



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JUNE 20, 2016

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 - Regular Meeting - May 16, 2016 8:30 AM
2. Downtown Development Authority - Public Hearing - May 31, 2016 8:30 AM

D. ADMINISTRATIVE REPORT

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. COMMISSION DISCUSSION

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.
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.
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.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MAY 16, 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	Late	
Neil Martz	Commissioner	Present	

B. STAFF PRESENT

Ginger Burke-Miller, Controller
Tom Osterholzer, Police Chief
Bob Slattery, DPW Director
Racheal Boggs, Clerk's Office

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Feb 15, 2016 8:30 AM

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

D. PUBLIC HEARING

1. Public Hearing on Proposed Budget for DDA Fiscal Year 2016-2017.

The Public Hearing for the DDA budget is rescheduled to Tuesday, May 31, 2016 at 8:30 AM.

E. ADMINISTRATIVE REPORT

Chief Osterholzer stated he is here to discuss the Back to the Bricks event. It begins Tuesday, August 16, 2016 with a movie and rolling cruise. Wednesday and Thursday there will also be a rolling cruise, Friday there will be a concert event at Insight Institute of Neurosurgery & Neuroscience (I.I.N.N.) On South Saginaw Street near Hemphill Road with a large cruise that night and Saturday is the downtown car show and rolling cruise. We have scaled back now they we have a handle on some of the larger problems: burnouts, reckless

driving and drinking. We still deal with massive crowds in the City of Burton; probably the largest in the event. We usually spend between \$24,000.00 and \$25,000.00 in overtime. Because we have scaled back and plan to spend about \$18,000.00 this year. This is a mandatory work week with no vacation time allowed so shifts are at full staff. We do everything we can to minimize overtime and keep as many officers on straight time as possible. We have a dedication to the city not including the Back to the Bricks Cruise. The Police budget includes \$12,800 for overtime and we are hoping to count on the DDA to still provide \$5,000.00 for the remainder. He thinks this is fair and needed to keep our City safe during the event.

F. AUDIENCE PARTICIPATION

Jerry Preston, Secretary of Back to the Bricks stated he is here to discuss the banner poles that will be given to the City of Burton. There have been problems with utilities in the past and we are ready to get them put up.

Mr. Slattery stated he has detailed drawings of the east side of the road of the utilities in the proposed location of the banner poles.

The board discussed the placement of banner poles, pole locations, utilities, easements and footing for banner poles.

Mr. Crannie stated the utilities by Gilroy's Hardware have been moved. He has been given the bill for it from Consumers Energy.

Mr. Coates stated the DDA Board was unaware of the move or the bill.

Mr. Fenner asked who authorized the movement of the utilities.

Mr. Martz asked Mr. Crannie if he has a work order. He also stated the City of Burton was looking for a place to put the poles that didn't require the movement of utilities.

Mr. Slattery stated he was unaware that utilities were moved.

Mr. Crannie said he does not have that information today and he will look into it.

Mr. Richvalsky suggested to Mr. Crannie to call Consumer's to find out what was moved so we are aware.

Mr. Fenner asked Mr. Preston if moving the utilities is considered part of the installation because poles and installation were said to be included.

Mr. Preston stated no. He will make a call to Consumer's Energy.

Mr. Crannie said the utility movement is an additional cost.

Mr. Richvalsky suggested Mr. Slattery, Mr. Preston, Mr. Crannie and other members of the DDA Board go out to the site location today at 10:00 AM to see if we can get the process started.

Mr. Fenner asked how often Consumers comes into the City of Burton and move lines without the DPW being aware of it.

Mr. Slattery will check what he has in his office.

G. BOARD RECOMMENDATION AND/OR ACTION

1. Update and board discussion on tree trimming on Saginaw Street.

This item was not discussed.

2. Discussion on appointment of DDA Board Member.

This item was not discussed.

3. DDA Revenue and Expenditure Reports through 03312016

Mr. Coates suggested to leave operating expenditures at \$800.00 and to leave audit at \$400.00.

