



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

OCTOBER 16, 2017

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 - Sep 18, 2017 8:30 AM

D. ADMINISTRATIVE REPORT

1. Revenue and Expenditure Report Period ending 9/30/17.

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. Consideration of request for installation of an MTA bus shelter on Saginaw Street.

G. BOARD DISCUSSION

1. Traffic Study
2. Board Discussion on General Business Germane to the DDA District.
3. Traffic Diet on Saginaw Street
4. Public Meeting Date
5. Payment on Clock Corner



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

SEPTEMBER 18, 2017

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	
Cindi Dail		Late	8:50 AM

B. STAFF PRESENT

Bob Slattery, DPW Director
Racheal Boggs, Deputy Clerk

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Aug 21, 2017 8:30 AM

RESULT: ACCEPTED [5 TO 0]
MOVER: Steve Coates, Commissioner
SECONDER: Neil Martz, Commissioner
AYES: Richvalsky, Coates, Fenner, Stapleton, Martz
AWAY: Dail

D. ADMINISTRATIVE REPORT

None.

E. AUDIENCE PARTICIPATION

None.

F. PRESENTATION

1. Presentation of the Saginaw Street Traffic Study by Lisa Easterwood of Fleis and Vandenbrink.

Lisa Easterwood of Fleis and Vandenbrink introduced Mike Labadie and Julie Kroll who is the traffic engineer and project manager for this project.

Minutes Acceptance: Minutes of Sep 18, 2017 8:30 AM (Approval of Minutes)

Ms. Kroll gave a presentation on the findings of the Saginaw Street traffic study. Based on these findings, we suggest a road diet. There is 65 feet of space to work with so we suggest on street parking and bike lanes. She provided the following options for the DDA to consider:

- Option 1: Buffered Bike Lanes
- Option 2: Floating Bike Lanes
- Option 3: Back in angle parking

Mr. Richvalsky suggested looking at the road project on Fenton Road between 12th Street and Hemphill that they just finished. They went from four lanes to three.

Ms. Kroll stated the wider the lanes, the faster the people will drive. How do you get people to slow down and actually see what is there, how do we make this more of a downtown area? This corridor can accommodate a road diet. You don't need 5 lanes for the traffic volume you have. You could put in bike lanes and have on street parking. The next step would be to finish up the study. Some of the other key items that we will include are crashes, operations, signal warrants and providing a recommendation on these options or any other options you would like us to consider. We would then hold a public hearing to get the public input.

Ms. Easterwood from Fleis and Vandenbrink said the City has received funding for a resurfacing project versus a construction project. Now we have to back track to a road diet.

Discussion ensued on buffered bike lanes, floating bike lanes, walkers, back-in angle parking or reverse angle parking and snow removal.

Mr. Slattery said every winter we have many complaints from walkers because they cannot walk on the sidewalk because of the snow.

Mr. Martz said there really isn't anywhere for the snow from the sidewalks to go.

Mr. Slattery stated the Road Commission seems to be putting in three lanes everywhere. Having a left turn lane helps with fewer accidents. I think in this case it would be appropriate.

Ms. Dail asked how this will affect the bus stops and pedestrian crossing.

Mr. Labadie said the buses would stop as normal and the traffic would have to slow down. As for the pedestrians, there will probably need to be more push button crossings, which is not part of the 3R project.

The majority of the commission members decided they liked option 2, floating bike lanes, the best.

Discussion continued regarding curb cuts, parking, turning into businesses.

Ms. Easterwood stated one way with dealing with excessive driveways is to have an access management plan as part of your zoning ordinance. I don't think you do right now, but I do believe that the zoning department is looking at updating the zoning

ordinance. This was a recommendation in the City wide Master Plan and the DDA Master Plan. The owner can always apply for a variance if they can prove their hardship.

Mr. Richvalsky said every property should have access, but the properties with too much access should be shut down.

Mr. Fenner stated our responsibility as the DDA is the businesses with consideration to residents.

Mr. Martz suggested painting the markings on the existing road, to introduce the concept to the public, while we wait two to three years to receive the funding.

Mr. Slattery said it could be a little pricey but you could do it.

