



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

OCTOBER 15, 2018

AGENDA

Council Chambers

Regular Meeting

8:30 AM

**4303 S. CENTER ROAD
BURTON, MI 48519**

A. ROLL CALL

B. STAFF PRESENT

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Sep 17, 2018 8:30 AM

D. ADMINISTRATIVE REPORT

1. Revenue and Expenditure Report as of June 30, 2018
2. Revenue and Expenditure Report as of September 30, 2018

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 three (3) minutes and to speak on the topics germane to City business.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion on Topics Germane to the DDA District.

G. BOARD DISCUSSION

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, NOVEMBER 19, 2018 @ 8:30 AM.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

SEPTEMBER 17, 2018

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Vice Chair Steve Coates at 8:30 AM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chair	Excused	
Steve Coates	Vice Chair	Present	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Neil Martz	Commissioner	Present	
Cindi Dail	Commissioner	Present	

B. STAFF PRESENT

Bob Slattery, DPW Director
Marcy Kimball, Clerk's Office

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Aug 20, 2018 8:30 AM

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

D. PRESENTATION

None.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Motion to discontinue support for the Christmas Glow Parade this year based on lack of interest, direction, planning and preparation time to advertise and promote this event.

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

2. Motion to promote a holiday decorating spirit challenge for the DDA businesses by having a Christmas storefront decorating contest along with prizes.

Mr. Slattery stated the Genesee County Small Cities and Villages Association has been in existence for over 30 years and we meet every month. Each year they give the trophy to the next community in line to do with what they want. They go by alphabetical order. They use it to promote businesses and schools. Burton has the trophy this year. We could give this trophy to the business with the best-decorated storefront. They would keep it for a year then pass it to the next community in line. The trophy is coming to the city so I will have to get approval for the DDA to keep it for the year.

Mr. Martz suggested mailing a flyer with a picture of the trophy to the businesses in the DDA District and sending it to the newspaper. He will ask Amber from DPW for the list and he will donate \$100 toward the prizes.

Ms. Dail suggested asking the businesses to give a donation of money, gift certificates, product or services. We can make up a gift basket for the winners and include the list of who donated. This would get their business name out there.

Mr. Slattery said I will get a picture of the trophy for the flyer. You could talk to people about this and get the word out. You could even expand this to include all the businesses in Burton.

Mr. Fenner said he would go around to the businesses to ask for donations for the prizes.

Mr. Martz said he would like to limit this to just the DDA District this year.

G. BOARD DISCUSSION

1. Discussion on Topics Germane to the DDA District.

The DDA Committee decided against having the Christmas Glow Parade this year due to not enough time to plan, prepare, promote and advertise.

Mr. Slattery said we have recently had chip seal done on some of our roads. Chip seal is a pavement preservation treatment that adds no structure to the road. This is done to roads that are in fair condition to preserve them. Some were crack sealed before this chip seal went on. They will put a layer of fog seal on some of the roads. It is an asset management approach to road maintenance. The catch phrase for this is, "the right fix at the right place at the right time". We are putting in for federal aid funding to rebuild some of those roads that have gotten beyond the point where chip seal would do any good.

Mr. Coates said Mr. Richvalsky and I looked at all of the approaches off Saginaw Street to see which ones could be eliminated.

Mr. Slattery stated Councilman Wells and I met with a person from ERC Coalition about a program to upgrade all of the municipal building's lights to LED lights. We also talked about the possibility of upgrading streetlights to LED. I have obtained a cost estimate of \$71,000 from Consumers to upgrade 57 fixtures on Saginaw Street between Maple and Hemphill Road. This would be an estimated monthly savings of \$919.68 with an estimated payback period of 6 1/2 years. We will be setting up another meeting that we would like the DDA Committee to attend.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, OCTOBER 15, 2018 @ 8:30 AM.

Meeting was adjourned at 9:17 AM.

