



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

AUGUST 21, 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	Present	
Cindi Dail		Late	8:40 AM

B. STAFF PRESENT

Bob Slattery, DPW Director

Racheal Boggs, Deputy Clerk

C. APPROVAL OF MINUTES

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

RESULT:	ACCEPTED [4 TO 0]
MOVER:	Steve Coates, Commissioner
SECONDER:	Gregory Fenner, Commissioner
AYES:	Richvalsky, Coates, Fenner, Martz
ABSENT:	Stapleton
AWAY:	Dail

D. ADMINISTRATIVE REPORT

Mr. Fenner asked Mr. Slattery if the DDA members should be removing signs tacked to telephone poles.

Mr. Slattery stated no action will be taken against the DDA for removing signs however, the best thing to do is contact the DPW so there are no altercations or issues regarding public/private property. There is an ordinance against it and we are enforcing it.

Mr. Slattery stated he spoke with Four Seasons Holiday Decorating and they have sent estimates for the Christmas decorations. Pricing for white LED bulbs (box of 25) is \$28.00-\$32.00. Multi-color bulbs are \$30.00-\$36.00. For them to swap out the old ones including fluffing and prepping is \$125-\$250 depending on the size of the fixture. There may be instances where the socket needs to be replaced which will result in additional costs. Total costs are roughly \$10,000 to replace them plus bulbs which will be around \$1,500.

Mr. Richvalsky stated this still doesn't address the issue of the photo sensors, plugs and electrical work it is going to take to make them safe.

Mr. Slattery stated he has prices for that from Win's Lighting and McNaughton & McKay for the parts for \$200-\$300. This is assuming the DPW will do the labor.

Mr. Coates stated if we did this, we will have to hire a contractor because of the lack of man power at the DPW.

Mr. Richvalsky stated it would be more advantageous to privatize it.

Mr. Fenner stated if we are going to continue to put these decorations up, we need to do something. At what point do we say a month of decorations just isn't worth \$16,000? What else can we do at the holiday time for this money or even less? We can do something at the banner poles and put a Christmas tree at Clock Corner.

Board discussed ideas for Christmas decorating alternatives.

The board agrees to get bids for electrical work for repairing the photo eyes on the 6 decorations we plan to use and for the outlet at the clock.

Mr. Martz will contact some local companies to obtain electrical bids and report back to the DDA at the September meeting.

Mr. Martz asked what the regulations are regarding having a pig in Burton.

Mr. Slattery stated there are ordinances regulating farm animals and the amount of acres required.

1. DDA Revenue and Expenditure July 2017.

No discussion.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Board discussion on Back to the Bricks event.

No discussion.

2. Board discussion on Clock Corner/Tower improvements.

Mr. Slattery stated there was a demonstration at Clock Corner over the weekend.

Mr. Fenner asked if they had to pull a permit to do that. Was there any damage?

Mr. Slattery said they did not get a permit. They were not in the right of way. The police department was made aware of it ahead of time and there was no damage done.

Mr. Slattery will look into the process for permits for this sort of thing. The DPW has

been and will continue to empty the trash cans at Clock Corner on Monday, Wednesday and Friday.

Mr. Richvalsky stated he will put holes in the bottom of the barrels to drain the liquid. He will also help with trash removal. He suggests making a donation to the Fraternal Order of Police (FOP) because they give away yellow trash bags for each donation.

Board discussion on the improvements at Clock Corner. Members agreed they are happy with the work that was done.

Mr. Richvalsky stated we still have an outstanding bill for Clock Corner.

Mr. Coates stated the clock hasn't been painted. We signed the bill for \$1,386.05. We approved \$850 so we are going to have an extra bill.

Mr. Martz stated there is a tree at Clock Corner that is turning brown.

Mr. Coates stated the contract states the trees and shrubs are warranted for a year.

Mr. Fenner will contact Atlas and mention it to him.

3. Board discussion and update on the Saginaw Street Traffic Study to be performed by Fleis & Vandenbrink that was approved on June 19, 2017.

Mr. Richvalsky read an email from Lisa Easterwood from Fleis & Vandenbrink providing an update on the traffic study on Saginaw Street. A report will be given at the September meeting.

4. Discussion on Topics Germane to the DDA District.

Mr. Coates asked if Mr. Slattery ever received the engineering specifications for the banner poles from Mr. Crannie.

Mr. Slattery will contact Mr. Crannie today.

Mr. Martz asked if they changed the material used on the banners.

Mr. Fenner said they are mesh and not as legible as the other ones.

