



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

NOVEMBER 16, 2015

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 - Oct 19, 2015 8:30 AM

D. ADMINISTRATIVE REPORT

1. DDA September 2015 Revenue and Expenditure 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 five (5) minutes and to speak on the topics germane to City business.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion on Potential Downtown Development Authority Board Members
2. Discussion on Downtown Development Authority Visioning Plan.
3. Discussion and Possible Action on General Topics Germane to the DDA District.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

OCTOBER 19, 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 8:35 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	Present	
Neil Martz	Commissioner	Present	

B. STAFF PRESENT

Paula Zelenko, Mayor
Robert Slattery, DPW Director
Racheal Boggs, Clerk's Office

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Sep 21, 2015 8:30 AM

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

D. ADMINISTRATIVE REPORT

Mr. Slattery provided an update on the Drinking Water Project (DWRP). We are in phase two of a five year project. This week the water main portion will be complete. They are doing pressure testing this week also. The paving of Saginaw Street, approaches and side streets will begin the first week of November. It should be complete before winter. Restoration of the lawns will begin in the spring. The project is on schedule.

Mayor Zelenko stated there will be a Public Hearing in November regarding the Community Development Block Grant. She encourages the DDA board to attend and share ideas regarding community development. They will receive notification with the date and time.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion and possible action on general topics germane to DDA District.

Mr. Richvalsky stated Laurie Montcrieff gave him a verbal resignation. Therefore, there will be two seats open on the DDA Board.

Mr. Martz suggested making a valiant effort to fill the board positions by having interested potential members come to the November meeting. He also suggested inviting Mayor Zelenko.

Mr. Fenner agreed. He suggested placing an ad in the local paper to generate some interest. Mr. Fenner asked the Clerk's office to set this up.

Board Discussion on banner poles.

Mr. Martz will meet with Mr. Slattery regarding placement of banner poles. He will also contact Crannie regarding how many poles they have and what they are made of. He will provide an update at the November meeting.

Mr. Stapleton brought the LED lights to show the administration. He stated we will need 60 lights down Saginaw Street and it will save the city a lot of money on the Consumer's bill.

Board discussion on tree trimming. Mr. Richvalsky will get a written quote.

Mr. Fenner asked how the code enforcer handles yard signs used by businesses in the right of way on Saginaw Street? He stated Ike's Engine Repair was told to take their signs down but several other businesses on Saginaw Street have them.

Mr. Slattery said they should be handled with equal treatment. He will investigate.

Board discussion on clock corner.

Mr. Coates stated there is a utility pole South of T-Rods that is broken and resting on the sidewalk. The AT&T line is holding the pole up.

Mr. Slattery will take a look at it and advise AT&T and the board members.

Board discussion on tree replacement and locations.

Mr. Stapleton stated the old 7-11 building at Judd Road and Saginaw Street is being remodeled. The owner is going to put in a martial arts studio. It is looking good and should be done within a month. He said the backyard of the property, behind the building is overgrown with weeds. He thinks it is city owned property.

Mr. Slattery will check to see if it is.

Meeting was adjourned at 9:30 AM.

Minutes Acceptance: Minutes of Oct 19, 2015 8:30 AM (Approval of Minutes)



SCHEDULED

INFORMATION ITEM (ID # 1971)

DOC ID: 1971 A

DDA September 2015 Revenue and Expenditure Report

ATTACHMENTS:

- DDA 09302015 (PDF)

11/13/2015 10:41 AM
User: millerg
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 09/30/2015
% Fiscal Year Completed: 25.14

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D.1.a

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 09/30/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BD US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	31,700.00	12,294.61	5,706.47	19,405.39	38.7
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	0.00	0.00	(100.00)	0.0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00	0.00	1,000.00	0.0
5013-0000-574.0000	SINGLE BUSINESS TAX	0.00	0.00	0.00	0.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	300.00	0.00	0.00	300.00	0.0
5013-0000-678.0000	REIMBURSEMENT INCOME	100.00	0.00	0.00	100.00	0.0
5013-0000-694.0000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.0
5013-0000-699.0000	DEFICIT	3,800.00	0.00	0.00	3,800.00	0.0
Total Dept 0000		36,800.00	12,294.61	5,706.47	24,505.39	33.4
TOTAL Revenues		36,800.00	12,294.61	5,706.47	24,505.39	33.4
Expenditures						
Dept 0000						
5013-0000-719.0000	Payroll Fringes	0.00	0.00	0.00	0.00	0.0
5013-0000-757.0000	SUPPLIES & POSTAGE	800.00	0.00	0.00	800.00	0.0
5013-0000-808.0000	AUDIT	400.00	245.00	0.00	155.00	61.2
5013-0000-811.0000	POLICE SERVICES	0.00	0.00	0.00	0.00	0.0
5013-0000-879.0000	PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.0
5013-0000-880.0000	COMMUNITY DECORATIONS	2,600.00	0.00	0.00	2,600.00	0.0
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	17,000.00	4,280.00	3,030.00	12,720.00	25.1
5013-0000-956.0000	MISCELLANEOUS	5,000.00	0.00	0.00	5,000.00	0.0
5013-0000-957.0000	SURPLUS	0.00	0.00	0.00	0.00	0.0
5013-0000-973.0000	DDA COMMUNITY EVENTS	0.00	0.00	0.00	0.00	0.0
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	0.00	0.00	5,000.00	0.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00	0.00	3,000.00	0.0
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	3,000.00	0.00	0.00	3,000.00	0.0
5013-0000-999.7892	BUS STOP IMPROVEMENTS	0.00	0.00	0.00	0.00	0.0
5013-0000-999.7893	BRICK PAVER IMPROVEMENTS	0.00	0.00	0.00	0.00	0.0
Total Dept 0000		36,800.00	4,525.00	3,030.00	32,275.00	12.3
TOTAL Expenditures		36,800.00	4,525.00	3,030.00	32,275.00	12.3
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		36,800.00	12,294.61	5,706.47	24,505.39	33.4
TOTAL EXPENDITURES		36,800.00	4,525.00	3,030.00	32,275.00	12.3
NET OF REVENUES & EXPENDITURES		0.00	7,769.61	2,676.47	(7,769.61)	100.0

Attachment: DDA 09302015 (1971 : DDA September 2015 Revenue and Expenditure Report)



SCHEDULED

AGENDA ITEM (ID # 1973)

DOC ID: 1973

Discussion on Potential Downtown Development Authority Board Members



SCHEDULED

AGENDA ITEM (ID # 1974)

DOC ID: 1974

Discussion on Downtown Development Authority Visioning Plan.



SCHEDULED

AGENDA ITEM (ID # 1975)

DOC ID: 1975

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