



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JUNE 18, 2018

AGENDA

Council Chambers

Regular Meeting

8:30 AM

**4303 S. CENTER ROAD
BURTON, MI 48519**

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. STAFF PRESENT

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Public Hearing - May 14, 2018 8:30 AM
2. Downtown Development Authority - Regular Meeting - May 14, 2018 8:45 AM

E. PRESENTATION

F. 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.

G. BOARD RECOMMENDATION AND/OR ACTION

1. Approve and authorize the following 2017-2018 budget amendment: Increase 5013-0000-818.0001 Saginaw St Corridor by \$5,250; Increase 5013-0000-880.0000 Community Decorations by \$1,000; Decrease 5013-0000-938.0000 Landscape/Maintenance by \$2,950; Decrease 5013-0000-956.0000 Miscellaneous by \$3,300.

H. BOARD DISCUSSION

1. Revenue and Expenditure Report as of May 31, 2018
2. Discussion on Topics Germane to the DDA District.

I. THE NEXT REGULAR SCHEDULED DDA MEETING WILL BE HELD ON MONDAY, JULY 16, 2018 @ 8:30 AM.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MAY 14, 2018

MINUTES

Council Chambers

Public Hearing

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson Joey Richvalsky at 8:30 AM.

A. CALL TO ORDER

ame	Title	Status	A	red
ky	Chairperson	Present		
	Commissioner	Present		
er	Commissioner	Present		
on	Commissioner	Present		
	Commissioner	Present		
	Commissioner	Present		

B. STAFF PRESENT

Amber Abbey, Planning/Zoning
Bob Slattery, DPW Director
Marcy Kimball, Clerk's Office

C. AUDIENCE PARTICIPATION

None.

D. PUBLIC HEARING

1. Public Hearing on Proposed Budget for DDA Fiscal Year 2018-2019.

The proposed budget as written will be submitted to City Council for their approval.

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

Meeting was adjourned at 8:45 AM.

Minutes Acceptance: Minutes of May 14, 2018 8:30 AM (Approval of Minutes)



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MAY 14, 2018

MINUTES

Council Chambers

Regular Meeting

8:45 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chair Joey Richvalsky at 8:45 AM.

A. CALL TO ORDER

Name	Title	Status	A	red
ky	Chair	Present		
	Vice Chair	Present		
er	Commissioner	Present		
on	Commissioner	Present		
	Commissioner	Present		
	Commissioner	Present		

B. STAFF PRESENT

Amber Abbey, Planning/Zoning
Bob Slattery, DPW Director
Marcy Kimball, Clerk's Office

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Apr 16, 2018 8:30 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Steve Coates, Vice Chair
SECONDER: Larry Stapleton, Commissioner
AYES: Richvalsky, Coates, Fenner, Stapleton, Martz, Dail

D. ADMINISTRATIVE REPORT

None.

E. PRESENTATION

None.

F. AUDIENCE PARTICIPATION

None.

G. BOARD DISCUSSION

1. Discussion on Topics Germane to the DDA District.

Mr. Slattery stated I have presented to you a proposal from MTA for a bus shelter on Saginaw and Bristol Road. The proposed location is on the corner, directly in front of Rite Aid. The proposal is for \$24,000 and Mr. Mattern from MTA indicated they would be willing to contribute up to \$10,000.

Mr. Richvalsky said I think the shelter should be constructed of the same materials as the wall and seating area behind the clock at the clock corner. This would be more cost efficient also.

Mr. Martz said I would like Mr. Slattery to review the utilities that are under that particular location to see if footings can be put in.

Mr. Slattery stated I will ask Mr. Mattern from MTA to present this at the next meeting and to address the issues that you have raised. I will investigate the utilities under where the footings would go.

Discussion continued regarding other option possibilities, doorways to accommodate wheelchair access and enclosed to protect from rain and snow.

Mr. Slattery said street sweeping has started. Typically we do the local streets first, however I had instructed them to get the curb lines on Center Road between Davison and the north city limits and Saginaw Street from Maple to Hemphill first. They have not done that. I sent the President of the company a text regarding this.

Mr. Fenner said we should still have it done again before Back to the Bricks.

Mr. Coates said thirty days prior to Back to the Bricks the banners have to go back up, can DPW do this?

Mr. Slattery said I will find out, but with DPW being so short-handed, it would probably be a good idea to contract with someone. Maybe you could ask Back to the Bricks to hang the banners.

Mr. Coates said Back to the Bricks store the banners, give them to us 30 days prior to the event and from what I understood, we are under obligation to put them up and take them down. This was all part of the deal with them giving us one set of banner poles.

Mr. Fenner stated we are only obligated to put one Back to the Bricks banner up. We are only obligated for one set of poles and one banner. We can put up whatever we want for the other banner.

Mr. Slattery said we are trying to arrange the paving of Center Road next. We own Center Road. We get the MTF road money for Center Road so we have to maintain it. Saginaw Street should be next in line.

Mr. Stapleton said I am working on quotes now for the electric repair on the poles.

