



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

DECEMBER 17, 2018

MINUTES

Council Chambers

Regular Meeting

8:30 AM

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

This meeting was opened by Chair Joey Richvalsky at 8:32 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	Absent	
Neil Martz	Commissioner	Present	

B. STAFF PRESENT

Paula Zelenko, Mayor
Racheal Boggs, Deputy Clerk
Bob Slattery, DPW Director

C. ADMINISTRATIVE REPORT

1. Revenue and Expenditure Report as of November 30, 2018

Mr. Coates stated he talked to the Controller's Office about the questions we had from the October meeting. The \$482.37 in miscellaneous that has been spent was for the removal of the Back to the Bricks banners. This is just payroll not equipment charges. They still haven't charged for DPW equipment. The expenditure in November in the amount of \$2,392.67 was for putting up the Christmas decorations. I looked back at 2016 and 2017 and it is within a couple hundred dollars. In round numbers it costs around \$3,000.00 for putting up and taking down the decorations.

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Oct 15, 2018 8:30 AM

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

E. AUDIENCE PARTICIPATION

Tim Sneller, State Representative and Ellen Ellenburg, County Commissioner are here to present the winners of the Christmas Decorating Contest.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Award Presentation and Announcement of Winners of the Christmas Decorating Contest.

Mayor Zelenko stated on behalf of Commissioner Ellenburg and Representative Sneller, we would like to say thank you for allowing us to judge this event. It was not an easy decision. We used the following criteria to judge the displays: it needed to catch your eye from the road, how it creatively promoted the business, and it had to be esthetically pleasing. I was pleased with the level of participation for this being the first year. The results for the winners of the contest are: 3rd Place- Junkie Monkey, we found the display very eye catching. 2nd Place- PJ's Beads, we could see the decorations on the inside of the building from the road. It was very nice and a great representation of their business because it looked like beads hanging from the walls on the inside. 1st Place- Masterpiece Monogramming, they did a great job of decorating outside and inside. The snowflakes hanging from the ceiling on the inside reminded us of monogramming so it seemed to promote their business well.

Mr. Richvalsky thanked the judges for their participation. It is a difficult task and very much appreciated.

Mr. Sneller stated all the buildings attached to Mr. Fenner's Barbershop looked very nice. Also, T-Rods did a great job. It made us Burton Residents very proud.

Mrs. Ellenburg stated if we advertise this using our local radio stations, or ads in the paper, that will help to promote participation. The members of this Board that have a business in the DDA District should be decorating during this event because you are the leaders of it. She thanked Mr. and Mrs. Fenner for sending out reminders and hand delivering fliers for the event. Mrs. Fenner has some great ideas of how to promote this event more. If you get a chance to visit her new Flower shop, I encourage you to do so. Burton is really starting to build our small businesses. Small Business Saturday is the day after black Friday, we should use this as a day to promote this event and our small businesses. Thank you to the DDA Members for thinking ahead to our future. We look forward to having a really nice downtown.

Mr. Richvalsky stated the earlier we start this event, the better it will be. He thanked Mr. Fenner for making the effort by going door-to-door talking to business owners about the event. This is an annual thing we would like to promote with or without the trophy. We should begin promoting the event at Thanksgiving.

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Mayor Zelenko stated she was impressed with some of the window displays even when they weren't lit up, they looked nice. A Holiday stroll may be a good way to expand the event a little further.

Mr. Fenner stated we had discussed decorating the Clock Corner but have electrical issues there. Maybe we can work on that for the future. We appreciate the judges

participation.

Mrs. Ellenburg suggested using solar lights to decorate Clock Corner.

Mr. Richvalsky stated when discussing the plans for Christmas we were deciding on either putting up the wreaths or having a central location within the DDA to decorate. We are still thinking about the Racer property. That would be a great place for a park and to decorate. We don't have a typical downtown; it's a five lane, 40 mile per hour road.

Mayor Zelenko stated we are currently working on that to follow the DDA Vision Plan.

Mr. Coates stated Masterpiece Monogramming bought the billboard above their building and it says Happy Holidays on both sides. I have someone at the Burton View I can contact to get a photo of the contest winners.

