DRAFT

BURTON, MICHIGAN

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MARCH 16, 2015

MINUTES

Council Chambers	Regular Meeting	8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Joey Richvalsky at 8:36 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Present	
Steve Coates	Commissioner	Present	
James Paulus	Commissioner	Remote	8:36 AM
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Laurie Moncrieff	Commissioner	Late	8:51 AM
Neil Martz	Commissioner	Excused	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Teresa Karsney, Clerk
Teresa McCrea, Record Tech

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Feb 16, 2015 8:30 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Steve Coates, James Paulus
AYES:	Richvalsky, Coates, Paulus, Fenner, Stapleton, Moncrieff
EXCUSED:	Martz

D. ADMINISTRATIVE REPORT

None

E. AUDIENCE PARTICIPATION

None

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion on Annex South side of Hemphill Road between South Saginaw - Camden; 475 - Camden on Bristol Road.

   Mr. Richvalsky stated pending further discussion upon Neil Martz return whom is spear-heading this effort. Annexation will affect the south side of Hemphill Road between South Saginaw and Camden, and 475 and Camden on Bristol Road.

   Thorough fare to be annexed will be a gateway into the Saginaw Street area. A spot

from 475 needed for a Pavillion or Monument to direct traffic onto Saginaw Street in the Downtown Area.

A letter advising businesses of the City of Burton's plans for annexation is being drafted by Neil Martz. Need list of addresses (draft in process) for affected businesses/persons on Hemphill and Bristol

Mr. Richvalsky also stated the City Council approval is needed prior to moving forward with annexation. He requested copy of Public ACT 197 (Michigan Statutes-Guidelines for DDA) for Council Member, Teresa Karsney. She will provide to council members via email.

Purpose for annexation is to increase revenue.

2. Discussion and possible demolition of blight property on Saginaw Road.

   DDA requested list of properties to be demolished, Rik Hayman to provide.
   Mr. Paulus expressed concern in regards to Stewart Worthington (DPW) not returning his phone calls. Mr. Hayman Stated he spoke with Stewart Worthing last week in reference to moving forward on demo properties, unsure as to why Stewart is not returning phone calls.

   Mr. Worthing joined meeting stated he will re-tag brick building on Saginaw Road and send letter to owner referencing demolition of said property. The letter's intent is to capture the owners attention and move forward with a resolution to demo or owner rehabilitate the building. Mr. Worthing had tagged property, unknown person removed tag. There is a 5 to 7 (approximate) month process before demolition may commence, title search is needed and any parties with ties to property have to be notified and must sign off on demolition. Owners of buildings on demolition list, mainly Blighted Property/brick building in question must bring property up to building/property maintenance codes to avoid demolition. Have to clean up and make presentable. Boarded windows does provide a measure of security and within code. Mr. Hayman stated he would provide building codes to council members.

3. Discussion on the Downtown Development Logo.

   Mr. Paulus reviewed Logo prior to meeting, # 1 is his favorite. Mr. Paulus has ideas for Logo #1 for basic improvements such as bringing out the clock. DDA logo was created by his employees who researched other DDA logos; the goal was to be distinct and separate from City Logo.

   Mr. Richvalsky commented that the Chamber of Commerce adopted "Building a Better Burton." Is authorization needed to use this tag line? We could enhance the Clock on Logo to stand out more, currently black on black.

   Mr. Paulus requested information as to when Burton DDA was established in order to incorporate into flyer/logo. Logo #1 was agreed upon by all council members. Requested minor changes, the B to the right on the Water Tower be removed and Burton centered on the Water Tower. Logo will be usable for T-Shirts and other marketing items. Will provide proofs for next meeting.

4. Update on placement of Banner Poles.

   Mr. Richvalsky reiterated that an ideal location for the Banner Poles be placed on the property across from the health department. Mr. Paulus Requested to have Signs by Craney advise on the location for installation of Banner Poles; preferably the north boundary line of district. Far enough south of intersection of Hemphill Road would not interfere with traffic or infrastructure in place. The area in question is across from Health Department. Will not interfere with water lines at Hemphill and Allen Street. DDA would like up before Back to Bricks. Between fifth and third, south pole location is ok. Need to be as close to Hemphill road as possible. Water lines clustered east side by Party Store and Racer. Craney Signs will need to evaluate and advise where to put up banner.

