



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

OCTOBER 21, 2019

AGENDA

Council Chambers

Regular Meeting

8:30 AM

**4303 S. CENTER ROAD
BURTON, MI 48519**

A. ROLL CALL

B. STAFF PRESENT

C. ADMINISTRATIVE REPORT

1. Revenue and Expenditure Report as of September 30, 2019

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Aug 19, 2019 8:30 AM
2. Downtown Development Authority - Regular Meeting - Sep 16, 2019 8:30 AM

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 and Possible Action on General Topics Germane to the DDA District.

G. BOARD DISCUSSION

H. TABLED ITEMS

1. Discussion and Possible Action on the DDA Banner Permit Process and Application.

**THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, NOVEMBER
18, 2019 @ 8:30 AM.**



SCHEDULED

INFORMATION ITEM (ID # 4633)

Meeting: 10/21/19 08:30 AM
Department: Controller's Office
Category: Report
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

C.1

DOC ID: 4633

Revenue and Expenditure Report as of September 30, 2019

ATTACHMENTS:

- Revenue and Expenditure Report DDA 9-30-19 (PDF)

10/16/2019 10:39 AM
 User: moffittk
 DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

Page: 1/1

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 09/30/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USEI
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	34,500.00	13,751.85	9,975.26	20,748.15	39.86
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 APPROP (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		35,900.00	13,751.85	9,975.26	22,148.15	38.31
TOTAL REVENUES		35,900.00	13,751.85	9,975.26	22,148.15	38.31
Expenditures						
Dept 0000						
5013-0000-757.0000	OPERATING EXPENDITURES	500.00	9.68	0.00	490.32	1.94
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	10,000.00	0.00	0.00	10,000.00	0.00
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
5013-0000-880.0000	COMMUNITY DECORATIONS	10,000.00	314.18	236.17	9,685.82	3.14
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	3,400.00	53.68	0.00	3,346.32	1.58
5013-0000-956.0000	MISCELLANEOUS	2,000.00	0.00	0.00	2,000.00	0.00
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		35,900.00	377.54	236.17	35,522.46	1.05
TOTAL EXPENDITURES		35,900.00	377.54	236.17	35,522.46	1.05
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		35,900.00	13,751.85	9,975.26	22,148.15	38.31
TOTAL EXPENDITURES		35,900.00	377.54	236.17	35,522.46	1.05
NET OF REVENUES & EXPENDITURES		0.00	13,374.31	9,739.09	(13,374.31)	100.00
BEG. FUND BALANCE		188,778.04	188,778.04			
NET OF REVENUES/EXPENDITURES - 2018-19			18,799.01		18,799.01	
END FUND BALANCE		188,778.04	220,951.36			

Attachment: Revenue and Expenditure Report DDA 9-30-19 (4633 : Revenue and Expenditure Report as of



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

AUGUST 19, 2019

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	Present	

B. STAFF PRESENT

Bob Slattery, DPW Director
Racheal Boggs, Deputy Clerk

C. ADMINISTRATIVE REPORT

None.

1. Revenue and Expenditure Report as of July 31, 2019

No discussion.

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jul 15, 2019 8:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Coates, Vice Chairman
SECONDER:	Neil Martz, Commissioner
AYES:	Richvalsky, Coates, Fenner, Stapleton, Martz

E. AUDIENCE PARTICIPATION

James Binkley owner of Trapper Joe's at G3386 S. Saginaw Street stated he is here for the DDA's support regarding the old Burton Auto Glass building which is located next door to his business. He stated he bid on the property with the intent to demolish it. He has received two demo bids and they are \$16,800 and \$20,000 and he took that into consideration with his bid. He provided pictures to the board of the tar paper roof, deteriorating bricks and the foundation sinking into the ground. He stated the building should have been condemned years ago. The people who won the bid intend to put a motorcycle repair shop in the building. This building has been an eyesore in the community for years; it cannot be

salvaged. This type of business will not be a good thing for the community. It goes against the DDA Visioning Plan; making visual appearances more welcoming and creating an identity for the city. I have these same goals and objectives. He provided site plan information for a pavilion, stage, outdoor restaurant/bar and community event area that can be used for corn hole and horseshoe tournaments. Trapper Joe's isn't so much a bar anymore but a restaurant and family oriented business. This plan will allow us to continue to bring more people into Burton with community events, fund raisers, weddings, tournaments, etc. He stated he would like the support of the DDA because the City Council will be acting on the sale of this building tonight.

