



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

FEBRUARY 20, 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	Present	
Neil Martz	Commissioner	Present	
Cindi Dail	Commissioner	Excused	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Bob Slattery, DPW Director

Racheal Boggs, Deputy Clerk

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Oct 17, 2016 8:30 AM

Mr. Coates stated there is a misspelling of the word Mobil in Section F, Item #3.

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

D. ADMINISTRATIVE REPORT

1. DDA Revenue and Expenditure Report January 2017

Mr. Coates stated on the January 2017 Revenue and Expenditure Report we are over budget in two line items: Miscellaneous and Community Decorations. He would like copies of the bills from the DPW for repairs done to the Christmas decorations.

Mr. Slattery stated he will do that.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

Mr. Martz stated he thought we had a discussion in the past to discontinue paying for lawn maintenance. He would like to send out a notice to the property owners that they are now responsible for their own grass cutting.

Board discussion on grass cutting within the DDA District.

1. Motion to notify individuals located within the DDA District that the DDA will no longer be providing lawn care and maintenance; this will now be the sole responsibility of the property owners.

Mr. Martz will draft the letter, Ms. Boggs will type it and it will be presented to the DDA prior to the March Meeting.

Mr. Slattery stated the letter should include a statement regarding failure to comply.

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

2. Board Discussion on Banner Poles.

Mr. Fenner asked if anyone has received a response from Crannie about the banner poles.

Mr. Slattery stated he never received a call back.

Mr. Richvalsky said Crannie has not returned his calls.

Mr. Fenner would like to know where we go from here. He would like to contact the City Attorney to get her opinion.

Mr. Coates stated he made a formal request for a meeting with the Mayor that never took place because Al Hatch with Back to the Bricks was on vacation in Florida during that time.

Commission discussion on approaching City Council, the Administration and/or the City Attorney with the details of the banner poles including police reports, invoices and other documentation.

Mr. Richvalsky stated Back to the Bricks donated one set of the banner poles to the DDA and that concludes their involvement with them.

Mr. Fenner said the issue is definitely Crannie because he has not responded to us.

Mr. Hayman stated he will speak to the Mayor about this.

3. Board Discussion on Christmas Decorations.

Mr. Fenner would like to look into a company that can own, install and remove Christmas decorations for us instead of using the DPW.

Mr. Slattery stated he contacted some companies last year and the price seemed reasonable. He will begin searching and bring some options with costs to the DDA at the March meeting.

4. Board Discussion on Demolition Projects in the DDA District.

Mr. Richvalsky said the demolition of the building at 3336 S. Saginaw is complete. Other demolition projects are moving along nicely.

Mr. Martz asked for an update on the timeline of Burton Auto Parts.

Mr. Coates said what he recalls is the permit was taken out on October 1st and he is given 180 days; so April would be the deadline.

Mr. Fenner asked if we will be removing the asphalt from the roadway/parkway at Burton Auto Parts. We would like to put grass seed and a tree there.

Mr. Martz will contact the contractor that is currently there to see about having it removed.

5. Board Discussion on Tree Trimming on Saginaw Street.

Mr. Fenner stated Consumers Energy will trim the trees if they interfere with the electrical lines. We do not need to trim them.

The board agrees to no longer trim the trees within the DDA district.

G. BOARD DISCUSSION

Mr. Martz would like to contact the owners of the Racer property because there is a large amount of graffiti on the slats in the fence along the Saginaw Street frontage. He would like the slats removed.

Mr. Coates asked Mr. Slattery if we know where the contractor for Phase 4 of the Water project this spring will have their base for storing equipment.

Mr. Slattery stated Council will award that contract to the lowest bidder at tonight's City Council meeting and he will get that information for the DDA as soon as they know what the staging plan is.

Mr. Coates would like to know when we should begin talking about the repaving of Saginaw Street.

Mr. Slattery said preliminary engineering will begin on Saginaw Street from Bristol to Hemphill in 2018 and construction is planned for 2019. This is the project that was approved through the Transportation Improvement Plan (TIP). If you're looking to change the profile of the road, now is the time to make it clear amongst yourselves and with the DPW what you would like to have done in coordination with the rebuilding of that segment. The idea of putting in a boulevard wasn't the plan included in the TIP.

Mr. Martz asked if the local government handles the bids for the TIP projects.

Mr. Slattery said yes.

Mr. Slattery gave the board members the 2017 City Calendar. He would like to begin preparing for the 2018 calendar. We would like area businesses to be featured in the calendar. The price will be \$250.00 per page. We want to have it out by Thanksgiving.

