



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JANUARY 21, 2020

AGENDA

Council Chambers

Regular Meeting

8:30 AM

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

A. ROLL CALL

B. STAFF PRESENT

C. ADMINISTRATIVE REPORT

1. Revenue and Expenditure Report as of December 31, 2019

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Dec 16, 2019 8:30 AM

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 three (3) minutes and to speak on the topics germane to City business.

F. BOARD RECOMMENDATION AND/OR ACTION

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

G. BOARD DISCUSSION

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, FEBRUARY 18, 2019 @ 8:30 AM.



SCHEDULED

INFORMATION ITEM (ID # 4717)

DOC ID: 4717

Revenue and Expenditure Report as of December 31, 2019

ATTACHMENTS:

- Revenue and Expenditure Report DDA 12-31-19 (PDF)

01/15/2020 03:01 PM
 User: moffittk
 DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

Page: 1/1

PERIOD ENDING 12/31/2019

% Fiscal Year Completed: 50.27

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

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 12/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDG USE
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	34,500.00	30,258.26	0.00	4,241.74	87.71
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	100.00	0.00	0.00	100.00	0.00
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	800.00	0.00	0.00	800.00	0.00
5013-0000-666.0000	INVESTMENT INTEREST	500.00	0.00	0.00	500.00	0.00
Total Dept 0000		35,900.00	30,258.26	0.00	5,641.74	84.28
TOTAL REVENUES		35,900.00	30,258.26	0.00	5,641.74	84.28
Expenditures						
Dept 0000						
5013-0000-757.0000	OPERATING EXPENDITURES	500.00	66.18	0.00	433.82	13.24
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	376.88	0.00	123.12	75.38
5013-0000-818.0001	SAGINAW ST CORRIDOR	10,000.00	0.00	0.00	10,000.00	0.00
5013-0000-826.0000	LEGAL	500.00	0.00	0.00	500.00	0.00
5013-0000-879.0000	PUBLIC RELATIONS	1,000.00	600.00	600.00	400.00	60.00
5013-0000-880.0000	COMMUNITY DECORATIONS	8,000.00	423.63	109.45	7,576.37	5.30
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	3,400.00	53.68	0.00	3,346.32	1.58
5013-0000-956.0000	MISCELLANEOUS	2,000.00	0.00	0.00	2,000.00	0.00
5013-0000-999.1001	TRANSFER TO GENERAL FUND	2,000.00	2,000.00	0.00	0.00	100.00
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00	0.00	0.00	100.00
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	3,000.00	0.00	0.00	100.00
Total Dept 0000		35,900.00	11,520.37	709.45	24,379.63	32.09
TOTAL EXPENDITURES		35,900.00	11,520.37	709.45	24,379.63	32.09
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		35,900.00	30,258.26	0.00	5,641.74	84.28
TOTAL EXPENDITURES		35,900.00	11,520.37	709.45	24,379.63	32.09
NET OF REVENUES & EXPENDITURES		0.00	18,737.89	(709.45)	(18,737.89)	100.00
BEG. FUND BALANCE		207,577.05	207,577.05			
END FUND BALANCE		207,577.05	226,314.94			

Attachment: Revenue and Expenditure Report DDA 12-31-19 (4717 : Revenue and Expenditure Report as



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

DECEMBER 16, 2019

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	
Larry Stapleton	Commissioner	Present	
Neil Martz	Commissioner	Present	
Stephanie Fenner	Commissioner	Present	

B. STAFF PRESENT

Charles Abbey, Deputy DPW Director
Racheal Boggs, City Clerk
Lindsey Bice, Records Tech

C. ADMINISTRATIVE REPORT

Mr. Richvalsky asked what is the status on the DPW Director.

Mr. Abbey stated we do not have one at the moment. For the last couple days he has been taking over some of the responsibilities but that is a decision the Mayor will make. As Deputy that is the natural progression.

Mr. Richvalsky stated we know time marches on. Things still have to get taken care of in there.

Mr. Abbey stated the work from that department is being restructured. Amber, Pete Wingblad and Myself have been working on it in the short term. There are some processes we have to go through and union issues that come into play. In the interim, I will be handling all those things until the Mayor makes the final call. I will be delegating some responsibilities to Amber, Pete and the two superintendents, Chris and Dave.