Board discussion on the material and legibility of the banners. The board agrees we need the specifications to determine the type of banners that need to be used on the poles in the future. Also, we need to establish a banner policy for permits, fees, types of banners and who is responsible for removing the banners.

Mr. Slattery stated he and his office will be willing to help develop this policy. We will get the City Attorney involved and then take it to City Council. Permits would go through the city and DPW would enforce it.

Mr. Martz stated the first thing we need to do is make sure the poles are stable enough to have banners hung on them. If there are guidelines or stipulations for the banners from an engineering standpoint, we need to know that as well.

Mr. Fenner stated we are not incurring any more cost for these banner poles. We never stated we wanted banner poles to place mesh banners on. Standard banner material is not mesh. We paid for a product and we should be able to use the product with reasonable banners. The other option is Crannie to refund our money. This probably won't happen until the City Attorney sends him another letter.

Mr. Richvalsky stated standard banners are made of vinyl.

Mr. Slattery would like to know exactly what we are trying to obtain from Crannie.

Mr. Martz stated he charged us for engineering of a product. He should have design standards that the structure was built to. This should have been part of a permit and designed to withstand the elements and produce the results it was intended for. His engineer should have accounted for things such as wind, tunneling effect, size of the poles, size of the foundation, etc. There was a separate line item for engineering fees.

Mr. Fenner stated if the original engineering stated to use a mesh banner then why would Crannie install a vinyl banner in the first place?

Mr. Richvalsky stated the original description of the work was: to install 2 banner poles with additional work required including: 1. Consumer's Energy required power lines to be moved 2. Additional engineering and labor due to Miss Dig requirements. Additionally, bases had to be re-engineered due to utility lines being in the way. Extra labor was required due to digging of bases. The original engineering fee was \$250 and additional engineering fee was \$300.

Mr. Coates stated the original permit from 5/20/16 stated a vinyl banner as part of the original engineering.

Mr. Slattery stated the 2018 City Calendar is being developed now and the focus will be Burton organizations and groups. The DDA had indicated in the past that you would interested in purchasing a page in the calendar. A page is \$250 and will include pictures and information about the DDA and its members.

5. Motion to have the City Attorney contact Mr. Crannie regarding banner poles if he does not respond by 5:00 PM Thursday 8/24/17.

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

6. Motion to purchase a page in the 2018 City of Burton Calendar in the amount of \$250.00.

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

Meeting was adjourned at 10:05 AM.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JULY 17, 2017

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

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

B. STAFF PRESENT

Bob Slattery, DPW Director

Racheal Boggs, Deputy Clerk

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jun 19, 2017 8:30 AM

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

D. ADMINISTRATIVE REPORT

Mr. Slattery provided the board with the following updates:

The banner poles are up on the north and south end, cables are up on the south end and Mr. Crannie said the banners will be installed today. I will follow up with Mr. Crannie to confirm they will be up today.

Rolar has begun street sweeping on Saginaw Street. The west side is complete and he will be doing the east side as soon as possible. Bristol Road will be done next.

Signs tacked on utility poles will be removed by the DPW. Signs in the right of way, we ask the businesses to move them onto their property.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Board Discussion on Banner Poles.

Mr. Coates asked if height adjustments were made to the banners. It was originally 21 feet.

Mr. Slattery stated it wasn't a height problem. From what he can recall, the problem was that the banners drooped.

Mr. Fenner stated the banners were up for an entire week before they came down. Do we know why they sagged?

Mr. Slattery stated Mr. Crannie told him one of the cable stays came loose and that allowed the banners to droop. He will confirm with Mr. Crannie if there is a break away mechanism.

Mr. Martz suggested reviewing the Building Code for regulations regarding signs.

Mr. Fenner would like a written explanation from Mr. Crannie about the failure of the banner poles/banners.

Mr. Slattery will contact Mr. Crannie to obtain the design specifications/engineering package as well as an explanation of why the banner poles failed last time.

2. Board Discussion on Lawn Mowing.

Mr. Richvalsky will contact Grasshopper Lawn care to make sure they will be mowing before the Back to the Bricks event.

Mr. Fenner suggests calling them right away so there is time for a back up plan if needed.

Board discussion on the business owners mowing the lawns on Saginaw Street.

3. Board Discussion on Volunteer Services and the Use of Trash Barrels on Saginaw Street for the Back to the Bricks Event.

Mr. Richvalsky asked for the opinions of the board members about putting out waste receptacles along Saginaw Street.

Board discussion on whether residents and business owners would use the trash cans and removal and maintenance of trash cans.

Mr. Richvalsky asked if the DPW would be able to help maintain the trash.

Mr. Slattery stated he only has a 7 person crew for roads. I am afraid we can't help.