Mr. Coates asked about the trash barrels at the clock corner. He said they have been sitting there full, for the past thirty days. Also, there is trash laying around. We should either hire someone to clean it or get together and do it ourselves.

Mr. Richvalsky said we could all get together and clean it up. The road debris also needs to be cleaned up off the sidewalk.

Mr. Slattery there is an area at DPW that you could bring the road debris.

Mr. Fenner said Rite Aid and CVS has not been mowed as of yet. We need someone to talk to them.

Mr. Coates asked if the Fleis and Vandenbrink invoice has been paid yet.

Mr. Richvalsky said it has been paid and documented in the controller's office to that effect.

Ms. Dail stated Artrageous Embroidery & Screen Printing has not been paid for Mr. Coates Shirt as of yet.

Mr. Richvalsky said he will get take the invoice to the controller's office for payment.

Mr. Slattery said he has just contacted Rite Aid about mowing their lawn. The manager said he will contact their corporate office to get that mowed. I also asked about the trash at Clock Corner and he said he would love to help us out with this but just can't at this time. I then contacted DPW and they will get the trash cans emptied today.

Mr. Fenner stated I can get the trash every Monday night and set it out with my trash.

2. Central Business District Overlay

Mrs. Abbey stated this is just for suggestions, the Planning Commission is also reviewing this for ideas and then I will make a proposed ordinance with any changes. Any changes would be additional restrictions based on what is already existing in the ordinance. It encourages zero lot lines. It Allows for multi-story's, row housing with special use, Open-Air markets, outdoor restaurants, bars and cafe's and shared parking agreements. As far as the access points, does the DDA want to remove the access points off Saginaw and recommend they come off the local streets, or locals only for customer traffic? I don't believe all the locals will be able to handle truck traffic for deliveries, etc.

Mr. Richvalsky said the idea is to discourage more openings on Saginaw Street and close some that are there. I think we can eliminate a lot of those without making an impact on the businesses that are currently there.

Mr. Martz said we would have to make accommodations for delivery's, loading and unloading on the side streets. We should be able to make a decision through site plan review, on an individual basis.

Mrs. Abbey said we add a condition that the building colors must be natural, not stark or bold. The building height has changed from 35 feet to 50 feet.

The DDA agreed to change the maximum grass height allowed from 10 inches to 6 inches maximum, any higher than 6 inches, the city would mow and it will be billed to the business. Also add a suggested height of no more than 4 inches.

Mr. Martz would like an agreement from businesses, that ask for special landscaping, that they will take care of maintenance or needed replacement of landscaping. I also don't think businesses should be allowed to cover their windows with signs and advertisement.

Mrs. Abbey said this is already not allowed by the sign ordinance.

Mr. Martz said we need something that states you can't discharge your egress doors onto a public right-of-way. If it is not possible to open the doors legally, maybe there should be a three or five foot setback off the front sidewalk.

Mrs. Abbey stated she will check with the building inspector regarding this. I will be bring your suggestions to the next Planning Commission meeting, June 12, 2018 @ 5 PM. If your are interested in attending the meeting, please do.

H. BOARD RECOMMENDATION AND/OR ACTION

None.

I. THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, JUNE 18, 2018 @ 8:30 AM.

Meeting was adjourned at 9:48 AM.

Minutes Acceptance: Minutes of May 14, 2018 8:45 AM (Approval of Minutes)

PERIOD ENDING 06/30/2018

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BUDGET US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	32,300.00	30,436.40	0.00	1,863.60	94.2
5013-0000-404.0000	TAX CHARGEBACKS	0.00	0.00	0.00	0.00	0.0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00	0.00	1,000.00	0.0
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	1,000.00	800.00	0.00	200.00	80.0
5013-0000-574.0000	SINGLE BUSINESS TAX	0.00	0.00	0.00	0.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	100.00	0.00	0.00	100.00	0.0
5013-0000-669.0000	INVESTMENT GAINS AND LOSSES	0.00	0.00	0.00	0.00	0.0
5013-0000-678.0000	REIMBURSEMENT INCOME	0.00	0.00	0.00	0.00	0.0
5013-0000-694.0000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.0
5013-0000-699.0000	USE OF FUND BALANCE	0.00	0.00	0.00	0.00	0.0
Total Dept 0000		34,400.00	31,236.40	0.00	3,163.60	90.8
TOTAL REVENUES		34,400.00	31,236.40	0.00	3,163.60	90.8
Expenditures						
Dept 0000						
5013-0000-717.0000	RETIREMENT - MERS ACTIVE	0.00	0.00	0.00	0.00	0.0
5013-0000-718.0000	RETIREMENT - MERS RETIREES	0.00	0.00	0.00	0.00	0.0
5013-0000-719.0000	Payroll Fringes	0.00	0.00	0.00	0.00	0.0
5013-0000-757.0000	OPERATING EXPENDITURES	500.00	0.00	0.00	500.00	0.0
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	500.00	0.00	0.00	100.0
5013-0000-811.0000	POLICE SERVICES	0.00	0.00	0.00	0.00	0.0
5013-0000-818.0001	SAGINAW ST CORRIDOR	9,750.00	15,000.00	0.00	(5,250.00)	153.8
5013-0000-826.0000	LEGAL	500.00	0.00	0.00	500.00	0.0
5013-0000-879.0000	PUBLIC RELATIONS	2,000.00	49.98	0.00	1,950.02	2.5
5013-0000-880.0000	COMMUNITY DECORATIONS	5,000.00	5,876.32	0.00	(876.32)	117.5
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	3,900.00	950.00	0.00	2,950.00	24.3
5013-0000-956.0000	MISCELLANEOUS	4,000.00	183.00	42.30	3,817.00	4.5
5013-0000-957.0000	SURPLUS	0.00	0.00	0.00	0.00	0.0
5013-0000-973.0000	DDA COMMUNITY EVENTS	0.00	0.00	0.00	0.00	0.0
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00	5,000.00	0.00	100.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	3,000.00	3,000.00	0.00	100.0
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	38,521.85	29,991.38	0.00	8,530.47	77.8
5013-0000-999.7892	BUS STOP IMPROVEMENTS	0.00	0.00	0.00	0.00	0.0
5013-0000-999.7893	BRICK PAVER IMPROVEMENTS	0.00	0.00	0.00	0.00	0.0
Total Dept 0000		72,671.85	60,550.68	8,042.30	12,121.17	83.3
TOTAL EXPENDITURES		72,671.85	60,550.68	8,042.30	12,121.17	83.3
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		34,400.00	31,236.40	0.00	3,163.60	90.8
TOTAL EXPENDITURES		72,671.85	60,550.68	8,042.30	12,121.17	83.3
NET OF REVENUES & EXPENDITURES		(38,271.85)	(29,314.28)	(8,042.30)	(8,957.57)	76.59