1. Revenue and Expenditure Report as of November 30, 2019

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Nov 18, 2019 8:30 AM

Minutes Acceptance: Minutes of Dec 16, 2019 8:30 AM (Approval of Minutes)

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

E. AUDIENCE PARTICIPATION

Lyle Demo owner of Auto Shine Detailing stated he is looking for DDA approval on moving his dealers license to the DDA district. He currently sells vehicles online, and does not want a car lot. He is looking at cleaning up and using the pole barn to keep cars. He wants to make a nice entryway and put asphalt down. He does wholesale and resale. He wants to put a lot of money into this but first needs to make sure its something he can do.

Mr. Martz stated he would classify his operation as inside car sales.

Mr. Demo stated yes, that is what he wants.

Mr. Martz asked if he does repair for vehicles?

Mr. Demo stated Georgie's does do that but there will not be a bunch of junk cars sitting around in the parking lot.

Mr. Richvalsky asked if we could insert Mr. Demo's map into our minutes?

Ms. Boggs stated yes.

Mr. Richvalsky discussed with Mr. Demo the upcoming road project on that area of Saginaw Street and invited him to come back and present his site plan if he gets approval from Planning and Zoning.

Gregory Fenner of Burton stated he encouraged Lyle to come up here. With the new master plan, dealers and car repair places don't necessarily fit in. What Lyle is proposing, with the retail space and not having the cars out, would actually fit your DDA. We all know that the building Lyle is interested in is in disrepair, and expecting the entire building to be retail would be difficult. Having the space of retail along with the detail shop would be beneficial. If you know Lyle, I have known Lyle for a long time, the building he is currently renting for his business looks 100 times better since he has been there. So, I know Lyle will take this building and improve it also. I had him come here as encouragement to go before the Planning Commission. I know Amber is concerned about having the cars sitting out so maybe there could be a note from us that we know he will not be doing that. They have a lot of small dealerships that are limited on the amount of cars they are allowed to sit out but always exceed that amount and don't follow the laws and rules. So what Lyle is asking for is that you guys are able to say you know he will improve the area and not turn it into a car lot and it will be much better when Lyle is done with it.

Mr. Richvalsky stated that his building is right on Saginaw Street so natural selection, the only parking he has would be to the south of the building.

Mr. Fenner stated correct. There will not be anything in the front of the building. And it is already a detail shop as well as being able to be a repair shop. So even if it wasn't Lyle, someone could purchase this building and do repair out of it still and not make it as nice as Lyle will.

Minutes Acceptance: Minutes of Dec 16, 2019 8:30 AM (Approval of Minutes)

Mr. Martz stated he believes what Lyle is proposing may not be in total compliance, but may bring it closer to compliance to the master plan and expectation of the DDA on that corridor rather than leaving it the way it is.

Mr. Fenner stated correct. That's why he suggested the added retail space which is what we are trying to get down there, he already wanted that. The garage door will be removed on the front. I have had my car detailed at Lyle's garage before, it's a neat clean garage on the inside and he runs a good business. So I would be encouraged to have him stay in our DDA. He is already trying to paint it and clean it up without owning it so imagine the changes he will make if he does get the opportunity to own it. T-Rods has a dealer in an office with a wholesalers license and he never has cars there and the Planning Commission apparently thought that was okay too. So it's not a precedence to set by letting someone have a dealers license with the stipulation they don't put cars out for sale.

F. BOARD RECOMMENDATION AND/OR ACTION

Mr. Richvalsky welcomed Mrs. Fenner to the DDA. We are happy to have you, you add a little diversity to our panel which means a lot to us. Feel free to speak your mind, that is what we are here for. Also, I wanted to say that we had a wonderful Tree Lighting Ceremony at the fire station. Very well received. I want to give kudos to our Parks and Recreation and to Tina Conley for her efforts on putting that together. Absolutely wonderful turnout, we all enjoyed it very much and I hope it just gets bigger and better, I think it will. I want to say we are here as a DDA to throw our support next year in that regard.

