CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

NOVEMBER 18, 2019

MINUTES

Council Chambers | **Regular Meeting** | **8:30 AM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Vice Chairman Steve Coates at 8:28 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	Excused	
Neil Martz	Commissioner	Present	

B. STAFF PRESENT

Bob Slattery, DPW Director
Racheal K. Boggs, Deputy Clerk
Lindsey L. Bice, Records Tech

C. ADMINISTRATIVE REPORT

Mr. Slattery stated the bus shelter is up but not without a little bit of controversy.

Mr. Richvalsky asked what kind of controversy could it be because he thinks it looks pretty good.

Mr. Slattery stated there are concerns as to why it is in the right of way and not on the other side of the side walk and also that it could create a sight distance issue with people pulling out of Whitemore. The final concern is that it is questionable if the slopes are in compliance. The curb is not of high quality, in terms of the construction and the way it looks. They had to work around a drainage structure there, and it appears it had to be hand formed but it does the job. The main concern is that it is close to the road and that it will and has been already splashed with slush and debris. He spoke with MTA regarding it and expressed those concerns. We came to a previous conversation where it was discussed that this was a short term solution, a compromise to get the bus shelter up in the short term while they procure Rite Aid's agreement to put it on the other side. He anticipates that the shelter will be moved to the other side of the sidewalk after the road design project. He believes it will be a better spot for it to be on the other side because it will be safer.

Mr. Richvalsky stated with the new road design project we could take the poorly constructed curb into consideration and reconstruction that as well.

Mr. Slattery stated it could but we will have to address the drainage structure as well so that would force having to take a look at that curb.

Mr. Richvalsky stated we will have the plains and specs again like we did for the project from Bristol Road to Hemphill Road, I would assume that we would have a similar thing where we can go down and do some red lining on those plans as well.

Mr. Slattery stated that we hope to do better than that actually. We hope to include the DDA closer in the conversation and have you attending a meeting when we are still in a stage where those types of decisions can be made.

Mr. Richvalsky stated that he appreciates that immensely because he thinks there were a couple things they had addressed after a couple of the DDA members went down to look at the thing and there is still kind of a situation at this time.

Mr. Coates asked Mr. Slattery if all other bus stops are in the right of way also.

Mr. Slattery stated no they are not, some are but some are not. The one up the street between Bristol and Hempill Road near the medical facility there on the east side of the road is outside of the right of way. The one we just finished completing on Center Road just north of Davison Road, that one is on the edge of the right of way.

Mr. Coates stated the one that was put in by mistake is in the right of way and the one that was put in the City of Flint that was taken out by a car was in the right of way, the one on Hemphill near Dort Highway is in the right of way also. It just so happens the one in front of the medical office is not and it does not have a front on it.

Mr. Slattery stated that they did get a right of way permit and they did give us plans with a diagram and pictures. We are trusting that the slope meets the requirements that it needs to meet. A certain percentage of the concrete needs to be of a certain grade.

Mr. Fenner stated that we did not hire MTA to do this, they put this up, so if there were to be a problem, it would be theirs. He is happy it is up.

1. Revenue and Expenditure Report as of October 31, 2019

   Mr. Coates stated as far as the report for the month of October we have the audit expenses and we have the community decorations. Which, I will have to double check with Karen, but believed those items were in the September report.

   Mr. Richvalsky asked if we had approved additional monies in the September report for the decorations.

   Mr. Coates stated that has not yet been transferred, probably because she does not yet know about it. I went back to the September minutes and questioned some expenses that the committee was unsure of as to why they were on there. What that turned out to be was billing from the DPW to take down the Back to the Bricks banners. It was the labor charge for the time that it took for them to do that. There was not any equipment charges in there and she did not know why that had not been processed yet. To be charged for something in October, I am not sure if that is them coming in getting the Christmas decorations ready and working on them or if that was more follow up billing to take down Back to the Bricks banners. Bottom line, when Greg made reference to the line item a couple of meetings ago, of the over $6,000.00 that we were paying out, that $6,000.00 included the Back to the Bricks banners, which is about $1,200.00 of that. I will check with Karen to see when she is

going to transfer the $2,000.00, I would assume it is going to be in November, and give Parks and Recreation that money.

Mr. Richvalsky stated it's just the $2,000.00 that we are concerned about with donating to the Parks and Recreation Committee so that is available to them for the decoration of water tower park.

