



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

FEBRUARY 19, 2018

AGENDA

Council Chambers

Regular Meeting

8:30 AM

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

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. STAFF PRESENT

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jan 16, 2018 8:30 AM

E. ADMINISTRATIVE REPORT

F. AUDIENCE PARTICIPATION

Now is the time set-aside for members of the audience to address the Burton Downtown Development Authority. I would ask each individual to give their name and address for the record and to limit their comments to three (3) minutes and to speak on the topics germane to City business.

G. BOARD RECOMMENDATION AND/OR ACTION

1. Approve and Authorize payment of Fleis & Vandenbrink Invoice #47702 in the amount of \$5,250 for Saginaw Street Corridor Analysis 2017.

H. BOARD DISCUSSION

1. Saginaw Street Traffic Study/Hard copy (DDA, Mayor's office and DPW).
2. Road diet and overall plans.
3. Repair electric outlets for Christmas decorations.
4. Topics germane to the the DDA District.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JANUARY 16, 2018

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

name	Title	Status	A	vec
ky	Chairman	Present		
	Commissioner	Present		
er	Commissioner	Present		
on	Commissioner	Present		
	Commissioner	Excused		
	Commissioner	Present		

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Bob Slattery, DPW Director
Marcy Kimball, Clerk's Office

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Nov 20, 2017 8:30 AM

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

2. Downtown Development Authority - Public Hearing - Nov 20, 2017 6:00 PM

Correction made to Nov. 20, 2017 Public Hearing minutes, Cindy Dail was present.

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

D. ADMINISTRATIVE REPORT

Minutes Acceptance: Minutes of Jan 16, 2018 8:30 AM (APPROVAL OF MINUTES)

1. DDA November 2017 Revenue and Expenditure

Mr. Coates said the bill for \$9,750.00 from Fleis & Vandenbrink for the traffic study should not be in Clock Corner Maintenance, it should be in Other professional services or miscellaneous. What is included in the \$1,635.93 under Community Decorations and how much was material and how much was labor?

The committee also questioned under the Expenditures column, the line item for MERS Active, MERS Retires and Payroll Fringes.

Mr. Richvalsky will talk to the Controller regarding these items.

E. AUDIENCE PARTICIPATION

F. BOARD RECOMMENDATION AND/OR ACTION

1. Approve and Authorize payment of Fleis & Vandenbrink Invoice #47702 in the amount of \$5,250 for Saginaw Street Corridor Analysis 2017.

Mr. Coates stated he does not believe we have to hold a roll call vote. We have already authorized the full contract of \$15,000. We should hold off on paying this because I do not believe they have finished the contract as presented. The contract stated that upon completion of the meetings, one copy of the report will be given to the DDA. We have not received the copy as of yet. It also states on the invoice, for services rendered through October 27, 2017. The Public Hearing was held on November 20, 2017 yet it was all included in the \$15,000. The date needs to be changed on the invoice.

Mr. Slattery said we also need an electronic copy of the synchro traffic flow model from Fleis & Vandenbrink.

Mr. Richvalsky said he will contact them regarding this.

RESULT:	TABLED [UNANIMOUS]	Next: 2/19/2018 8:30 AM
MOVER:	Steve Coates, Commissioner	
SECONDER:	Gregory Fenner, Commissioner	
AYES:	Richvalsky, Coates, Fenner, Stapleton, Dail	
EXCUSED:	Martz	

G. BOARD DISCUSSION

1. Discussion on the proposal from Newkirk Electric Association for the replacement of electrical receptacles for the Christmas decorations.

Mr. Slattery stated the DPW workers marked each pole that needs electrical work. They still put up the decorations on all the poles, just didn't plug in the ones with issues. I will find out the number of poles that need repair.

Mr. Stapleton will follow up with Mr. Martz on the proposals for repair.

2. Discussion on the Saginaw Street Traffic Study, possible Road Diet and overall plans.

Mr. Slattery said the section from Bristol to Hemphill will be rehabilitated in 2019. This year we are designing that project. I have an estimate of \$20,557 from M&M Pavement Markings for restriping the section from Maple to Bristol. This was to remove the striping that is there and restripe it to the configuration that Flies & Vandenbrink wants.

Mr. Coates said there is a huge dip by A+ Electric Company and Friel and Proper Street area.

Mr. Slattery said he will check these areas.

3. Discussion on banner pole allowable usage and permits.

The committee would like to allow the use of the banner poles for city events. Discussion on the purchasing a banner that says, Welcome to Downtown Burton and You are now leaving Downtown Burton. Should banner use be allowed for school and city use only and if so would Back to the Bricks event be able to use them. Mr. Slattery said Back to the Bricks is a community event, sanctioned by DDA.

Motion to give Cindy Dail the specs to get a price on a banner for each set of poles.

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

4. Discussion on Christmas decorations, buy vs rent and events.

Mr. Slattery will let the commission know how many poles are functional and what ones need work. It is not cheap to replace the decorations. You could budget each year or do sections at a time. The Pizza with Santa event is a big success, however the Glow Parade has dwindled down each year. I think what is lacking is adequate promotion. This is a Downtown event and has to be promoted and supported by the DDA. This could be increased in advance, starting in October. We need participation by the businesses. They could decorate their store fronts. I feel if we can't make this event bigger and better, than we should cancel it.

The DDA commission agreed they would like to try to make the parade bigger and better next year.

5. Discussion on sidewalk snow removal.

Mr. Slattery said it is the responsibility of each business and resident to keep their portion of sidewalk cleared. We do not have the manpower to do this for them. I will put reminders of this ordinance in our update newsletter and possibly in the Burton View.

Discussion ensued regarding enforcement of this ordinance city wide.

6. Discussion on Topics Germane to the DDA District.

None.

Meeting was adjourned at 10:20 AM.

Minutes Acceptance: Minutes of Jan 16, 2018 8:30 AM (APPROVAL OF MINUTES)



FLEIS&VANDENBRINK
 27725 STANSBURY BLVD STE 195, FARMINGTON HILLS, MI 48334
 OFFICE: 248.536.0080 | FAX: 248.536.0079

Please remit payment to:
 Fleis & VandenBrink
 2960 Lucerne Dr SE
 Grand Rapids, MI 49546

Invoice

Joey Richvalsky
 Chairman
 City of Burton DDA
 4303 South Center Road
 Burton, MI 48519

November 13, 2017
 Project No: 831840
 Invoice No: 47702

Project 831840 City of Burton DDA - Saginaw Street Corridor Analysis 2017
For professional services rendered through October 27, 2017

Total Fee	15,000.00		
Percent Complete	100.00	Total Earned	15,000.00
		Previous Fee Billing	9,750.00
		Current Fee Billing	5,250.00
		Total Fee	5,250.00
		Total this Invoice	\$5,250.00

Thank you for your business, it is sincerely appreciated. If there are any questions regarding this invoice or the services provided, please contact us.
 Terms: Net 15 days

Attachment: Fleis & Vand Inv#47702 (3496 : Approve and Authorize payment of Fleis & Vandenbrink Invoice #47702 in the amount of \$5,250 for