



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JANUARY 17, 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 8:50 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	Absent	
Neil Martz	Commissioner	Absent	

B. STAFF PRESENT

C. APPROVAL OF MINUTES

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

D. ADMINISTRATIVE REPORT

1. November Rev and Exp Report
2. DDA Rev and Exp Report 12312016

E. AUDIENCE PARTICIPATION

F. BOARD RECOMMENDATION AND/OR ACTION

1. Board Discussion on Banner Poles.
2. Board Discussion on Christmas Decorations.
3. Board Discussion on Demolition Projects in the DDA District.
4. Discussion on Tree Trimming on Saginaw Street.
5. Discussion on DDA Board Candidates and Appointments.

Meeting was adjourned at 8:50 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 Mobile 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)



SCHEDULED

AGENDA ITEM (ID # 2764)

DOC ID: 2764

November Rev and Exp Report

ATTACHMENTS:

- DDA Rev and Exp 11302016 (PDF)

12/06/2016 10:20 AM
User: millerg
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

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D.1.a

PERIOD ENDING 11/30/2016
% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2016-17	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BI
		AMENDED BUDGET	11/30/2016 NORM (ABNORM)	MONTH 11/30/16 INCR (DECR)			
					YEAR-TO-DATE	BALANCE	US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	31,500.00	30,587.37	690.20	0.00	912.63	97.1
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 APPROP (STATE)	800.00	0.00	0.00	0.00	800.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	900.00	0.00	0.00	0.00	900.00	0.0
Total Dept 0000		34,100.00	30,587.37	690.20	0.00	3,512.63	89.7
TOTAL REVENUES		34,100.00	30,587.37	690.20	0.00	3,512.63	89.7
Expenditures							
Dept 0000							
5013-0000-717.0000	RETIREMENT - MERS ACTIVE	100.00	0.00	0.00	0.00	100.00	0.0
5013-0000-718.0000	RETIREMENT - MERS RETIREES	100.00	0.00	0.00	0.00	100.00	0.0
5013-0000-719.0000	Payroll Fringes	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5013-0000-757.0000	OPERATING EXPENDITURES	800.00	41.92	0.00	0.00	758.08	5.2
5013-0000-808.0000	AUDIT	500.00	232.86	59.31	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	4,639.88	4,639.88	0.00	(639.88)	116.0
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	18,000.00	10,948.56	4,725.00	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	0.00	0.00	0.00	5,000.00	0.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00	0.00	0.00	3,000.00	0.0
Total Dept 0000		33,000.00	20,150.22	9,424.19	0.00	12,849.78	61.0
TOTAL EXPENDITURES		33,000.00	20,150.22	9,424.19	0.00	12,849.78	61.0
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		34,100.00	30,587.37	690.20	0.00	3,512.63	89.7
TOTAL EXPENDITURES		33,000.00	20,150.22	9,424.19	0.00	12,849.78	61.0
NET OF REVENUES & EXPENDITURES		1,100.00	10,437.15	(8,733.99)	0.00	(9,337.15)	948.8

Attachment: DDA Rev and Exp 11302016 (2764 : November Rev and Exp Report)



SCHEDULED

AGENDA ITEM (ID # 2800)

DOC ID: 2800

DDA Rev and Exp Report 12312016

ATTACHMENTS:

- DDA Rev and Exp 12312016 (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 12/31/2016

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 12/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/16 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	30,591.20	3.83	0.00	908.80	97.1
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	1,029.25	0.00	(229.25)	128.6
5013-0000-574.0000	SINGLE BUSINESS TAX	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	900.00	0.00	0.00	0.00	900.00	0.0
5013-0000-678.0000	REIMBURSEMENT INCOME	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-694.0000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-699.0000	USE OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.0
Total Dept 0000		34,100.00	31,620.45	1,033.08	0.00	2,479.55	92.7
TOTAL REVENUES		34,100.00	31,620.45	1,033.08	0.00	2,479.55	92.7
Expenditures							
Dept 0000							
5013-0000-717.0000	RETIREMENT - MERS ACTIVE	100.00	0.00	0.00	0.00	100.00	0.0
5013-0000-718.0000	RETIREMENT - MERS RETIREES	100.00	0.00	0.00	0.00	100.00	0.0
5013-0000-719.0000	Payroll Fringes	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5013-0000-757.0000	OPERATING EXPENDITURES	800.00	41.92	0.00	0.00	758.08	5.2
5013-0000-808.0000	AUDIT	500.00	232.86	0.00	0.00	267.14	46.5
5013-0000-811.0000	POLICE SERVICES	0.00	0.00	0.00	0.00	0.00	0.0
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	7,074.89	2,435.01	0.00	(3,074.89)	176.8
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
5013-0000-957.0000	SURPLUS	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-973.0000	DDA COMMUNITY EVENTS	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	0.00	0.00	0.00	5,000.00	0.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00	0.00	0.00	3,000.00	0.0
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-999.7892	BUS STOP IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-999.7893	BRICK PAVER IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0
Total Dept 0000		33,000.00	22,585.23	2,435.01	0.00	10,414.77	68.4
TOTAL EXPENDITURES		33,000.00	22,585.23	2,435.01	0.00	10,414.77	68.4
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		34,100.00	31,620.45	1,033.08	0.00	2,479.55	92.7
TOTAL EXPENDITURES		33,000.00	22,585.23	2,435.01	0.00	10,414.77	68.4
NET OF REVENUES & EXPENDITURES		1,100.00	9,035.22	(1,401.93)	0.00	(7,935.22)	821.3
BEG. FUND BALANCE		213,511.50	213,511.50				
END FUND BALANCE		214,611.50	222,546.72				

Attachment: DDA Rev and Exp 12312016 (2800 : DDA Rev and Exp Report 12312016)



SCHEDULED

AGENDA ITEM (ID # 2805)

DOC ID: 2805

Board Discussion on Banner Poles.



SCHEDULED

AGENDA ITEM (ID # 2806)

DOC ID: 2806

Board Discussion on Christmas Decorations.



SCHEDULED

AGENDA ITEM (ID # 2807)

DOC ID: 2807

Board Discussion on Demolition Projects in the DDA District.



SCHEDULED

AGENDA ITEM (ID # 2808)

DOC ID: 2808

Discussion on Tree Trimming on Saginaw Street.



SCHEDULED

AGENDA ITEM (ID # 2809)

DOC ID: 2809

Discussion on DDA Board Candidates and Appointments.