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

Mr. Richvalsky stated we had a Christmas Decorating Contest. The Judges were Mayor Haskins, Ellen Ellenburg our County Commissioner, Tim Sneller our State Representative and Tina Conley our Council Woman. The third place \$100.00 winner was RFJ Design, that is the furniture re-finishing place with the window design on the corner of Connell and Saginaw. The Second place \$200.00 prize winner was PJ's Beads on the corner of Saginaw and Judd Road, they operate a jewelry and bead business. The first place \$300.00 prize winner was Al's Trans and Gear on South Saginaw Street near Decamp. This was an effort on every ones part on Saginaw Street. Some honorable mentions I would like to make are The Happy Harvester, Master Pete's, and Flint Fabric and Upholstery. They all did a phenomenal job. We did get some push back on the wreaths but it was things like the contest and also the Tree Lighting Ceremony where we made up for it.

Ms. Boggs stated on behalf of the Mayor and the administration we would like to welcome Mrs. Fenner to the board. The Mayor apologizes that he could not be here this morning but he had a prior engagement, he did want to say a few things and I told him I would communicate that with you. Mayor Haskins wanted to thank you for letting him be a part of the Christmas Decorating Contest as a judge. He thoroughly enjoyed walking our city and seeing all the lights and decorations put up by the businesses. The criteria for judging was that the decorations be esthetically pleasing, that they be eye catching from the road and that it promotes the business. The panel of judges felt like RFJ Design decorated their business in a way that showcased how they refurbish furniture by using homemade decorations in their window design, playing music outside and the lights in the window were definitely eye catching from the road. For the second place winner, PJ's Beads, the lights on the inside could be seen even further than Judd road. It caught your eye as soon as you drove by. The winner, Al's Trans and Gear, they really like the way the mailbox was decorated at

first but then the judges noticed they had made a snowman out of tires which they thought was really promoting their business. So that was the reason they had chose Al's Trans and Gear as the winners of the Christmas Decorating Contest.

Mr. Richvalsky stated with that he would like to request to the board that we present the checks to the winners again this year as we did last year. As soon as we have the Controller cut the checks we could get them out to the winners asap.

Mr. Coates asked if Mr. Richvalsky knew how long it would take to get the checks?

Mr. Richvalsky stated this is the first public announcement of the winners so after the meeting he will go in there to talk to her and request that the checks be cut. Would all of you like to go to deliver the checks?

Ms. Boggs stated Mr. Chairman in your board packet today there is a form for you to sign to request the checks.

Mr. Richvalsky asked if the checks are ready yet?

Ms. Boggs stated they are not cut yet but they can be relatively quickly once the Controller receives the form with your signature.

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

G. BOARD DISCUSSION

Mr. Coates stated we need to discuss the wreaths. There was quite a bit of activity on Facebook about why we did not put up the wreaths and thank you to Racheal for posting what you did on Facebook, trying to explain to people why we did not put up the wreaths even though they were not really satisfied with that. We need to reconsider this and that is because the individual from the neighborhood went and put those bows up and down South Saginaw Street on their own. I think we need to take a look at it for next year.

Mr. Richvalsky stated it is duly noted and I think that is something we need to discuss further at the next meeting. Racheal, I did not read your post but could you elaborate on what you said.

Ms. Boggs stated one individual had expressed concern that the wreaths were not up and basically called us a bunch of grinchies. So I simply put you all as a board decided, with the safety concerns regarding the lights and the poles, not to put them up and instead donated money to the Parks and Recreation for the Tree Lighting Ceremony and make it more about that this year rather than lighting up what could potentially be unsafe lights that hardly lit anyway down Saginaw Street. As Mr. Coates said, it wasn't received very well but at least they knew there was a plan.

Mr. Richvalsky stated at least they know we had thought about it. We will discuss it all at a later date. The wreaths are old but they aren't terrible. We could refurbish them or do some work on them.

Mr. Martz stated he believes we are moving into a different direction as we continue to support the businesses putting up decorations at street level, perhaps we might consider putting lights on our trees rather than sticking them way up on a telephone pole. I'd like to see us continue to look at other avenues and it seems like there was a lot of interest in

some of the newer things we were doing this year. Like the old parade, I bet we had more people at the Christmas Tree Lighting than at the parade. I think there is more wisdom in being more creative rather than just doing something because we did it before. There is a big expense to get those wreaths up and I don't think it's that much of a bang for the expense.

