CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JUNE 19, 2017

AGENDA

Council Chambers	Regular Meeting	8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

A. CALL TO ORDER

B. STAFF PRESENT

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Public Hearing - May 25, 2017 8:30 AM
2. Downtown Development Authority - Special Meeting - May 25, 2017 8:45 AM

D. ADMINISTRATIVE REPORT

1. DDA May 2017 Revenue and Expenditure

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. Board Discussion on Traffic Engineering Services on Saginaw Street
2. Board Discussion and Possible Action on Banner Poles
3. Board Discussion and Possible Action on Clock Corner
4. Update and Discussion on Christmas Decorations

CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MAY 25, 2017

MINUTES

Council Chambers | **Public Hearing** | **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	Absent	
Neil Martz	Commissioner	Excused	
Cindi Dail	Commissioner	Present	

B. STAFF PRESENT

Racheal Boggs, Deputy Clerk

C. AUDIENCE PARTICIPATION

None.

D. PUBLIC HEARING

1. Public Hearing on Proposed Budget for DDA Fiscal Year 2017-2018.

   The DDA Board members approved the proposed budget for DDA fiscal year 2017-2018 based on 1.8673 Mills.

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

Meeting was adjourned at 8:37 AM.

Minutes Acceptance: Minutes of May 25, 2017 8:30 AM (Approval of Minutes)

CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MAY 25, 2017

MINUTES

Council Chambers | **Special Meeting** | **8:45 AM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Joey Richvalsky at 8:45 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	Absent	
Neil Martz	Commissioner	Excused	
Cindi Dail	Commissioner	Present	

B. STAFF PRESENT

Racheal Boggs, Deputy Clerk

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Apr 17, 2017 8:30 AM

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

2. Downtown Development Authority - Special Meeting - Apr 24, 2017 8:30 AM

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

D. ADMINISTRATIVE REPORT

Ms. Boggs stated you have in front of you the invoice for the Flint Journal Notice of Public Hearing in the amount of $166.73.

Minutes Acceptance: Minutes of May 25, 2017 8:45 AM (Approval of Minutes)

1. Motion to Approve and Authorize the Payment of the Flint Journal Invoice in the Amount of $166.73 for Notice of Public Hearing.

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

2. DDA Revenue and Expenditure April 2017

   No Discussion.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Budget Discussion for DDA Fiscal Year 2017-2018.

   No Discussion.

2. Discussion on topics Germane to the DDA District.

   Board discussion on proposals received by Atlas Outdoor and Big Rock Landscaping for rehabilitation of Clock Corner.

   Mr. Coates stated we are still waiting on 1 more proposal.

   Mrs. Dail would like to have background information about the companies submitting proposals including how long they have been in business and pictures of their work.

   The board discussed the following details regarding Clock Corner:

- Types of plants
- Waste baskets
- Including a "Welcome to Downtown Burton" sign
- Brick pavers
- Height of seating, base and type of bricks
- Maintenance free landscaping
- Removing current shrubs
- Pricing

   Mr. Fenner will contact Atlas Outdoor and Big Rock Landscaping to get more detail about the bids including polishing and painting the clock and the types of plants included.

   Mr. Coates stated we need to get the other proposal, so we can compare and discuss all 3 proposals for approval at our June meeting.

Minutes Acceptance: Minutes of May 25, 2017 8:45 AM (Approval of Minutes)

Mr. Coates stated something was done with the banner poles on the south end but nothing has been done on the north end. The banners that were put up have been destroyed so we need to think about ordering banners.

Mr. Richvalsky will contact Mr. Crannie again about the banner poles.

Mr. Richvalsky stated he asked the Mayor through Mr. Hayman about the DDA Board members getting paid to attend meetings. Mr. Hayman stated the City Charter does not allow for the DDA to be paid. In the past, we only had 4 mandatory meetings per year to discuss the budget, formulate the budget, public Hearing and go to City Council which made it easier to get people to volunteer as a Board Member. Currently, we have monthly meetings. Mr. Hayman stated if we want to scale the meetings back we can. What is the opinion of the board?

Mr. Fenner would like the Mayor to appoint 2 more people to the DDA Board.

Board discussion on potential candidates for the open DDA Board positions and Mr. Stapleton no longer working for Win's Lighting.