Mr. Richvalsky asked if he is prepared to obtain an additional liquor license from the liquor control commission.

Mr. Binkley said, yes. He intends to have an outside bar so he will need to get a permanent outdoor liquor permit. He is also prepared to obtain other approvals needed through the city, county and state.

Mr. Martz stated he is excited to hear this. Your proposal for an expansion at that site will be good for the community. He would like to see the area open and landscaped for the community to enjoy.

Mr. Binkley stated he has plans for landscaping and would like it to have a park setting. He wants it to be a place where people want to come to and can take pride in; a family place that is healthy for the neighborhood and the community.

Mr. Martz stated has also heard numerous complaints about another motorcycle repair shop in the DDA district. They think the local streets are their test tracks and race vehicles down the side roads to test drive them creating a lot of noise and going at excessive speeds. He would much rather see Mr. Binkley's proposal happen rather than another repair shop. Does the City of Burton do building inspections on buildings that have been tagged such as this one? Is this building even repairable?

Mr. Slattery stated we do have a building inspector that would need to inspect it before it is occupied.

Mr. Martz asked if an inspection had been done prior to today. Do we know the likelihood of the building being reconditioned?

Mr. Slattery stated he doesn't know but he can find out.

Mr. Martz suggests that Mr. Binkley obtain a copy of the inspection reports from DPW.

Mr. Fenner asked when the city acquires a property from the land bank or otherwise, what is the process of inspection of a property before selling it? Doesn't the city require a property to be inspected before putting it out for bid.

Mr. Slattery stated he imagines there was. He is unsure of the process but that makes sense in order for DPW to set a minimum bid.

Mr. Fenner stated he would be upset if he purchased a property he thought was occupiable and after the fact found out it was condemned.

Mr. Slattery stated he will found out the process and the status of this building.

Mr. Binkley stated the side wall of the building is fenced in on his patio and no one has ever come over to look at it. That wall has a crack, from top to bottom, it is leaning and has sunk down. I showed you pictures of where it is leaning. If the one piece of steel brace wasn't there, it would fall.

Mr. Fenner stated what we are being asked is, what do we want in our downtown area? A motorcycle shop in this existing building or would we rather see Mr. Binkley's plan to tear it down and expand. He is asking us to pass our support along to City Council. Do we want to take a vote of support or I will be at the council meeting and can speak on his behalf if that's what we want. This fits our vision more than anything else that would keep that building standing. It is an eyesore.

Mr. Richvalsky stated how long did we fight to get the building torn down between the transmission shop and the billboard? This building is 10 times worse than that one. It should have been torn down not sold. If the city sells this building, the city should be on the hook for liability.

Mr. Martz stated we did a similar support of position on the building that used to be Mike's Furniture. I would like this body to go on record to support the proposal submitted to us by Mr. Binkley at the City Council Meeting including his desire to purchase the building. I also want to point out that this addition will help his current building stay current. He has been here, spent money here and stated he will comply with the DDA Vision and standards.

Mr. Slattery asked for clarification. This is city owned the property that has already gone to bid and someone else other than Mr. Binkley had the high bid. Doesn't this complicate this discussion?

Mr. Fenner said, it definitely does. However, as a city, don't we want to know what their plan is before purchase? This is an eyesore of a building that someone could buy for \$10,000 and just let sit there and rot away and may never be developed as opposed to an existing business owner that is established with a well kept property. Is there a way around the high bid? I am opposed to any sale of this building that requires the building to remain standing.

Mr. Martz stated other bids have taken place with requirements to demolish or raise the building. Has the building been looked at to determine if it needs to be raised?

Mr. Slattery stated he just asked Mrs. Abbey the status and if this property has been inspected. She responded that it's being heard in front of City Council tonight and no inspection is done until they have closed on the property.

Mr. Fenner stated what if he doesn't like the inspection? It will sit there for another two years and then we will acquire it back again for back taxes and it sits there and decays. If he spends \$10,000 and then has to tear it down, he's not going to be happy.

