

F. BOARD RECOMMENDATION AND/OR ACTION

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

G. BOARD DISCUSSION

Mr. Coates asked about the status of the asphalt and what are we doing about the street signs that are incorrect.

Mr. Slattery stated the street signs are being corrected by the contractors at no charge to the city. The pavement at Saginaw Street and Hemphill is temporary. The city if Flint is doing signal work there. It will be torn out and replaced with concrete and a pedestrian pad.

Mr. Fenner asked for a timeline.

Mr. Slattery stated it is Flint's project but probably this fall.

Mr. Martz asked if bids were done for Maple to Bristol Road.

Mr. Slattery stated OHM Advisors was selected.

Mr. Martz would like the DDA to be made aware of these meetings.

Mr. Slattery stated the DDA will be invited. The county is looking at juggling around a couple projects which might move the project up but the likelihood is the design will be in 2020 and project in 2021.

Mr. Fenner asked for an update about the Bristol Road bus stop.

Mr. Richvalsky stated he thought the bus stop was going to be north of Bristol Road, in front of Oak Street Heath instead of Rite Aid.

Mr. Slattery stated I don't know if that decision has been made. He will be speaking to Mr. Matern about some signage and doing a walk-through about issues on Saginaw Street in the near future and he will discuss this with him at that time.

Mr. Coates stated the Back to the Bricks banners can come down. Why can't they re-time the light at Bristol and Saginaw during Back to the Bricks?

Mr. Slattery stated the Road Commission maintains the signal and I think they did that. Bonnie Wood from the Road Commission brought it up.

Mr. Coates stated there is a business on Saginaw Street that is in violation with our new ordinance. They painted a large mural without authorization. I think it looks fine but it is a violation so, who will enforce this?

Mr. Slattery stated code enforcement works on a complaint as received basis. If this is a complaint, we will investigate and enforce the ordinance.

Mr. Martz stated the same business also has a gravel parking area. This should have gone through site plan review to address drainage, set-backs, landscaping, etc.

Discussion ensued regarding the ordinance, whether or not to enforce the ordinance in the case of the tattoo shop on Saginaw Street and setting a precedence to other businesses on Saginaw Street.

Mr. Slattery stated maybe another option is to amend the ordinance to address tasteful painting such as this. He will contact the Code Enforcement Officer regarding the gravel parking lot.

Mr. Richvalsky stated American Auto Works on Saginaw Street is parking cars on the grass behind the building.

Mr. Coates stated they received a variance for this. Occasionally, there are probably more there than the variance allows.

Mr. Fenner stated there is a new occupant at the old 7-11 building. They are unloading trucks and at times have old pieces of furniture and other things sitting out front. I am not sure what is going in there but the last thing we want is a nice retail building becoming nothing but a storage unit for someone. They have cleaned up the place.

Mr. Slattery will check it out.

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

Meeting was adjourned at 9:32 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

COMMENTS - Current Meeting:

No discussion.

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.