Mrs. Dail stated having a quorum to make decisions has become an issue because we are down 2 members.

Mr. Fenner agrees it is a waste of time for those of us that do come each month and then people don't show up and we have no quorum.

3. Motion to Approve and Authorize Grasshopper Lawncare to mow the first part of June, July and August this year in preparation for Back to the Bricks.

   Mr. Coates stated the contract with Grasshopper for lawn maintenance on Saginaw Street included 26 mowings. We have received a total of 21 mowings so far and would like to request that Grasshopper mow the first part of June, July and August this year in preparation for Back to the Bricks which is the week of August 14, 2017.

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

4. Motion to Approve and Authorize Artrageous Embroidery to make up to a Dozen Shirts with the DDA Logo in the following colors: Black, White and Gray for the price of no more than $50.00 per Shirt.

   Mr. Coates would like to authorize Artrageous Embroidery to make shirts with the DDA logo for no more than $50.00 per shirt.

   Mr. Richvalsky would like to include a shirt for Ms. Boggs and Mr. Slattery. I suggest ordering a dozen shirts.

Minutes Acceptance: Minutes of May 25, 2017 8:45 AM (Approval of Minutes)

Board discussion on shirt sizes, color and style.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Joey Richvalsky, Chairman
SECONDER:	Gregory Fenner, Commissioner
AYES:	Richvalsky, Coates, Fenner, Dail
ABSENT:	Stapleton
EXCUSED:	Martz

Meeting was adjourned at 9:33 AM.

Minutes Acceptance: Minutes of May 25, 2017 8:45 AM (Approval of Minutes)

DDA May 2017 Revenue and Expenditure

ATTACHMENTS:

- DDA Rev and Exp 05312017 (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 05/31/2017
% Fiscal Year Completed: 91.78

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 05/31/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/17 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BI US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	31,500.00	30,999.35	0.00	0.00	500.65	98.4
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	0.00	0.00	0.00	(100.00)	0.0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	750.00	0.00	0.00	0.00	750.00	0.0
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	1,050.00	1,029.25	0.00	0.00	20.75	98.0
5013-0000-666.0000	INVESTMENT INTEREST	900.00	0.00	0.00	0.00	900.00	0.0
Total Dept 0000		34,100.00	32,028.60	0.00	0.00	2,071.40	93.9
TOTAL REVENUES		34,100.00	32,028.60	0.00	0.00	2,071.40	93.9
Expenditures							
Dept 0000							
5013-0000-757.0000	OPERATING EXPENDITURES	200.00	152.10	0.00	0.00	47.90	76.0
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	232.86	0.00	0.00	267.14	46.5
5013-0000-826.0000	LEGAL	393.50	312.50	0.00	0.00	81.00	79.4
5013-0000-879.0000	PUBLIC RELATIONS	500.00	343.69	343.69	0.00	156.31	68.7
5013-0000-880.0000	COMMUNITY DECORATIONS	8,470.50	8,382.42	0.00	0.00	88.08	98.9
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	12,649.00	11,998.56	1,050.00	0.00	650.44	94.8
5013-0000-956.0000	MISCELLANEOUS	4,287.00	4,287.00	0.00	0.00	0.00	100.0
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00	0.00	0.00	0.00	100.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	3,000.00	0.00	0.00	0.00	100.0
Total Dept 0000		35,000.00	33,709.13	1,393.69	0.00	1,290.87	96.3
TOTAL EXPENDITURES		35,000.00	33,709.13	1,393.69	0.00	1,290.87	96.3
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		34,100.00	32,028.60	0.00	0.00	2,071.40	93.9
TOTAL EXPENDITURES		35,000.00	33,709.13	1,393.69	0.00	1,290.87	96.3
NET OF REVENUES & EXPENDITURES		(900.00)	(1,680.53)	(1,393.69)	0.00	780.53	186.7
BEG. FUND BALANCE		213,511.50	213,511.50				
END FUND BALANCE		212,611.50	211,830.97				

Attachment: DDA Rev and Exp 05312017 (3111 : DDA May 2017 Revenue and Expenditure)

Discussion on Proposal from Fleis & Vandenbrink to Provide Traffic Engineering Services for the Saginaw Street Corridor.