Mr. Martz stated other people have walked away from their bid in the past. I don't know if you can get an inspection before closing or not.

Mr. Fenner stated this board will come to the City Council meeting tonight and throw support behind Mr. Binkley.

Mr. Binkley asked if adjoining property owners get special consideration.

Mr. Fenner stated residential properties receive special consideration. Hasn't that always been the case?

Mr. Slattery stated he has advocated this in the past but he is unsure if that is the official process now but it should be. He apologized that he doesn't know the process as well but Mr. Abbey and Amber have taken the lead on the past two sets of property sales.

Mr. Fenner stated he understands the city wants to get as much money as they can for each of the properties but in the end is the city going to get more value from it by letting it go for a cheaper price to someone who will renovate it rather than letting it sit there until the city acquires it again and again?

Mr. Slattery stated he understands that and encouraged Mr. Binkley to attend the City Council Meeting tonight because at this point, it is City Council's decision.

Tina Conley of Burton stated the Park and Recreation Commission have decided to have a tree ceremony for Christmas instead of a parade. It will be held at the end of November. We hope to have your support. Would it be ok if I went to businesses on Saginaw Street to ask for donations for the event such as Christmas bulbs, Christmas cookies, hot chocolate, choir, carolers, etc. We want to make it a big event and I intend to put everything I have into it. Please let me know if you have ideas.

Mr. Fenner stated he doesn't see a problem with this and as a business owner, he would donate.

Mr. Richvalsky asked if Fire Station #1 will be available in case of inclement weather or we could use a tent.

Mrs. Conley stated she will check into this.

Mr. Fenner stated vendor booths would be a great idea for this event.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion and Possible Action on General Topics Germane to the DDA District.

G. BOARD DISCUSSION

Mr. Coates asked about the status of the asphalt and what are we doing about the street signs that are incorrect.

Mr. Slattery stated the street signs are being corrected by the contractors at no charge to the city. The pavement at Saginaw Street and Hemphill is temporary. The city if Flint is doing signal work there. It will be torn out and replaced with concrete and a pedestrian pad.

Mr. Fenner asked for a timeline.

Mr. Slattery stated it is Flint's project but probably this fall.

Mr. Martz asked if bids were done for Maple to Bristol Road.

Mr. Slattery stated OHM Advisors was selected.

Mr. Martz would like the DDA to be made aware of these meetings.

Mr. Slattery stated the DDA will be invited. The county is looking at juggling around a couple projects which might move the project up but the likelihood is the design will be in 2020 and project in 2021.

Mr. Fenner asked for an update about the Bristol Road bus stop.

Mr. Richvalsky stated he thought the bus stop was going to be north of Bristol Road, in front of Oak Street Heath instead of Rite Aid.

Mr. Slattery stated I don't know if that decision has been made. He will be speaking to Mr. Matern about some signage and doing a walk-through about issues on Saginaw Street in the near future and he will discuss this with him at that time.

Mr. Coates stated the Back to the Bricks banners can come down. Why can't they re-time the light at Bristol and Saginaw during Back to the Bricks?

Mr. Slattery stated the Road Commission maintains the signal and I think they did that. Bonnie Wood from the Road Commission brought it up.

Mr. Coates stated there is a business on Saginaw Street that is in violation with our new ordinance. They painted a large mural without authorization. I think it looks fine but it is a violation so, who will enforce this?

Mr. Slattery stated code enforcement works on a complaint as received basis. If this is a complaint, we will investigate and enforce the ordinance.

Mr. Martz stated the same business also has a gravel parking area. This should have gone through site plan review to address drainage, set-backs, landscaping, etc.

Discussion ensued regarding the ordinance, whether or not to enforce the ordinance in the case of the tattoo shop on Saginaw Street and setting a precedence to other businesses on Saginaw Street.

Mr. Slattery stated maybe another option is to amend the ordinance to address tasteful painting such as this. He will contact the Code Enforcement Officer regarding the gravel parking lot.

Mr. Richvalsky stated American Auto Works on Saginaw Street is parking cars on the grass behind the building.

Mr. Coates stated they received a variance for this. Occasionally, there are probably more there than the variance allows.

