



# CITY OF BURTON

## BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

OCTOBER 17, 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 | Absent  |         |
| Larry Stapleton | Commissioner | Present |         |
| Neil Martz      | Commissioner | Present |         |

#### B. STAFF PRESENT

Bob Slattery, DPW Director

Racheal Boggs, Deputy Clerk

#### C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Sep 19, 2016 8:30 AM

|                  |                                              |
|------------------|----------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Steve Coates, Commissioner                   |
| <b>SECONDER:</b> | Neil Martz, Commissioner                     |
| <b>AYES:</b>     | Richvalsky, Coates, Fenner, Stapleton, Martz |

#### D. ADMINISTRATIVE REPORT

Mr. Coates asked Mr. Slattery about the city calendar.

Mr. Slattery stated due to the amount of time it takes to create the calendar, he may not get to do it in a quality manner. There is already a design in place; what we need is content.

Mr. Stapleton offered to help with the design of the calendar.

Mr. Martz asked for an update on the demolition of the property at 3336 S. Saginaw Street.

Mr. Slattery will get a status report on this property for the board.

Mr. Martz asked if we can do something to eliminate the pan handlers in Burton; it portrays a bad image for the city.

Mr. Slattery stated unfortunately this is a legal issue. Others have addressed the City Council with this and it is considered freedom of speech. The attorney has looked into it.

The ordinance covers disorderly conduct but these people are just standing there and are not disorderly. I agree it is portraying a poor image for the city, if I could do something, I would. Technically, they have the same right to be there as old news boys or any other group.

Mr. Stapleton asked about the house at 2259 Maple Road that was demolished. The contractor broke the septic tank and I wondered if anyone has gone out to check it.

Mr. Slattery said the DPW has gone out and didn't find any damage. He also reported that the property at 3336 S. Saginaw Street is on the demolition list. The hearing has been done and a demo contract was awarded to Solar Express. They have yet to pull the permit for demolition. I will follow up the Solar Express and report back to Mr. Richvalsky.

#### **E. AUDIENCE PARTICIPATION**

None.

#### **F. BOARD RECOMMENDATION AND/OR ACTION**

1. Discussion on Brick Pavers at G-4327 Saginaw Street.

Mr. Richvalsky stated the contractor brought the brick pavers back and stacked them by the building rather than installing them. Now, they are gone.

Mr. Coates stated this is another situation that may need to go through the City Attorney for resolution.

Board discussion regarding the bus shelter.

2. Board Discussion and Update on Banner Poles.

Mr. Martz asked if we can send Crannie a letter asking for his intentions on replacing the banner poles.

Ms. Boggs stated the Clerk's Office will contact the Mayor and City Attorney regarding this.

Mr. Coates stated his understanding was that Crannie was not going to take responsibility for it.

Board discussion regarding the engineering and installation of the banner poles. The board agrees to contact the Mayor's Office and City Attorney to create correspondence to Sign's by Crannie regarding their intentions on replacing the poles.

Mr. Slattery said it is reasonable to at least ask for a status report from Crannie.

Mr. Richvalsky stated Crannie is in possession of the poles so, if they are keeping the poles, we want our money back.

3. Discussion on Topics Germane to the DDA District.

Mr. Coates stated the old 7-11 at the corner of Maple and Saginaw is now a Mobil Station. The sign went up yesterday.

Meeting was adjourned at 9:10 AM.

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# 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.

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | Gregory Fenner, Commissioner          |
| <b>SECONDER:</b> | Steve Coates, Commissioner            |
| <b>AYES:</b>     | Richvalsky, Coates, Fenner, Stapleton |
| <b>ABSENT:</b>   | 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.

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | Joey Richvalsky, Chairman             |
| <b>SECONDER:</b> | Gregory Fenner, Commissioner          |
| <b>AYES:</b>     | Richvalsky, Coates, Fenner, Stapleton |
| <b>ABSENT:</b>   | 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

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## **Discussion on Brick Pavers at G-4327 Saginaw Street.**

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**COMMENTS - Current Meeting:**

Mr. Richvalsky stated the contractor brought the brick pavers back and stacked them by the building rather than installing them. Now, they are gone.

Mr. Coates stated this is another situation that may need to go through the City Attorney for resolution.

Board discussion regarding the bus shelter.



**SCHEDULED**

**AGENDA ITEM (ID # 2722)**

DOC ID: 2722

## **Board Discussion and Update on Banner Poles.**

### **COMMENTS - Current Meeting:**

Mr. Martz asked if we can send Crannie a letter asking for his intentions on replacing the banner poles.

Ms. Boggs stated the Clerk's Office will contact the Mayor and City Attorney regarding this.

Mr. Coates stated his understanding was that Crannie was not going to take responsibility for it.

Board discussion regarding the engineering and installation of the banner poles. The board agrees to contact the Mayor's Office and City Attorney to create correspondence to Sign's by Crannie regarding their intentions on replacing the poles.

Mr. Slattery said it is reasonable to at least ask for a status report from Crannie.

Mr. Richvalsky stated Crannie is in possession of the poles so, if they are keeping the poles, we want our money back.



**SCHEDULED**

**AGENDA ITEM (ID # 2723)**

DOC ID: 2723

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## **Discussion on Topics Germane to the DDA District.**

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**COMMENTS - Current Meeting:**

Mr. Coates stated the old 7-11 at the corner of Maple and Saginaw is now a Mobil Station.  
The sign went up yesterday.