



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

OCTOBER 17, 2016

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 19, 2016 8:30 AM

D. ADMINISTRATIVE REPORT

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 Brick Pavers at G-4327 Saginaw Street.
2. Board Discussion and Update on Banner Poles.
3. Discussion on Topics Germane to the DDA District.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

SEPTEMBER 19, 2016

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	Absent	

B. STAFF PRESENT

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Aug 15, 2016 8:30 AM

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

D. ADMINISTRATIVE REPORT

1. DDA Revenue and Expenditure Report August 2016

Mr. Coates stated included in this months revenue and expenditure report is the bill for tree trimming. The trees look terrible so he recommends not hiring this company to trim the trees in the future.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Board Discussion and Possible Action on the Vandalism of Banner Poles.

Board discussion on the height requirements for the banners.

Minutes Acceptance: Minutes of Sep 19, 2016 8:30 AM (Approval of Minutes)

Mr. Richvalsky asked if the City of Burton had insurance that would cover this type of thing.

Mr. Slattery said we would need to contact the Mayor's Office regarding insurance.

Mr. Crannie stated the banner cables were taut when installed; they were not sagging in any way. The bottom of the banner was attached to the pole at 17 feet from the ground. The cables were 4 feet apart and attached with clamps. The clamps were still attached after the banners came down. The maximum height of a truck is 13 feet 6 inches.

Board discussion on the reinstalling the banner poles and banners and the cost of reinstalling.

Mr. Fenner stated two different trucks an hour apart hit two different sets of banner poles. He doesn't believe the trucks were too tall.

Mr. Crannie stated the wind gusting could have had an impact on the poles.

Mr. Fenner stated he thinks this is an engineering problem. He asked Mr. Crannie if he has been in contact with the engineer and if Mr. Crannie has insurance to cover this. I do not feel the city should be responsible for this in anyway. The truck that hit the banner was a normal size truck according to the picture from the police report.

Mr. Crannie said the engineer has not returned his call and he does have insurance to cover this.

Mr. Richvalsky thanked Mr. Crannie for coming to the meeting to resolve this matter.

Mr. Fenner wants the banners put back up as soon as possible. We were looking forward to using them for the Christmas parade and other events coming up.

Mr. Crannie stated he has used this same engineering firm for a while and has never had this happen; the City of Grand Blanc is an example of work they have done.

2. Board Discussion on Topics Germane to the DDA District.

Mr. Richvalsky said he contacted Lou Walker, Jr., the contractor that took out the brick pavers on Saginaw Street and put in a concrete slab by mistake. We still have no resolution. I will follow up with him today. The intent is to still try to get a bus shelter.

Mr. Fenner said the concrete slab doesn't match the rest of Saginaw Street. He thinks the idea of each party involved paying a third of the shelter was fair.

Mr. Richvalsky stated he offered to divide the cost of the shelter between the city, MTA and Mr. Walker a month ago.

The board agrees not to hire Mr. Walker for maintenance on the clock tower until this issue is resolved.

Mr. Coates would like an update from Mr. Slattery on the cost of the City Calendar. The DDA would like to sponsor a page.

Mr. Slattery will have an estimate of the cost after the meeting today. He would like to have something to the printer by mid October to have it ready by December.

Board discussion on pictures, logo and information for the DDA page in the calendar. The board agrees to participate in sponsoring a page in the city calendar.

Mr. Fenner asked for clarification about how to form a committee to establish an overlay for building facades within the DDA district.

Mr. Slattery said to begin by contacting Mrs. Abbey at the DPW. He offered to participate in the committee if needed.

Mr. Stapleton stated a house on Maple Road in Burton was demolished. During the demo, they hit the septic tank and then covered it with dirt. He is worried this may leak into the well water.

Mr. Slattery said he will have it checked out.

Ms. Boggs stated the Planning Commission and Rowe Engineering will be having a visioning session for the city's master plan on Thursday, September 29, 2016 from 7:00 PM- 9:00 PM at the Burton Senior Center. You are all invited and encouraged to come and participate.

3. Motion to pay invoice in the amount of \$3,675 to Grasshopper Lawn Service for lawn maintenance in the DDA district.

Mr. Richvalsky stated this bill is for seven mowings of the DDA district and is for 7/17/16 through 8/28/16.

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

4. Motion to pay invoice in the amount of \$4,287 to Sign's by Crannie for the installation of Banner Poles.

Mr. Coates stated there was a question regarding the second bill from Crannie.

Mr. Crannie said the first bill was for the work that was completed before the DDA said not to move forward. The second bill was for the work completed after he was told to finish the project.

Mr. Coates stated we were never told about the additional labor charges that were different from the original quoted price.

Mr. Crannie stated when someone hires us to put a sign up in front of their building, we quote a price. When we begin working, there are sometimes unanticipated labor costs. If we start digging and hit an old foundation there will be labor costs associated that we didn't expect. Unfortunately, we cannot sonar the ground before we quote a price. Doing something in the right of way makes it more complicated because every utility is involved. It is impossible to foresee the issues we may encounter in these situations.

Mr. Coates stated he was not told that there would be another bill or an additional quote. Our meeting minutes from 2 years ago stated \$2,250 each. We thought that's what we were paying.

Mr. Fenner stated he is not arguing the hand digging and extra labor costs just that there was no baseline amount set. Where is the original quote?

Mr. Crannie stated this sounds like a lack of communication on the part of the DDA. The original quote included everything under normal circumstances. The quote was for \$2,250 each, \$2,975 for install labor plus engineering fees and permits and the city received a copy.

Mr. Coates would like to know how to move forward with reinstalling the banner poles and banners.

Mr. Fenner asked for a timeline for contacting the engineer and getting the poles back up.

Mr. Crannie said they work all year long but wants to have them put back up before Christmas. We normally don't have failures like this.

Mr. Richvalsky asked if the banner poles are still usable.

Mr. Crannie said yes. The poles kinked at the bottom so we would cut them off a couple feet up and do a bigger pole for the first few feet to make up the difference.

Mr. Fenner asked Mr. Crannie to contact the engineer so we can get a timeline of when we can get them up.

Mr. Crannie will get back to the board after he speaks with the engineer.

The board agrees this is not the City of Burton's responsibility to pay for anything involving the destruction of the banner poles. The board feels it is the responsibility of Sign's by Crannie and/or their insurance company to replace the poles.

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

Meeting was adjourned at 9:38 AM.

Minutes Acceptance: Minutes of Sep 19, 2016 8:30 AM (Approval of Minutes)



SCHEDULED

AGENDA ITEM (ID # 2721)

DOC ID: 2721

Discussion on Brick Pavers at G-4327 Saginaw Street.



SCHEDULED

AGENDA ITEM (ID # 2722)

DOC ID: 2722

Board Discussion and Update on Banner Poles.



SCHEDULED

AGENDA ITEM (ID # 2723)

DOC ID: 2723

Discussion on Topics Germane to the DDA District.
