



# CITY OF BURTON

## BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JULY 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 8:30 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

Bob Slattery, DPW Director

Racheal Boggs, Deputy Clerk

#### C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jun 19, 2017 8:30 AM

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

#### D. ADMINISTRATIVE REPORT

Mr. Slattery provided the board with the following updates:

The banner poles are up on the north and south end, cables are up on the south end and Mr. Crannie said the banners will be installed today. I will follow up with Mr. Crannie to confirm they will be up today.

Rolar has begun street sweeping on Saginaw Street. The west side is complete and he will be doing the east side as soon as possible. Bristol Road will be done next.

Signs tacked on utility poles will be removed by the DPW. Signs in the right of way, we ask the businesses to move them onto their property.

#### E. AUDIENCE PARTICIPATION

None.

**F. BOARD RECOMMENDATION AND/OR ACTION****1. Board Discussion on Banner Poles.**

Mr. Coates asked if height adjustments were made to the banners. It was originally 21 feet.

Mr. Slattery stated it wasn't a height problem. From what he can recall, the problem was that the banners drooped.

Mr. Fenner stated the banners were up for an entire week before they came down. Do we know why they sagged?

Mr. Slattery stated Mr. Crannie told him one of the cable stays came loose and that allowed the banners to droop. He will confirm with Mr. Crannie if there is a break away mechanism.

Mr. Martz suggested reviewing the Building Code for regulations regarding signs.

Mr. Fenner would like a written explanation from Mr. Crannie about the failure of the banner poles/banners.

Mr. Slattery will contact Mr. Crannie to obtain the design specifications/engineering package as well as an explanation of why the banner poles failed last time.

**2. Board Discussion on Lawn Mowing.**

Mr. Richvalsky will contact Grasshopper Lawn care to make sure they will be mowing before the Back to the Bricks event.

Mr. Fenner suggests calling them right away so there is time for a back up plan if needed.

Board discussion on the business owners mowing the lawns on Saginaw Street.

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

Mr. Richvalsky asked for the opinions of the board members about putting out waste receptacles along Saginaw Street.

Board discussion on whether residents and business owners would use the trash cans and removal and maintenance of trash cans.

Mr. Richvalsky asked if the DPW would be able to help maintain the trash.

Mr. Slattery stated he only has a 7 person crew for roads. I am afraid we can't help.

Mr. Martz stated we can check into expanding the Waste Management contract to accommodate this. We should wait until after the traffic study is complete.

Mr. Richvalsky stated let's discuss this at a later date.

4. Board Discussion on General Business Germane to the DDA District.

Mr. Coates asked when the traffic study on Saginaw Street will begin.

Mr. Richvalsky stated he signed the contract and dropped it off.

Board discussion on traffic study, pricing and speeds on Saginaw Street.

Mr. Richvalsky stated Trio Paint has painted the telephone poles yellow in front of their business.

Mr. Slattery stated he will check with Consumer's, they own the poles.

Board discussion on signs.

Mr. Martz would like to know who is responsible for the maintenance of I475. The Grand Blanc section is really nice and the section within the City of Burton has dead trees, broken guard rails, tall weeds and trash.

Mr. Slattery said, MDOT owns I475 and the Road Commission has a contract with them to do the maintenance.

Board discussion on road/expressway maintenance in Burton.

Mr. Martz stated Kroger on Bristol Road consistently has a large amount of debris blowing around from their dumpster which are located on the side of the building. The dumpster should be behind the building and enclosed.

Mr. Slattery will check into it and send a code enforcer out to Kroger.

Board discussion on the contractor beginning work on Clock Corner today.

Mr. Coates stated he hopes the demolition at the former Burton Auto Parts is complete before Back to the Bricks.

Mr. Martz would like to know if the fencing, posts and concertina wires will be taken out.

Mr. Fenner stated he hoped they would pull the asphalt up.

Board discussion on environmental issues with the demolition of the former Burton Auto Parts location.

Mr. Slattery will check into whether or not there are environmental issues.

Mr. Coates would like to know how long Consumer's has to put sidewalks back after doing repairs. They have done a lot of gas line work on Saginaw Street and with the volume of people walking around, especially during Back to the Bricks, it poses a danger and possible liability to the city.

Mr. Slattery will contact Consumer's and report back to the board.

Mr. Richvalsky is worried that Clock Corner will not be done in time for Back to the Bricks. We also need an invoice for the lenses.

Mr. Fenner stated Atlas assured him it will be done by then. He will contact Atlas to remind him about invoicing for the lenses.

Mr. Coates stated we need to do something about Mr. Stapleton. He hasn't been attending meetings and he no longer works at Win's so, he no longer has an affiliation with the DDA District. Should we ask him for a resignation?

Board discussion on potential candidates to fill the open board positions.

Meeting was adjourned at 9:35 AM.