Board discussion on the day and time of delivery of the awards and the timeline to get the checks from the Controller's Office.

2. Motion to Add a Cash Prize of \$100.00 for Honorable Mention (3rd Place) for the Christmas Decorating Contest.

Mr. Coates would like the board to consider awarding \$100.00 for the 3rd Place (Honorable Mention) winner of the Christmas Decorating Contest.

Mr. Fenner stated he would like to reward those that did put decorations up. So, he would be in support of this.

Mayor Zelenko stated it was the judges intent to award a certificate to the Honorable Mention winner because we didn't want to commit to a dollar amount on your behalf.

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

3. Motion to Approve the 2019 City of Burton Downtown Development Authority Meeting Calendar as Presented by the Deputy Clerk.

Ms. Boggs stated I have given you each a copy of the DDA Meeting dates for the 2019 calendar year. I would like to point out that the January meeting will be held on Tuesday the 22nd instead of Monday the 21st due to the observance of Martin Luther King Jr. Day.

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

G. BOARD DISCUSSION

1. Discussion on Topics Germane to the DDA District.

Mr. Richvalsky stated the wreaths downtown have been an ongoing issue. When they are lit, they don't look bad. We are trying to address it.

Mr. Fenner stated he met the owner of Masterpiece Monogramming and she may be interested in becoming a board member. He suggests that someone reach out to her.

Mayor Zelenko stated she will be happy to do that.

Mr. Coates stated there was an accident at Saginaw Street and Bristol Road that destroyed part of our \$33,000 improvement at Clock Corner. We have contacted the Police Department regarding the report. The individual was driving someone else's vehicle with no license or insurance. We don't have an estimate of the property damage. We are wondering what we need to do for court proceedings or to begin an insurance claim.

Mr. Richvalsky stated there is a court hearing and restitution. There is no insurance to go after. Do we carry any coverage for this type of incident?

Mayor Zelenko stated we do have liability and property coverage. I will talk to the insurance carrier. What was the extent of damage and when was the accident?

Mr. Fenner stated Sargent Driggett took the report on a Sunday about two weeks ago.

Mr. Richvalsky stated it took out one of the pillars, part of the bench, shrubs and a tree.

Mr. Fenner stated he drove over the curb and through the wall. There is a crack on the retaining wall. He drove over the shrub and the tree and stopped by hitting the light post owned by Rite Aid.

Mr. Coates provided pictures of the damage to the Mayor.

Mayor Zelenko said I assume our insurance would cover part of this. I will contact the Police Department and get back to you.

Mr. Richvalsky asked, regarding the costs for Christmas decorations that Mr. Coates described, can we assume this to be the normal charge if someone wanted to put a banner up and are we the ones who would pay for this?

Mr. Martz stated there were conversations about this with the DPW. They were going to verify what types of charges there would be and if they could in fact participate in putting them up. Today, we don't have a thorough cost of what it would take to put them up and take them down. If we allow someone to use them as part of the approval process, permit, and right of way activity, I would think we should have a checklist, application, draft of what the banner would look like and the cost.

Mr. Richvalsky stated we are only allowing municipal-related banners.

Mr. Fenner stated if I remember correctly, DPW was not interested in putting banners up and taking them down. They would rather we have a sign company do this. My suggestion is to find out what a right of way permit would be, find a sign company that would be willing to do the work, what they would charge and add that as a cost on the application. If this is going to cost this much every year, eventually we will be losing money on these poles. They were supposed to generate revenue. I want to see them used even if the DDA puts up a Christmas banner each year. The Halloween trail and road race series would be a good event to advertise on the banners.

Board discussion on banner advertising, cost to put up and take down banners and the process for billing as it relates to the budget.

Mayor Zelenko stated it seems it should be a charge to an individual event for using the poles. The Trick or Treat Trail event for example, would be part of the Parks and Recreation advertising budget. So, we need to figure out the cost involved to come up with a reasonable fee. This is revenue to the DDA. The first criteria would be what the application entails. There may be different categories. One category may be something that is shared within the municipality so it is just a budget transfer process. The other category would be an outside source that would want to utilize the space.

Mr. Martz stated he will meet with the DPW to get the cost for right of way permits and begin the process of creating an application.

