CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

DECEMBER 15, 2014

AGENDA

Council Chambers	Regular Meeting	8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

A. CALL TO ORDER

B. STAFF PRESENT

C. MINUTES

1. Downtown Development Authority - Regular Meeting - Nov 17, 2014 8:30 AM

D. ADMINISTRATIVE REPORT

1. Administration Memos

E. BOARD DISUCSSION/ACTION

1. DDA Visioning Plan
2. Any other business that comes before the board

F. AGENDA ITEMS

DRAFT

BURTON, MICHIGAN

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

NOVEMBER 17, 2014

MINUTES

Council Chambers | **Regular Meeting** | **8:30 AM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner Steve Coates at 8:40 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Absent	
Steve Coates	Commissioner	Present	
James Paulus	Commissioner	Absent	
Pat Gilmore	Commissioner	Absent	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Laurie Moncrieff	Commissioner	Present	
Bob Patterson	Commissioner	Absent	

B. STAFF PRESENT

Lisa Easterwood, Fleis and VandenBrink Engineering, Inc.
Rik Hayman, Chief of Staff
Teresa Karsney, City Clerk

C. AUDIENCE PARTICIPATION

None

D. MINUTES

1. Downtown Development Authority - Regular Meeting - Jun 16, 2014 8:30 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Gregory Fenner, Commissioner
SECONDER:	Laurie Moncrieff, Commissioner
AYES:	Coates, Fenner, Stapleton, Moncrieff
ABSENT:	Richvalsky, Paulus, Gilmore, Patterson

2. Downtown Development Authority - Special Meeting - Nov 3, 2014 8:30 AM

Minutes Acceptance: Minutes of Nov 17, 2014 8:30 AM (Minutes)

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Gregory Fenner, Commissioner
SECONDER:	Laurie Moncrieff, Commissioner
AYES:	Coates, Fenner, Stapleton, Moncrieff
ABSENT:	Richvalsky, Paulus, Gilmore, Patterson

3. Downtown Development Authority - Regular Meeting - Oct 20, 2014 8:30 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Gregory Fenner, Commissioner
SECONDER:	Laurie Moncrieff, Commissioner
AYES:	Coates, Fenner, Stapleton, Moncrieff
ABSENT:	Richvalsky, Paulus, Gilmore, Patterson

E. ADMINISTRATIVE REPORT

The board asked if they could get some answers to the following questions.

1. An updated controller Report (Last statement was thru September).
2. Update on the Poles on South Saginaw.
3. When the Christmas decorations will be going up.
4. The trees that were replaced. Property owners were to pay for trees, how is the DDA getting the money back. Was it added to the residents taxes?
5. DDA Funding - was not listed on Genesee County Mileages why?

F. BOARD RECOMMENDATION AND/OR ACTION

1. To recommend to City Council the Downtown Development Visioning Plan and Guide Book for approval.

   Lisa Easterwood from Fleis and VandenBrink Engineering Inc. Asked if any members of the board have any questions about the DDA Visioning Plan and Guide Book.

   Rik Hayman stated that the DDA Visioning Plan was available in the Clerk's office for over thirty days.

   Mr. Fenner had questions about the curb cuts for Ms. Easterwood. On the entries on to Saginaw you left all the roads open for right turns or left turns. Doesn't this cause pedestrian-car problems. We are only 100 feet apart on streets with adding the boulevard and cutting down on vision, Wouldn't it be better to close off some of those streets so they would have to come out at the light to make the left turn. An adding the extra signal lights wouldn't it be better to close those streets and have them come out at light.

   Ms. Easterwood got the impression that you didn't want those streets closed off because there might be opposition from the resident and business owners.

   Mr. Fenner is just suggesting that this is an opinion. Wouldn't it be safer for a pedestrian so they don't have to continue to cross another street every 100 feet?

Minutes Acceptance: Minutes of Nov 17, 2014 8:30 AM (Minutes)

Ms Easterwood thinks there should be proper sidewalks (ADA accessible) along Saginaw Street.

Mr. Fenner stated isn't that why we are doing the plan so we can apply for grants to make our Downtown District accessible.

Ms. Easterwood stated the traffic calming is the best way to slow traffic down to see the businesses we have in Burton. Also it is best for pedestrian's safety. It would be best if we conducted a traffic study.

Mr. Coates asked who would pay for the traffic study?

Mr. Hayman stated we can get some of the information from Genesee County Planning Commission because they have already conducted some studies.

