



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

OCTOBER 15, 2018

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chair Joey Richvalsky at 8:30 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	Present	
Neil Martz	Commissioner	Excused	
Cindi Dail	Commissioner	Absent	

B. STAFF PRESENT

Bob Slattery, DPW Director
Racheal Boggs, Deputy Clerk

C. APPROVAL OF MINUTES

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

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Coates, Vice Chairman
SECONDER:	Gregory Fenner, Commissioner
AYES:	Richvalsky, Coates, Fenner, Stapleton
ABSENT:	Dail
EXCUSED:	Martz

D. ADMINISTRATIVE REPORT

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

Mr. Coates would like a general ledger print out from the controller. He will go to the controller's office after the meeting and communicate that to the board.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion on Topics Germane to the DDA District.

Ms. Boggs read a letter of resignation from DDA Board Member Cindi Dail into the record. Each board member was given a copy.

Board discussion regarding Mrs. Dail's resignation, offering an apology to Mrs. Dail and potential candidates for the open DDA positions.

Mr. Fenner stated he is ready to go door to door with flyers to talk with people about the Christmas decorating contest. It is hard to move forward if we don't know about the use of the trophy. We need a date the judging will take place and the amount of the cash prizes.

Discussion on details of the contest including DDA budget, gift baskets, cash prizes, trophy and the contest flyer being sent to those in the DDA district.

Mr. Slattery stated he would suggest adding information to the flyer such as contact information, criteria for judging, dates the judging will take place, what the prizes are and who it is sponsored by. I will contact the Mayor about the traveling trophy discussed previously.

Mr. Stapleton suggested the DDA get their own trophy to use for this contest.

Mr. Richvalsky stated he would like to see a \$300 first prize and \$200 second prize.

The board decided on the following details for the DDA Christmas Decorating Contest:

- Judging will take place on December 15, 2018
- Judges will be County Commissioner Ellen Ellenburg, State Representative Tim Sneller and Mayor Paula Zelenko
- Cash prizes will be \$300 for 1st place and \$200 for runner-up

Board discussion on:

- Whether or not to put up the Christmas lights along Saginaw Street this year.
- Issues with some of the poles being safe
- Which line item in the DDA budget the Christmas decorating Contest should come out of and if we will have enough money to pay DPW to put the Saginaw Street Christmas lights up and for the Christmas Decorating Contest.

Mr. Coates stated there are 35 poles on Saginaw Stree in need of electrical work.

Mr. Slattery stated he suggests putting them up and not plugging them in. If there is backlash, it was done that way for safety reasons.

Mr. Fenner stated he would like to take the flyer for the Christmas Contest door to door.

Mr. Slattery stated this is what will make this contest work. The DDA Board Members have to get out into the community and talk to people about this. Also, he just talked

with Mayor Zelenko and she said that we are ok to use the Small Cities trophy for the contest.

2. Motion to install the Christmas decorations on Saginaw Street without plugging them in or lighting them up due to safety issues.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Gregory Fenner, Commissioner
SECONDER:	Steve Coates, Vice Chairman
AYES:	Richvalsky, Coates, Fenner, Stapleton
ABSENT:	Dail
EXCUSED:	Martz

3. Motion to fund the Christmas Decorating Contest from the public relations line item to be judged on December 15, 2018 by the Mayor and 2 other people with prizes of \$300 for first place and \$200 for runner-up.

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

4. Motion to acknowledge the receipt of the resignation of Cindi Dail from the Burton Downtown Development Authority Board.

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

G. BOARD DISCUSSION

Mr. Coates stated the City Council is acting on the first reading of the ordinance for a Central Business Overlay tonight. I was surprised an update wasn't on our agenda today.

Mr. Slattery stated this is the first reading. Following that, if there is a concern from the DDA, you would have the opportunity to provide input prior to the second reading which is required before ordinance adoptions.

Mr. Richvalsky asked if the DDA Board would like to attend the council meeting tonight to provide input on this.

Mr. Fenner stated he attended the LED meeting and the Energy Reduction Coalition (ERC) gave a presentation. From my understanding, this will not be a huge benefit to the DDA in

terms of the street lights. We will still have to deal with Consumer's Energy. The city seems interested in doing the conversion with city buildings.

Board discussion on Consumer's Energy rates, poles and fixtures.

Mr. Slattery stated I have given you a couple estimates from Consumer's Energy of what it would cost to upgrade the 57 lights on Saginaw Street from Maple Road to Hemphill Road to LED. The most recent one is about \$55,000. They estimate a six and a half year rate of return. With ERC the conclusion was Consumer's Energy is difficult to deal with at this point. The recommendation was to wait to discuss the street light project until we can develop a better working relationship with Consumer's. ERC has done an assessment of City Hall. The results of that assessment will be presented to council tonight. Mr. Dombrowski from Batteries Plus has also done an assessment of City Hall. We have not received the results of his assessment yet. When we do, we will have a comparison to look at. The advantage of ERC is there is no upfront cost and no maintenance costs.

Board discussion on the conversion with ERC versus going straight through Consumer's Energy.

Mr. Slattery stated the Clerk's Office can provide you with Central Business Overlay Ordinance that will be discussed at the council meeting tonight.

Ms. Boggs stated Mrs. Ellenburg has agreed to judge the Decorating Contest on December 15, 2018.

Mr. Slattery stated also on the agenda tonight is another item that may be of interest to the DDA: The state infrastructure bank loan that will allow us to do Saginaw Street and Center Road next year is on the agenda for approval. Saginaw Street planning and design is well under way.

Mr. Richvalsky asked if there is any new state funding that would be available to the DDA or the city for roads.

Mr. Slattery stated the state just released a small amount of money for maintenance. The city will receive two installations of \$200,000. This will be for overlays, chip seal and other maintenance items. We may spend some of that on Whittemore and Boatfield.

Mr. Coates asked if phase five of the water project is complete.

Mr. Slattery stated it is wrapping up now. Also, Columbine north of Bristol is bad and we have some unanticipated resurfacing to do. We did not renew Rolar for the street sweeping contract so there will be no fall sweeping. We will go out to bid in the winter and will most likely have a spring sweeping.

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

Meeting was adjourned at 10:10 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 APPROP (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

COMMENTS - Current Meeting:

Mr. Coates would like a general ledger print out from the controller. He will go to the controller's office after the meeting and communicate that to the board.

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
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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.

COMMENTS - Current Meeting:

Ms. Boggs read a letter of resignation from DDA Board Member Cindi Dail into the record. Each board member was given a copy.

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