



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MARCH 18, 2019

AGENDA

Council Chambers

Regular Meeting

8:30 AM

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

A. ROLL CALL

B. STAFF PRESENT

C. ADMINISTRATIVE REPORT

1. Revenue and Expenditure Report as of February 28, 2019

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Feb 18, 2019 8:30 AM

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 DISCUSSION

1. Discussion and Possible Action on General Topics Germane to the DDA District.

**THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, APRIL 15,
2019 @ 8:30 AM.**



SCHEDULED

INFORMATION ITEM (ID # 4278)

Meeting: 03/18/19 08:30 AM
Department: Controller's Office
Category: Report
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

C.1

DOC ID: 4278

Revenue and Expenditure Report as of February 28, 2019

ATTACHMENTS:

- Revenue and Expenditure Report DDA 2-28-19 (PDF)

03/13/2019 02:25 PM

User: moffittk

DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

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PERIOD ENDING 02/28/2019

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BUDGET USED
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	33,800.00	30,940.14	44.72	2,859.86	91.5
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	100.00	0.00	0.00	100.00	0.0
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	800.00	0.00	0.00	800.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	500.00	0.00	0.00	500.00	0.0
Total Dept 0000		35,200.00	30,940.14	44.72	4,259.86	87.5
TOTAL REVENUES		35,200.00	30,940.14	44.72	4,259.86	87.5
Expenditures						
Dept 0000						
5013-0000-757.0000	OPERATING EXPENDITURES	500.00	78.49	0.00	421.51	15.7
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	383.17	0.00	116.83	76.6
5013-0000-818.0001	SAGINAW ST CORRIDOR	15,000.00	550.00	0.00	14,450.00	3.6
5013-0000-826.0000	LEGAL	500.00	0.00	0.00	500.00	0.0
5013-0000-879.0000	PUBLIC RELATIONS	1,000.00	625.00	0.00	375.00	62.5
5013-0000-880.0000	COMMUNITY DECORATIONS	5,000.00	6,331.36	0.00	(1,331.36)	126.6
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	2,700.00	34.60	0.00	2,665.40	1.2
5013-0000-956.0000	MISCELLANEOUS	2,000.00	482.37	0.00	1,517.63	24.1
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00	0.00	0.00	100.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00	0.00	3,000.00	0.0
Total Dept 0000		35,200.00	13,484.99	0.00	21,715.01	38.3
TOTAL EXPENDITURES		35,200.00	13,484.99	0.00	21,715.01	38.3
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		35,200.00	30,940.14	44.72	4,259.86	87.5
TOTAL EXPENDITURES		35,200.00	13,484.99	0.00	21,715.01	38.3
NET OF REVENUES & EXPENDITURES		0.00	17,455.15	44.72	(17,455.15)	100.0
BEG. FUND BALANCE		188,778.04	188,778.04			
END FUND BALANCE		188,778.04	206,233.19			

Attachment: Revenue and Expenditure Report DDA 2-28-19 (4278 : Revenue and Expenditure Report as of



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

FEBRUARY 18, 2019

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

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

A. ROLL CALL

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

B. STAFF PRESENT

Bob Slattery, DPW Director
Racheal Boggs, Deputy Clerk

C. ADMINISTRATIVE REPORT

Mr. Coates stated the \$600.00 in public relations on the revenue and expenditure report was for the prizes for the Christmas Decorating Contest.

1. Revenue and Expenditure Report as of December 31, 2018

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Dec 17, 2018 8:30 AM

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

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

None.

G. BOARD DISCUSSION

Minutes Acceptance: Minutes of Feb 18, 2019 8:30 AM (Approval of Minutes)

1. Discussion on Topics Germane to the DDA District.

Mr. Martz stated he is working on a draft of the Banner Permit and wants to meet with DPW before finalizing it. He will also be talking with the contractor about the cost to erect it. He also wants to know what Crannie did with the volleyball sign that was attached to the original banner poles.

Mr. Richvalsky would like to speak with Atlas to have the pillar replaced that was damaged in the traffic accident at Clock Corner.

Mr. Martz would like to pursue the individual that ran into it.

Mr. Fenner agrees with Mr. Matrz. We need to get the estimate from Atlas and then file a civil suit. Are there any blocks left that were salvaged?

Mr. Coates said, no.

Mr. Fenner would like the DDA to come up with a banner to hang on these poles. It is a huge waste of revenue that we spent to not have anything on them. I don't know if we need a permit. They are our poles. We could advertise for the memorial day event or just "Welcome to Downtown Burton". We might even be able to share the cost with Parks and Recreation for advertising the Memorial Day event.

Board discussion on city and Parks and Recreation events and sponsoring or advertising using the DDA banner poles on Saginaw Street.

Mr. Fenner will look into getting a price for a banner for the DDA to put up.

Mr. Richvalsky stated he will contact Atlas about Clock Corner.

Mr. Martz asked Ms. Boggs if she would be willing to help with formatting the banner permit.

Ms. Boggs said, yes.

Mr. Coates stated City Council approved the engineering contract for the section of Saginaw Street between Bristol Road and Hemphill Road. We paid for a traffic study and discussed striping. He would like to know if the DDA Visioning Plan is being considered in this project.

Mr. Fenner stated we had discussed striping the south side of Saginaw Street prior to the project being done so the contractors can match the striping on the north end to what we put down.

Mr. Slattery stated he thinks that will just be a minor modification.

Mr. Martz would like to set up a meeting with Mr. Slattery to discuss the plans.

Mr. Martz stated we created a visioning plan and it seems like no one wants to follow it.

Mr. Fenner wants to know how they can have a meeting to plan something in our downtown without inviting a DDA Member to come and give input. He would like to know what is coming up so the DDA can plan their own projects accordingly such as the striping and curb-cuts.

Mr. Slattery stated the Saginaw Street project is not a full reconstruction. It is only mill and resurface. They will only fix the curbs that are necessary. The DDA Visioning Plan was reviewed by the contractor when they submitted a proposal for the design engineering for Saginaw Street.

The DDA Board decided to meet with Mr. Slattery at the DPW on Wednesday, February 20, 2019 at 9:00 AM to discuss the plans for the upcoming project on Saginaw Street.

Mr. Fenner asked when they will begin on Saginaw Street.

Mr. Slattery stated it will likely begin in April and be finished in July.

Board discussion about DDA Visioning Plan items including bump-outs, on-street parking, striping, sidewalks, road diet, snow shoveling and budget constraints due to lack of Tax Increment Financing.

Mr. Slattery stated the Tax Increment Financing is a great thing for DDA's. This would require a vote of the people as well as approval from various entities; libraries, airports, etc., because they have a choice to opt out.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, MARCH 18, 2019 @ 8:30 AM.

Meeting was adjourned at 9:07 AM.

Minutes Acceptance: Minutes of Feb 18, 2019 8:30 AM (Approval of Minutes)



SCHEDULED

AGENDA ITEM (ID # 4271)

DOC ID: 4271

Discussion and Possible Action on General Topics Germane to the DDA District.