



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JANUARY 18, 2016

AGENDA

Council Chambers

Regular Meeting

8:30 AM

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

A. CALL TO ORDER

B. STAFF PRESENT

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Nov 16, 2015 8:30 AM

D. ADMINISTRATIVE REPORT

1. DDA October 2015 Revenue and Expenditure Report
2. DDA November 2015 Revenue and Expenditure Report

E. 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 five (5) minutes and to speak on the topics germane to City business.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion and Possible Action Regarding Sidewalk Shoveling within the DDA District.
2. Discussion and Possible Action on General Topics Germane to the DDA District.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

NOVEMBER 16, 2015

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	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Ginger Burke-Miller, Controller

Bob Slattery, DPW Director
Racheal Boggs, Clerk's Office

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Oct 19, 2015 8:30 AM

Minutes of October 19, 2015 amended to reflect the absence of Laurie Moncrieff.

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

D. ADMINISTRATIVE REPORT

Mr. Slattery provided an update on the paving project on Saginaw Street. The crews have had issues of water main breaks in the old lines over the weekend but they are still on target to have the trench paving and striping complete by Friday.

Mr. Fenner asked if the two sections of sidewalk in front of his shop will be repaired by spring.

Mr. Slattery will check into this and report back about those as well as any other sidewalks on Saginaw Street that have been disrupted.

1. DDA September 2015 Revenue and Expenditure Report

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion on Potential Downtown Development Authority Board Members

Jamie Thorn of It's Perfumed Oil in Burton expressed interest in a vacant position on the City of Burton's Downtown Development Authority.

Mr. Richvalsky will submit to the Mayor, Jamie Thorn as an interested DDA member. He also asked Lisa Easterwood if she would be willing to serve as an ex-officio member of the DDA.

Lisa Easterwood would like to discuss this with the Mayor.

2. Discussion on Downtown Development Authority Visioning Plan.

Lisa Easterwood of Fleis & Vanderbrink encouraged the DDA to continue promoting the Visionary Plan. In order for it to be successful, it will involve cooperation from several groups including City Council, the Planning Commission, the Mayor and City Administration. Transportation Improvement Plan (TIP) applications were submitted on Friday. The scoring criteria addresses complete streets and safety. The DDA Visioning Plan also addresses these items so the scoring for Saginaw Street should rank pretty high.

Mr. Fenner asked if the plan has to be followed since it was used to obtain the points for the funds.

Mr. Hayman stated the way we submitted the plan is tied to the funding. You can deviate from the plan once funding is approved: there are changes as a project moves along however, if we obtain funding we are going to build a road essentially like we are asking to build.

Mr. Slattery stated there were three segments of the DDA District included in the TIP application: Judd Road to Bristol Road which is first priority, Maple Road to Judd Road and Bristol Road to Hemphill Street which are second priority projects. This application is for the years 2018, 2019 and 2020 and we compete with all other projects in the County.

3. Discussion and Possible Action on General Topics Germane to the DDA District.

Mr. Fenner asked about getting a committee together to develop facade standards.

Lisa Easterwood advised the board that this is an ordinance overlay specific to the DDA to create higher standards for businesses located within the DDA District. This requires a resolution from the City Council, develop a draft, have a public hearing and take all the necessary steps of creating an ordinance.

Mr. Hayman suggested the DDA Board contact Amber Abbey at the DPW to get this process started.

Mr. Martz asked about easement locations for banner pole locations.

Mr. Slattery stated he has photos of the pole locations for the DDA. The detailed drawings are very old. He will talk to the road commission to see what they have.

Mr. Martz stated that due to the current construction on Saginaw Street, removing the asphalt in the right of way will be put on hold until spring time.

Board discussion on banner poles and clock tower.

Mr. Martz mentioned asking the Fire Department or DPW to clean the oxidation off of the clock.

Mr. Richvalsky provided the tree trimming estimate from Aspen Tree Service to the board. It will cost \$7,500.00 for all the trees on Saginaw Street to be pruned.

Mrs. Burke-Miller stated the DDA had \$12,720.00 available as of September 30, 2015.

Board discussion on a DDA member potentially joining the Planning Commission and/or creating a master plan subcommittee. Mr. Martz and Mr. Richvalsky both expressed interest in the position.

4. Motion to Approve and Authorize Aspen Tree Service to Trim all Trees on Saginaw Street in the Amount of \$7,500.00.

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

Meeting was adjourned at 9:40 AM.



SCHEDULED

INFORMATION ITEM (ID # 2019)

DOC ID: 2019

DDA October 2015 Revenue and Expenditure Report

ATTACHMENTS:

