



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

SEPTEMBER 18, 2017

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 - Aug 21, 2017 8:30 AM

D. ADMINISTRATIVE 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 three (3) minutes and to speak on the topics germane to City business.

F. PRESENTATION

1. Presentation of the Saginaw Street Traffic Study by Lisa Easterwood of Fleis and Vandenbrink.

G. BOARD RECOMMENDATION AND/OR ACTION

1. Board Discussion on Clock Corner Improvements.
2. Discussion on Topics Germane to the DDA District.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

AUGUST 21, 2017

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	Absent	
Neil Martz	Commissioner	Present	
Cindi Dail		Late	8:40 AM

B. STAFF PRESENT

Bob Slattery, DPW Director

Racheal Boggs, Deputy Clerk

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jul 17, 2017 8:30 AM

RESULT:	ACCEPTED [4 TO 0]
MOVER:	Steve Coates, Commissioner
SECONDER:	Gregory Fenner, Commissioner
AYES:	Richvalsky, Coates, Fenner, Martz
ABSENT:	Stapleton
AWAY:	Dail

D. ADMINISTRATIVE REPORT

Mr. Fenner asked Mr. Slattery if the DDA members should be removing signs tacked to telephone poles.

Mr. Slattery stated no action will be taken against the DDA for removing signs however, the best thing to do is contact the DPW so there are no altercations or issues regarding public/private property. There is an ordinance against it and we are enforcing it.

Mr. Slattery stated he spoke with Four Seasons Holiday Decorating and they have sent estimates for the Christmas decorations. Pricing for white LED bulbs (box of 25) is \$28.00-\$32.00. Multi-color bulbs are \$30.00-\$36.00. For them to swap out the old ones including fluffing and prepping is \$125-\$250 depending on the size of the fixture. There may be instances where the socket needs to be replaced which will result in additional costs. Total costs are roughly \$10,000 to replace them plus bulbs which will be around \$1,500.

Mr. Richvalsky stated this still doesn't address the issue of the photo sensors, plugs and electrical work it is going to take to make them safe.

Mr. Slattery stated he has prices for that from Win's Lighting and McNaughton & McKay for the parts for \$200-\$300. This is assuming the DPW will do the labor.

Mr. Coates stated if we did this, we will have to hire a contractor because of the lack of man power at the DPW.

Mr. Richvalsky stated it would be more advantageous to privatize it.

Mr. Fenner stated if we are going to continue to put these decorations up, we need to do something. At what point do we say a month of decorations just isn't worth \$16,000? What else can we do at the holiday time for this money or even less? We can do something at the banner poles and put a Christmas tree at Clock Corner.

Board discussed ideas for Christmas decorating alternatives.

The board agrees to get bids for electrical work for repairing the photo eyes on the 6 decorations we plan to use and for the outlet at the clock.

Mr. Martz will contact some local companies to obtain electrical bids and report back to the DDA at the September meeting.

Mr. Martz asked what the regulations are regarding having a pig in Burton.

Mr. Slattery stated there are ordinances regulating farm animals and the amount of acres required.

1. DDA Revenue and Expenditure July 2017.

No discussion.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Board discussion on Back to the Bricks event.

No discussion.

2. Board discussion on Clock Corner/Tower improvements.

Mr. Slattery stated there was a demonstration at Clock Corner over the weekend.

Mr. Fenner asked if they had to pull a permit to do that. Was there any damage?

Mr. Slattery said they did not get a permit. They were not in the right of way. The police department was made aware of it ahead of time and there was no damage done.

Mr. Slattery will look into the process for permits for this sort of thing. The DPW has

been and will continue to empty the trash cans at Clock Corner on Monday, Wednesday and Friday.

Mr. Richvalsky stated he will put holes in the bottom of the barrels to drain the liquid. He will also help with trash removal. He suggests making a donation to the Fraternal Order of Police (FOP) because they give away yellow trash bags for each donation.

Board discussion on the improvements at Clock Corner. Members agreed they are happy with the work that was done.

Mr. Richvalsky stated we still have an outstanding bill for Clock Corner.