ATTACHMENTS:

- Fleis & Vandenbrink Burton DDA-Saginaw St Corridor Proposal (PDF)

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

Attachment: Fleis & Vandenbrink Burton DDA-Saginaw St Corridor Proposal (3115 : Discussion onTraffic Engineering Services on Saginaw

June 14, 2017

Mr. Joseph (Joey) Richvalsky, DDA Chairman
City of Burton
4303 S. Center Road
Burton, MI 48519

RE: Saginaw Street Corridor Study
Burton, Michigan
Traffic Study Proposal

Dear Mr. Richvalsky:

The professional staff of Fleis & VandenBrink (F&V) appreciates the opportunity to present you with our proposal to provide Traffic Engineering Services for the Saginaw Street Corridor in Burton, Michigan. Our understanding of the project needs, proposed scope of work, and associated fees are outlined below.

Project Understanding

The project limits include the Saginaw Street corridor in the City of Burton, between Hemphill Road and Maple Street. The Saginaw Street corridor through the Downtown Development Authority (DDA) District is a five-lane roadway, with speed limits that vary between 35 mph and 45 mph. Prior to the construction of I-475, Saginaw Street was a highly traveled roadway and required the five-lane roadway capacity. However, since this roadway is no longer being used as it was originally designed, the DDA is looking to alternative geometrics and Complete Street designs that will provide mobility for all road users. The purpose of this project is to perform a Corridor Study to identify alternatives for geometric improvements and pedestrian accessibility along Saginaw Street. The project includes the evaluation of the existing intersections operations and recommendations, including safety improvements, signal timing coordination, geometric improvements, additional signalization, on-street parking, access management and other measures that would be effective in improving the DDA District.

Fleis and VandenBrink (F&V) recently met with you and other City staff to discuss the corridor plan proposal and visit the project site. Our understanding of the project is based on these discussions with the City of Burton, the City of Burton Downtown Development Authority (DDA) Visioning Plan and Guide Book, review of the study road network, and professional experience. If our understanding of this project does not fully address your needs, please let us know and we will modify our proposal accordingly.

Scope of Services

TASK 1A & 1B: DATA COLLECTION & TRAFFIC ANALYSIS

F&V proposes to deliver the following scope of services to complete the traffic engineering services for this project:

1. Provide an analysis of the traffic progression along the corridor at the following existing study intersections:
    a. Saginaw St. & Hemphill Road,
    b. Saginaw St. & Bristol Road,

9475 Holly Road, Suite 2
Grand Blanc, MI 484
P: 810.743.91
F: 810.743.1797
www.fveng.com

c. Saginaw St. & Judd Road, and
d. Saginaw St. & Maple Street (including 5th leg of Columbine Avenue).

2. Evaluate the following intersections to determine if signals are warranted and recommended as identified in the Visioning plan concept:

   a. Saginaw St. & Parkwood Ave., and
   b. Saginaw St. & Jolson Ave.

3. Conduct a site visit and collect a field inventory of the existing geometries, lane use, and traffic control at the study intersections.
4. Collect AM (7:00 AM to 9:00 AM), MD (11:00 AM to 1:00 PM) and PM (4:00 PM to 6:00 PM) peak period turning movement counts at all the study intersections.
5. Collect speed data on Saginaw Street at two locations to determine the 85th percentile speeds
6. Identify the Existing AM, MD and PM peak hour traffic volumes at the study intersections based on turning movement count data collected.
7. Calculate the ***Existing*** vehicle delays, Levels of Service (LOS), and vehicle queues at the study intersections based on the methodologies of the *Highway Capacity Manual, 6th Edition (HCM)* using Synchro, Version 10 traffic analysis software.
8. Calculate the future background traffic volumes based on an appropriate traffic growth rate to the project horizon year.
9. Obtain and review the existing planning and zoning information for the undeveloped areas both east and west of Saginaw Street corridor to calculate the projected trips generated by these developments.
10. Evaluate the existing operations using SimTraffic and calibrate the model according the MDOT Electronic Traffic Control Guidelines.
11. Provide a crash analysis for the study intersections for the most recent three years and provide a safety assessment.
12. Identify improvements (if any) for the study road network that would be required to improve safety and operations of the Saginaw Street corridor.
13. Provide recommendations for left- and right-turn lanes at the study intersections including, recommendations for queue lengths.
14. Optimize corridor and network signal timings to improve traffic progression between signalized intersections. Corridor progression will be optimized with emphasis on the peak directional flow where progression cannot be optimized in both directions.