Mr. Richvalsky asked if the road race series is a city sponsored event.

Mayor Zelenko stated some are and some are not. The Memorial Day Race is included in the road race series and the city has a considerable amount of investment in it. The Race to Grace, the city is not involved at all. If you are interested in involving the races with the banner advertisement, each race should have their own banner.

Mr. Fenner stated the DPW is short staffed and doesn't have extra time to do this.

Mr. Martz will contact sign companies.

Mr. Coates stated on January 9, 2019, on the Planning agenda is the administrative site plan review for a medical office building for 3525 S. Saginaw Street. This is the old CVS/Goodwill building.

THE NEXT REGULAR SCEDULED MEETING WILL BE HELD ON MONDAY, JANUARY 21, 2019 @ 8:30 AM.

Meeting was adjourned at 9:20 AM.



SCHEDULED

AGENDA ITEM (ID # 4148)

DOC ID: 4148

Revenue and Expenditure Report as of November 30, 2018

COMMENTS - Current Meeting:

Mr. Coates stated he talked to the Controller's Office about the questions we had from the October meeting. The \$482.37 in miscellaneous that has been spent was for the removal of the Back to the Bricks banners. This is just payroll not equipment charges. They still haven't charged for DPW equipment. The expenditure in November in the amount of \$2,392.67 was for putting up the Christmas decorations. I looked back at 2016 and 2017 and it is within a couple hundred dollars. In round numbers it costs around \$3,000.00 for putting up and taking down the decorations.

ATTACHMENTS:

- Revenue and Expenditure Report DDA 11-30-18 (PDF)

12/12/2018 02:51 PM

User: moffittk

DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

Page 1/1

PERIOD ENDING 11/30/2018

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 11/30/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BUDGET USED
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	33,800.00	30,355.26	0.00	3,444.74	89.8
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	100.00	0.00	0.00	100.00	0.0
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	800.00	0.00	0.00	800.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	500.00	0.00	0.00	500.00	0.0
Total Dept 0000		35,200.00	30,355.26	0.00	4,844.74	86.2
TOTAL REVENUES		35,200.00	30,355.26	0.00	4,844.74	86.2
Expenditures						
Dept 0000						
5013-0000-757.0000	OPERATING EXPENDITURES	500.00	78.49	0.00	421.51	15.7
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	106.78	106.78	393.22	21.3
5013-0000-818.0001	SAGINAW ST CORRIDOR	15,000.00	550.00	0.00	14,450.00	3.6
5013-0000-826.0000	LEGAL	500.00	0.00	0.00	500.00	0.0
5013-0000-879.0000	PUBLIC RELATIONS	1,000.00	25.00	0.00	975.00	2.5
5013-0000-880.0000	COMMUNITY DECORATIONS	5,000.00	2,392.57	2,392.57	2,607.43	47.8
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	2,700.00	34.60	34.60	2,665.40	1.2
5013-0000-956.0000	MISCELLANEOUS	2,000.00	482.37	0.00	1,517.63	24.1
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	0.00	0.00	5,000.00	0.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00	0.00	3,000.00	0.0
Total Dept 0000		35,200.00	3,669.81	2,533.95	31,530.19	10.4
TOTAL EXPENDITURES		35,200.00	3,669.81	2,533.95	31,530.19	10.4
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		35,200.00	30,355.26	0.00	4,844.74	86.2
TOTAL EXPENDITURES		35,200.00	3,669.81	2,533.95	31,530.19	10.4
NET OF REVENUES & EXPENDITURES		0.00	26,685.45	(2,533.95)	(26,685.45)	100.0
BEG. FUND BALANCE		214,727.55	214,727.55			
NET OF REVENUES/EXPENDITURES - 2017-18			(25,949.51)		(25,949.51)	
END FUND BALANCE		214,727.55	215,463.49			

Attachment: Revenue and Expenditure Report DDA 11-30-18 (4148 : Revenue and Expenditure Report as



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BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

OCTOBER 15, 2018

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	Excused	
Cindi Dail	Commissioner	Absent	

B. STAFF PRESENT

Bob Slattery, DPW Director
Racheal Boggs, Deputy Clerk

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Sep 17, 2018 8:30 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Steve Coates, Vice Chairman
SECONDER: Gregory Fenner, Commissioner
AYES: Richvalsky, Coates, Fenner, Stapleton
ABSENT: Dail
EXCUSED: Martz

D. ADMINISTRATIVE REPORT

1. Revenue and Expenditure Report as of June 30, 2018
2. Revenue and Expenditure Report as of September 30, 2018

Mr. Coates would like a general ledger print out from the controller. He will go to the controller's office after the meeting and communicate that to the board.

