



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

OCTOBER 19, 2015

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 21, 2015 8:30 AM

D. ADMINISTRATIVE REPORT

1. August 2015 Revenue and Expenditure 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 five (5) minutes and to speak on the topics germane to City business.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion and possible action on general topics germane to DDA District.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

SEPTEMBER 21, 2015

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Joey Richvalsky at 8:37 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Present	
Steve Coates	Commissioner	Present	
James Paulus	Commissioner	Present	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Laurie Moncrieff	Commissioner	Absent	
Neil Martz	Commissioner	Present	

B. STAFF PRESENT

Paula Zelenko, Mayor
Robert Slattery, DPW Director

Rik Hayman, Chief of Staff
Teri McCrea, Record Tech

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Aug 17, 2015 8:30 AM

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

D. ADMINISTRATIVE REPORT

None.

E. AUDIENCE PARTICIPATION

None.

Mr. Richvalsky introduced James Thorne who runs the Perfume Oil Store on Saginaw Street. Mr. Thorne was invited to the meeting by Mr. Richvalsky so that he can get a better idea of how DDA operates. Mr. Thorne is a potential candidate to fill Mr. Paulus's position.

Mr. Paulus spoke of his resignation from DDA, today's meeting is his last. He stated that James Monroe of A&M Automotive was interested in filling his position.

Mr. Fenner stated that he spoke with Rob from Rocky's who also indicated he would be interested in filling Mr. Paulus's position.

Mr. Coates stated perhaps they should explore filling Ms. Laurie Moncrieff's chair since she does not have the time to attend the DDA meetings.

F. BOARD RECOMMENDATION AND/OR ACTION

1. 1842 : Discussion on tree trimming - motion to obtain quote in order to put into budget.

Mr. Richvalsky spoke with Aspen trees; best time to do a deep trim is in the fall when the trees go dormant. Mr. Richvalsky stated a discount was offered by Aspen Trees if done during Fall/Winter months.

Mr. Coates reminded other members that there is no line item in the budget for tree trimming.

Mr. Richvalsky spoke with Aspen about replacing dead trees in various locations as well.

Mr. Martz is obtaining bids for asphalt removal between sidewalks and curbs in 5 different areas, should have by next meeting.

Mr. Richvalsky stated he would call Aspen for quote and types of discounts.

2. Motion to get quotes for tree trimming and tree replacement for budget purposes.

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

3. Discussion on Appointing DDA Board Member to the LED Committee.

Mr. Richvalsky stated that Mr. Stapleton would be best suited for the LED Committee since he's done this his whole life. Committee is for replacing antiquated lights throughout the city, specifically on Saginaw Street.

Mr. Hayman stated the mayor put a committee together with Council approval. Dennis O'Keefe is chairman and will set future meetings. Administration appointed the Fire Chief to be on the committee.

Mr. Coates stated that Consumers made a presentation for the LED replacement in Burton at the last council meeting.

Mr. Stapleton said yes to serving on the LED Committee.

Mr. Hayman stated that the City is pushing up against the deadline (mid-November) to have this work done in order to receive a rebate.

Mr. Richvalsky stated that Saginaw would be a great starting point to show the new lights.

4. Discussion and Update on DPW Water Lines.

Mr. Richvalsky stated Saginaw Street is being cut up, will the streets be re-surfaced.

Mr. Hayman was unsure of the timeline for the road repair; Mr. Slattery will have to answer that question.

Mr. Hayman asked if members are receiving updates on the road construction. Mr. Coates stated they haven't received anything since June.

Mr. Coates stated they received a schedule; however an email stated restoration may not be completed before winter.

Mayor Zelenko stated there would have to be a surface before winter.

Mr. Hayman stated he would get an update from Mr. Slattery for board.

5. Discussion and Update on Clock Corner Repair and Trash Removal.

Mr. Richvalsky stated he receives calls from bus riders from that corner when the trash needs to be picked up.

Mr. Fenner stated he receives calls and a request for a Bus Shelter on corner of Bristol and Saginaw, would this be an MTA responsibility?

Mr. Richvalsky stated the Clock is on private property, it's on Rite Aid property, the developer allowed the clock to be placed there.

Mr. Fenner asked Mayor Zelenko who would the City need to contact about putting up a shelter there?

Mayor Zelenko stated that some bus shelters are on private property and a stipen has been given to the owners who allow for that. Any concerns you have about bus stops, please put in an email to me.

Other Items:

Mr. Paulus stated it was honor to serve on this board, it's been a privilege. Very proud to be a part of the City, thanked everyone for their support and proud to have served.