TASK 2: DELIVERABLES

15. Identify improvements for the study road network that would be required to accommodate the site-generated traffic volumes and evaluate up to four different alternative cross-sections for Saginaw Street. The alternatives will focus on providing a Complete Streets approach which integrates people and place into the planning and design. The Complete Streets approach provides safe and convenient transportation for all road users, including pedestrians, bicycles, and vehicles. The alternatives will be based on the existing and proposed road users and traffic volumes.
16. Complete a draft technical report consistent with accepted standards which outlines the methodologies, data collection, analyses, results, and roadway alternative cross-sections for review and consideration by the City of Burton.
17. Provide a final technical report that addresses comments from the draft report submittal and includes a recommended alternative cross-section suitable for submittal and presentation to the City of Burton DDA and City Council.
18. Signal timing permits will be provided for the study intersection for AM, MD (Off-Peak) and PM Peak periods. The permits will also provide vehicle clearance and pedestrian crossing intervals consistent with current standards.

Attachment: Fleis & Vandenbrink Burton DDA-Saginaw St Corridor Proposal (3115 : Discussion onTraffic Engineering Services on Saginaw

19. Complete a technical memorandum consistent with accepted practice and suitable for submission to the City of Burton which outlines the methodologies, analyses, results, and recommendations of the traffic study including signal timing permits for all study intersections.

All work will follow accepted traffic engineering practice and the standards documented by ITE, American Association of State Highway and Transportation Officials (AASHTO), MDOT Electronic Traffic Control Guidelines, Michigan Department of Transportation (MDOT), and the City of Burton. Upon completion of the proposed scope of work, a draft copy of the study memorandum will be provided for internal review and comment. F&V will provide one revision to the memorandum based on comments received with regard to the draft, and finalize the memorandum for submission. Electronic copies of the project memorandum and Synchro models will be provided to you and the reviewing agencies upon request, with one (1) hard copy of the project memorandum.

MEETINGS

In addition to the scope of work noted above, a fee allowance has been provided for up to three (3) meetings noted as follows:

1. Meeting with DDA and the F&V Project Team to review the alternatives analysis.
2. Meeting with DDA and the F&V Project Team to review the draft report.
3. Public meeting to present the finding of the study and recommendations to the City.

Fees

This proposal is presented based on our understanding of the project and information you have provided and the fees for these services are summarized below.

Scope of Services	Fees
Task 1A: Data Collection	$ 2,700 LS
Task 1B: Traffic Analysis	$ 5,000 LS
Task 2: Deliverables	$ 3,800 LS
Meetings	$ 3,000 T&M
Expenses	$ 500 T&M
Total Fees (not to exceed)	**$15,000**

This proposal is presented based on our understanding of the project and information you have provided. F&V professional staff will be available for meetings, public hearings, and presentations related to the completion of this study; however, the proposed fee **does not include meetings in addition to those stated above** (conducted in-person, via conference call or public meetings), items not specifically outlined in the above scope, modifications of the development plan, or further requirements of the reviewing jurisdictions or their consultants for project approval.

Additional meetings requested will be billed on an hourly basis at a rate of $179 per hour for Group Manager and $144 per hour for Project Manager attendance, as necessary. For any additional meetings and for all other items, F&V will provide a Contract Amendment outlining any associated additional fees.

We appreciate the opportunity to present our proposal for Professional Services. If you have any questions, please do not hesitate to contact us at your convenience.

Sincerely,

FLEIS & VANDENBRINK

Michael J. Labadie, PE
Group Manager

Lisa M. Easterwood
Project Manager

JMK:mjl

Attachment: Fleis & Vandenbrink Burton DDA-Saginaw St Corridor Proposal (3115 : Discussion onTraffic Engineering Services on Saginaw

Board Discussion and Possible Action on Banner Poles.

Board Discussion and Possible Action on Clock Corner.

Update and Board Discussion on Christmas Decorations