Ms. Easterwood we would need true up to date counts.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Gregory Fenner, Commissioner
SECONDER:	Larry Stapleton, Commissioner
AYES:	Coates, Fenner, Stapleton, Moncrieff
ABSENT:	Richvalsky, Paulus, Gilmore, Patterson

2. 1265 : Other Business.

   None at this time.

Minutes Acceptance: Minutes of Nov 17, 2014 8:30 AM (Minutes)

Administration Memos

ATTACHMENTS:

- Tree Memo (PDF)
- Rev-Exp 11-30-14 (PDF)
- Mayor DDA letter (DOCX)

INTEROFFICE MEMORANDUM

TO: MAYOR PAULA ZELENKO
FROM: CONTROLLER GINGER BURKE-MILLER
SUBJECT: DDA TREES
DATE: NOVEMBER 21, 2014
CC: CLERK KARSNEY

In regards to the invoicing for replacement of trees along South Saginaw Street, there were two invoices issued as follows:

Invoices

#21377 Arends, Edward 9095 S Saginaw $603.75 was issued 5/1/2013 and paid 06/01/2013

#21514 T&T Petro 3311 S Saginaw $1,207.50 was issued 5/23/2013 and paid 04/09/2014

I hope this answers the questions with regard to this issue.

Attachment: Tree Memo (1314 : Administration Memos)

From: **Mayor Zelenko**

To: **DDA Board**

RE: **DDA Administrative Report / Response**

Monday, December 15, 2014

Included in your packets you will find a Memo from the controller explaining the invoice dates and payment dates regarding the replacement of trees and the latest Expenditure and Revenue Report.

The Christmas decorations had to be rebuilt and that is the reason for the delay of installation, but were all installed prior to the Christmas Parade.

In regards to the Back to the Bricks banner poles on S. Saginaw, we are still waiting for status report meetings with Consumers Energy and our water division regarding repair schedules so we can better pin point an expected date for installation.

Our DDA funding is levied not captured, thus the reason you do not see Burton's DDA on millage proposals.

Thank you for all the work on the DDA Visioning plan and for attending the City Council meeting. We still have some work to do in convincing the City Council to approve the plan. Having stated that, I have spoken to various members of the community in the south end and of the folks I have reached out to are all in support of the concept of the plan.

Thank You.

Attachment: Mayor DDA letter (1314 : Administration Memos)

Attachment: Rev-Exp 11-30-14 (1314 : Administration Memos)

12/12/2014 11:29 AM
User: millerg
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 11/30/2014
% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 11/30/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	26,800.00	27,830.76	3,488.68	(1,030.76)	103.85
5013-0000-407.0000	DELINQUENT REAL/PERS TAXES	3,200.00	932.06	0.00	2,267.94	29.13
Total Dept 0000		30,000.00	28,762.82	3,488.68	1,237.18	95.88
TOTAL Revenues		30,000.00	28,762.82	3,488.68	1,237.18	95.88
Expenditures						
Dept 0000						
5013-0000-757.0000	SUPPLIES & POSTAGE	200.00	0.00	0.00	200.00	0.00
5013-0000-808.0000	AUDIT	800.00	210.00	60.00	590.00	26.25
5013-0000-880.0000	COMMUNITY DECORATIONS	5,000.00	174.75	174.75	4,825.25	3.50
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	15,000.00	12,900.00	890.00	2,100.00	86.00
5013-0000-956.0000	MISCELLANEOUS	5,000.00	4,472.98	2,190.05	527.02	89.46
5013-0000-999.2007	TRANSFER TO POLICE FUND	7,500.00	0.00	0.00	7,500.00	0.00
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	3,000.00	29.59	24.64	2,970.41	0.99
Total Dept 0000		36,500.00	17,787.32	3,339.44	18,712.68	48.73
TOTAL Expenditures		36,500.00	17,787.32	3,339.44	18,712.68	48.73
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		30,000.00	28,762.82	3,488.68	1,237.18	95.88
TOTAL EXPENDITURES		36,500.00	17,787.32	3,339.44	18,712.68	48.73
NET OF REVENUES/EXPENDITURES - 2013-14			(9,088.15)		(9,088.15)	(168.85)
NET OF REVENUES & EXPENDITURES		(6,500.00)	10,975.50	149.24	(17,475.50)	168.85
BEG. FUND BALANCE		226,082.37	226,082.37			(168.85)
END FUND BALANCE		219,582.37	227,969.72			(168.85)

DDA Visioning Plan

Any other business that comes before the board