Mr. Richvalsky and Mayor Zelenko expressed their thanks and appreciation for his service to DDA and the City of Burton.

G. BOARD DISCUSSION

Mr. Martz stated he spoke with Crannie's office in regards to pole locations. Need to meet with Mr. Slattery on the approach of utilities specific to Winston Property. Need to meet

with Winston to see if they would grant the city an easement right for the pole to place banners on.

Mr. Richvalsky stated there was an issue with the height of the utility lines and that there is a \$1,200.00 fee from consumers to move the lines up or down to accommodate these poles.

Mr. Fenner stated he's heard that cruise night (Back to Brick) may be cancelled next year, source unclear.

Mayor Zelenko stated there was discussion to cut down on cruise nights as a cost savings. Back to Brick could possibly drop being a sponsor of the cruise. Crucial element missing is a project meeting on the Banner Pole project; need to bring all players to the table to include consumers.

Mayor Zelenko stated for other business that Mr. Slattery is here and able to ask questions.

Mr. Martz speaking to Mr. Slattery that he wanted to speak to him in regards to suggestions for pole placement.

Mr. Slattery stated to leave him the information and he will review, this is the first he's heard of the banner pole project. He addressed road repair on Saginaw Street and will have a temporary coating on before winter. Did not want in depth repairs since Saginaw Street renovation is a future project. Would like to do this project under TIF; however this would not happen until 2018. Minor repairs can be done now.

Mr. Fenner brought up the speed limits in Downtown Burton; there are three different limits and need to be consistent with one only to reduce the confusion. Coincide with Saginaw Street Project.

Meeting was adjourned at 9:36 AM.

Minutes Acceptance: Minutes of Sep 21, 2015 8:30 AM (Approval of Minutes)



SCHEDULED

INFORMATION ITEM (ID # 1872)

DOC ID: 1872

August 2015 Revenue and Expenditure Report

ATTACHMENTS:

- DDA Aug2015 (PDF)

09/28/2015 11:20 AM
User: millerg
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 08/31/2015
% Fiscal Year Completed: 16.94

Page 1/1

D.1.a

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BD
		AMENDED	08/31/2015	MONTH	08/31/2015	BALANCE	
		BUDGET	NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	US
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	31,700.00	6,588.14	6,123.18		25,111.86	20.7
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	0.00	0.00		(100.00)	0.0
5013-0000-407.0000	DELINQUENT REAL/PERS TAXES	1,000.00	0.00	0.00		1,000.00	0.0
5013-0000-666.0000	INVESTMENT INTEREST	300.00	0.00	0.00		300.00	0.0
5013-0000-678.0000	REIMBURSEMENT INCOME	100.00	0.00	0.00		100.00	0.0
5013-0000-699.0000	DEFICIT	3,800.00	0.00	0.00		3,800.00	0.0
Total Dept 0000		36,800.00	6,588.14	6,123.18		30,211.86	17.9
TOTAL Revenues		36,800.00	6,588.14	6,123.18		30,211.86	17.9
Expenditures							
Dept 0000							
5013-0000-757.0000	SUPPLIES & POSTAGE	800.00	0.00	0.00		800.00	0.0
5013-0000-808.0000	AUDIT	400.00	245.00	245.00		155.00	61.2
5013-0000-880.0000	COMMUNITY DECORATIONS	2,600.00	0.00	0.00		2,600.00	0.0
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	17,000.00	1,250.00	1,250.00		15,750.00	7.3
5013-0000-956.0000	MISCELLANEOUS	5,000.00	0.00	0.00		5,000.00	0.0
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	0.00	0.00		5,000.00	0.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00	0.00		3,000.00	0.0
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	3,000.00	0.00	0.00		3,000.00	0.0
Total Dept 0000		36,800.00	1,495.00	1,495.00		35,305.00	4.0
TOTAL Expenditures		36,800.00	1,495.00	1,495.00		35,305.00	4.0
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		36,800.00	6,588.14	6,123.18		30,211.86	17.9
TOTAL EXPENDITURES		36,800.00	1,495.00	1,495.00		35,305.00	4.0
NET OF REVENUES & EXPENDITURES		0.00	5,093.14	4,628.18		(5,093.14)	100.0
BEG. FUND BALANCE		216,994.22	216,994.22				
END FUND BALANCE		216,994.22	218,368.49				

Attachment: DDA Aug2015 (1872 : August 2015 Revenue and Expenditure Report)



SCHEDULED

AGENDA ITEM (ID # 1920)

DOC ID: 1920

Discussion and possible action on general topics germane to DDA District.