Mr. Fenner stated there is a new occupant at the old 7-11 building. They are unloading trucks and at times have old pieces of furniture and other things sitting out front. I am not sure what is going in there but the last thing we want is a nice retail building becoming nothing but a storage unit for someone. They have cleaned up the place.

Mr. Slattery will check it out.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, SEPTEMBER 16, 2019 @ 8:30 AM.

Meeting was adjourned at 9:32 AM.

Minutes Acceptance: Minutes of Aug 19, 2019 8:30 AM (Approval of Minutes)



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

SEPTEMBER 16, 2019

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	Absent	
Neil Martz	Commissioner	Absent	

B. STAFF PRESENT

Bob Slattery, DPW Director
Racheal Boggs, Deputy Clerk

C. ADMINISTRATIVE REPORT

1. Revenue and Expenditure Report as of August 31, 2019

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Aug 19, 2019 8:30 AM

RESULT: MEETING CANCELLED

E. AUDIENCE PARTICIPATION

Paul Matern of MTA discussed a proposal for moving the bus stop at the corner of Bristol Road and Saginaw Street. This will include a new bus shelter on the corner of Saginaw Street and Whittemore Avenue. MTA will be doing the work and paying for it. After City approval, we can get started and the work should be complete by the end of October.

Tina Conley stated the Parks & Recreation Commission has been working on the tree lighting event. We need electricity at Water Tower Park to light the tree.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion and Possible Action on General Topics Germane to the DDA District.

G. BOARD DISCUSSION

Minutes Acceptance: Minutes of Sep 16, 2019 8:30 AM (Approval of Minutes)

Mr. Richvalsky stated due to a lack of quorum, there will be no action taken at this meeting.

Mr. Fenner recommends matching the \$1,000 that the Parks & Recreation Commission has set aside for this event. He also would like to start advertising the Holiday Decorating Contest. A special meeting may be required to take action on these items.

Board discussion on the DDA scheduling a special meeting later this month for the purpose of making a donation to the Parks & Recreation Commission for the Christmas Tree Lighting Event. The board will contact the Clerk's Office to schedule the special meeting.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, OCTOBER 21, 2019 @ 8:30 AM.

Meeting was adjourned at 8:58 AM.

Minutes Acceptance: Minutes of Sep 16, 2019 8:30 AM (Approval of Minutes)



SCHEDULED

AGENDA ITEM (ID # 4629)

DOC ID: 4629

Discussion and Possible Action on General Topics Germane to the DDA District.



SCHEDULED

AGENDA ITEM (ID # 4627)

DOC ID: 4627

Discussion and Possible Action on the DDA Banner Permit Process and Application.

ATTACHMENTS:

- DDA Banner Permit App DRAFT(PDF)
- DDA Banner Permit Policy DRAFT (PDF)



**Community Event Use of Banner Pole
Permit Application**

Approval: _____
Fee paid: _____

Applicant Information

Applicant Name:		Organization:	
Mailing Address:			Email:
City:	State:	Zip:	
Telephone:	Mobile:	Home:	Work:

Event Information

Name/type of event:	
Event date(s)/location:	
Is the event open to the public with equal access to all? YES ☐ NO ☐	
Will the event be publicized in a manner so that the general public has equal opportunity to be made aware of and attend the event? YES ☐ NO ☐	
What wording will be on the banner? Sketch attached (required for approval) ☐	
Dates requested for use of banner pole(s):	

BANNER PERMIT GUIDELINES:

- No sign shall be placed, structurally altered, erected or displayed without first obtaining a valid permit.
- Signs shall not be illuminated, animated or have any moving parts.
- Banners will be uniform in size/shape to fit banner poles with approved mounting hardware/configuration.

My signature on this application indicates my verification, agreement and understanding that:

- The information given here is true, under penalty of perjury by the laws of the state of Michigan.
- I have read and understand the "Banner Permit Guidelines".
- The City of Burton agents, employees and directors shall not be liable for any damage to person or property by reason of the negligent acts of applicant, its agents, employees, invitees or subcontractors.
- I protect and indemnify for all costs, legal and other expenses, and hold harmless the City of Burton and its officers, employees, directors and agents from claims, liabilities or suits arising out of injury to person or property.
- I understand the City of Burton makes no warranty as to the condition or safety of the City-owned banner structures or surface below the structures.
- I agree the event sponsor(s) shall assume all responsibility and risk to the extent allowed by law for any personal injury or property damage arising out of the event sponsor's use of the sign, and shall release, indemnify and hold harmless the City of Burton, its officials, officers and employees from any such claims, demands or causes of action.