Mr. Martz stated we can check into expanding the Waste Management contract to accommodate this. We should wait until after the traffic study is complete.

Mr. Richvalsky stated let's discuss this at a later date.

4. Board Discussion on General Business Germane to the DDA District.

Mr. Coates asked when the traffic study on Saginaw Street will begin.

Mr. Richvalsky stated he signed the contract and dropped it off.

Board discussion on traffic study, pricing and speeds on Saginaw Street.

Mr. Richvalsky stated Trio Paint has painted the telephone poles yellow in front of their business.

Mr. Slattery stated he will check with Consumer's, they own the poles.

Board discussion on signs.

Mr. Martz would like to know who is responsible for the maintenance of I475. The Grand Blanc section is really nice and the section within the City of Burton has dead trees, broken guard rails, tall weeds and trash.

Mr. Slattery said, MDOT owns I475 and the Road Commission has a contract with them to do the maintenance.

Board discussion on road/expressway maintenance in Burton.

Mr. Martz stated Kroger on Bristol Road consistently has a large amount of debris blowing around from their dumpster which are located on the side of the building. The dumpster should be behind the building and enclosed.

Mr. Slattery will check into it and send a code enforcer out to Kroger.

Board discussion on the contractor beginning work on Clock Corner today.

Mr. Coates stated he hopes the demolition at the former Burton Auto Parts is complete before Back to the Bricks.

Mr. Martz would like to know if the fencing, posts and concertina wires will be taken out.

Mr. Fenner stated he hoped they would pull the asphalt up.

Board discussion on environmental issues with the demolition of the former Burton Auto Parts location.

Mr. Slattery will check into whether or not there are environmental issues.

Mr. Coates would like to know how long Consumer's has to put sidewalks back after doing repairs. They have done a lot of gas line work on Saginaw Street and with the volume of people walking around, especially during Back to the Bricks, it poses a danger and possible liability to the city.

Mr. Slattery will contact Consumer's and report back to the board.

Mr. Richvalsky is worried that Clock Corner will not be done in time for Back to the Bricks. We also need an invoice for the lenses.

Mr. Fenner stated Atlas assured him it will be done by then. He will contact Atlas to remind him about invoicing for the lenses.

Mr. Coates stated we need to do something about Mr. Stapleton. He hasn't been attending meetings and he no longer works at Win's so, he no longer has an affiliation with the DDA District. Should we ask him for a resignation?

Board discussion on potential candidates to fill the open board positions.

Meeting was adjourned at 9:35 AM.

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



SCHEDULED

AGENDA ITEM (ID # 3191)

DOC ID: 3191

DDA Revenue and Expenditure July 2017.

COMMENTS - Current Meeting:

No discussion.

ATTACHMENTS:

- DDA Rev and Exp 07312017 (PDF)
- DDA 06302017 UNAUDITED (PDF)

08/17/2017 02:19 PM
 User: millerg
 DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

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D.1.a

PERIOD ENDING 07/31/2017
 % Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 07/31/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/17 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% 1 1
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	32,300.00	242.64	242.64	0.00	32,057.36	0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00	0.00	0.00	1,000.00	0
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	1,000.00	0.00	0.00	0.00	1,000.00	0
5013-0000-666.0000	INVESTMENT INTEREST	100.00	0.00	0.00	0.00	100.00	0
Total Dept 0000		34,400.00	242.64	242.64	0.00	34,157.36	0
TOTAL REVENUES		34,400.00	242.64	242.64	0.00	34,157.36	0
Expenditures							
Dept 0000							
5013-0000-757.0000	OPERATING EXPENDITURES	500.00	0.00	0.00	0.00	500.00	0
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	0.00	0.00	0.00	500.00	0
5013-0000-826.0000	LEGAL	500.00	0.00	0.00	0.00	500.00	0
5013-0000-879.0000	PUBLIC RELATIONS	2,000.00	0.00	0.00	0.00	2,000.00	0
5013-0000-880.0000	COMMUNITY DECORATIONS	5,000.00	0.00	0.00	0.00	5,000.00	0
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	3,900.00	425.00	425.00	0.00	3,475.00	10
5013-0000-956.0000	MISCELLANEOUS	4,000.00	0.00	0.00	0.00	4,000.00	0
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	0.00	0.00	0.00	5,000.00	0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00	0.00	0.00	3,000.00	0
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	38,521.85	9,223.95	9,223.95	18,447.90	10,850.00	71
Total Dept 0000		62,921.85	9,648.95	9,648.95	18,447.90	34,825.00	44
TOTAL EXPENDITURES		62,921.85	9,648.95	9,648.95	18,447.90	34,825.00	44
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		34,400.00	242.64	242.64	0.00	34,157.36	0
TOTAL EXPENDITURES		62,921.85	9,648.95	9,648.95	18,447.90	34,825.00	44
NET OF REVENUES & EXPENDITURES		(28,521.85)	(9,406.31)	(9,406.31)	(18,447.90)	(667.64)	97
BEG. FUND BALANCE		213,511.50	213,511.50				
NET OF REVENUES/EXPENDITURES - 2016-17			773.05			773.05	
END FUND BALANCE		184,989.65	204,878.24				