G. BOARD RECOMMENDATION AND/OR ACTION

1. Board Discussion on Clock Corner Improvements.

Mr. Richvalsky said I did get an invoice for the final tally on the clock corner. It was in the \$2,000 range. I held up payment until the job is complete. It still needs to be painted.

Mr. Coates stated I told them there needs to be more mulch around the tree.

Mr. Martz said I do not have the prices yet on the electrical issues. By our next meeting I will have quotes for replacement of those drops and adding the outlet. I got a price of \$200 to \$300 for a Christmas tree at the clock corner. We would have to build a stand to hold it.

2. Discussion on Topics Germane to the DDA District.

Mr. Coates stated after Backs to the Bricks the banners were still up. I called Steve Hobson and he said that the banners are ours and we have to take them down. DPW took them down for us so we will should be getting a bill for that.

Mr. Martz said the banners need to be vinyl.

Mr. Slattery stated I will ask Crannie to give us the type of material those specifications are designed for how it is supposed to be anchored, weight and wind allowance, etc.

Mr. Fenner asked about a permit process for rally's that are held like the one that was at the clock corner when Back to the Bricks event was going on.

Meeting was adjourned at 10:45 AM.

Minutes Acceptance: Minutes of Sep 18, 2017 8:30 AM (Approval of Minutes)

10/11/2017 03:31 PM
User: millerg
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 09/30/2017
% Fiscal Year Completed: 25.21

