# CITY OF BURTON

**BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**SEPTEMBER 19, 2016**

**AGENDA**

| **Council Chambers** | **Regular Meeting** | **8:30 AM** |
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**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 15, 2016 8:30 AM

**D. ADMINISTRATIVE REPORT**

1. DDA Revenue and Expenditure Report August 2016

**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. Board Discussion and Possible Action on the Vandalism of Banner Poles.

2. Board Discussion on Topics Germane to the DDA District.

# CITY OF BURTON

## BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

**AUGUST 15, 2016**

**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 | Present | |
| Neil Martz | Commissioner | Present | |

### B. STAFF PRESENT

Bob Slattery, DPW Director    Racheal Boggs, Clerk's Office

### C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jul 18, 2016 8:30 AM

| | |
|---|---|
| **RESULT:** | **ACCEPTED [UNANIMOUS]** |
| **MOVER:** | Steve Coates, Commissioner |
| **SECONDER:** | Gregory Fenner, Commissioner |
| **AYES:** | Richvalsky, Coates, Fenner, Stapleton, Martz |

### D. ADMINISTRATIVE REPORT

Mr. Coates stated he would like a detailed revenue and expenditure report from the Controller's Office. The last one we received was in April.

1. DDA Revenue and Expenditure Reports through June 2016

2. Revenue and Expenditure Report July 2016

### E. AUDIENCE PARTICIPATION

Mr. Preston, Secretary of the Back to the Bricks Committee stated the banners are now in place and he is here to discuss them.

### F. BOARD RECOMMENDATION AND/OR ACTION

Mr. Martz asked for an update on the MTA bus stop.

Mr. Slattery stated he would put Mr. Richvalsky in contact with the appropriate individuals from MTA.

Mr. Coates stated he spoke with Cindy, of Artrageous Embroidery about potentially filling one of our open DDA Board positions. He would like to have her come in to speak with the rest of the board.

Mr. Richvalsky suggested having her come to our next meeting to speak during audience participation.

Mr. Slattery would like the DDA to consider using the yearly Burton Calendar as a promotional piece. He will be getting started on next years calendar very soon. Perhaps each page could highlight a particular business or a facet of the DDA Visioning Plan. Each page could be sponsored by a business to help with the cost.

Board discussion on calendar ideas, price for sponsorship, pictures, etc.

1. Discussion on Invoice from Signs by Crannie for the Installation and Deployment of Back to the Bricks Banners.

   Mr. Preston stated Back to the Bricks entered an agreement with the City of Burton to provide a gift of banner poles to display banners for the Back to the Bricks event as well as other purposes that the city decides. The city exercised the option to purchase another set of poles. Both sets of poles have been installed and Back to the Bricks banners are on both sets of poles. I understand this may be an issue and a misunderstanding and if that is the case, we can take the banner down so the city can display a banner on the second set of poles. We would like to leave it there for the rest of August if the city doesn't intend to use them for something else. Next year, we will just use one of the sets; whichever the city would like us to use. As far as the cost of the poles, Back to the Bricks has paid twice the amount we expected to pay because of some of the issues with footings and finial, etc.

   Mr. Richvalsky asked if Back to the Bricks was charged for extras such as hand digging as well as the DDA?

   Mr. Preston said yes. On June 1, 2016 we paid an invoice for $4,500 which was our agreement for the one set of banner poles. On July 29, 2016 we paid $4,267 for additional engineering and labor required for Miss Dig requirements, hand digging and finial installation. The cost break down is $2,975 for additional labor, $175 for engineering, $680 for hand digging and $437 for the finials.

   Mr. Coates stated in your presentation to us in April there was no mention of quoted installation labor. Based on what you just said, Back to the Bricks just paid it and the city was never informed about it. So, Crannie presented an invoice, it was paid and then they submitted another invoice that was not agreed upon. In my opinion, that is incompetent. I have no problem with the additional fees aside from the finials. That was the City's request not Back to the Bricks.

   Mr. Preston stated they felt it was reasonable considering the work that had to be done so we paid it.

   Mr. Coates stated Mr. Crannie was here in April and never advised us of these charges.

Mr. Martz wants to know why additional engineering would be required. There should have been a design for the footing that came with the pole. They are in the sign erection business so he should have known about the possible complications with the utilities. In all the conversations we had, there was no discussion about the additional costs.

Mr. Richvalsky said he has spoke to Dan Crannie and asked him to review the invoices and make adjustments if necessary. I will follow up on this before the next meeting.

Mr. Fenner stated the only remedy is to just pay the bills and not use this company for future projects. He asked Mr. Preston when he purchased the poles did he expect them to have caps on them.

Mr. Preston said he thought there would be a cap.

Mr. Fenner said before the finials went up there was nothing on the top of them. It was just a hollow pole. He asked if Crannie had permission from the city to install the banners.

