



BURTON, MICHIGAN

DRAFT

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

DECEMBER 15, 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	Present	
Pat Gilmore	Commissioner	Excused	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Laurie Moncrieff	Commissioner	Excused	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Doug Bingaman, Treasurer
Teresa Karsney, Clerk

Ginger Burke-Miller, Controller
Sue Warren, Human Resources

C. MINUTES

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

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

D. ADMINISTRATIVE REPORT

1. Administration Memos

Mr. Hayman read thru the Mayors administrative report.

Mr. Fenner asked what the difference was between a levied DDA compared to a captured DDA. Are we losing money because we are a levied DDA.

Mr. Hayman stated he will get the answer to this.

Mr. Bingaman stated the DDA is levied. This is how the DDA was set up and everyone in that district pays that mileage. When you are a capture DDA, you are capturing off all the mileages on the tax bills that are just in the DDA district.

Mr. Stapleton asked Mr. Bingaman how we change it if we decide to?

Mr. Bingaman stated he believes it would have to go to a vote of the people. If it doesn't pass then we no longer have a DDA. He said you would have to check with an attorney to see if we could just change it.

E. BOARD DISUCSSION/ACTION

1. DDA Visioning Plan

Mr. Coates stated the DDA Visioning Plan was presented to the City Council on December 1, 2014. Mr. Coates and Mr. Richvalsky was present at the City Council meeting when this was presented to them. Seems like all the council was on board except Mr. Heffner who thought we needed to have more meetings with the public on the South end of town. Mr. Coates had a discussion with him and one suggestion was to have a meeting with the City of Burton neighborhood watch group.

It was suggested by Mr. Fenner to have the DDA Visioning Plan put on the January 5, 2015 agenda for the City Council to accept. Mr. Fenner suggested the DDA members contact the City Council people to see if they have any questions about the plan.

Mr. Stapleton asked why the DDA plan has to be accepted by the City Council.

Mr. Hayman stated he knew it was the process but he didn't know why?

2. Any other business that comes before the board

Mr. Coates stated that Mr. Patterson has moved from the district and needs to be removed. He has been talking with other businesses in the area to see if any of them would like to be on the board.

Mr. Coates has a concern about the new City Website. He said Mr. Fenner's term is expired.

Mrs. Karsney will check into the matter.

Mr. Hayman said the Mayor's office has received Mr. Patterson resignation's and he will be moved before the next meeting.

Mr. Fenner stated that once the DDA Visioning plan gets approved that they should start to think about a logo for the DDA.

Mr. Coates asked Mr. Stapleton if he could get some prices and designs on a DDA logo.

Mr. Stapleton stated he would get a quote and start to work on the design. He would look at some of the designs from other DDA in the area.

Mr. Fenner talked about putting a logo on signs that say, now entering Burton Downtown Development District.

Mr. Stapleton asked about the why the Christmas decoration don't turn off during the day. He thought we were going to repair them before they went up. He would like to see the eye's changed in the christmas decorations so they turn off during the day. Feels since the DDA is paying for the electric to run them we should be able to get these repaired.

Mr. Hayman stated that when they are taken down he will have maintenance do those repairs then.

Mr. Coates stated he liked how the minutes are more detailed and thanked the Clerk.

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?

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)



SCHEDULED

AGENDA ITEM (ID # 1314)

DOC ID: 1314

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)

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

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

Page 1/1

PERIOD ENDING 11/30/2014
Fiscal Year Completed: 41.92

GL NUMBER DESCRIPTION

2014-15 YTD BALANCE ACTIVITY FOR AVAILABLE
AMENDED 11/30/2014 MONTH 11/30/2014 BALANCE
BUDGET NORMAL (ABNORMAL) INCREASE (DECREASE) NORMAL (ABNORMAL) % BDT
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
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TOTAL Revenues

30,000.00	28,762.82	3,488.68	1,237.18	95.88
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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
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TOTAL Expenditures

36,500.00	17,787.32	3,339.44	18,712.68	48.73
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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)	
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)



SCHEDULED

AGENDA ITEM (ID # 1312)

DOC ID: 1312

DDA Visioning Plan



SCHEDULED

AGENDA ITEM (ID # 1313)

DOC ID: 1313

Any other business that comes before the board