



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

SEPTEMBER 17, 2018

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Vice Chair Steve Coates at 8:30 AM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chair	Excused	
Steve Coates	Vice Chair	Present	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Neil Martz	Commissioner	Present	
Cindi Dail	Commissioner	Present	

B. STAFF PRESENT

Bob Slattery, DPW Director
Marcy Kimball, Clerk's Office

C. APPROVAL OF MINUTES

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

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Neil Martz, Commissioner
SECONDER:	Gregory Fenner, Commissioner
AYES:	Coates, Fenner, Stapleton, Martz, Dail
EXCUSED:	Richvalsky

D. PRESENTATION

None.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Motion to discontinue support for the Christmas Glow Parade this year based on lack of interest, direction, planning and preparation time to advertise and promote this event.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Neil Martz, Commissioner
SECONDER:	Gregory Fenner, Commissioner
AYES:	Coates, Fenner, Stapleton, Martz, Dail
EXCUSED:	Richvalsky

2. Motion to promote a holiday decorating spirit challenge for the DDA businesses by having a Christmas storefront decorating contest along with prizes.

Mr. Slattery stated the Genesee County Small Cities and Villages Association has been in existence for over 30 years and we meet every month. Each year they give the trophy to the next community in line to do with what they want. They go by alphabetical order. They use it to promote businesses and schools. Burton has the trophy this year. We could give this trophy to the business with the best-decorated storefront. They would keep it for a year then pass it to the next community in line. The trophy is coming to the city so I will have to get approval for the DDA to keep it for the year.

Mr. Martz suggested mailing a flyer with a picture of the trophy to the businesses in the DDA District and sending it to the newspaper. He will ask Amber from DPW for the list and he will donate \$100 toward the prizes.

Ms. Dail suggested asking the businesses to give a donation of money, gift certificates, product or services. We can make up a gift basket for the winners and include the list of who donated. This would get their business name out there.

Mr. Slattery said I will get a picture of the trophy for the flyer. You could talk to people about this and get the word out. You could even expand this to include all the businesses in Burton.

Mr. Fenner said he would go around to the businesses to ask for donations for the prizes.

Mr. Martz said he would like to limit this to just the DDA District this year.

G. BOARD DISCUSSION

1. Discussion on Topics Germane to the DDA District.

The DDA Committee decided against having the Christmas Glow Parade this year due to not enough time to plan, prepare, promote and advertise.

Mr. Slattery said we have recently had chip seal done on some of our roads. Chip seal is a pavement preservation treatment that adds no structure to the road. This is done to roads that are in fair condition to preserve them. Some were crack sealed before this chip seal went on. They will put a layer of fog seal on some of the roads. It is an asset management approach to road maintenance. The catch phrase for this is, "the right fix at the right place at the right time". We are putting in for federal aid funding to rebuild some of those roads that have gotten beyond the point where chip seal would do any good.

Mr. Coates said Mr. Richvalsky and I looked at all of the approaches off Saginaw Street to see which ones could be eliminated.

Mr. Slattery stated Councilman Wells and I met with a person from ERC Coalition about a program to upgrade all of the municipal building's lights to LED lights. We also talked about the possibility of upgrading streetlights to LED. I have obtained a cost estimate of \$71,000 from Consumers to upgrade 57 fixtures on Saginaw Street between Maple and Hemphill Road. This would be an estimated monthly savings of \$919.68 with an estimated payback period of 6 1/2 years. We will be setting up another meeting that we would like the DDA Committee to attend.

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

Meeting was adjourned at 9:17 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)