



# CITY OF BURTON

## BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JULY 15, 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 |         |
| Gregory Fenner  | Commissioner  | Present |         |
| Larry Stapleton | Commissioner  | Present |         |
| Neil Martz      | Commissioner  | Present |         |

#### B. STAFF PRESENT

Bob Slattery, DPW Director  
Racheal Boggs, Deputy Clerk

#### C. ADMINISTRATIVE REPORT

None.

#### D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jun 17, 2019 8:30 AM

|                  |                                              |
|------------------|----------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Steve Coates, Vice Chairman                  |
| <b>SECONDER:</b> | Neil Martz, Commissioner                     |
| <b>AYES:</b>     | Richvalsky, Coates, Fenner, Stapleton, Martz |

#### E. AUDIENCE PARTICIPATION

Jeremy Scharrer, member of Burton Parks & Recreation Commission, asked the DDA Committee if they would like to participate in the Christmas Parade this year, or wait another year.

Mr. Richvalsky said if we have it on Saginaw Street and if so, where. In the last parade, the entire road was not even shut down. Traffic was going down one side of the road and the parade was on the other side. This was dangerous, not very festive and not very well received. We wouldn't mind cooperating with the Parks & Recreation if we could get something more festive and family friendly.

Tina Conley, member of Burton City Council and Parks & Recreation, stated I think we can all work together and plan something that will be really nice.

Mr. Scharrer stated I have thought about the venue for the last couple of years. I work with Salvation Army. Two years ago, we did a Warm up with Santa after the parade at Fire Station #1. We had coffee and snacks and everyone met with Santa. It would be great if we could reverse the direction of the parade to end up at the fire station. Bristol Road would have to be shut down because that is probably where a lot of the traffic is coming from. The parade would go right through Clock Corner and some of the other major focal points of the city.

Mr. Fenner said there are a few problems we will have to work out such as getting everyone to clean their own sidewalks if it snows. If we choose a date and stick with it, I am sure we would all be in on it. We held our first ever Christmas Decorating contest last year to try to get more businesses to put lights and decorations up. I think if we have this closer to the Thanksgiving holiday versus the Christmas holiday we would get more participation. They do this for the Holly parade. They have three weekends in a row of events, it's really nice.

Mr. Scharrer said we also have Pizza with Santa in the morning, setting up the parade right after and then the Warm up with Santa after the parade. We are stretched pretty thin. We need more help. Last year I think we had four vehicles in the parade, that is why we want to get started early. We could get invitations sent out early to all of the businesses. The Memorial Day Parade is huge. Maybe we could invite some of those people to participate in the Christmas Parade. We would like to start the parade on Williamson and go north to Connell and end up at the fire station.

Mr. Martz said we may be able to get more support and participation if we have a central location for a Christmas tree lighting or battle of the choirs.

Mr. Coates said people were very disappointed in the last parade. Some said they wouldn't be back. We would have to make it big to get the people to come.

Mr. Richvalsky suggested having the tree lighting at Fireman's Park. He said that way it would tie into the venue, people would be right there for the Warm up with Santa event. Or instead of a parade we could just have that.

Mr. Fenner said I think we are all on board with this. Bring us your suggestions and let us know what you need from us. If it is in the downtown area we could help with funding.

## **F. BOARD DISCUSSION**

Mr. Richvalsky said the paving project looks really good.

Mr. Fenner asked how much longer will the barrels be out there. It is difficult to turn in and out of driveways with the barrels in the right of way and it is killing the grass. Also, what is going on with those asphalt sections?

Mr. Slattery stated I spoke to the contractor and they should have them removed by Thursday. I am trying to get them removed by Tuesday. When they put those asphalt sections in, I told them that we wanted that to be concrete. The plans call for grass but we don't want grass there. The contractor is going to talk to Ace about pulling the asphalt out and putting concrete in. The expensive part would be if Ace charges us to remobilize. We are going to see if we can work with them on that. Another option would be to have the DPW workers do it or wait until Ace starts work on Center Road and maybe they can do it then.

Mr. Richvalsky asked why the curb wasn't cut out at Trapper Joe's.

Mr. Martz said months ago we went through the plans and discussed all this.

Mr. Richvalsky asked about the possibility of taking care of the things we asked for when they do the asphalt removal and concrete replacement.

Mr. Slattery stated there is a great possibility of that. I would like to get the DDA involved in the next Saginaw Street phase. It will be designed next summer and completed the following summer. The next step is to select a design consultant for the next phase, from Maple to Bristol Road. I would like to have the DDA Committee there at the design meetings.

Mr. Coates stated the MDOT site states that Saginaw Street is to be completed in 2020.

Mr. Slattery stated the timeline doesn't allow for enough time for designing, engineering, bids, etc. The City of Burton would also have to take out a state infrastructure bank loan like we did for Center Road and do what they call an advance construct. It is in the Transportation Improvement Program, (TIP), for 2021. I think the website states that the design will be 2020 with the construction begin done in 2021. If you wait until 2021 this would qualify for federal aid.

Discussion ensued on Center Road project: cost, interest and how it compares to Saginaw Street, project details of Saginaw Street and coring the man hole covers.

Mr. Fenner asked if we are happy with the design, can we just have the same contractor do it. I suggest we definitely core the manholes on the next section of Saginaw Street regardless of who does the work.

Mr. Slattery said without regard to cost, you choose an engineering firm based on qualifications. Engineering work does not go to bid.

