



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

NOVEMBER 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 8:30 AM.

A. CALL TO ORDER

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

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Ginger Burke-Miller, Controller

Bob Slattery, DPW Director
Racheal Boggs, Clerk's Office

C. APPROVAL OF MINUTES

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

Minutes of October 19, 2015 amended to reflect the absence of Laurie Moncrieff.

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

D. ADMINISTRATIVE REPORT

Mr. Slattery provided an update on the paving project on Saginaw Street. The crews have had issues of water main breaks in the old lines over the weekend but they are still on target to have the trench paving and striping complete by Friday.

Mr. Fenner asked if the two sections of sidewalk in front of his shop will be repaired by spring.

Mr. Slattery will check into this and report back about those as well as any other sidewalks on Saginaw Street that have been disrupted.

1. DDA September 2015 Revenue and Expenditure Report

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion on Potential Downtown Development Authority Board Members

Jamie Thorn of It's Perfumed Oil in Burton expressed interest in a vacant position on the City of Burton's Downtown Development Authority.

Mr. Richvalsky will submit to the Mayor, Jamie Thorn as an interested DDA member. He also asked Lisa Easterwood if she would be willing to serve as an ex-officio member of the DDA.

Lisa Easterwood would like to discuss this with the Mayor.

2. Discussion on Downtown Development Authority Visioning Plan.

Lisa Easterwood of Fleis & Vanderbrink encouraged the DDA to continue promoting the Visionary Plan. In order for it to be successful, it will involve cooperation from several groups including City Council, the Planning Commission, the Mayor and City Administration. Transportation Improvement Plan (TIP) applications were submitted on Friday. The scoring criteria addresses complete streets and safety. The DDA Visioning Plan also addresses these items so the scoring for Saginaw Street should rank pretty high.

Mr. Fenner asked if the plan has to be followed since it was used to obtain the points for the funds.

Mr. Hayman stated the way we submitted the plan is tied to the funding. You can deviate from the plan once funding is approved: there are changes as a project moves along however, if we obtain funding we are going to build a road essentially like we are asking to build.

Mr. Slattery stated there were three segments of the DDA District included in the TIP application: Judd Road to Bristol Road which is first priority, Maple Road to Judd Road and Bristol Road to Hemphill Street which are second priority projects. This application is for the years 2018, 2019 and 2020 and we compete with all other projects in the County.

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

Mr. Fenner asked about getting a committee together to develop facade standards.

Lisa Easterwood advised the board that this is an ordinance overlay specific to the DDA to create higher standards for businesses located within the DDA District. This requires a resolution from the City Council, develop a draft, have a public hearing and take all the necessary steps of creating an ordinance.

Mr. Hayman suggested the DDA Board contact Amber Abbey at the DPW to get this process started.

Mr. Martz asked about easement locations for banner pole locations.

Mr. Slattery stated he has photos of the pole locations for the DDA. The detailed drawings are very old. He will talk to the road commission to see what they have.

Mr. Martz stated that due to the current construction on Saginaw Street, removing the asphalt in the right of way will be put on hold until spring time.

Board discussion on banner poles and clock tower.

Mr. Martz mentioned asking the Fire Department or DPW to clean the oxidation off of the clock.

Mr. Richvalsky provided the tree trimming estimate from Aspen Tree Service to the board. It will cost \$7,500.00 for all the trees on Saginaw Street to be pruned.

Mrs. Burke-Miller stated the DDA had \$12,720.00 available as of September 30, 2015.

Board discussion on a DDA member potentially joining the Planning Commission and/or creating a master plan subcommittee. Mr. Martz and Mr. Richvalsky both expressed interest in the position.

4. Motion to Approve and Authorize Aspen Tree Service to Trim all Trees on Saginaw Street in the Amount of \$7,500.00.

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

Meeting was adjourned at 9:40 AM.



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	Absent	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Laurie Moncrieff	Commissioner	Absent	
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)

Meeting: 11/16/15 08:30 AM

Department: Controller's Office

Category: Report

Prepared By: Ginger Burke-Miller

Department Head: Ginger Burke-Miller

D.1

DOC ID: 1971 A

DDA September 2015 Revenue and Expenditure Report

ATTACHMENTS:

- DDA 09302015 (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 09/30/2015

% Fiscal Year Completed: 25.14

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.