5. Discussion on Consumer Power Rebate.

   Mr. Stapleton asked Mr. Hayman If he was able to reach Kurt at Consumers Power. Mr. Hayman was unable to reach Kurt at Consumers Power, did speak to Kevin Keene but has not received an answer back.

   Mr. Stapleton will find out what size the current street lights are from Genesee County Road Commission. They should have them on their shelves currently. Issue presented is Burton does not own the lights or poles, if change is made the City will need to pay for it. Genesee County Road Commission owns poles, however they will not maintain new lights, City would not be able to maintain either. Prices on fixtures from county dropped dramatically down to about $15,000.00, plus rebates if Consumer's Power will get us on list.

   Durability in lights; if it goes out will you need to replace? Need to find out the cost to install lights.

   Lights are efficient and after 5 years the lights will still be operating at 90%. Does not loose brightness/illumination.

   Genesee County maintains lights, Genesee County offered to sell poles to Burton.

   Mr. Stapleton stated he will nail down costs and obtain other pertinent information such as purchase price, future cost savings, etc., needed to make an informed decision.

DRAFT

BURTON, MICHIGAN

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

FEBRUARY 16, 2015

MINUTES

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

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Joey Richvalsky at 8:39 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Present	
Steve Coates	Commissioner	Present	
James Paulus	Commissioner	Present	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Laurie Moncrieff	Commissioner	Absent	
Neil Martz	Commissioner	Present	

B. STAFF PRESENT

Bette Bigsby, Parks & Recreation Director
Teresa Karsney, Clerk

C. MINUTES

1. Downtown Development Authority - Regular Meeting - Jan 19, 2015 8:30 AM

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

D. ADMINISTRATIVE REPORT

Administration was not present to give a report.

1. Revenue and Expenditure Report 01/31/15.

E. PRESENTATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion on Annex South side of Hemphill Road between South Saginaw - Camden; 475 - Camden on Bristol Road.

   Mr. Richvalsky started the discussion on the annexation of South Side of Hemphill

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Road between South Saginaw - Camden, 475-Camden on Bristol; are there any thoughts on that. Mr. Martz was interested in this matter as the resident representative for the Downtown Development Authority.

Mr. Martz introduced himself to the Board. He stated that in trying to utilize some of the pedestrian walkways along Hemphill Road, he noticed they are to the point of deterioration and need repair. He feels that not everybody comes from to the City of Burton down Saginaw Street. If there is a desired to enhance the image of Burton and there are other avenues that approach the City of Burton, which is Hemphill and Bristol, are your access points off the freeway. I think it would be a good idea to try and identify that you are in the City of Burton and not in the City of Flint. It would help if we had some beautification in this area, sidewalks, trees, signage, etc. Letting people know they are in Burton. It would be good to capture the benefit of appearance and exposure at 475 and Bristol Road. He would suggest that on the Hemphill Road that the DDA would be brought back to at least Allen Street so there is enough room, more than 100 foot lot. The utilities along Hemphill Road are the City of Flints, so any effort to import sewer or water from the City of Burton will have to come from that back street forward. So that is why I suggested those areas to be looked at to be included in the DDA district. He said half the block is vacant that back up the commercial business.

Mr. Paulus asked if Mr. Martz was suggesting we capture that into the DDA somehow.

Mr. Fenner asked how we go about this annexation of adding to the DDA overlay.

Mr. Martz thinks we have great benefit for development in this area like apartments or other business that will help support the downtown area.

Mr. Paulus stated he didn't know how that would help the downtown area when we have so much work to be done in the DDA district now.

Mr. Martz said if you are concerned about the image of Burton you can't throw two areas out that are highly visible to the people coming into Burton, and think you're going to improve the image coming down Saginaw St.

Mr. Richvalsky stated this would add more money to the DDA. Would Mr. Martz talk with the businesses in the area to see if they would be interested in being a part of the DDA. Boundary lines need to be drawn up and we need to get a list of properties in that area.

Mrs. Bigsby stated that you need to explore the options.

Mr. Fenner asked how we go about this. He asked if the administration could give the DDA direction on how they go about expanding the DDA District.

Mr. Martz said if you look at the document that was given out by your planner; they have future expansion area districts that are already chartered out within the document you created. You need to start with developing your boundaries. Once your boundaries are set then you look at the use of the property. If the new boundaries include residence and we set a standard say for a facade, we can exclude the residential properties from that standard. We have really already defined the future expansion areas of the districts along Saginaw Street; I'm just suggesting that you include from a visualization standpoint those two other corridors that feed Saginaw Street.