Minutes Acceptance: Minutes of Sep 17, 2018 8:30 AM (Approval of Minutes)



SCHEDULED

INFORMATION ITEM (ID # 4070)

Meeting: 10/15/18 08:30 AM
Department: Controller's Office
Category: Report
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

D.1

DOC ID: 4070

Revenue and Expenditure Report as of June 30, 2018

ATTACHMENTS:

- Revenue and Expenditure Report DDA 6-30-18 (PDF)

10/10/2018 10:51 AM
 User: moffittk
 DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
 PERIOD ENDING 06/30/2018
 % Fiscal Year Completed: 100.00

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2018 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	32,638.49	2,202.09	(338.49)	101.05
5013-0000-404.0000	TAX CHARGEBACKS	0.00	(44.31)	(44.31)	44.31	100.00
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	1,280.75	1,280.75	(1,180.75)	1,280.75
5013-0000-669.0000	INVESTMENT GAINS AND LOSSES	0.00	(71.04)	(71.04)	71.04	100.00
Total Dept 0000		34,400.00	34,603.89	3,367.49	(203.89)	100.59
TOTAL REVENUES		34,400.00	34,603.89	3,367.49	(203.89)	100.59
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	15,000.00	15,000.00	0.00	0.00	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	49.98	0.00	1,950.02	2.50
5013-0000-880.0000	COMMUNITY DECORATIONS	6,000.00	5,879.04	2.72	120.96	97.98
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	950.00	950.00	0.00	0.00	100.00
5013-0000-956.0000	MISCELLANEOUS	700.00	183.00	42.30	517.00	26.14
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00	5,000.00	0.00	100.00
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	3,000.00	3,000.00	0.00	100.00
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	38,521.85	29,991.38	0.00	8,530.47	77.86
Total Dept 0000		72,671.85	60,553.40	8,045.02	12,118.45	83.32
TOTAL EXPENDITURES		72,671.85	60,553.40	8,045.02	12,118.45	83.32
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		34,400.00	34,603.89	3,367.49	(203.89)	100.59
TOTAL EXPENDITURES		72,671.85	60,553.40	8,045.02	12,118.45	83.32
NET OF REVENUES & EXPENDITURES		(38,271.85)	(25,949.51)	(4,677.53)	(12,322.34)	67.80
BEG. FUND BALANCE		214,727.55	214,727.55			
END FUND BALANCE		176,455.70	188,778.04			

Attachment: Revenue and Expenditure Report DDA 6-30-18 (4070 : Revenue and Expenditure Report as of



SCHEDULED

INFORMATION ITEM (ID # 4076)

Meeting: 10/15/18 08:30 AM
Department: Controller's Office
Category: Report
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

D.2

DOC ID: 4076

Revenue and Expenditure Report as of September 30, 2018

ATTACHMENTS:

- Revenue and Expenditure Report DDA 9-30-18 (PDF)

10/10/2018 04:18 PM

User: moffittk

DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

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PERIOD ENDING 09/30/2018

% Fiscal Year Completed: 25.21

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

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 09/30/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	33,800.00	10,579.94	10,442.36	23,220.06	31.30
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	100.00	0.00	0.00	100.00	0.00
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	800.00	0.00	0.00	800.00	0.00
5013-0000-666.0000	INVESTMENT INTEREST	500.00	0.00	0.00	500.00	0.00
Total Dept 0000		35,200.00	10,579.94	10,442.36	24,620.06	30.06
TOTAL REVENUES		35,200.00	10,579.94	10,442.36	24,620.06	30.06
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	0.00	0.00	500.00	0.00
5013-0000-818.0001	SAGINAW ST CORRIDOR	15,000.00	550.00	0.00	14,450.00	3.67
5013-0000-826.0000	LEGAL	500.00	0.00	0.00	500.00	0.00
5013-0000-879.0000	PUBLIC RELATIONS	1,000.00	0.00	0.00	1,000.00	0.00
5013-0000-880.0000	COMMUNITY DECORATIONS	5,000.00	0.00	0.00	5,000.00	0.00
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	2,700.00	0.00	0.00	2,700.00	0.00
5013-0000-956.0000	MISCELLANEOUS	2,000.00	482.37	238.80	1,517.63	24.12
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
Total Dept 0000		35,200.00	1,032.37	238.80	34,167.63	2.93
TOTAL EXPENDITURES		35,200.00	1,032.37	238.80	34,167.63	2.93
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		35,200.00	10,579.94	10,442.36	24,620.06	30.06
TOTAL EXPENDITURES		35,200.00	1,032.37	238.80	34,167.63	2.93
NET OF REVENUES & EXPENDITURES		0.00	9,547.57	10,203.56	(9,547.57)	100.00
BEG. FUND BALANCE		214,727.55	214,727.55			
NET OF REVENUES/EXPENDITURES - 2017-18			(25,949.51)		(25,949.51)	
END FUND BALANCE		214,727.55	198,325.61			



SCHEDULED

AGENDA ITEM (ID # 4082)

DOC ID: 4082

Discussion on Topics Germane to the DDA District.