



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

SEPTEMBER 17, 2018

AGENDA

Council Chambers

Regular Meeting

8:30 AM

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

A. ROLL CALL

B. STAFF PRESENT

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Aug 20, 2018 8:30 AM

D. PRESENTATION

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

G. BOARD DISCUSSION

1. Discussion on Topics Germane to the DDA District.

**THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, OCTOBER
15, 2018 @ 8:30 AM.**



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

AUGUST 20, 2018

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 Chair	Present	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Absent	
Neil Martz	Commissioner	Present	
Cindi Dail	Commissioner	Present	

B. STAFF PRESENT

Bob Slattery, DPW Director
Sue Warren, Parks & Recreation Director
Marcy Kimball, Clerk's Office

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jul 16, 2018 8:30 AM

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

D. AUDIENCE PARTICIPATION

None.

E. BOARD RECOMMENDATION AND/OR ACTION

None.

F. BOARD DISCUSSION

1. Parks & Recreation Christmas Parade

Mr. Slattery stated the Parks & Recreation Parade is designed to bring attention and people to downtown I am happy to see this on the agenda. I hope DDA is will work with Parks & Recreation to get behind it, promote it and help to make it a bigger and

better event than it has been the last couple of years.

Ms. Warren, Parks & Recreation Director said we need the DDA's help with publicizing, promoting, participation and suggestions.

Mr. Fenner said that time of year there is usually snow piled up and sidewalks not shoveled.

Mr. Martz suggested having a different go to event, rather than a parade, such as a Christmas Tree Lighting with a free food giveaway and band, etc.

Ms. Warren said Fire Station 1 had an afterglow event, after the last parade. It looked like there were many people in attendance.

Mr. Coates said at the last parade, there was no one blocking traffic.

Mr. Richvalsky suggested having a central location for an event. The problem businesses on Saginaw Street do not really have the room for parking.

Suggestions were made for possible venues in the area such as the lot behind Mr. Front End, lot next to Rocky's or the vacant CVS parking lot. Other suggestions were to have an award for the best-decorated business and to try to get the schools, churches, clubs and groups more involved by making it a competition with awards.

Ms. Warren said everyone is welcome to attend the next P&R meeting September 12, 2018 at 5:30 PM and bring their suggestions and ideas.

Mr. Fenner said we would need to really promote this, knock on doors, etc.

Mr. Slattery said we are reinventing this event. The route could be changed. We need to think about a route that would be efficient and beneficial to the DDA and show off what is in the parade. It would be great if the DDA could meet with businesses and gather ideas to bring to the next meeting.

2. Discussion on Topics Germane to the DDA District.

Mr. Richvalsky said he appreciated DPW cleaning out the trashcan at clock corner Thursday night. It was overflowing from the Back to the Bricks event.

Mr. Slattery stated we did our best to patch Saginaw Street to make sure it was safe, we swept it and striped it so that it was presentable. We also repaired an ADA handicap ramp at the corner of Bristol and Saginaw so that this would be safe. Four of the six mats are still there. This will be redone again next spring when they do the Saginaw Street project from Bristol to Hemphill. This has been extended to come through the south intersection and the north intersection, instead of stopping when you get to those intersections. We will try to find funding to redo another 20 to 50 feet west on Saginaw Street to get rid of the rough settled area.

Mr. Martz asked if the DDA commission would be able to view the Saginaw Street construction drawings and be able to give input for adjustments before they are final. The DDA may want to close off some extra driveways that may not be in your

plan.

Mr. Slattery said yes and that should be done soon. As soon as we have some drawings available and have a grade inspection meeting, I will let you know. Last week, we had a walk through with the contractor; I can see what he noted.

Mr. Martz asked if they would stop at the gutter line on Saginaw Street or come back around 20 feet into the side streets.

Mr. Slattery stated this is a federally funded project and they have to work within the right of way.

Mr. Richvalsky suggested the DDA commission look at the area to determine which driveways or entryways are not used.

