CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JULY 20, 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

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jan 21, 2020 8:30 AM
2. Downtown Development Authority - Public Hearing - Jun 1, 2020 8:30 AM
3. Downtown Development Authority - Regular Meeting - May 18, 2020 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. Shut Down of Columbine Ave, when the Resurface of S. Saginaw Street Occurs in 2021
2. Solar Lighting of the Banner Poles
3. Street Lights Needing Replacement
4. Chain Link Gates at Water Tower Park Needing Replacement

G. BOARD DISCUSSION

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, AUGUST 17, 2020 @ 8:30 AM.

CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JANUARY 21, 2020

MINUTES

Council Chambers | **Regular Meeting** | **8:30 AM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chair Joey Richvalsky at 8:39 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

Racheal Boggs, City Clerk
Lindsey Bice, Records Tech
Nate Faris, Elections Clerk

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

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

E. AUDIENCE PARTICIPATION

Paula Schmidt of the Burton View is in attendance.

F. BOARD RECOMMENDATION AND/OR ACTION

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

   Mr. Martz stated he had a phone conversation with Mr. Abbey to go over Saginaw Street reconstruction; Saginaw Street between Bristol Road and Maple Road.

Minutes Acceptance: Minutes of Jan 21, 2020 8:30 AM (Approval of Minutes)

Mr. Richvalsky suggests sidewalk replacement and curb cuts that don't lead anywhere should be fixed.

General agreement that the DDA should become more involved during the design phase, rather than after the design is completed.

Mr. Richvalsky mentions the bus stop DDA worked to get at the corner of Saginaw Street and Bristol Road is being used and board agrees the shelter blends well with the surroundings.

Traffic study on South Saginaw Road should be re-presented to city council in March or April. The proper steps to present it to Council was not followed last year. The plan would involve lowering the speed limit and painting different lanes.

Mrs. Fenner brings up downtown decorations. Large lit snowflakes are about $600 each and have a 5-year warranty. Previous decorations were small wreaths. The snowflakes or other decorations could be hung on the banner poles. Poles would need to be powered, maybe by solar.

Mr. Coates says nine lights are out on South Saginaw Street DDA should make a list and give it to Consumers Power. Consumers usually replaces the lights with brighter and more efficient LEDs.

Ms. Boggs suggests multiple ways of identifying the poles which need lights changed. Those include address, intersection, and some poles are numbered. Request can be made online.

G. BOARD DISCUSSION

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, FEBRUARY 17, 2019 @ 8:30 AM.

Meeting was adjourned at 9:08 AM.

Minutes Acceptance: Minutes of Jan 21, 2020 8:30 AM (Approval of Minutes)

CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JUNE 1, 2020

MINUTES

Council Chambers | **Public Hearing** | **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	Absent	
Neil Martz	Commissioner	Present	
Stephanie Fenner	Commissioner	Present	

B. STAFF PRESENT

Racheal Boggs, Clerk

C. ADMINISTRATIVE REPORT

1. DDA Proposed Budget 2020-2021

D. PUBLIC HEARING

Public Comment may be sent to: publiccomment@burtonmi.gov

1. Public Hearing on Proposed Budget for DDA Fiscal Year 2020-2021.

E. AUDIENCE PARTICIPATION

No audience participation.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Motion to Accept the Proposed Downtown Development Authority 2020-2021 FY Budget.

Minutes Acceptance: Minutes of Jun 1, 2020 8:30 AM (Approval of Minutes)

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

2. Approve and authorize the tax millage levy of 1.8673 for the Downtown Development Authority District for the 2020-2021 fiscal year.

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

3. Board Discussion

Mr. Martz stated he is working with the city administration about vacating the green space at Maple and Columbine to use as a gathering site. He will communicate updates regarding this to the board.

Mr. Richvalsky asked if the target for this project is still summer of 2021.

Mr. Martz said, yes.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, JUNE 15, 2020 @ 8:30 AM.

Meeting was adjourned at 8:48 AM.

Minutes Acceptance: Minutes of Jun 1, 2020 8:30 AM (Approval of Minutes)

CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MAY 18, 2020

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. MEETING INFORMATION

City of Burton Downtown Development Authority Meeting
Hosted by Racheal Boggs

Monday, May 18, 2020 8:30 am | 1 hour | (UTC-04:00) Eastern Time (US & Canada)
Meeting number: 625 428 379
Password: cgPBekZT287 (24723598 from phones and video systems)
https://meetingsamer4.webex.com/meetingsamer4/j.php?MTID=ma2cfa4f2a3d7da0bfc599fe42feb0898

Join by video system
Dial 625428379@meetingsamer4.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
+1-408-418-9388 United States Toll
Access code: 625 428 379

B. 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	

C. STAFF PRESENT

Racheal Boggs, City Clerk

D. ADMINISTRATIVE REPORT

1. DDA Proposed Budget 2020-21

E. AUDIENCE PARTICIPATION

Public Comment for this meeting may be sent to: publiccomment@burtonmi.gov

No audience participation.

Minutes Acceptance: Minutes of May 18, 2020 8:30 AM (Approval of Minutes)

F. BOARD RECOMMENDATION AND/OR ACTION

- DDA Budget Discussion/Recommendations
- Schedule Public Hearing for proposed DDA Budget FY 2020-21

1. Accept the DDA Budget as propsed by the City Controller and send to City Council for approval.

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

G. BOARD DISCUSSION

- General Topics Germane to the DDA District.

Mr. Richvalsky stated it appears we are not spending any money, so we should be accumulating it.

Mr. Coates stated the projected revenue is down $2,000.00 we have only spent $11,422.00, so we are $22,000.00 under what we did not spend.

Mr. Richvalsky asked do we have anything we need to move around at this point.

Mr. Coates suggests it has been a few years since we have trimmed the trees.

Mr. Richavalsky stated it was his understanding we were not going to trim the trees, that at this time we were going to let them grow. Since they have not affected any wiring yet.

Mr. Richvalsky stated Back to the Bricks is still on. Are we still going to participate?

Mr. Martz stated right now we are not sure what it will be. It may just be driving back and forth and no audience allowed.

Mr. Coates stated we can still leave it in the budget for now. That way we have money in there if we decide not to do Christmas decorations and go with Mrs. Fenner's idea of lighting the banner poles instead.

Mr. Richvalsky mentioned the banner poles would require an electrical contractor to come out and light them.

Mr. Coates stated it was his understanding we were going to do solar lighting.

Mrs. Fenner stated at this time we are unsure of where we stand with anything.

Mr. Richvalsky stated we are all unsure right now what will be open and what we will be able to accomplish.

Mr. Martz suggests we could do some research on it, that way we have options and don't wait too long.

Mrs. Fenner stated she will talk to Mr. Abbey at the DPW about solar lighting for the banner

Minutes Acceptance: Minutes of May 18, 2020 8:30 AM (Approval of Minutes)

poles.

Mr. Richvalsky asks if there are any other issues.

Mr. Martz mentions the DPW closure of driveways phase II, Closure of Columbine at Maple road and the Welcome to Burton Sign.

Mr. Richvalsky suggests a bench and sitting area for the MTA bus stops.

Mr. Stapleton mentions he would like to answer a question about the solar lights. They will take a 30 watt battery capacity which will cost about $600.00 and it takes an acid battery to maintain which is about 16 X 17 inches in size.

Mrs. Fenner states she will get the books back and call the company.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, JUNE 15, 2020 @ 8:30 AM.

Meeting was adjourned at 8:54 AM.

Minutes Acceptance: Minutes of May 18, 2020 8:30 AM (Approval of Minutes)