Mr. Coates stated the clock hasn't been painted. We signed the bill for \$1,386.05. We approved \$850 so we are going to have an extra bill.

Mr. Martz stated there is a tree at Clock Corner that is turning brown.

Mr. Coates stated the contract states the trees and shrubs are warranted for a year.

Mr. Fenner will contact Atlas and mention it to him.

3. Board discussion and update on the Saginaw Street Traffic Study to be performed by Fleis & Vandenbrink that was approved on June 19, 2017.

Mr. Richvalsky read an email from Lisa Easterwood from Fleis & Vandenbrink providing an update on the traffic study on Saginaw Street. A report will be given at the September meeting.

4. Discussion on Topics Germane to the DDA District.

Mr. Coates asked if Mr. Slattery ever received the engineering specifications for the banner poles from Mr. Crannie.

Mr. Slattery will contact Mr. Crannie today.

Mr. Martz asked if they changed the material used on the banners.

Mr. Fenner said they are mesh and not as legible as the other ones.

Board discussion on the material and legibility of the banners. The board agrees we need the specifications to determine the type of banners that need to be used on the poles in the future. Also, we need to establish a banner policy for permits, fees, types of banners and who is responsible for removing the banners.

Mr. Slattery stated he and his office will be willing to help develop this policy. We will get the City Attorney involved and then take it to City Council. Permits would go through the city and DPW would enforce it.

Mr. Martz stated the first thing we need to do is make sure the poles are stable enough to have banners hung on them. If there are guidelines or stipulations for the banners from an engineering standpoint, we need to know that as well.

Mr. Fenner stated we are not incurring any more cost for these banner poles. We never stated we wanted banner poles to place mesh banners on. Standard banner material is not mesh. We paid for a product and we should be able to use the product with reasonable banners. The other option is Crannie to refund our money. This probably won't happen until the City Attorney sends him another letter.

Mr. Richvalsky stated standard banners are made of vinyl.

Mr. Slattery would like to know exactly what we are trying to obtain from Crannie.

Mr. Martz stated he charged us for engineering of a product. He should have design standards that the structure was built to. This should have been part of a permit and designed to withstand the elements and produce the results it was intended for. His engineer should have accounted for things such as wind, tunneling effect, size of the poles, size of the foundation, etc. There was a separate line item for engineering fees.

Mr. Fenner stated if the original engineering stated to use a mesh banner then why would Crannie install a vinyl banner in the first place?

Mr. Richvalsky stated the original description of the work was: to install 2 banner poles with additional work required including: 1. Consumer's Energy required power lines to be moved 2. Additional engineering and labor due to Miss Dig requirements. Additionally, bases had to be re-engineered due to utility lines being in the way. Extra labor was required due to digging of bases. The original engineering fee was \$250 and additional engineering fee was \$300.

Mr. Coates stated the original permit from 5/20/16 stated a vinyl banner as part of the original engineering.

Mr. Slattery stated the 2018 City Calendar is being developed now and the focus will be Burton organizations and groups. The DDA had indicated in the past that you would interested in purchasing a page in the calendar. A page is \$250 and will include pictures and information about the DDA and its members.

5. Motion to have the City Attorney contact Mr. Crannie regarding banner poles if he does not respond by 5:00 PM Thursday 8/24/17.

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

6. Motion to purchase a page in the 2018 City of Burton Calendar in the amount of \$250.00.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Joey Richvalsky, Chairman
SECONDER:	Gregory Fenner, Commissioner
AYES:	Richvalsky, Coates, Fenner, Martz, Dail
ABSENT:	Stapleton

Meeting was adjourned at 10:05 AM.

Minutes Acceptance: Minutes of Aug 21, 2017 8:30 AM (Approval of Minutes)



SCHEDULED

AGENDA ITEM (ID # 3243)

DOC ID: 3243

Presentation of the Saginaw Street Traffic Study by Lisa Easterwood of Fleis and Vandenbrink.



SCHEDULED

AGENDA ITEM (ID # 3244)

DOC ID: 3244

Board Discussion on Clock Corner Improvements.



SCHEDULED

AGENDA ITEM (ID # 3247)

DOC ID: 3247

Discussion on Topics Germane to the DDA District.
