



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JULY 17, 2017

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 - Jun 19, 2017 8:30 AM

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

F. BOARD RECOMMENDATION AND/OR ACTION

1. Board Discussion on Banner Poles.
2. Board Discussion on Lawn Mowing.
3. Board Discussion on Volunteer Services and the Use of Trash Barrels on Saginaw Street for the Back to the Bricks Event.
4. Board Discussion on General Business Germane to the DDA District.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JUNE 19, 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	Excused	
Neil Martz	Commissioner	Present	
Cindi Dail	Commissioner	Present	

B. STAFF PRESENT

Ginger Burke-Miller, Controller
Bob Slattery, DPW Director

Racheal Boggs, Deputy Clerk

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Public Hearing - May 25, 2017 8:30 AM

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

2. Downtown Development Authority - Special Meeting - May 25, 2017 8:45 AM

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

D. ADMINISTRATIVE REPORT

1. DDA May 2017 Revenue and Expenditure

No Discussion.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Board Discussion on Traffic Engineering Services on Saginaw Street.

Lisa Easterwood and Mike Labadie from Fleis & Vandenbrink discussed the details of the proposal to provide traffic engineering services for the Saginaw Street Corridor dated June 14, 2017. Items discussed include:

- Existing Conditions and Excess Capacity
- Traffic Signals/Traffic Volume
- Peak Traffic Times
- Speed Data and Optimal Speeds
- Funding
- Lane Widths and Bike Lanes
- Standards and Guidelines

Board discussion on sidewalks, ADA ramps, speed enforcement, street signals, pedestrian crossings, busing, grants and identifying cost savings in the proposal.

Motion to Approve and Authorize the Acceptance of the Saginaw Street Traffic Study Proposal dated June 14, 2017 as Presented by Fleis & Vandenbrink.

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

2. Board Discussion and Possible Action on Banner Poles.

Mr. Coates stated he spoke with the gentleman working on the banner poles. They are making some progress so we will not need to take further legal action at this time.

Board discussion on height and diameter of poles, permit and reengineering.

Mr. Slattery will obtain more information on the reengineering specifications.

3. Board Discussion and Possible Action on Clock Corner.

Mr. Fenner stated he has been in further contact with Atlas regarding the rehabilitation of Clock Corner. They are anxious to get started and were confident they could have the work complete before Back to the Bricks. There were no additional bids.

Minutes Acceptance: Minutes of Jun 19, 2017 8:30 AM (Approval of Minutes)

Motion to Approve and Authorize the Acceptance of the Proposal from Atlas Outdoor dated May 5, 2017 in the Amount of \$27,671.85 for Rehabilitation of Clock Corner and an Additional \$850.00 to Replace Lenses.

RESULT: CARRIED [UNANIMOUS]
MOVER: Gregory Fenner, Commissioner
SECONDER: Cindi Dail, Commissioner
AYES: Richvalsky, Coates, Fenner, Martz, Dail
EXCUSED: Stapleton

4. Motion to Transfer \$28,521.85 from Fund Balance to 5013-0000-999.7891 Clock Corner Improvement & Maintenance for the Cost of Rehabilitation of Clock Corner.

RESULT: CARRIED [UNANIMOUS]
MOVER: Steve Coates, Commissioner
SECONDER: Cindi Dail, Commissioner
AYES: Richvalsky, Coates, Fenner, Martz, Dail
EXCUSED: Stapleton

5. Update and Discussion on Christmas Decorations.

Mr. Slattery stated we are still in the process of persuing the Christmas Decorations.

Mr. Coates stated there are electrical issues with the poles and we are waiting on an estimate to replace them because they are obsolete.

Mr. Richvalsky stated that according to the DPW, they are dangerous.

Mr. Martz would like to see about having the photo eye as part of the fixture.

Mr. Slattery stated the electrical must be fixed on the poles before we can decide on decorations. He will check into the the photo eye being part of the fixture.

Mr. Howser received the following estimate from Win's Lighting for the electrical on the poles:

\$157.02 per pole for approximately 60 poles for a total \$9,124.20 plus labor.

Mr. Slattery stated once we get a cost estimate on the labor, the Mayor and City Council can make a decision. Next month we will be in a better position to make these decisions.

Meeting was adjourned at 10:33 AM.



SCHEDULED

AGENDA ITEM (ID # 3132)

DOC ID: 3132

Board Discussion on Banner Poles.



SCHEDULED

AGENDA ITEM (ID # 3133)

DOC ID: 3133

Board Discussion on Lawn Mowing.



SCHEDULED

AGENDA ITEM (ID # 3134)

DOC ID: 3134

Board Discussion on Volunteer Services and the Use of Trash Barrels on Saginaw Street for the Back to the Bricks Event.



SCHEDULED

AGENDA ITEM (ID # 3135)

DOC ID: 3135

Board Discussion on General Business Germane to the DDA District.