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Mr. Richvalsky stated I think that if we make the boundaries too big it will create a lot of turmoil from the residents. We should start with Bristol and Hemphill Road first and forget about Saginaw Street for now.

Mrs. Bigsby suggests that you word it to the effect of exploring the option of, and add in all of the areas. That way when you are into the exploration and find out it is not feasible, you're not locked into doing anything.

Mr. Martz will be formulating the document for the property owners.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Neil Martz, Commissioner
SECONDER:	Gregory Fenner, Commissioner
AYES:	Richvalsky, Coates, Paulus, Fenner, Stapleton, Martz
ABSENT:	Moncrieff

2. Motion to create documentation and support from the property owners in an effort to develope a package to submit to administration for consideration for the expansion of the DDA district down Bristol and Hemphill Rd. corridors.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Neil Martz, Commissioner
SECONDER:	Gregory Fenner, Commissioner
AYES:	Richvalsky, Coates, Paulus, Fenner, Stapleton, Martz
ABSENT:	Moncrieff

3. Discussion and possible demolition of blight property on Saginaw Road.

   Mr. Richvalsky stated the administration is working on the blighted property. A few along Saginaw Street are Burton Auto Parts, the brick building by the transmission shop, the residential property north of Rusty Jones, and 7-11 on Judd and Saginaw. We need to contact DPW to see if they have started anything on these properties.

   Mr. Fenner said we should contact Lisa from Flies and Vandenbrink to have her explore the grant money available for this area. We need to contact Mayor Zelenko and the Code Enforcer regarding these properties. The building on Saginaw Street next to Rusty Jones was sold and one of the conditions was that the property be torn down. So hopefully this will happen soon.

4. Any other business that comes before the Board.

   Steve Coates stated the Burton View published an article on the DDA Visioning Plan.

   James Paulus said he is working on the logo. The logo could range from $175.00 to $700.00. The simple thing to do would be to combine the clock corner and the Veteran's Memorial on a logo. If we use pictures that we already have it would only cost $250.00 to $400.00 to make a logo. Starting from scratch would be more expensive. Once we have the logo established, it will be digitalized so that it can be used on anything.

   Mr. Richvalsky said he likes the idea of using what we have, and putting the phrase, In Time Building a Better Burton.

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Mr. Coates stated we need an update on the Back to the Bricks banner pole.

Mr. Richvalsky said Jerry Preston was supposed to meet with Dan Craney from the sign company. They were going to meet on site to figure out where we could place the poles.

Mr. Stapleton said I have brought in some literature on Consumers Energy rebate for street lighting. They have changed the way they are doing the rebates now and they are running out of money very quickly. They are now paying 40 cents per watt hour saved. The price of the lights is coming down. It would cost us around $30,000.00 to change these out. We would get our money back with the savings in two or two and a half years. The first contact to get started on this would be to David Kirk from Consumers at (517) 481-2972 Ext. 1921. The goal is to replace all the streetlights from Maple to Hemphill Road with LED lights. These are much brighter lights and would save up around 2/3 what we are paying now. Any business can get in on this deal.

Mrs. Bigsby, Burton Parks & Recreation Director reminded everyone of the Memorial Day Events on August 25, 2015 at 9 a.m. This day will start with the road race at Atherton High School. The parade will be start on Center Rd and end at the Veteran's Memorial. We will have kid's activities at City Hall. The D.A.V. will be selling hot dogs and Hamburg's and we are going to have entertainment. The day will end with our firework's show. We have started registration for the Burton Youth League. The games will start in June. The Christmas Parade will be on December 5th down Saginaw Street. The parade will start at Dusk so that the Christmas lights and decorations are more visible. We normally have about 30 entries. I am hoping you spread the word in your area to bring in more participation. Our fireman did an outstanding job last year in decorating their fire trucks.

Mr. Richvalsky welcomed Neil Martz as a resident member of the D.D.A. He will be a positive influence for this family. Thank you for volunteering Mr. Martz, I appreciate your service to the community.

5. Motion to contact Consumers Energy for Streetlight Rebate

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Discussion on Annex South side of Hemphill Road between South Saginaw - Camden; 475 - Camden on Bristol Road.

Discussion and possible demolition of blight property on Saginaw Road.

Discussion on the Downtown Development Logo.

Update on placement of Banner Poles.

Discussion on Consumer Power Rebate.