Applicant Signature: _____

Date: _____

City of Burton
Community Event Use of Banner Poles Policy

Objective:

The objectives of this policy are to:

- Provide a documented process on how community event organizers may obtain approval by City Administration to install temporary, short term community event signage for events taking place within the City of Burton Community.
- Ensure equitable access to event signage for community event organizers.
- Ensure that event organizers are aware of City Council's requirements.
- Assist and encourage event signage and provide approvals in a timely manner.

Background:

This policy has been developed to provide for the approval and installation of community event signage within the City of Burton utilizing the banner poles within the Downtown District. It is the intent of this policy to ensure that any signs are visually attractive and provided in a uniform manner that they are easily identified, located and understood by motorists.

General:

City Council has identified the banner poles as being suitable for the promotion of community events. The display of a sign at this location shall be subject to obtaining approval in accordance with the City Council's Community Event Use of Banner Poles Policy.

It is City Council policy that the signs must promote an upcoming community event that is being held within the City of Burton Community. The community events may be of a cultural, social or recreational nature and must encourage a high level of community participation, with strong benefits to the community.

Eligibility:

The eligibility criteria for community events signage under this policy are as follows:

- The applicant must be a not-for-profit incorporated organization or commercial organization promoting a community-based event.
- The applicant is preferably based in the City of Burton Community.
- The proposed activity or event will take place in the City of Burton Community.
- The event must encourage a high level of community participation.

Organizations/individuals that are **not eligible** to apply under this policy are:

- Commercial venues (i. e. pubs or licensed venues)
- Business Operations
- Real Estate Agents

- Weekly sporting competitions
- Garage/estate sales
- Events that are entirely of a commercial nature, with no perceived community benefit, as determined by the City Council.

Application Process:

Applications must be made on the approved form and can be lodged a minimum of four (4) weeks and maximum of four (4) months prior to the date of the event. Incomplete applications will not be accepted. City Administration will be responsible for approval of all banner signage. Applicants who are denied may appeal the Administrative decision to the City Council.

Booking Preferences:

Booking preferences will be given to the following events, in order of priority:

1. Municipality sponsored events
2. Community events that have obtained prior approval of the City Council.
3. Other community events organized by not-for-profit incorporated associations (i.e. school events, cultural or sporting events).

The allocation of sites will be on a first come, first served basis.

Conditions of Use:

1. Design templates and/or existing signs are to be reviewed and approved by City Administration prior to printing.
2. Signs relating to an event may be erected up to three weeks prior.
3. Signs relating to events must be removed within five days of the conclusion of the event.
4. Community event signs are to be furnished by the applicant and built to city specifications.

Signage Design:

Signage should be of a professional standard and in accordance with signage guidelines.

To maximize the impact of signage design, the following points are to be considered:

- Inclusion of dates and venue information in large bold writing
- Graphics that are simple and bold
- Use of text only where it forms part of the established image of the event or logo
- Commercial sponsorship logos are prohibited

City Administration reserves the right to refuse permission to display signage on any grounds, particularly for any signage that, in the opinion of the City Council:

- Is poor in appearance
- Projects or displays an offensive message
- Contains offensive language
- Promotes a commercial activity or organization (outside the scope of this policy)
- Incites hatred or aggression in any form
- Is unlawful under local, state or federal law
- Is considered as promotion of a political, religious or racial nature

City Administration will reserve the right to cancel a permit and/or remove a banner that becomes unsightly or torn or if the installation becomes dangerous to motorists, unduly interferes with the free movement of traffic, or in any way violates the rules set forth in this policy.

Fees and Charges:

Banner Specifications:

- 44" X 360" Maximum banner size
- Minimum ¼ inch galvanized steel cables
- Breaking strength = 7000 lb
- 2'- 0" Sag min.
- Required Material:
- Other design requirements:

Banner Diagram:

