



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JULY 18, 2016

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
Amber Abbey, Planning/Zoning

Racheal Boggs, Clerk's Office

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jun 20, 2016 8:30 AM

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

D. ADMINISTRATIVE REPORT

Mr. Hayman encouraged the DDA board members to attend tonight's City Council meeting because we will have Mr. Bendzinski here to talk about road bonding which include the DDA district. The meetings begin at 5:30 PM.

Mr. Richvalsky also encourages the DDA members to attend tonight's meetings.

Mr. Slattery gave the board members a prioritized list of road projects the city may consider bonding for. He explained they are sorted by score. The score is based on 3 factors: passer points (the condition the road is in), IMS points (a condition rating the council approved) and traffic count (count per lane). The higher the total score, the worse the road condition. This list includes all the projects in the Transportation Improvement Plan (TIP), those that were submitted to the TIP but not get approved and other projects that need to be done based on their condition and traffic volume. We will be going over this list with Mr. Bendzinski this evening.

Board discussion on passer points, traffic volume and time lines for road projects.

Mr. Fenner asked if now is the time for the DDA to start discussing what we would like to do with curb cuts and the island on Saginaw Street.

Mr. Slattery said yes.

E. AUDIENCE PARTICIPATION

Scott Kree from Rowe Professional Services introduced himself and Caitlyn McGoldrick as planners for the City of Burton Master Plan. He stated the DDA will be a focus group and they are here today to incorporate the DDA Visioning Plan into the city's Master Plan. We encourage your questions and comments.

Caitlyn McGoldrick asked a series of questions of the board members and received information regarding the business environment in the DDA, strengths and weaknesses within the district and how to make the DDA and the city more business friendly. She also encouraged the DDA Board Members to join and share the City of Burton, Genesee County Facebook page at <https://www.facebook.com/burtonmi>. This is where we will post upcoming meeting and public engagement activities. Also, please utilize and share the community remarks link at <http://communityremarks.com/Burton/> which is a map-based forum used for sharing ideas or areas of improvement throughout the city.

Board discussion on implementation of street lights, decorative lighting, events in the city, ordinance update, performance code overlay district, blighted property, lawn mowing, demolitions, and a newsletter regarding new businesses within the DDA.

Mr. Slattery stated City Council is enthusiastic about communication with the residents. We have a one-page newsletter that we use periodically to update residents about other topics. He would be happy to do one for the DDA about new businesses or any other information the DDA Board would like to communicate.

Mr. Richvalsky stated we started the Visioning Plan with the DDA with Fleis & Vandenbrink. Are we using Rowe for the plan now?

Mrs. Abbey stated it is up to the DDA to decide who they are going to use for the implementation of their Visioning Plan. We are using Rowe for the Master Plan which includes implementation. So, the DDA will probably still want to do an implementation plan.

Mr. Martz would like to get some feedback from Rowe about the cost of implementation.

Mr. Kree stated a lot of the things in the DDA Visioning Plan will be included within the city's Master Plan implementation. So, my recommendation is to wait until the Master Plan is complete so we know where we fell short with the DDA.

Mr. Martz would like direction on how to do a traffic study.

Mr. Kree will talk with the engineer at Rowe about the DDA traffic study.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Board Discussion and Possible Action Regarding Decorative Hardware for Banner Poles.

Mr. Richvalsky stated the banner poles are in the ground however, there is no cap on the top. Do we follow up with Crannie in that regard? Also, we need to check with the Controller to make sure Crannie has been paid.

Mr. Fenner is not a fan of Crannie. He suggests going elsewhere to get caps put in or having DPW do it.

Mr. Martz agrees we should go somewhere else for the caps.

Mr. Slattery said if you get the caps, DPW can put them up.

Mr. Fenner will contact Flagpoles, Etc. to see if they have a cap for the poles.

2. Discussion and Possible Action on the Welcome to Burton Banners for Back to the Brick's.

Mr. Richvalsky said Back to the Bricks will be putting up the banners. He asked the board members if we are going to do anything ourselves.

Mr. Fenner stated Back to the Bricks only paid for one set of poles so they only get one banner. He would like a DDA banner for the other set of poles. He suggested contacting Dave at Burton Printing or Luke at Michigan Window Tinting.

Board discussion on the size of the banner and DDA logo.

Mr. Fenner will contact a sign company about having the banner done.

3. Update on the Planning Act and DDA Authority to Create Regulations and Guidelines for the City.

Mr. Martz discussed the overlay of our Zoning Ordinance. He would like to have stricter guidelines on the allowable height of grass within the DDA. Our city ordinance states 10 inches. It should be less for the DDA district; perhaps 4 inches.

Mrs. Abbey stated she has every intention with the overlay district to include the DDA Board in the language.

Board discussion regarding the property maintenance code and city ordinances.

Mr. Slattery suggested a recommendation to council to amend the ordinance with a provision for the DDA regarding the length of grass.

