



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MARCH 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

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

Mr. Richvalsky stated we received correspondence from the City Controller regarding our budget. So, we need to be thinking about how we are going to spend our money and making any changes we see necessary.

Mr. Coates stated we do this in April.

Mr. Fenner asked if we need to move money to the community decorations line item. It looks like we are at deficit there. Did DPW get paid?

Mr. Coates stated the bill comes through and the Controller pays it making the determination of what line to pay it out of. We will need to move money into that line item at a later date. It is probably the installation and removal of Christmas decorations billed in January. I don't have that report but I will get a general ledger from the Controller.

Board discussion on community decorations and moving funds.

D. APPROVAL OF MINUTES

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

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

E. AUDIENCE PARTICIPATION

None.

F. BOARD DISCUSSION

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

Mr. Richvalsky stated as you are aware, Clock Corner was damaged from a traffic accident several months ago. I have received an estimate from Atlas Outdoor for restoration in the amount of \$1,235.21. I would like to have this done as soon as possible.

Mr. Martz would like it to be done when winter is over.

Mr. Coates would still like to contact the City Attorney and/or the Police Chief in regards to restitution because the clock was not the only damage done to the corner. The cement is cracked and there was property damage to Rite Aid's light poles, tree and a shrub.

Mr. Richvalsky stated the revitalization of Saginaw Street from Bristol Road to Hemphill Road is going to be done soon. They are going to remove the sidewalks during the project. Mr. Martz had a great idea that this may be a perfect time to run electric to Clock Corner.

Mr. Martz stated the contractor told him that in order to run electric to the clock it would need to be done underground which would mean removing the sidewalk. This would be the cheapest time to run electric.

Board discussion on Saginaw Street Project, removing the sidewalk to install electric to the clock, DDA Visioning Plan, Traffic Study, road diet and the City Master Plan.

Mr. Fenner stated the road diet is in the DDA Visioning Plan. The traffic study was done to determine the correct speed limit on Saginaw Street. I never saw the traffic study performed by Fleis and Vandenbrink and would like a copy of it.

Mr. Martz stated we never had any further conversations about this. We were given a traffic study and striping suggestion and that's it.

Mr. Coates stated we were supposed to be provided a copy and it was supposed to be on video but that never happened. It was all part of the contract.

Mr. Martz stated if we are going to do anything with the striping, we need to talk to City Council.

Mr. Slattery stated the study done by Fleis and Vandenbrink included changing the speed limit as well as three options for re-striping for a road diet which included various options for parking. This was not a plan; it is only a study. We should have been coordinating with the City Council a year ago. The last action taken on this study was a Public Hearing and there was no public here.

Board discussion on speaking with City Council regarding the Saginaw Street Corridor Analysis.

Mr. Martz stated the driveway North of McDonald's is scheduled to be closed. We may want to look at the Driveway in front of Trapper Joe's Lounge. It belongs to the property at Burton Auto Glass. It should be removed as well.

Mr. Slattery stated Mrs. Abbey knows about this in the Planning and Zoning Department. The city owns Burton Auto Glass now so, I think the intent is to close the curb there.

Mr. Coates stated he doesn't remember everyone agreeing to putting electric in at the clock. He thinks because of visibility issues and the wind, we decided against it.

Mr. Martz stated this is the cheapest this is ever going to be to do this public improvement. The construction is already being done and we would spend three times this much to have it done at a later time.

Mr. Fenner stated he agrees with Mr. Martz.

Mr. Coates stated he is done spending money on that corner.

Board discussion on electrical specifications at Clock Corner and the price to have electrical put in.

Mr. Fenner stated he received an estimate from Commercial Graphics for a solid, double sided, 40X20 vinyl banner with a logo and Welcome to Downtown Burton. The price for the banner is \$1,200.00. This includes cables and grommets. This is not for installation. DPW would still do that.

Mr. Coates stated there are a lot of street lights out on Saginaw Street. The DDA needs to keep an eye on the burnt out lights and submit it to Consumer's. There is also LED lighting by McDonald's and a bunch on the south side of Bristol Road.

Mr. Slattery stated Consumer's is now routinely replacing burnt out lights with the new LED lights except for the center-hung lights. For the lights on the posts, if they are burnt out, let me know and I will forward them to Consumer's and they will replace them with LED lights. Additionally, ERC is still talking to Consumer's about updating the Saginaw Street Corridor.

Board discussion on the quote received from Consumer's to replace lights on Saginaw Street.

Mr. Coates stated we should call the Police Chief to attend the April DDA meeting to discuss Back to the Bricks funding so we can budget money for it.

Mr. Fenner asked what we plan to do about the MTA bus stop. He would like to contact them.

Mr. Slattery said to contact Paul Mattern at MTA regarding this.

2. Motion to Hire Atlas Outdoor for the Restoration of Clock Corner in the Amount of \$1,235.21.

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

3. Motion to Meet with the Mayor's Office Regarding the 2017 Saginaw Street Corridor Analysis.

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

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

Meeting was adjourned at 9:40 AM.