Mr. Preston said he was unaware.

The board discussed establishing a process for the cost and proper procedures for the use of the banner poles in the future. They agreed to allow Back to the Bricks to use the poles for the month of August.

Mr. Coates asked Mr. Preston if he wants to use the poles 30 days prior to the event or specifically the month on August beginning on August 1st.

Mr. Preston said the original agreement stated the city accepts the gift of the banner poles and agrees to develop procedures for the use of the banner poles with the exception that Back to the Bricks has the right to use the poles during the month of August of each year to promote the Back to the Bricks event. Back to Bricks will conform to the city procedures for use of the poles.

Mr. Richvalsky stated that does not include subletting the poles.

Mr. Preston agreed that it will be solely to promote the Back to the Bricks event.

Mr. Stapleton asked who will put up and take down the banners and if we will store them each year.

Mr. Slattery stated we can find a place to store them but in regards to putting them up and taking them down that should be the responsibility of the lessee in his opinion. Procedures need to be developed. A permit will be required to erect and take down the banners for the purpose of making the city aware that there will be work going on in the right of way and whether that will affect traffic or have any other public safety impacts. He spoke with Mr. Crannie about this and he is aware there is a $25 fee for putting up and taking down the banners.

Mr. Fenner asked if it is feasible to discuss hiring the DPW to install the banners.

Mr. Slattery said it is feasible. It is a time and materials type of thing.

Mr. Preston offered to be part of a committee for establishing procedures for this; he has done this in other locations.

The board agreed having Mr. Preston's input will be helpful.

The board discussed whether or not to pay the invoice from Crannie. The board agreed unanimously to postphone payment of invoice # 337882 from Crannie dated 7/19/16 until we receive a corrected invoice.

2. Authorize Chip Away Tree Service to Trim Trees on Saginaw Street for $800.00 in Preparation for Back to the Bricks.

   Mr. Richvalsky stated he contacted the owner of Chip Away Tree Service. He is willing to do the job for about $800. He will remove the suckers and trim the trees.

   Mr. Coates stated it cannot be done before the cruise which begins tomorrow.

   Mr. Richvalsky will contact him and let him know we would like to postpone this until after Back to the Bricks.

   Mr. Fenner would like to eventually discontinue the tree trimming because they are not growing back properly.

3. Discussion on Proposed Lots Owned by the City of Burton for Future Park Use on Friel Street, Schumacher Street and Mclean Avenue.

   Mr. Richvalsky stated he, Mr. Coates, Amber Abbey and Mayor Zelenko had a meeting regarding a donation to the DDA of vacant lots that were once water well sights for the city. Acquiring these properties would make them our responsibility to maintain them using our budget. Because we do not have any direct use at this time, I would like to recommend that we respectfully reject the offer.

   Mr. Martz stated these properties have no benefit to our corridor. We need to keep our DDA vision in mind. We are here to promote the commercial activity of our district. Let Parks & Recreation deal with the parks.

   Mr. Richvalsky stated Mrs. Bigsby indicated she may want to do an ice rink or playscape. These are not germane to the Downtown Development Authority.

   Mr. Fenner said our original visioning plan said nothing about offsite parks. He feels there is no use for these properties.

   Mr. Coates would like to be a part of future negotiations for the Racer property.

   Mr. Fenner stated there is access to the Racer property from our corridor but that is not the case with these other properties.

   Board discussion regarding the old Burton Auto Parts property.

The board agrees unanimously to decline to acquire the vacant lots owned by the City of Burton.

4. Motion to pay $1,575 to Grasshopper Lawn Care Service for Lawn Maintenance in the DDA District.

   Mr. Richvalsky has an invoice from Grasshopper Lawn Care Service in the amount of $1,575 (three separate maintenances at $525 each) He would like to entertain a motion to pay this.

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|---|---|
| **RESULT:** | **CARRIED [UNANIMOUS]** |
| **MOVER:** | Steve Coates, Commissioner |
| **SECONDER:** | Gregory Fenner, Commissioner |
| **AYES:** | Richvalsky, Coates, Fenner, Stapleton, Martz |

Meeting was adjourned at 9:30 AM.

