



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JULY 20, 2020

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by at 8:30 AM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chair	Present	
Steve Coates	Vice Chairman	Present	
Larry Stapleton	Commissioner	Excused	
Neil Martz	Commissioner	Present	
Stephanie Fenner	Commissioner	Present	

B. STAFF PRESENT

Lindsey Bice, Records Tech
Katie Malin, Election Clerk

C. ADMINISTRATIVE REPORT

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jan 21, 2020 8:30 AM

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

2. Downtown Development Authority - Public Hearing - Jun 1, 2020 8:30 AM

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

3. Downtown Development Authority - Regular Meeting - May 18, 2020 8:30 AM

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

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Motion to Collect Bids for the Design Proposal for the Closure at Columbine Avenue and Maple Road.

Mr. Martz stated he talked to Mr. Abbey and the closure at Columbine Avenue and Maple Road is in the final design phase.

Mr. Richvalsky asked if we can dovetail this into Saginaw and Hemphill road.

Mr. Martz stated that was a separate issue and we are still following up because the City of Flint was suppose to handle that.

Mr. Richvalsky asked if we need to follow up with DPW.

Mr. Martz stated he has followed up and we are just waiting on a response, but as far as Columbine Avenue and Maple Road Closure I would like to entertain a motion for me to collect bids from three engineering companies to create a gathering site or entrance site.

Mr. Coates asked if that was something we should spend money on if we don't know if City Council will approve it.

Mr. Martz stated it will not cost money. It will just help City Council in making a decision if we have a plan.

Mrs. Fenner stated if it does not cost money I think it would be a good idea. I think it would help with the decision making to have some plans to look at.

Mr. Martz stated I don't want to even go that far. I would just like to collect the bids so we know what we are looking at as far as cost.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Joey Richvalsky, Chair
SECONDER:	Stephanie Fenner, Commissioner
AYES:	Richvalsky, Coates, Martz, Fenner
EXCUSED:	Stapleton

2. Solar Lighting of the Banner Poles

Mrs. Fenner stated we need to decide how we want to go about choosing a theme for the Christmas decorations.

Mr. Richvalsky stated when deciding on items to hang from the banner pole, we need to keep in mind what it can hold because we have had issues in the past.

Mr. Martz stated instead of DPW hanging the banners we could look into hiring Crannie Signs to hang the banners.

Mrs. Fenner stated we need to decide on a budget for the Christmas decorations.

Mr. Richvalsky stated we should keep it simple and do what is most cost effective.

3. Street Lights Needing Replacement

Mr. Martz stated DPW has a connection with Consumers Energy. We could get with them about checking on the street lights.

Mr. Richvalsky stated there are eleven businesses he knows of on Saginaw Street that have lights out.

Mr. Martz stated Consumers Energy would need the addresses of the buildings.

Mr. Richvalsky stated he will get the addresses and then turn them into Mr. Abbey at DPW, so those lights can be replaced with the LED lights.

4. To Fund the Fixing of the Fence at Water Tower Park

Mr. Coates stated before we act on fixing the fence I think we need to talk with Parks and Recreation because they initially funded Water Tower Park.

Mr. Martz stated he thinks we need to move the fence back. If we are going to fix it, we need to fix it right and fix the entire frontage.

Mrs. Fenner stated before deciding we need to talk with Parks and Recreation because they use that space for the tree lighting ceremony and they may need that extra room.

Motion was made to fund the repairs for the fence at Water Tower Park.

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

5. Remove \$5,000 from the transfer to police fund (5013-0000-99.2007) due to the cancellation of the Back to the Bricks Event.

Mr. Coates stated since back to the bricks has been cancelled we need to move the \$5,000.00 in our budget for police patrol.

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

G. BOARD DISCUSSION

Mr. Martz stated we need to look into why the clock at clock corner is not working.

Mr. Coates stated we need to contact DPW.

Mr. Martz stated I contacted them and they told me they do not handle that.

Mr. Richvalsky stated if I know who to contact I can reach out.

Mrs. Fenner asked if we know where we purchased the clock from.

Mr. Martz asked Mr. Richvalsky if he could contact Grand Blanc and see where they purchased their clock.

Mrs. Fenner stated she can reach out to the DDA Director in Holly because they also have a clock.

Mr. Coates stated we have a tree problem. They are growing into buildings.

Mr. Martz stated we could get bids to hire a tree trimming service.

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

Meeting was adjourned at 9:14 AM.