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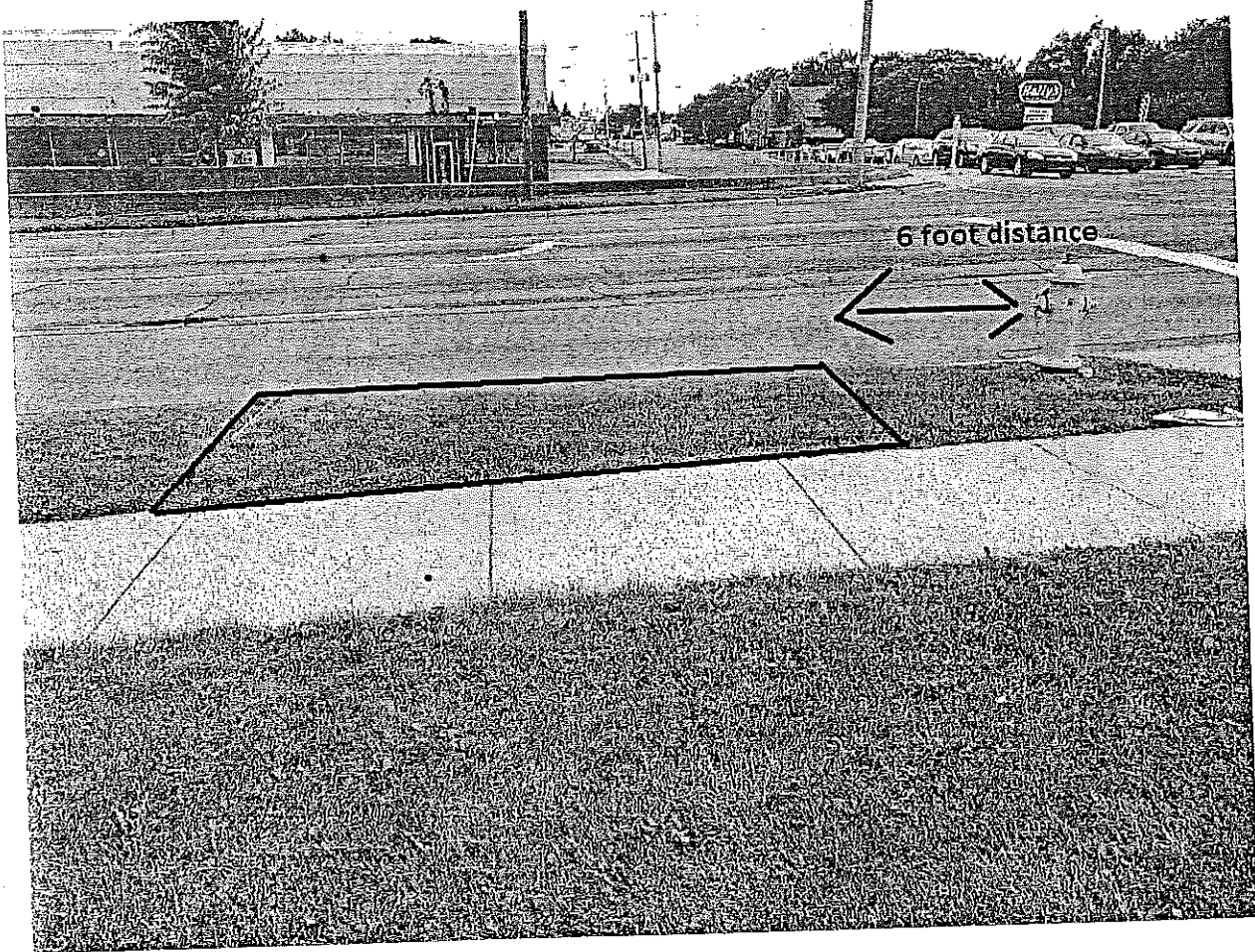
GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 09/30/2017 NORMAL (ABNORMAL)	INCREASE (DECREASE) MONTH 09/30/2017 NORMAL (ABNORMAL)	AVAILABLE BALANCE BALANCE (ABNORMAL)	% BDT USED
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	32,300.00	13,619.27	11,240.16	18,680.73	42.16
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	0.00	0.00	1,000.00	0.00
5013-0000-666.0000	INVESTMENT INTEREST	100.00	0.00	0.00	100.00	0.00
Total Dept 0000		34,400.00	13,619.27	11,240.16	20,780.73	39.59
TOTAL REVENUES		34,400.00	13,619.27	11,240.16	20,780.73	39.59
Expenditures						
Dept 0000						
5013-0000-717.0000	RETIREMENT - MERS ACTIVE	0.00	0.53	0.53	(0.53)	100.00
5013-0000-718.0000	RETIREMENT - MERS RETIREES	0.00	2.87	2.87	(2.87)	100.00
5013-0000-719.0000	Payroll Fringes	0.00	6.11	6.11	(6.11)	100.00
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
5013-0000-826.0000	LEGAL	500.00	0.00	0.00	500.00	0.00
5013-0000-879.0000	PUBLIC RELATIONS	2,000.00	0.00	0.00	2,000.00	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	3,900.00	950.00	0.00	2,950.00	24.36
5013-0000-956.0000	MISCELLANEOUS	4,000.00	60.00	60.00	3,940.00	1.50
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
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	38,521.85	37,421.85	9,750.00	1,100.00	97.14
Total Dept 0000		62,921.85	38,441.36	9,819.51	24,480.49	61.09
TOTAL EXPENDITURES		62,921.85	38,441.36	9,819.51	24,480.49	61.09
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		34,400.00	13,619.27	11,240.16	20,780.73	39.59
TOTAL EXPENDITURES		62,921.85	38,441.36	9,819.51	24,480.49	61.09
NET OF REVENUES & EXPENDITURES		(28,521.85)	(24,822.09)	1,420.65	(3,699.76)	87.03
BEG. FUND BALANCE		213,511.50	213,511.50			
NET OF REVENUES/EXPENDITURES - 2016-17		184,989.65	189,905.46		1,216.05	
END FUND BALANCE						

Address: Saginaw and Bristol

Municipality: City of Burton

Stop ID: 11176

Stop Description: Southeast corner of Bristol Rd and Saginaw St located at the Rite Aid.



Measurements: 16.5' x 8.5'

Total Square footage: 140.25ft²

Description of service: Concrete will be installed along the sidewalk and to the street curb. A minimum of 6 ft. clearance of the fire hydrant must be maintained for the shelter placement. The shelter will be placed with the openings facing the existing sidewalk. The shelter will be situated on the southern section of the pad to allow for a 3 foot pathway on the northern side for persons with mobility devices to have an unimpeded path to the bus. There must be a six foot clearance between the shelter and the hydrant.