Mrs. Burke-Miller said most of the miscellaneous for last year was Fleis & Vandenbrink for the development of the DDA Visioning Plan. That is done and currently there is only \$100.00 booked in there.

Mr. Slattery advised the board to keep in mind we will need professional assistance for the development of the city's Master Plan. This can come from miscellaneous or somewhere else.

Mrs. Burke-Miller said the state is giving money back to us for local community stabilization share appropriations which is the lost personal property tax that we have incurred. Mr. Fowler figured out how much we have lost and you have an additional \$1,400.00 that will come into the 2015-2016 revenues. Also, in 2016-2017 we have estimated another \$800.00 into the budget.

4. Motion to transfer \$2,000.00 from Capital Improvements to Community Decorations.

Mr. Richvalsky stated we are over budget by \$1,875.00 in community decorations and we need to make a transfer from another line item.

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

5. Motion to add \$500.00 to Public Relations for the DDA 2016-2017 budget.

Mr. Slattery stated the city calendar for next year would be considered public relations.

Mr. Richvalsky thinks this is a positive thing for our city and would like to set money aside for this.

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

6. Motion to decrease Community Decorations to \$4,000.00.

Mr. Coates stated that we will need less this year for Community Decorations because of repairs and replacement of bulbs needed last year.

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

7. Motion to reduce Landscape/Maintenance to \$10,000.00.

Mr. Coates stated we are not going to have the \$7,500.00 expense of the tree trimming in this budget.

Joey stated we should leave it at \$17,000.00.

RESULT: CARRIED [4 TO 1]
MOVER: Gregory Fenner, Commissioner
SECONDER: Steve Coates, Commissioner
AYES: Coates, Fenner, Stapleton, Martz
NAYS: Richvalsky

8. Motion to keep Miscellaneous at zero, Police Fund at \$5,000.00 and Capital Improvement at \$3,000.00 and to increase Clock Corner Improvement/Maintenance to \$8,000.00.

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

Meeting was adjourned at 9:52 PM.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MAY 31, 2016

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	Present	
Neil Martz	Commissioner	Present	

B. STAFF PRESENT

Karen Moffitt, Controller's Office
Racheal Boggs, Clerk's Office

C. AUDIENCE PARTICIPATION

None.

D. PUBLIC HEARING

1. Public Hearing on Proposed Budget for DDA Fiscal Year 2016-2017.

Mr. Coates stated with the bid we have for lawn maintenance, what we have proposed is not going to work.

Board discussion regarding the movement of funds to cover lawn cutting.

2. Motion to approve proposed 2016-2017 budget with the amendment of moving \$8,000.00 from clock corner improvement line item to landscape maintenance.

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

Meeting was adjourned at 8:45 AM.

Minutes Acceptance: Minutes of May 31, 2016 8:30 AM (Approval of Minutes)



ADOPTED

AGENDA ITEM (ID # 2485)

DOC ID: 2485

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.

ATTACHMENTS:

- Budget Amendment 6-20-16 Landscape Maintenance (PDF)