SCHEDULED

INFORMATION ITEM (ID # 4278)

DOC ID: 4278

Revenue and Expenditure Report as of February 28, 2019

COMMENTS - Current Meeting:

Mr. Richvalsky stated we received correspondence from the City Controller regarding our budget. So, we need to be thinking about how we are going to spend our money and making any changes we see necessary.

Mr. Coates stated we do this in April.

Mr. Fenner asked if we need to move money to the community decorations line item. It looks like we are at deficit there. Did DPW get paid?

Mr. Coates stated the bill comes through and the Controller pays it making the determination of what line to pay it out of. We will need to move money into that line item at a later date. It is probably the installation and removal of Christmas decorations billed in January. I don't have that report but I will get a general ledger from the Controller.

Board discussion on community decorations and moving funds.

ATTACHMENTS:

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

03/13/2019 02:25 PM

User: moffitttk

DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

Page 1/1

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 APPROP (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.

COMMENTS - Current Meeting:

Mr. Richvalsky stated as you are aware, Clock Corner was damaged from a traffic accident several months ago. I have received an estimate from Atlas Outdoor for restoration in the amount of \$1,235.21. I would like to have this done as soon as possible.

Mr. Martz would like it to be done when winter is over.

Mr. Coates would still like to contact the City Attorney and/or the Police Chief in regards to restitution because the clock was not the only damage done to the corner. The cement is cracked and there was property damage to Rite Aid's light poles, tree and a shrub.

Mr. Richvalsky stated the revitalization of Saginaw Street from Bristol Road to Hemphill Road is going to be done soon. They are going to remove the sidewalks during the project. Mr. Martz had a great idea that this may be a perfect time to run electric to Clock Corner.

Mr. Martz stated the contractor told him that in order to run electric to the clock it would need to be done underground which would mean removing the sidewalk. This would be the cheapest time to run electric.

Board discussion on Saginaw Street Project, removing the sidewalk to install electric to the clock, DDA Visioning Plan, Traffic Study, road diet and the City Master Plan.

Mr. Fenner stated the road diet is in the DDA Visioning Plan. The traffic study was done to determine the correct speed limit on Saginaw Street. I never saw the traffic study performed by Fleis and Vandenbrink and would like a copy of it.

Mr. Martz stated we never had any further conversations about this. We were given a traffic study and striping suggestion and that's it.

Mr. Coates stated we were supposed to be provided a copy and it was supposed to be on video but that never happened. It was all part of the contract.

Mr. Martz stated if we are going to do anything with the striping, we need to talk to City Council.

Mr. Slattery stated the study done by Fleis and Vandenbrink included changing the speed limit as well as three options for re-striping for a road diet which included various options for parking. This was not a plan; it is only a study. We should have been coordinating with the City Council a year ago. The last action taken on this study was a Public Hearing and there was no public here.

Board discussion on speaking with City Council regarding the Saginaw Street Corridor Analysis.

Mr. Martz stated the driveway North of McDonald's is scheduled to be closed. We may want to look at the Driveway in front of Trapper Joe's Lounge. It belongs to the property at Burton Auto Glass. It should be removed as well.

Mr. Slattery stated Mrs. Abbey knows about this in the Planning and Zoning Department. The city owns Burton Auto Glass now so, I think the intent is to close the curb there.

Mr. Coates stated he doesn't remember everyone agreeing to putting electric in at the clock. He thinks because of visibility issues and the wind, we decided against it.

Mr. Martz stated this is the cheapest this is ever going to be to do this public improvement. The construction is already being done and we would spend three times this much to have it done at a later time.

Mr. Fenner stated he agrees with Mr. Martz.

Mr. Coates stated he is done spending money on that corner.

Board discussion on electrical specifications at Clock Corner and the price to have electrical put in.

Mr. Fenner stated he received an estimate from Commercial Graphics for a solid, double sided, 40X20 vinyl banner with a logo and Welcome to Downtown Burton. The price for the banner is \$1,200.00. This includes cables and grommets. This is not for installation. DPW would still do that.

Mr. Coates stated there are a lot of street lights out on Saginaw Street. The DDA needs to keep an eye on the burnt out lights and submit it to Consumer's. There is also LED lighting by McDonald's and a bunch on the south side of Bristol Road.

Mr. Slattery stated Consumer's is now routinely replacing burnt out lights with the new LED lights except for the center-hung lights. For the lights on the posts, if they are burnt out, let me know and I will forward them to Consumer's and they will replace them with LED lights. Additionally, ERC is still talking to Consumer's about updating the Saginaw Street Corridor.

Board discussion on the quote received from Consumer's to replace lights on Saginaw Street.

Mr. Coates stated we should call the Police Chief to attend the April DDA meeting to discuss Back to the Bricks funding so we can budget money for it.

Mr. Fenner asked what we plan to do about the MTA bus stop. He would like to contact them.

Mr. Slattery said to contact Paul Mattern at MTA regarding this.