Mrs. Fenner stated I do a lot of purchasing for business at the market in Atlanta, so I do a lot of wholesale and commercial purchasing. Personally, those wreaths, when you put white lights on a green wreath along a road, they are not visible and they are broken down. I would be happy to take a professional look at them to see quality and whether or not refurbishing them is financially viable. If you are talking about spending \$6,000.00 to put something up that isn't attractive just to appease a few people, I think that money invested yearly, within three years, we could have something bright and pretty along that section which would be more beneficial and Christmas-y. And I agree with everyone else, that Tree Lighting Ceremony was fabulous. Getting to drive by the park every evening while it is lit up is a bigger show of Burton Christmas pride.

Mr. Richvalsky stated we did look into taking the wreaths that are there and refurbishing them. We thought about taking all the garland off them and just putting lights onto the frames. I think even the cost of using what we had and refurbishing them was very expensive.

Mrs. Fenner stated we should look into something more colorful and maybe take the electricity portion out of it. Leave the electricity to be paid for by those who are decorating closer to the ground. I do not think the wreaths are worth spending the time and energy on.

Mr. Richvalsky asked so we should leave the tired wreaths in the barn?

Mrs. Fenner stated I am happy to take a look at them and if I could figure out a way to refurbish them inexpensively we could do that but my suggestion would be to yes, leave the tired wreaths in the barn.

Mr. Martz suggested we also have the option of selling those to get different things if we wanted to.

Mr. Richvalsky stated there are a number of things we could do. We received the backlash from not putting the wreaths up, we have people that want to put the wreaths up, we have received a lot of opinions and emotions on this so I believe we accomplished what we wanted to by not putting the wreaths up.

Mr. Stapleton stated if you need help refurbishing them I will donate my time to help as well.

Mrs. Fenner said thank you. We have twelve months, but if I could get out there and bring a couple to my shop to start taking apart to see what needs to be done. I leave in January to buy for my own business and I will bring back some brochures from the companies that I have used in the past.

Mr. Richvalsky stated that we used Bronners and local companies around here before.

Mrs. Fenner stated that Bronners purchases from these companies. So price point wise we might want to look into going directly through these companies.

Mr. Coates stated the only things we got from Bronners was the bulbs.

Mr. Martz stated it looks like the City of Flint did the sidewalk repair at Hemphill and Saginaw Street. There seems to be a void area between the retaining timbers and grade, so you have about a foot of exposed dirt up against the sidewalk underneath the planner at that liquor store. I don't know if that is final completion of the city or not but if it is we can expect a lot of that dirt to be washed underneath those timbers onto that sidewalk.

Mr. Richvalsky stated he agrees with the looks and believes it is going to be the responsibility of the owner of the liquor store. The only thing we can do is mention it to the owner that he should do something with it.

Mr. Martz stated we could maybe approach him and give him some support from our group if he gave us an easement for the entrance structures or something. There could be some benefit for us to have a conversation with that owner now since there is an issue, and he has to pull money out of his pocket to fix it or else he might be willing to work with us to do something more as a community announcement thing down there.

Mr. Richvalsky stated it might be a good idea to do what we did at clock square, and match the brick paver kind of thing right there at that corner as well. We would have to find out if the curbing would allow that with the sidewalk itself. Maybe have something that says 'Welcome to Burton' there as well.

Mr. Martz stated he will volunteer to approach whoever is left in the DPW to figure out if that is finished or not finished. Then I could go chat with the guy on the corner if you don't mind.

Mr. Coates stated you can start the conversation with him but we do not have the jurisdiction once you get passed the sidewalk.

Mr. Martz stated I understand that but if he gives the DDA a landscaping easement like we got on that clock corner, there is a right for us to do something on private property for a public benefit.

Mr. Richvalsky stated you are saying give him some incentive to do something there. There is nothing wrong with asking.

Mr. Martz stated right. I can't commit funds for us but at least I can start a conversation that something needs to happen here.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON TUESDAY, JANUARY 21, 2020 @ 8:30 AM.

Meeting was adjourned at 9:08 AM.

Minutes Acceptance: Minutes of Dec 16, 2019 8:30 AM (Approval of Minutes)