Attachment: DDA Rev and Exp 07312017 (3191 : DDA Revenue and Expenditure July 2017)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 06/30/2017
 % Fiscal Year Completed: 100.00
 UNAUDITED

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 06/30/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/17 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% 1
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	31,500.00	33,268.47	2,269.12	0.00	(1,768.47)	105
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	(44.33)	(44.33)	0.00	(55.67)	44
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	750.00	154.18	154.18	0.00	595.82	20
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	1,050.00	1,029.25	0.00	0.00	20.75	98
5013-0000-666.0000	INVESTMENT INTEREST	900.00	1,115.55	0.00	0.00	(215.55)	123
5013-0000-669.0000	INVESTMENT GAINS AND LOSSES	0.00	(648.78)	0.00	0.00	648.78	100
Total Dept 0000		34,100.00	34,874.34	2,378.97	0.00	(774.34)	102
TOTAL REVENUES		34,100.00	34,874.34	2,378.97	0.00	(774.34)	102
Expenditures							
Dept 0000							
5013-0000-757.0000	OPERATING EXPENDITURES	200.00	152.10	0.00	0.00	47.90	76
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	232.86	0.00	0.00	267.14	46
5013-0000-826.0000	LEGAL	393.50	312.50	0.00	0.00	81.00	79
5013-0000-879.0000	PUBLIC RELATIONS	500.00	343.69	0.00	0.00	156.31	68
5013-0000-880.0000	COMMUNITY DECORATIONS	8,470.50	8,382.42	0.00	0.00	88.08	98
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	12,649.00	11,998.56	0.00	0.00	650.44	94
5013-0000-956.0000	MISCELLANEOUS	4,287.00	4,679.16	392.16	0.00	(392.16)	109
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00	0.00	0.00	0.00	100
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	3,000.00	0.00	0.00	0.00	100
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	0.00	0.00	0.00	18,447.90	(18,447.90)	0
Total Dept 0000		35,000.00	34,101.29	392.16	18,447.90	(17,549.19)	150
TOTAL EXPENDITURES		35,000.00	34,101.29	392.16	18,447.90	(17,549.19)	150
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		34,100.00	34,874.34	2,378.97	0.00	(774.34)	102
TOTAL EXPENDITURES		35,000.00	34,101.29	392.16	18,447.90	(17,549.19)	150
NET OF REVENUES & EXPENDITURES		(900.00)	773.05	1,986.81	(18,447.90)	16,774.85	1,963
BEG. FUND BALANCE		213,511.50	213,511.50				
END FUND BALANCE		212,611.50	214,284.55				



SCHEDULED

AGENDA ITEM (ID # 3187)

DOC ID: 3187

Board discussion on Back to the Bricks event.

COMMENTS - Current Meeting:

No discussion.



SCHEDULED

AGENDA ITEM (ID # 3188)

DOC ID: 3188

Board discussion on Clock Corner/Tower improvements.

COMMENTS - Current Meeting:

Mr. Slattery stated there was a demonstration at Clock Corner over the weekend.

Mr. Fenner asked if they had to pull a permit to do that. Was there any damage?

Mr. Slattery said they did not get a permit. They were not in the right of way. The police department was made aware of it ahead of time and there was no damage done.

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Mr. Coates stated the contract states the trees and shrubs are warranted for a year.

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SCHEDULED

AGENDA ITEM (ID # 3189)

DOC ID: 3189

Board discussion and update on the Saginaw Street Traffic Study to be performed by Fleis & Vandenbrink that was approved on June 19, 2017.

COMMENTS - Current Meeting:

Mr. Richvalsky read an email from Lisa Easterwood from Fleis & Vandenbrink providing an update on the traffic study on Saginaw Street. A report will be given at the September meeting.



SCHEDULED

AGENDA ITEM (ID # 3190)

DOC ID: 3190

Discussion on Topics Germane to the DDA District.

COMMENTS - Current Meeting:

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Mr. Slattery will contact Mr. Crannie today.

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F.4

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