Meeting was adjourned at 9:44 AM.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

OCTOBER 17, 2016

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	Absent	
Larry Stapleton	Commissioner	Present	
Neil Martz	Commissioner	Present	

B. STAFF PRESENT

Bob Slattery, DPW Director

Racheal Boggs, Deputy Clerk

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Sep 19, 2016 8:30 AM

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

D. ADMINISTRATIVE REPORT

Mr. Coates asked Mr. Slattery about the city calendar.

Mr. Slattery stated due to the amount of time it takes to create the calendar, he may not get to do it in a quality manner. There is already a design in place; what we need is content.

Mr. Stapleton offered to help with the design of the calendar.

Mr. Martz asked for an update on the demolition of the property at 3336 S. Saginaw Street.

Mr. Slattery will get a status report on this property for the board.

Mr. Martz asked if we can do something to eliminate the pan handlers in Burton; it portrays a bad image for the city.

Mr. Slattery stated unfortunately this is a legal issue. Others have addressed the City Council with this and it is considered freedom of speech. The attorney has looked into it.

The ordinance covers disorderly conduct but these people are just standing there and are not disorderly. I agree it is portraying a poor image for the city, if I could do something, I would. Technically, they have the same right to be there as old news boys or any other group.

Mr. Stapleton asked about the house at 2259 Maple Road that was demolished. The contractor broke the septic tank and I wondered if anyone has gone out to check it.

Mr. Slattery said the DPW has gone out and didn't find any damage. He also reported that the property at 3336 S. Saginaw Street is on the demolition list. The hearing has been done and a demo contract was awarded to Solar Express. They have yet to pull the permit for demolition. I will follow up the Solar Express and report back to Mr. Richvalsky.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion on Brick Pavers at G-4327 Saginaw Street.

Mr. Richvalsky stated the contractor brought the brick pavers back and stacked them by the building rather than installing them. Now, they are gone.

Mr. Coates stated this is another situation that may need to go through the City Attorney for resolution.

Board discussion regarding the bus shelter.

2. Board Discussion and Update on Banner Poles.

Mr. Martz asked if we can send Crannie a letter asking for his intentions on replacing the banner poles.

Ms. Boggs stated the Clerk's Office will contact the Mayor and City Attorney regarding this.

Mr. Coates stated his understanding was that Crannie was not going to take responsibility for it.

Board discussion regarding the engineering and installation of the banner poles. The board agrees to contact the Mayor's Office and City Attorney to create correspondence to Sign's by Crannie regarding their intentions on replacing the poles.

Mr. Slattery said it is reasonable to at least ask for a status report from Crannie.

Mr. Richvalsky stated Crannie is in possession of the poles so, if they are keeping the poles, we want our money back.

3. Discussion on Topics Germane to the DDA District.

Mr. Coates stated the old 7-11 at the corner of Maple and Saginaw is now a Mobil Station. The sign went up yesterday.

Meeting was adjourned at 9:10 AM.

Minutes Acceptance: Minutes of Oct 17, 2016 8:30 AM (Approval of Minutes)



DDA Revenue and Expenditure Report January 2017

COMMENTS - Current Meeting:

Mr. Coates stated on the January 2017 Revenue and Expenditure Report we are over budget in two line items: Miscellaneous and Community Decorations. He would like copies of the bills from the DPW for repairs done to the Christmas decorations.

Mr. Slattery stated he will do that.

ATTACHMENTS:

- DDA Rev and Exp 01312017 (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 01/31/2017