Attachment: BA DDA 3881 (3881 : Budget Amendment (Budget #))

06/13/2018 03:57 PM

User: moffittk

DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

Page 1/1

PERIOD ENDING 05/31/2018

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 05/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	32,300.00	30,436.40	0.00	1,863.60	94.23
5013-0000-404.0000	TAX CHARGEBACKS	0.00	0.00	0.00	0.00	0.00
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00	0.00	1,000.00	0.00
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	1,000.00	800.00	0.00	200.00	80.00
5013-0000-574.0000	SINGLE BUSINESS TAX	0.00	0.00	0.00	0.00	0.00
5013-0000-666.0000	INVESTMENT INTEREST	100.00	0.00	0.00	100.00	0.00
5013-0000-669.0000	INVESTMENT GAINS AND LOSSES	0.00	0.00	0.00	0.00	0.00
5013-0000-678.0000	REIMBURSEMENT INCOME	0.00	0.00	0.00	0.00	0.00
5013-0000-694.0000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
5013-0000-699.0000	USE OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		34,400.00	31,236.40	0.00	3,163.60	90.80
TOTAL REVENUES		34,400.00	31,236.40	0.00	3,163.60	90.80
Expenditures						
Dept 0000						
5013-0000-717.0000	RETIREMENT - MERS ACTIVE	0.00	0.00	0.00	0.00	0.00
5013-0000-718.0000	RETIREMENT - MERS RETIREES	0.00	0.00	0.00	0.00	0.00
5013-0000-719.0000	Payroll Fringes	0.00	0.00	0.00	0.00	0.00
5013-0000-757.0000	OPERATING EXPENDITURES	500.00	0.00	0.00	500.00	0.00
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	500.00	0.00	0.00	100.00
5013-0000-811.0000	POLICE SERVICES	0.00	0.00	0.00	0.00	0.00
5013-0000-818.0001	SAGINAW ST CORRIDOR	9,750.00	15,000.00	0.00	(5,250.00)	153.85
5013-0000-826.0000	LEGAL	500.00	0.00	0.00	500.00	0.00
5013-0000-879.0000	PUBLIC RELATIONS	2,000.00	49.98	49.98	1,950.02	2.50
5013-0000-880.0000	COMMUNITY DECORATIONS	5,000.00	5,876.32	0.00	(876.32)	117.53
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	3,900.00	950.00	0.00	2,950.00	24.36
5013-0000-956.0000	MISCELLANEOUS	4,000.00	140.70	0.00	3,859.30	3.52
5013-0000-957.0000	SURPLUS	0.00	0.00	0.00	0.00	0.00
5013-0000-973.0000	DDA COMMUNITY EVENTS	0.00	0.00	0.00	0.00	0.00
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	0.00	0.00	5,000.00	0.00
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00	0.00	3,000.00	0.00
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	38,521.85	29,991.38	0.00	8,530.47	77.86
5013-0000-999.7892	BUS STOP IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
5013-0000-999.7893	BRICK PAVER IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		72,671.85	52,508.38	49.98	20,163.47	72.25
TOTAL EXPENDITURES		72,671.85	52,508.38	49.98	20,163.47	72.25
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		34,400.00	31,236.40	0.00	3,163.60	90.80
TOTAL EXPENDITURES		72,671.85	52,508.38	49.98	20,163.47	72.25
NET OF REVENUES & EXPENDITURES		(38,271.85)	(21,271.98)	(49.98)	(16,999.87)	55.58