- DDA Oct 2015 (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 10/31/2015

% Fiscal Year Completed: 33.61

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BD
		AMENDED	10/31/2015	MONTH	10/31/2015	BALANCE	
		BUDGET	NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	31,700.00	26,844.16	14,549.55		4,855.84	84.6
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	0.00	0.00		(100.00)	0.0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00	0.00		1,000.00	0.0
5013-0000-574.0000	SINGLE BUSINESS TAX	0.00	0.00	0.00		0.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	300.00	0.00	0.00		300.00	0.0
5013-0000-678.0000	REIMBURSEMENT INCOME	100.00	0.00	0.00		100.00	0.0
5013-0000-694.0000	MISCELLANEOUS REVENUE	0.00	0.00	0.00		0.00	0.0
5013-0000-699.0000	DEFICIT	3,800.00	0.00	0.00		3,800.00	0.0
Total Dept 0000		36,800.00	26,844.16	14,549.55		9,955.84	72.9
TOTAL Revenues		36,800.00	26,844.16	14,549.55		9,955.84	72.9
Expenditures							
Dept 0000							
5013-0000-719.0000	Payroll Fringes	0.00	0.00	0.00		0.00	0.0
5013-0000-757.0000	SUPPLIES & POSTAGE	800.00	0.00	0.00		800.00	0.0
5013-0000-808.0000	AUDIT	400.00	245.00	0.00		155.00	61.2
5013-0000-811.0000	POLICE SERVICES	0.00	0.00	0.00		0.00	0.0
5013-0000-879.0000	PUBLIC RELATIONS	0.00	0.00	0.00		0.00	0.0
5013-0000-880.0000	COMMUNITY DECORATIONS	2,600.00	0.00	0.00		2,600.00	0.0
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	17,000.00	5,320.00	1,040.00		11,680.00	31.2
5013-0000-956.0000	MISCELLANEOUS	5,000.00	87.64	87.64		4,912.36	1.7
5013-0000-957.0000	SURPLUS	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	0.0
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
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	3,000.00	0.00	0.00		3,000.00	0.0
5013-0000-999.7892	BUS STOP IMPROVEMENTS	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	0.0
Total Dept 0000		36,800.00	5,652.64	1,127.64		31,147.36	15.3
TOTAL Expenditures		36,800.00	5,652.64	1,127.64		31,147.36	15.3
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		36,800.00	26,844.16	14,549.55		9,955.84	72.9
TOTAL EXPENDITURES		36,800.00	5,652.64	1,127.64		31,147.36	15.3
NET OF REVENUES & EXPENDITURES		0.00	21,191.52	13,421.91		(21,191.52)	100.0

Attachment: DDA Oct 2015 (2019 : DDA October 2015 Revenue and Expenditure Report)



SCHEDULED

INFORMATION ITEM (ID # 2060)

DOC ID: 2060

DDA November 2015 Revenue and Expenditure Report

ATTACHMENTS:

- Nov 2015 DDA rev and exp (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 11/30/2015

% Fiscal Year Completed: 41.80

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BL
		AMENDED	11/30/2015	MONTH	11/30/2015	BALANCE	
		BUDGET	NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	31,700.00	27,710.66	866.50		3,989.34	87.4
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	0.00	0.00		(100.00)	0.0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00	0.00		1,000.00	0.0
5013-0000-574.0000	SINGLE BUSINESS TAX	0.00	0.00	0.00		0.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	300.00	0.00	0.00		300.00	0.0
5013-0000-678.0000	REIMBURSEMENT INCOME	100.00	0.00	0.00		100.00	0.0
5013-0000-694.0000	MISCELLANEOUS REVENUE	0.00	0.00	0.00		0.00	0.0
5013-0000-699.0000	DEFICIT	3,800.00	0.00	0.00		3,800.00	0.0
Total Dept 0000		36,800.00	27,710.66	866.50		9,089.34	75.3
TOTAL Revenues		36,800.00	27,710.66	866.50		9,089.34	75.3
Expenditures							
Dept 0000							
5013-0000-719.0000	Payroll Fringes	0.00	0.00	0.00		0.00	0.0
5013-0000-757.0000	SUPPLIES & POSTAGE	800.00	(56.15)	(56.15)		856.15	(7.0)
5013-0000-808.0000	AUDIT	400.00	245.00	0.00		155.00	61.2
5013-0000-811.0000	POLICE SERVICES	0.00	0.00	0.00		0.00	0.0
5013-0000-879.0000	PUBLIC RELATIONS	0.00	0.00	0.00		0.00	0.0
5013-0000-880.0000	COMMUNITY DECORATIONS	2,600.00	0.00	0.00		2,600.00	0.0
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	17,000.00	6,355.00	1,035.00		10,645.00	37.3
5013-0000-956.0000	MISCELLANEOUS	5,000.00	87.64	0.00		4,912.36	1.7
5013-0000-957.0000	SURPLUS	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	0.0
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
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	3,000.00	0.00	0.00		3,000.00	0.0
5013-0000-999.7892	BUS STOP IMPROVEMENTS	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	0.0
Total Dept 0000		36,800.00	6,631.49	978.85		30,168.51	18.0
TOTAL Expenditures		36,800.00	6,631.49	978.85		30,168.51	18.0
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		36,800.00	27,710.66	866.50		9,089.34	75.3
TOTAL EXPENDITURES		36,800.00	6,631.49	978.85		30,168.51	18.0
NET OF REVENUES & EXPENDITURES		0.00	21,079.17	(112.35)		(21,079.17)	100.0



SCHEDULED

AGENDA ITEM (ID # 2079)

DOC ID: 2079

Discussion and Possible Action Regarding Sidewalk Shoveling within the DDA District.



SCHEDULED

AGENDA ITEM (ID # 2080)

DOC ID: 2080

Discussion and Possible Action on General Topics Germane to the DDA District.