E. AUDIENCE PARTICIPATION

None.

Minutes Acceptance: Minutes of Oct 15, 2018 8:30 AM (Approval of Minutes)

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion on Topics Germane to the DDA District.

Ms. Boggs read a letter of resignation from DDA Board Member Cindi Dail into the record. Each board member was given a copy.

Board discussion regarding Mrs. Dail's resignation, offering an apology to Mrs. Dail and potential candidates for the open DDA positions.

Mr. Fenner stated he is ready to go door to door with flyers to talk with people about the Christmas decorating contest. It is hard to move forward if we don't know about the use of the trophy. We need a date the judging will take place and the amount of the cash prizes.

Discussion on details of the contest including DDA budget, gift baskets, cash prizes, trophy and the contest flyer being sent to those in the DDA district.

Mr. Slattery stated he would suggest adding information to the flyer such as contact information, criteria for judging, dates the judging will take place, what the prizes are and who it is sponsored by. I will contact the Mayor about the traveling trophy discussed previously.

Mr. Stapleton suggested the DDA get their own trophy to use for this contest.

Mr. Richvalsky stated he would like to see a \$300 first prize and \$200 second prize.

The board decided on the following details for the DDA Christmas Decorating Contest:

- Judging will take place on December 15, 2018
- Judges will be County Commissioner Ellen Ellenburg, State Representative Tim Sneller and Mayor Paula Zelenko
- Cash prizes will be \$300 for 1st place and \$200 for runner-up

Board discussion on:

- Whether or not to put up the Christmas lights along Saginaw Street this year.
- Issues with some of the poles being safe
- Which line item in the DDA budget the Christmas decorating Contest should come out of and if we will have enough money to pay DPW to put the Saginaw Street Christmas lights up and for the Christmas Decorating Contest.

Mr. Coates stated there are 35 poles on Saginaw Street in need of electrical work.

Mr. Slattery stated he suggests putting them up and not plugging them in. If there is backlash, it was done that way for safety reasons.

Mr. Fenner stated he would like to take the flyer for the Christmas Contest door to door.

Mr. Slattery stated this is what will make this contest work. The DDA Board Members have to get out into the community and talk to people about this. Also, he just talked

with Mayor Zelenko and she said that we are ok to use the Small Cities trophy for the contest.

2. Motion to install the Christmas decorations on Saginaw Street without plugging them in or lighting them up due to safety issues.

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

3. Motion to fund the Christmas Decorating Contest from the public relations line item to be judged on December 15, 2018 by the Mayor and 2 other people with prizes of \$300 for first place and \$200 for runner-up.

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

4. Motion to acknowledge the receipt of the resignation of Cindi Dail from the Burton Downtown Development Authority Board.

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

G. BOARD DISCUSSION

Mr. Coates stated the City Council is acting on the first reading of the ordinance for a Central Business Overlay tonight. I was surprised an update wasn't on our agenda today.

Mr. Slattery stated this is the first reading. Following that, if there is a concern from the DDA, you would have the opportunity to provide input prior to the second reading which is required before ordinance adoptions.

Mr. Richvalsky asked if the DDA Board would like to attend the council meeting tonight to provide input on this.

Mr. Fenner stated he attended the LED meeting and the Energy Reduction Coalition (ERC) gave a presentation. From my understanding, this will not be a huge benefit to the DDA in

terms of the street lights. We will still have to deal with Consumer's Energy. The city seems interested in doing the conversion with city buildings.

Board discussion on Consumer's Energy rates, poles and fixtures.