Mr. Martz stated we lost a tree in front of All Weather Seal on the Southwest corner of Williamson and Saginaw about two weeks ago due to an accident. We need to contact the attorney and Police Department to try to recover our cost. The cost will be around \$750.00 to buy a tree and put it up.

Mr. Coates asked when the Back to the Bricks banners will be going up.

Mr. Slattery stated Steve Hobson delivered the banners and we will be putting them up this coming week. We are extremely short staffed so it might not be a bad idea to contract that out in the future.

Mr. Coates stated the banners were a gift to the City of Burton not a gift to the DDA. On behalf of the Mayor, we accepted the one set of poles with the agreement that we would put the banners up and take them down every year. It was agreed that it was going to come out of DDA budget.

Mr. Fenner stated the street sweeper came through and then patch work was done.

Mr. Slattery stated it will be swept and striped before back to the bricks, the first week in August.

Mr. Richvalsky asked what will be done about the curb cut in front of Trapper Joe's, or is it a dead issue?

Mr. Slattery stated yes, it is. The driveway is back the way it was and that was in the plans.

Mr. Coates asked if we intend to get the suckers off the trees before Back to the Bricks.

Mr. Richvalsky stated he will check into it. Some of the trees are impeding vision down the street as you are entering and exiting the businesses.

Mr. Slattery stated he is impressed with the participation between DDA and Parks & Recreation.

**THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, AUGUST 19, 2019 @ 8:30 AM.**

Meeting was adjourned at 9:10 AM.

---



# CITY OF BURTON

## BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JUNE 17, 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 |         |
| Gregory Fenner  | Commissioner  | Present |         |
| Larry Stapleton | Commissioner  | Absent  |         |
| Neil Martz      | Commissioner  | Present |         |

#### B. STAFF PRESENT

Marcy Kimball, Clerk's Office  
Ann Abbey, Deputy Assessor

#### C. ADMINISTRATIVE REPORT

None.

##### 1. Revenue and Expenditure Report as of May 31, 2019

Mr. Coates stated the \$660 expenditure was a verbal vote to authorize paying for the mulch at the Water Tower Park. This had to be a special mulch for playgrounds.

Mr. Fenner said in the future, I would like to solicit bids from local distributors.

#### D. APPROVAL OF MINUTES

##### 1. Downtown Development Authority - Special Meeting - May 13, 2019 8:30 AM

|                  |                                   |
|------------------|-----------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>       |
| <b>MOVER:</b>    | Steve Coates, Vice Chairman       |
| <b>SECONDER:</b> | Gregory Fenner, Commissioner      |
| <b>AYES:</b>     | Richvalsky, Coates, Fenner, Martz |
| <b>ABSENT:</b>   | Stapleton                         |

##### 2. Downtown Development Authority - Public Hearing - May 13, 2019 8:45 AM

Minutes Acceptance: Minutes of Jun 17, 2019 8:30 AM (Approval of Minutes)

|                  |                                   |
|------------------|-----------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>       |
| <b>MOVER:</b>    | Steve Coates, Vice Chairman       |
| <b>SECONDER:</b> | Gregory Fenner, Commissioner      |
| <b>AYES:</b>     | Richvalsky, Coates, Fenner, Martz |
| <b>ABSENT:</b>   | Stapleton                         |

#### E. AUDIENCE PARTICIPATION

Jeremy Scharrer stated I am first shift Captain of Burton Fire Department #1 and a Parks & Recreation Commissioner. I wanted to personally thank each one of you for the playground mulch. It made a world of difference in that park. There are kids playing there now.

Mr. Richvalsky asked if the fire station would be willing to adopt the park and get volunteers to help keep it nice. He said the DDA would be willing to donate coffee and donuts.

Mr. Scharrer said the park was built in the early 1990's with the intention of the fire fighters taking care of it. Over the years, when the union came in, that stopped happening. We depend on the DPW workers to do a lot at the park; however, they are overstretched with other city owned properties. The Fire Department is helping as much as they can. We have asked for help from the community, businesses, groups, churches, etc. We are amazed at the amount of support we received. We have five parks in Burton. It is our goal to see each park adopted and volunteers to help with the upkeep.

#### F. BOARD RECOMMENDATION AND/OR ACTION

1. Approve and authorize the tax millage levy of 1.8673 for the Downtown Development Authority District for the 2019-2020 fiscal year.

Discussion regarding the reduction of the mileage rate from 2 mills down to 1.8673 mills. The committee thought this was going to be for one year only.

Ann Abbey said the rollback is permanent. Our taxable value was more than the state allowed. All of our mills have been rolled back due to the Mileage Fraction Rollback.

|                  |                                   |
|------------------|-----------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>        |
| <b>MOVER:</b>    | Steve Coates, Vice Chairman       |
| <b>SECONDER:</b> | Neil Martz, Commissioner          |
| <b>AYES:</b>     | Richvalsky, Coates, Fenner, Martz |
| <b>ABSENT:</b>   | Stapleton                         |

#### G. BOARD DISCUSSION

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

Mr. Coates stated the banners for Back to the Bricks would need to go up 30 days before the event. When DPW comes back from their 4th of July holiday, it should be on their agenda to put those up.

Mr. Fenner asked if the asphalt patch work that was done at the clock corner is finished and why they did not repair it with cement.

Mr. Martz said they have another inch to put on these patch areas. I also thought we were going to take out part of that driveway that leads up to Trapper Joe's.

**THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, JULY 15, 2019 @ 8:30 AM.**

Meeting was adjourned at 9:40 AM.

Minutes Acceptance: Minutes of Jun 17, 2019 8:30 AM (Approval of Minutes)