# DDA Revenue and Expenditure Report August 2016

**ATTACHMENTS:**

- DDA Rev and Exp 08312016 (PDF)

09/08/2016 09:28 AM
User: millerg
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 08/31/2016
% Fiscal Year Completed: 16.99



| GL NUMBER | DESCRIPTION | 2016-17 AMENDED BUDGET | YTD BALANCE 08/31/2016 NORM (ABNORM) | ACTIVITY FOR MONTH 08/31/16 INCR (DECR) | ENCUMBERED YEAR-TO-DATE | UNENCUMBERED BALANCE | % BI US |
|---|---|---|---|---|---|---|---|
| Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | |
| Revenues | | | | | | | |
| Dept 0000 | | | | | | | |
| 5013-0000-403.0000 | CURRENT TAX REVENUE | 31,500.00 | 2,291.38 | 2,222.15 | 0.00 | 29,208.62 | 7.2 |
| 5013-0000-404.0000 | TAX CHARGEBACKS | (100.00) | 0.00 | 0.00 | 0.00 | (100.00) | 0.0 |
| 5013-0000-407.0000 | DELINQUENT PERSONAL TAXES | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.0 |
| 5013-0000-573.0000 | LOC COMM STABILIZ SHR APPROPR (STATE) | 800.00 | 0.00 | 0.00 | 0.00 | 800.00 | 0.0 |
| 5013-0000-574.0000 | SINGLE BUSINESS TAX | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5013-0000-666.0000 | INVESTMENT INTEREST | 900.00 | 0.00 | 0.00 | 0.00 | 900.00 | 0.0 |
| 5013-0000-678.0000 | REIMBURSEMENT INCOME | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5013-0000-694.0000 | MISCELLANEOUS REVENUE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5013-0000-699.0000 | USE OF FUND BALANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Total Dept 0000 | | 34,100.00 | 2,291.38 | 2,222.15 | 0.00 | 31,808.62 | 6.7 |
| TOTAL Revenues | | 34,100.00 | 2,291.38 | 2,222.15 | 0.00 | 31,808.62 | 6.7 |
| Expenditures | | | | | | | |
| Dept 0000 | | | | | | | |
| 5013-0000-717.0000 | RETIREMENT - MERS ACTIVE | 100.00 | 11.12 | 11.12 | 0.00 | 88.88 | 11.1 |
| 5013-0000-718.0000 | RETIREMENT - MERS RETIREES | 100.00 | 80.37 | 80.37 | 0.00 | 19.63 | 80.3 |
| 5013-0000-719.0000 | Payroll Fringes | 1,000.00 | 18.49 | 18.49 | 0.00 | 981.51 | 1.8 |
| 5013-0000-757.0000 | OPERATING EXPENDITURES | 800.00 | 0.00 | 0.00 | 0.00 | 800.00 | 0.0 |
| 5013-0000-808.0000 | AUDIT | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| 5013-0000-811.0000 | POLICE SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5013-0000-879.0000 | PUBLIC RELATIONS | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| 5013-0000-880.0000 | COMMUNITY DECORATIONS | 4,000.00 | 0.00 | 0.00 | 0.00 | 4,000.00 | 0.0 |
| 5013-0000-938.0000 | LANDSCAPE/MAINTENANCE | 18,000.00 | 2,252.83 | 2,252.83 | 0.00 | 15,747.17 | 12.5 |
| 5013-0000-956.0000 | MISCELLANEOUS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5013-0000-957.0000 | SURPLUS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5013-0000-973.0000 | DDA COMMUNITY EVENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5013-0000-999.2007 | TRANSFER TO POLICE FUND | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.0 |
| 5013-0000-999.4001 | TRANSFER TO CAPITAL IMPROV. | 3,000.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 0.0 |
| 5013-0000-999.7891 | CLOCK CORNER IMPROV/MAINT. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5013-0000-999.7892 | BUS STOP IMPROVEMENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 5013-0000-999.7893 | BRICK PAVER IMPROVEMENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Total Dept 0000 | | 33,000.00 | 2,362.81 | 2,362.81 | 0.00 | 30,637.19 | 7.1 |
| TOTAL Expenditures | | 33,000.00 | 2,362.81 | 2,362.81 | 0.00 | 30,637.19 | 7.1 |
| Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY: | | | | | | | |
| TOTAL REVENUES | | 34,100.00 | 2,291.38 | 2,222.15 | 0.00 | 31,808.62 | 6.7 |
| TOTAL EXPENDITURES | | 33,000.00 | 2,362.81 | 2,362.81 | 0.00 | 30,637.19 | 7.1 |
| NET OF REVENUES & EXPENDITURES | | 1,100.00 | (71.43) | (140.66) | 0.00 | 1,171.43 | 6.4 |
| BEG. FUND BALANCE | | 213,275.35 | 213,275.35 | | | | |
| NET OF REVENUES/EXPENDITURES - 2015-16 | | | (809.67) | | | (809.67) | |
| END FUND BALANCE | | 214,375.35 | 212,394.25 | | | | |

# Board Discussion and Possible Action on the Vandalism of Banner Poles.

Burton Downtown Development Authority

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**SCHEDULED**

**AGENDA ITEM (ID # 2691)**

Meeting: 09/19/16 08:30 AM
Department: Clerk's Office
Category: Discussion
Prepared By: Rachael Boggs
Department Head: Teresa M. Karsney

F.2

*DOC ID: 2691*

# Board Discussion on Topics Germane to the DDA District.