---



# 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.

|                  |                                         |
|------------------|-----------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>              |
| <b>MOVER:</b>    | Neil Martz, Commissioner                |
| <b>SECONDER:</b> | Steve Coates, Commissioner              |
| <b>AYES:</b>     | Richvalsky, Coates, Fenner, Martz, Dail |
| <b>EXCUSED:</b>  | 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.

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



**SCHEDULED**

**AGENDA ITEM (ID # 3132)**

DOC ID: 3132

---

## **Board Discussion on Banner Poles.**

---

**COMMENTS - Current Meeting:**

Mr. Coates asked if height adjustments were made to the banners. It was originally 21 feet.

Mr. Slattery stated it wasn't a height problem. From what he can recall, the problem was that the banners drooped.

Mr. Fenner stated the banners were up for an entire week before they came down. Do we know why they sagged?

Mr. Slattery stated Mr. Crannie told him one of the cable stays came loose and that allowed the banners to droop. He will confirm with Mr. Crannie if there is a break away mechanism.

Mr. Martz suggested reviewing the Building Code for regulations regarding signs.

Mr. Fenner would like a written explanation from Mr. Crannie about the failure of the banner poles/banners.

Mr. Slattery will contact Mr. Crannie to obtain the design specifications/engineering package as well as an explanation of why the banner poles failed last time.



**SCHEDULED**

**AGENDA ITEM (ID # 3133)**

DOC ID: 3133

---

## **Board Discussion on Lawn Mowing.**

---

**COMMENTS - Current Meeting:**

Mr. Richvalsky will contact Grasshopper Lawn care to make sure they will be mowing before the Back to the Bricks event.

Mr. Fenner suggests calling them right away so there is time for a back up plan if needed.

Board discussion on the business owners mowing the lawns on Saginaw Street.



**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.**

### **COMMENTS - Current Meeting:**

Mr. Richvalsky asked for the opinions of the board members about putting out waste receptacles along Saginaw Street.

Board discussion on whether residents and business owners would use the trash cans and removal and maintenance of trash cans.

Mr. Richvalsky asked if the DPW would be able to help maintain the trash.

Mr. Slattery stated he only has a 7 person crew for roads. I am afraid we can't help.

Mr. Martz stated we can check into expanding the Waste Management contract to accommodate this. We should wait until after the traffic study is complete.

Mr. Richvalsky stated let's discuss this at a later date.



**SCHEDULED**

**AGENDA ITEM (ID # 3135)**

DOC ID: 3135

## **Board Discussion on General Business Germane to the DDA District.**

**COMMENTS - Current Meeting:**

Mr. Coates asked when the traffic study on Saginaw Street will begin.

Mr. Richvalsky stated he signed the contract and dropped it off.

Board discussion on traffic study, pricing and speeds on Saginaw Street.

Mr. Richvalsky stated Trio Paint has painted the telephone poles yellow in front of their business.

Mr. Slattery stated he will check with Consumer's, they own the poles.

Board discussion on signs.

Mr. Martz would like to know who is responsible for the maintenance of I475. The Grand Blanc section is really nice and the section within the City of Burton has dead trees, broken guard rails, tall weeds and trash.

Mr. Slattery said, MDOT owns I475 and the Road Commission has a contract with them to do the maintenance.

Board discussion on road/expressway maintenance in Burton.

Mr. Martz stated Kroger on Bristol Road consistently has a large amount of debris blowing around from their dumpster which are located on the side of the building. The dumpster should be behind the building and enclosed.

Mr. Slattery will check into it and send a code enforcer out to Kroger.

Board discussion on the contractor beginning work on Clock Corner today.

Mr. Coates stated he hopes the demolition at the former Burton Auto Parts is complete before Back to the Bricks.

Mr. Martz would like to know if the fencing, posts and concertina wires will be taken out.

Mr. Fenner stated he hoped they would pull the asphalt up.

Board discussion on environmental issues with the demolition of the former Burton Auto Parts location.

Mr. Slattery will check into whether or not there are environmental issues.

Mr. Coates would like to know how long Consumer's has to put sidewalks back after doing repairs. They have done a lot of gas line work on Saginaw Street and with the volume of people walking around, especially during Back to the Bricks, it poses a danger and possible liability to the city.

Mr. Slattery will contact Consumer's and report back to the board.

Mr. Richvalsky is worried that Clock Corner will not be done in time for Back to the Bricks. We also need an invoice for the lenses.

Mr. Fenner stated Atlas assured him it will be done by then. He will contact Atlas to remind him about invoicing for the lenses.

Mr. Coates stated we need to do something about Mr. Stapleton. He hasn't been attending meetings and he no longer works at Win's so, he no longer has an affiliation with the DDA District. Should we ask him for a resignation?

Board discussion on potential candidates to fill the open board positions.