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 01/31/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/17 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BI US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	31,500.00	30,852.16	260.96	0.00	647.84	97.9
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	0.00	0.00	0.00	(100.00)	0.0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	800.00	1,029.25	0.00	0.00	(229.25)	128.6
5013-0000-666.0000	INVESTMENT INTEREST	900.00	0.00	0.00	0.00	900.00	0.0
Total Dept 0000		34,100.00	31,881.41	260.96	0.00	2,218.59	93.4
TOTAL REVENUES		34,100.00	31,881.41	260.96	0.00	2,218.59	93.4
Expenditures							
Dept 0000							
5013-0000-717.0000	RETIREMENT - MERS ACTIVE	100.00	11.13	11.13	0.00	88.87	11.1
5013-0000-718.0000	RETIREMENT - MERS RETIREES	100.00	59.87	59.87	0.00	40.13	59.8
5013-0000-719.0000	Payroll Fringes	1,000.00	42.11	42.11	0.00	957.89	4.2
5013-0000-757.0000	OPERATING EXPENDITURES	800.00	41.92	0.00	0.00	758.08	5.2
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	232.86	0.00	0.00	267.14	46.5
5013-0000-879.0000	PUBLIC RELATIONS	500.00	0.00	0.00	0.00	500.00	0.0
5013-0000-880.0000	COMMUNITY DECORATIONS	4,000.00	7,642.95	568.06	0.00	(3,642.95)	191.0
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	18,000.00	10,948.56	0.00	0.00	7,051.44	60.8
5013-0000-956.0000	MISCELLANEOUS	0.00	4,287.00	0.00	0.00	(4,287.00)	100.0
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00	0.00	0.00	0.00	100.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	3,000.00	0.00	0.00	0.00	100.0
Total Dept 0000		33,000.00	31,266.40	681.17	0.00	1,733.60	94.7
TOTAL EXPENDITURES		33,000.00	31,266.40	681.17	0.00	1,733.60	94.7
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		34,100.00	31,881.41	260.96	0.00	2,218.59	93.4
TOTAL EXPENDITURES		33,000.00	31,266.40	681.17	0.00	1,733.60	94.7
NET OF REVENUES & EXPENDITURES		1,100.00	615.01	(420.21)	0.00	484.99	55.9
BEG. FUND BALANCE		213,511.50	213,511.50				
END FUND BALANCE		214,611.50	214,126.51				
TOTAL REVENUES - FUND 5013		34,100.00	31,881.41	260.96	0.00	2,218.59	93.4
TOTAL EXPENDITURES - FUND 5013		33,000.00	31,266.40	681.17	0.00	1,733.60	94.7
NET OF REVENUES & EXPENDITURES		1,100.00	615.01	(420.21)	0.00	484.99	55.9
BEG. FUND BALANCE		213,511.50	213,511.50				
END FUND BALANCE		214,611.50	214,126.51				

Attachment: DDA Rev and Exp 01312017 (2860 : DDA Revenue and Expenditure Report January 2017)



SCHEDULED

AGENDA ITEM (ID # 2837)

DOC ID: 2837

Board Discussion on Banner Poles.

COMMENTS - Current Meeting:

Mr. Fenner asked if anyone has received a response from Crannie about the banner poles.

Mr. Slattery stated he never received a call back.

Mr. Richvalsky said Crannie has not returned his calls.

Mr. Fenner would like to know where we go from here. He would like to contact the City Attorney to get her opinion.

Mr. Coates stated he made a formal request for a meeting with the Mayor that never took place because Al Hatch with Back to the Bricks was on vacation in Florida during that time.

Commission discussion on approaching City Council, the Administration and/or the City Attorney with the details of the banner poles including police reports, invoices and other documentation.

Mr. Richvalsky stated Back to the Bricks donated one set of the banner poles to the DDA and that concludes their involvement with them.

Mr. Fenner said the issue is definitely Crannie because he has not responded to us.

Mr. Hayman stated he will speak to the Mayor about this.



SCHEDULED

AGENDA ITEM (ID # 2838)

DOC ID: 2838

Board Discussion on Christmas Decorations.

COMMENTS - Current Meeting:

Mr. Fenner would like to look into a company that can own, install and remove Christmas decorations for us instead of using the DPW.

Mr. Slattery stated he contacted some companies last year and the price seemed reasonable. He will begin searching and bring some options with costs to the DDA at the March meeting.



SCHEDULED

AGENDA ITEM (ID # 2839)

DOC ID: 2839

Board Discussion on Demolition Projects in the DDA District.

COMMENTS - Current Meeting:

Mr. Richvalsky said the demolition of the building at 3336 S. Saginaw is complete. Other demolition projects are moving along nicely.

Mr. Martz asked for an update on the timeline of Burton Auto Parts.

Mr. Coates said what he recalls is the permit was taken out on October 1st and he is given 180 days; so April would be the deadline.

Mr. Fenner asked if we will be removing the asphalt from the roadway/parkway at Burton Auto Parts. We would like to put grass seed and a tree there.

Mr. Martz will contact the contractor that is currently there to see about having it removed.



SCHEDULED

AGENDA ITEM (ID # 2840)

DOC ID: 2840

Board Discussion on Tree Trimming on Saginaw Street.

COMMENTS - Current Meeting:

Mr. Fenner stated Consumers Energy will trim the trees if they interfere with the electrical lines. We do not need to trim them.

The board agrees to no longer trim the trees within the DDA district.