CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MARCH 19, 2018

AGENDA

Council Chambers	Regular Meeting	8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. STAFF PRESENT

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Feb 19, 2018 8:30 AM

E. ADMINSTRATIVE REPORT

1. Revenue and Expenditure Report as of February 28, 2018

F. 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.

G. BOARD DISCUSSION

1. Saginaw & Bristol area bus shelter options, possibilities and further plans.
2. Add new line entry in the 2017-2018 budget in regards to the Saginaw Street Corridor.
3. Road diet and overall plans.
4. Discussion on Topics Germane to the DDA District.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, APRIL 16, 2018 @ 8:30 AM.

CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

FEBRUARY 19, 2018

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. PLEDGE OF ALLEGIANCE

B. ROLL CALL

ame	Title	Status	A ved
sky	Chairman	Present	
	Commissioner	Present	
ner	Commissioner	Present	
on	Commissioner	Present	
	Commissioner	Present	
	Commissioner	Present	

C. STAFF PRESENT

B. Slattery, DPW Director
M. Kimball, Clerk's Office

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jan 16, 2018 8:30 AM

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

E. ADMINISTRATIVE REPORT

None.

F. AUDIENCE PARTICIPATION

None.

G. BOARD RECOMMENDATION AND/OR ACTION

1. Approve and Authorize payment of Fleis & Vandenbrink Invoice #47702 in the amount of $5,250 for Saginaw Street Corridor Analysis 2017.

Minutes Acceptance: Minutes of Feb 19, 2018 8:30 AM (Approval of Minutes)

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

H. BOARD DISCUSSION

1. Saginaw Street Traffic Study/Hard copy (DDA, Mayor's office and DPW).

   Mr. Slattery said I have the Saginaw Street Corridor Study Copy for the committee. This only consists of aerial pictures and accident reports. We would have to install the program they use to be able to run the data.

2. Road diet and overall plans.

   Mr. Coates said they will be restriping Saginaw Street between Bristol and Hemphill in 2018. New pavement and striping in 2019.

   Mr. Fenner said I am concerned how they will remove the snow. They will have to have signs with parking times. Recommended by Fleis & Vandenbrink was a speed limit of 40 mph through Downtown Burton, three lanes (one in each direction and a turn lane), parking and a bike path close to the curb.

   Mr. Richvalsky said he does not agree with how they want to do this. Grand Blanc and Grand Blanc township's traffic is greater than it is here and I think they will have a bottleneck effect at Maple Road. Since we don't have the report in our hand and there will be other meetings I would like to table this until the next meeting.

   Mr. Slattery said as far as the Saginaw Street snow removal concern when the lane configurations are done, it will be a learning curve. The business owners will need to know what they will be expected to do and signage will need to be put up. We may need to plow the snow at night. I will ask the communities that have that configuration how this works for them.

RESULT:	**TABLED [UNANIMOUS]**	**Next: 3/19/2018 8:30 AM**
AYES:	Richvalsky, Coates, Fenner, Stapleton, Martz, Dail	

3. Repair electric outlets for Christmas decorations.

   Mr. Richvalsky said Mr. Martz did a great job at getting an estimate. Now we have an idea what it would cost for repairs. We should think about hiring outside of the city to do the work. DPW has marked the poles that need repair, but the mark is at the top of the pole. There are about 16 of them.

   Mr. Martz said we need a map from DPW showing which poles need electrical repair.

   Mr. Coates said this is not a budgeted item. We just spent $30,000 on clock corner and $15,000 on the traffic study that came out of surplus. Now we are talking about $25,000 for restriping. We may need to do this a little at a time.

Minutes Acceptance: Minutes of Feb 19, 2018 8:30 AM (Approval of Minutes)

Mr. Richvalsky said this item will be tabled until the April budget meetings.

Mr. Coates said we still don't have a copy of the invoice from DPW of what they charged to put up the decorations.

Mr. Fenner said we need a detailed invoice broken down before we pay it so we know what we need to budget for.

Mr. Slattery stated there are around 35 poles that need electrical work. I will get you the detailed invoice that you are requesting. We can break it down to show material cost, labor to repair and labor to put up the decorations.

RESULT:	**TABLED [UNANIMOUS]**	**Next: 4/16/2018 8:30 AM**
AYES:	Richvalsky, Coates, Fenner, Stapleton, Martz, Dail	

4. Topics germaine to the the DDA District.

Mr. Fenner stated a Burton resident has asked for years about having a bus shelter in the area of Bristol and Saginaw Road. I have passed this request on to MTA. The bus stop is way down on Hamilton now and with the winter snow and sidewalk issues he would like one closer.

Mr. Slattery said I will contact MTA and ask for a representative to come to the March meeting to discuss location of a shelter and or future plans for bus shelters on Saginaw Street.