Mr. Slattery stated it would be a good idea to have a drawing.

Mr. Martz said most of the intersections are tore up pretty bad, 20 to 30 feet from the gutter line. Something needs to be done because they hold water and are not graded right. When they started Phase 1, they paved half of the street and the other half was the construction zone for hauling their heavy equipment in and out, so the whole street fell apart.

Mr. Slattery said it all comes down to funding, there are many limitations when it comes to federal funding. We will do as much as we can.

Mr. Martz asked if someone could go out to speak with Burton Auto Glass about parking on the sidewalk. I have many people that complain to me about that.

Mr. Coates asked if DDA would be charged for the community service workers cleanup.

Mr. Slattery stated no. I did buy them pizza for lunch. The other cleanup would be considered roadside cleanup. We have a line item for that in the budget. You should also be billed for putting the banners up and taking them down.

Mr. Fenner said I have someone interested in using our banner poles. We need to find out what the rate would be for DPW to put them up.

Mr. Slattery said we would have to find out if DPW would even be allowed to put up banners other than for our own community events. This takes away from the time they have to take care of the roads, ditches, trees, etc. Any other person wanting to put a banner up would have to get a permit to do this in the right of way.

Discussion ensued regarding setting up a policy and guidelines for banner pole rental and DDA approval one each application to put up banners.

Mr. Martz stated he would not be able to attend the next couple of meetings.

Mr. Coates said I had a discussion with Al Hatch regarding the timing of the Bristol and Saginaw Street light. I noticed at the Back to the Bricks event that turn light

would only let about six cars at a time through before changing. Mr. Hatch will ask about the possibility of retiming the light. Other suggestion were to turn off the light all together and have a traffic cop directing traffic.

Mr. Slattery will speak with the Police Chief and the road commission about the signal dynamics and possibly changing the signal timing for this event.

Mr. Richvalsky suggested the P&R have banners made for their events. The weed control invoice for \$550 from L&M was paid out of the Saginaw Street Corridor budget line item.

Mr. Coates said we are still waiting for a report from MTA regarding the bus stops and Consumers regarding LED lights on Saginaw Street.

Mr. Slattery said I gave you a report from Consumers with a cost estimate but I think that you wanted something more specific. Consumers asked if we wanted a design, a print of each location being replaced, a symbol of each light location with more specific verbiage and a separate cost on Consumer Energy billing letterhead or a spreadsheet. If we buy the utility, purchase the poles, etc., then it would be ours and we could do whatever we want, but it is Consumers now. I have a meeting this week with the LED Committee to talk about LED lights inside and outside. I will have more information about this at the next meeting.

Mr. Fenner said I did do a follow up with Mr. Wells who is the chairperson on the LED Committee. I suggested that if they are going to go with LED lights around the city that partnering with the DDA might make some sense and we could start in downtown. If we did this, their cost and our cost would be less. Mr. Wells said he would bring that up in one of his meetings. I will follow up with Mr. Wells today.

Mr. Slattery stated I will be meeting with Mr. Wells Thursday, August 23, 2018 at 11 AM in my office.

Mr. Richvalsky said he would like Mr. Stapleton to be present at that meeting.

Mr. Slattery said they are working on Phase 5 DWRF water main replacement downtown. To facilitate the installation of some lines they will need to close Fern Street between Bristol and Boatfield to thru traffic, Wednesday, Thursday and Friday of this week. It will be open to local resident traffic but discourage trucks from using that road.

G. THE NEXT REGULAR SCEDULED MEETING WILL BE HELD ON MONDAY, SEPTEMBER 17, 2018 @ 8:30 AM.

Meeting was adjourned at 9:50 PM.

Minutes Acceptance: Minutes of Aug 20, 2018 8:30 AM (Approval of Minutes)



SCHEDULED

AGENDA ITEM (ID # 4037)

DOC ID: 4037

Discussion on Topics Germane to the DDA District.