G. DISCUSSION AND/OR ACTION ON TOPICS GERMAINE TO THE DDA DISTRICT.

Mr. Richvalsky stated he and Steve Coates discovered an installation of an MTA bus stop shelter over the weekend. The contractor was tearing out our brick pavers at G-4327 Saginaw Street in Burton. He had gone to the wrong municipality to get the permit as he was supposed to be doing work at 4327 Saginaw Street in Flint. Currently, the brick pavers are gone and a cement slab has been put in. After confronting the contractor about the mistake, he indicated he would be willing to do anything reasonable to rectify the situation. If they put the shelter up, that would be fine. MTA is not willing to do that.

Mr. Martz asked the contractor, Mr. Walker for a bid for cleaning the clock tower.

Mr. Slattery stated the permit was to put up a shelter. It said nothing about removing brick pavers; that was a mistake.

Mr. Martz stated he was told by the contractor that the concrete pad is a foundation requirement for the shelter.

Mr. Coates said it was still put at the wrong address.

Mr. Slattery stated Mr. Walker feels bad about it and sincerely wants to do whatever is reasonable to make it right. He also has to work with MTA.

Mr. Fenner suggested contacting MTA to offer a 3-way split of the cost of the shelter; 1/3 to be paid by MTA, the contractor and the city. We have the leverage of having them tear out the concrete and put the brick pavers back.

Mr. Martz would like Mr. Slattery to contact MTA regarding the roof shelter and splitting the cost.

Mr. Slattery will contact MTA and Mr. Walker to work something out.

Mr. Martz would like to see the clock tower washed. Mr. Walker has given a verbal bid for \$2,450 for this and he would like him to do it.

1. Motion to accept the bid of \$2,450 from LIG Contruction for restoration of the clock tower.

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

2. Motion to pay \$1,200 to Chip Away Tree Service for maintenance of trees on Saginaw Street.

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

Meeting was adjourned at 10:47 AM.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JUNE 20, 2016

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Joey Richvalsky at 8:32 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

M. Kimball, Records Tech

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - May 16, 2016 8:30 AM

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

2. Downtown Development Authority - Public Hearing - May 31, 2016 8:30 AM

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

D. ADMINISTRATIVE REPORT

None.

E. AUDIENCE PARTICIPATION

None.

F. COMMISSION DISCUSSION

Minutes Acceptance: Minutes of Jun 20, 2016 8:30 AM (Approval of Minutes)

Mr. Richvalsky stated we need to find two people to fill in on our DDA Board. It was suggested that they send out flyers to all of the businesses to see who is interested.

Mr. Stapleton stated I was on the LED Committee and pushed so hard to get lighting down Saginaw Street. Then I heard it was set up to go in the northeast corner as a demo project. Consumers wanted \$60,000 to do the lighting and we're talking \$15,000 worth of lighting.

Mr. Richvalsky said we would get more reaction from the public if we could light up our Downtown Saginaw Street.

Mr. Martz stated I sent away for the Planning Act so he could get some answers as to whether or not the DDA is capable of coming up with regulations that are outside the realm of the City for grass cutting or maintenance of that. What authority does the DDA have as it relates to a City government to create regulations themselves, stricter guidelines than that of the City. I should have this information by our next meeting.

Mr. Coates spoke regarding repairs done to infrastructure. He said now there are bad spots in the road and on sidewalks. These are problems that Consumers Power has left.

Mr. Martz stated the City used to apply every year for a blanket permit. There should be bonds on that permit that cover sort of restoration. The City should be able to force something to be done or cash the bond.

Mr. Richvalsky suggested going to Mr. Slattery from DPW with a list. I am thinking that everything that's been going on to date is temporary in nature, that eventually when all the infrastructure work is done, they will redo it the right way.

Mr. Fenner stated that fine but it still can't be a dangerous situation on their temporary fix. It should still be safe to drive on. Also when the grass was put in it's not going to match what I already have there. They don't water enough for the grass to grow.

G. BOARD RECOMMENDATION AND/OR ACTION

1. Budget Amendment #6135 Approve and authorize the following 2015-2016 budget amendment: Increase 5013-0000-956.0000 Miscellaneous by \$3000.00; Decrease 5013-0000-999.7891 Clock Corner Improvement/Maintenance by \$3,000.00.

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

2. Approve and Authorize the Partial Payment of Invoice # 33788 to Signs By Crannie for Banner Pole Materials and Installation in the Amount of \$3,600.00.

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

3. Approve and Authorize Grasshoppers Lawn Care Services, 12165 Riverbend Dr., Grand Blanc, MI. 48439 for Landscape Maintenance in the amount of \$525.00 per week.

Mr. Richvalsky stated 26 weeks was the maximum and they will mow when needed.

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

- H. Motion to pay Signs by Cranie for Banner Pole Materials and Installation in the amount of \$3,648.70 for the remaining balance owed when the installation is verified and complete. This final payment will be taken out of the 2015-2016 budget.

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

Meeting was adjourned at 9:15 PM.



SCHEDULED

AGENDA ITEM (ID # 2565)

DOC ID: 2565

Board Discussion and Possible Action Regarding Decorative Hardware for Banner Poles.



SCHEDULED

AGENDA ITEM (ID # 2566)

DOC ID: 2566

Discussion and Possible Action on the Welcome to Burton Banners for Back to the Brick's.



SCHEDULED

AGENDA ITEM (ID # 2567)

DOC ID: 2567

Update on the Planning Act and DDA Authority to Create Regulations and Guidelines for the City.