05/26/2016 12:05 PM

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

Page: 1/

G.1.a

User: moffi

DB: Burton

PERIOD END 05/31/2016

% Fiscal Year Completed: 91.80

		2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	%	T D
GL NUMBER	DESCRIPTION						
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	31,700.00	28,604.40	0.00	3,095.60	9%	
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	0.00	0.00	(100.00)		
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00	0.00	1,000.00		
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROP (STATE)	0.00	1,358.00	0.00	(1,358.00)	10%	
5013-0000-574.0000	SINGLE BUSINESS TAX	0.00	0.00	0.00	0.00		
5013-0000-666.0000	INVESTMENT INTEREST	300.00	547.28	0.00	(247.28)	18%	
5013-0000-678.0000	REIMBURSEMENT INCOME	100.00	0.00	0.00	100.00		
5013-0000-694.0000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00		
5013-0000-699.0000	USE OF FUND BALANCE	3,800.00	0.00	0.00	3,800.00		
Total Dept 0000		36,800.00	30,509.68	0.00	6,290.32	8%	
TOTAL Revenues		36,800.00	30,509.68	0.00	6,290.32	8%	
Expenditures							
Dept 0000							
5013-0000-717.0000	RETIREMENT - MERS ACTIVE	0.00	0.00	0.00	0.00		
5013-0000-718.0000	RETIREMENT - MERS RETIREES	0.00	0.00	0.00	0.00		
5013-0000-719.0000	Payroll Fringes	0.00	0.00	0.00	0.00		
5013-0000-757.0000	OPERATING EXPENDITURES	800.00	(56.15)	0.00	856.15		
5013-0000-808.0000	AUDIT	400.00	400.00	0.00	0.00	10%	
5013-0000-811.0000	POLICE SERVICES	0.00	0.00	0.00	0.00		
5013-0000-879.0000	PUBLIC RELATIONS	0.00	0.00	0.00	0.00		
5013-0000-880.0000	COMMUNITY DECORATIONS	4,880.00	4,754.91	0.00	125.09	9%	
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	17,000.00	14,355.00	0.00	2,645.00	8%	
5013-0000-956.0000	MISCELLANEOUS	4,720.00	87.64	0.00	4,632.36		
5013-0000-957.0000	SURPLUS	0.00	0.00	0.00	0.00		
5013-0000-973.0000	DDA COMMUNITY EVENTS	0.00	0.00	0.00	0.00		
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00	0.00	0.00	10%	
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	1,000.00	1,000.00	1,000.00	0.00	10%	
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	3,000.00	0.00	0.00	3,000.00		
5013-0000-999.7892	BUS STOP IMPROVEMENTS	0.00	0.00	0.00	0.00		
5013-0000-999.7893	BRICK PAVER IMPROVEMENTS	0.00	0.00	0.00	0.00		
Total Dept 0000		36,800.00	25,541.40	1,000.00	11,258.60	6%	
TOTAL Expenditures		36,800.00	25,541.40	1,000.00	11,258.60	6%	
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		36,800.00	30,509.68	0.00	6,290.32	8%	
TOTAL EXPENDITURES		36,800.00	25,541.40	1,000.00	11,258.60	6%	
NET OF REVENUES & EXPENDITURES		0.00	4,968.28	(1,000.00)	(4,968.28)	10%	

Attachment: Budget Amendment 6-20-16 Landscape Maintenance (2485 : Budget Amendment #6135)



ADOPTED

AGENDA ITEM (ID # 2486)

DOC ID: 2486

**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.**

ATTACHMENTS:

- DDA Invoice Signs by Crannie- Banner Poles (PDF)

Signs By Crannie, Inc.4145 Market Place
Flint, MI 48507

Voice: 810-487-0000

Fax: 810-487-0711

INVOICE

Invoice Number: 337882

Invoice Date: May 10, 2016

Page: 1

Duplicate

G.2.a

Bill To:Burton DDA
4303 S. Center Rd.
Burton, MI 48519**Ship to:**Burton DDA
4303 S. Center Rd.
Burton, MI 48519

Customer ID	Customer PO	Payment Terms	
810-743-0600	per Joey Richvalski	C.O.D.	
Sales Rep ID	Shipping Method	Ship Date	Due Date
11	Company Truck		5/10/16

Quantity	Item	Description	Unit Price	Amount
2.00		Furnish labor and materials for two (2) banner poles as requested by Joey Richvalski. (Consumers Energy required power lines to be moved)		
1.00		Banner Poles	2,250.00	4,500.00
1.00		Consumer Energy Moving of Lines	2,228.70	2,228.70
		Engineering Fees	250.00	250.00
Subtotal				6,978.70
Sales Tax				270.00
Total Invoice Amount				7,248.70
Payment/Credit Applied				
TOTAL				7,248.70

Check/Credit Memo No:

A 1 1/2% finance charge will be added after 30 days. Thank you!!!



ADOPTED

AGENDA ITEM (ID # 2487)

DOC ID: 2487

**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.**