Mr. Slattery stated I have given you a couple estimates from Consumer's Energy of what it would cost to upgrade the 57 lights on Saginaw Street from Maple Road to Hemphill Road to LED. The most recent one is about \$55,000. They estimate a six and a half year rate of return. With ERC the conclusion was Consumer's Energy is difficult to deal with at this point. The recommendation was to wait to discuss the street light project until we can develop a better working relationship with Consumer's. ERC has done an assessment of City Hall. The results of that assessment will be presented to council tonight. Mr. Dombrowski from Batteries Plus has also done an assessment of City Hall. We have not received the results of his assessment yet. When we do, we will have a comparison to look at. The advantage of ERC is there is no upfront cost and no maintenance costs.

Board discussion on the conversion with ERC versus going straight through Consumer's Energy.

Mr. Slattery stated the Clerk's Office can provide you with Central Business Overlay Ordinance that will be discussed at the council meeting tonight.

Ms. Boggs stated Mrs. Ellenburg has agreed to judge the Decorating Contest on December 15, 2018.

Mr. Slattery stated also on the agenda tonight is another item that may be of interest to the DDA: The state infrastructure bank loan that will allow us to do Saginaw Street and Center Road next year is on the agenda for approval. Saginaw Street planning and design is well under way.

Mr. Richvalsky asked if there is any new state funding that would be available to the DDA or the city for roads.

Mr. Slattery stated the state just released a small amount of money for maintenance. The city will receive two installations of \$200,000. This will be for overlays, chip seal and other maintenance items. We may spend some of that on Whittemore and Boatfield.

Mr. Coates asked if phase five of the water project is complete.

Mr. Slattery stated it is wrapping up now. Also, Columbine north of Bristol is bad and we have some unanticipated resurfacing to do. We did not renew Rolar for the street sweeping contract so there will be no fall sweeping. We will go out to bid in the winter and will most likely have a spring sweeping.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, NOVEMBER 19, 2018 @ 8:30 AM.

Meeting was adjourned at 10:10 AM.

Minutes Acceptance: Minutes of Oct 15, 2018 8:30 AM (Approval of Minutes)

**SCHEDULED****AGENDA ITEM (ID # 4150)**

DOC ID: 4150

Award Presentation and Announcement of Winners of the Christmas Decorating Contest.

COMMENTS - Current Meeting:

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Board discussion on the day and time of delivery of the awards and the timeline to get the checks from the Controller's Office.



SCHEDULED

AGENDA ITEM (ID # 4131)

DOC ID: 4131

Discussion on Topics Germane to the DDA District.

COMMENTS - Current Meeting:

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Mr. Fenner stated if I remember correctly, DPW was not interested in putting banners up and taking them down. They would rather we have a sign company do this. My suggestion is to find out what a right of way permit would be, find a sign company that would be willing to do the work, what they would charge and add that as a cost on the application. If this is going to cost this much every year, eventually we will be losing money on these poles. They were supposed to generate revenue. I want to see them used even if the DDA puts up a Christmas banner each year. The Halloween trail and road race series would be a good event to advertise on the banners.

Board discussion on banner advertising, cost to put up and take down banners and the process for billing as it relates to the budget.

Mayor Zelenko stated it seems it should be a charge to an individual event for using the poles. The Trick or Treat Trail event for example, would be part of the Parks and Recreation advertising budget. So, we need to figure out the cost involved to come up with a reasonable fee. This is revenue to the DDA. The first criteria would be what the application entails. There may be different categories. One category may be something that is shared within the municipality so it is just a budget transfer process. The other category would be an outside source that would want to utilize the space.

Mr. Martz stated he will meet with the DPW to get the cost for right of way permits and begin the process of creating an application.

Mr. Richvalsky asked if the road race series is a city sponsored event.

Mayor Zelenko stated some are and some are not. The Memorial Day Race is included in the road race series and the city has a considerable amount of investment in it. The Race to Grace, the city is not involved at all. If you are interested in involving the races with the banner advertisement, each race should have their own banner.

Mr. Fenner stated the DPW is short staffed and doesn't have extra time to do this.

Mr. Martz will contact sign companies.

Mr. Coates stated on January 9, 2019, on the Planning agenda is the administrative site plan review for a medical office building for 3525 S. Saginaw Street. This is the old CVS/Goodwill building.

G.1