Ms. Dail stated in the report from Fleis & Vandenbrink they were supposed to include bus stops and increasing pedestrian flow.

Mr. Richvalsky said the report talks about improving pedestrian crosswalks, ADA compliant ramps and ladders, zebra style striping and marked mid-block pedestrian crossings. I can call them and ask them for more clarification.

Mr. Fenner stated Jeff Threet, owner of the Instalube's, would like to landscape his corner at Bristol and Saginaw Street. He asked if we would like to place something there like a big rock with the DDA logo or City of Burton Logo on it. Mr. Threet said he would take care of the landscaping around it and make it look nice. He may have to sign something giving us rights to use his property, similar to what we did with Rite-Aid and them letting us put the clock corner on their property. I can meet with Mr. Threet to see if he can give us a drawing on the dimensions and setbacks.

Mr. Richvalsky said he would have to deal with the traffic engineering. It can't be in the way of the traffic's view and it would have to be approved with the City.

Mr. Fenner said I could ask for a rock to be donated.

Ms. Dail said I can get the logo.

Mr. Stapleton asked the location of the 2016 LED street light project where the lights were all converted from mercury vapor to LED's. The next phase was to explore the conversion of the remaining street lights.

Minutes Acceptance: Minutes of Feb 19, 2018 8:30 AM (Approval of Minutes)

Mr. Richvalsky said they were in a residential area.

Mr. Slattery stated we did this in a couple of residential zones because that's where they were. Then the second phase was to replace the remaining mercury vapor lights throughout the city. There were about 40 of them, most of them on primary roads. According to Consumers Energy the payback to upgrade high pressure sodium lights is 13 to 15 years as opposed to 1-3 years for mercury vapor lights. If DDA wants to fund that project to upgrade the lights in the downtown area, I wouldn't think the City Council LED Committee would have a problem with that.

Meeting was adjourned at 9:50 PM.

Minutes Acceptance: Minutes of Feb 19, 2018 8:30 AM (Approval of Minutes)

Revenue and Expenditure Report as of February 28, 2018

ATTACHMENTS:

- Revenue and Expenditure Report DDA 2-28-18 (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 02/28/2018

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 02/28/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	32,300.00	30,313.82	0.00	1,986.18	93.85
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00	0.00	1,000.00	0.00
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	1,000.00	800.00	0.00	200.00	80.00
5013-0000-666.0000	INVESTMENT INTEREST	100.00	0.00	0.00	100.00	0.00
Total Dept 0000		34,400.00	31,113.82	0.00	3,286.18	90.45
TOTAL REVENUES		34,400.00	31,113.82	0.00	3,286.18	90.45
Expenditures						
Dept 0000						
5013-0000-757.0000	OPERATING EXPENDITURES	500.00	0.00	0.00	500.00	0.00
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	500.00	0.00	0.00	100.00
5013-0000-818.0001	SAGINAW ST CORRIDOR	0.00	9,750.00	0.00	(9,750.00)	100.00
5013-0000-826.0000	LEGAL	500.00	0.00	0.00	500.00	0.00
5013-0000-879.0000	PUBLIC RELATIONS	2,000.00	0.00	0.00	2,000.00	0.00
5013-0000-880.0000	COMMUNITY DECORATIONS	5,000.00	4,685.33	0.00	314.67	93.71
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	3,900.00	950.00	0.00	2,950.00	24.36
5013-0000-956.0000	MISCELLANEOUS	4,000.00	140.70	0.00	3,859.30	3.52
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	0.00	0.00	5,000.00	0.00
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00	0.00	3,000.00	0.00
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	38,521.85	29,991.38	0.00	8,530.47	77.86
Total Dept 0000		62,921.85	46,017.41	0.00	16,904.44	73.13
TOTAL EXPENDITURES		62,921.85	46,017.41	0.00	16,904.44	73.13
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		34,400.00	31,113.82	0.00	3,286.18	90.45
TOTAL EXPENDITURES		62,921.85	46,017.41	0.00	16,904.44	73.13
NET OF REVENUES & EXPENDITURES		(28,521.85)	(14,903.59)	0.00	(13,618.26)	52.25
BEG. FUND BALANCE		214,727.55	214,727.55			
END FUND BALANCE		186,205.70	199,823.96			

Attachment: Revenue and Expenditure Report DDA 2-28-18 (3591 : Revenue and Expenditure Report as of

Saginaw & Bristol area bus shelter options, possibilities and further plans.

Add new line entry in the 2017-2018 budget in regards to the Saginaw Street Corridor.

Road diet and overall plans.

HISTORY:

02/19/18 Downtown Development Authority TABLED
Next: 03/19/18

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