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Special Meeting - Sep 30, 2019 5:30 PM

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

2. Downtown Development Authority - Regular Meeting - Oct 21, 2019 8:30 AM

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

E. AUDIENCE PARTICIPATION

Dale Ethor of Pine Creek Subdivision off Genesee Road stated he was just here to take notes and report back to his subdivision.

Mr. Scharrer of Burtonstated that over the past weekend they have done a lot of work in the park. Wanted to invite everyone to the Christmas Tree Lighting Ceremony on November 30th from 5PM-7PM at the Fire Hall. It is turning into a Hallmark movie in the park.

F. AGENDA ITEMS

1. Approve and Authorize payments of $22.80 for Christmas Decorating Contest Mailer and $56.00 for Postage from GL # _____.

   Payment of $22.80 for Christmas Decorating Contest Mailer and $56.00 for postage will be paid from account GL# 5013-0000-879.0000 Public Relations.

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

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

   Mr. Richvalsky stated he noticed the tree is up at water tower park and some bows had been placed on it. He believes if it continues at that pace it should be pretty decent.

Mr. Fenner stated he was there when they installed the tree. Friends from Flag Poles Etc. graciously installed it for us at no charge. We hope to give them formal recognition at the event. I worked with Jeremy Scharrer from the fire department and councilwoman Conley for the installation and it was really nice to see the departments from within the city work together for a common cause and achieve something that will hopefully grow. Mrs. Conley has put a lot of effort into this, we have put a lot of effort and money into this, and Jeremy Scharrer from the Parks and Recreation committee and fire station has also contributed a lot of his time.

Mr. Richvalsky asked if they are decorating some of the other trees in the park that are also mature and have the electricity running close by.

Mr. Fenner stated yes that they are already decorating all the other trees nearby and making it a Christmas Park. They are talking about having a bonfire that night and roasting marshmallows, having crafts for the children, cookies and hot chocolate.

Mr. Richvalsky asked if they will be using the fire station building.

Mr. Fenner stated yes they will use the fire station building and the bonfire will be in the park. He is assuming the cookies and hot chocolate will be served inside the fire station for the attendees to have somewhere to warm-up. So we have the fire station also helping out which makes three entities of the city coming together for this cause. We will also have the Bendle Marching Band there.

G. TABLED ITEMS

1. Discussion and Possible Action on the DDA Banner Permit Process and Application.

   No discussion. No action.

H. BOARD DISCUSSION

Mr. Fenner stated that the same people who helped put the Christmas tree up, Flag Poles Etc., sell brackets that go onto the telephone poles and he offered to do a really good deal for us if we are interested. The more expansive ones they have, you can operate from the ground. There is a mechanism where you can drop them down, change the flag and raise them back up. They are on a track and tamper-proof. This would save on labor because it would be easy for the board itself to change them out at anytime.

Mr. Martz stated that it is a good idea but he is not sure we own the poles.

Mr. Fenner stated it would be worth asking. It is done all down Bristol Road in Flint Township. We would not be altering the pole.

Mr. Richvalsky stated this is not something we would be able to do this year.

Mr. Fenner agreed not this year but get a run on it for next year. He will ask Brian Mann from Flag poles Etc. about cost.

Mr. Coates stated we are having a Christmas decorating contest and we need judges. Refer to the minutes approved on September 30th.

Mr. Richvalsky stated Ellen Ellenburg would be a good candidate, she judged last year and she stated to me that she would be interested in doing it again this year, all we have to do is ask.

Mr. Martz stated it would be smart to ask the Mayor to be one of the judges.

Mr. Coates stated if you look at the minutes, Mrs. Conley already volunteered to be one of the judges.

Mr. Fenner stated rather than ask Mr. Sneller, we will use Mayor-Elect Haskins, Mrs. Conley and Mrs. Ellenburg.

Mr. Richvalsky thanked Mr. Fenner for his service on the DDA.

Mrs. Boggs welcomed Ms. Bice as our new Records Tech in the City Clerks Office and Congratulated Mr. Fenner for his election to City Council and thanked him for his many years of service to this board. She looks forward to him continuing communication between the City Council and DDA moving forward. Feels the Mr. Fenners replacement will do a great job.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, DECEMBER 16, 2019 @ 8:30 AM.

Meeting was adjourned at 9:01 AM.

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