



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

SEPTEMBER 19, 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	Absent	

B. STAFF PRESENT

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Aug 15, 2016 8:30 AM

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

D. ADMINISTRATIVE REPORT

1. DDA Revenue and Expenditure Report August 2016

Mr. Coates stated included in this months revenue and expenditure report is the bill for tree trimming. The trees look terrible so he recommends not hiring this company to trim the trees in the future.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

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

Board discussion on the height requirements for the banners.

Mr. Richvalsky asked if the City of Burton had insurance that would cover this type of thing.

Mr. Slattery said we would need to contact the Mayor's Office regarding insurance.

Mr. Crannie stated the banner cables were taut when installed; they were not sagging in any way. The bottom of the banner was attached to the pole at 17 feet from the ground. The cables were 4 feet apart and attached with clamps. The clamps were still attached after the banners came down. The maximum height of a truck is 13 feet 6 inches.

Board discussion on the reinstalling the banner poles and banners and the cost of reinstalling.

Mr. Fenner stated two different trucks an hour apart hit two different sets of banner poles. He doesn't believe the trucks were too tall.

Mr. Crannie stated the wind gusting could have had an impact on the poles.

Mr. Fenner stated he thinks this is an engineering problem. He asked Mr. Crannie if he has been in contact with the engineer and if Mr. Crannie has insurance to cover this. I do not feel the city should be responsible for this in anyway. The truck that hit the banner was a normal size truck according to the picture from the police report.

Mr. Crannie said the engineer has not returned his call and he does have insurance to cover this.

Mr. Richvalsky thanked Mr. Crannie for coming to the meeting to resolve this matter.

Mr. Fenner wants the banners put back up as soon as possible. We were looking forward to using them for the Christmas parade and other events coming up.

Mr. Crannie stated he has used this same engineering firm for a while and has never had this happen; the City of Grand Blanc is an example of work they have done.

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

Mr. Richvalsky said he contacted Lou Walker, Jr., the contractor that took out the brick pavers on Saginaw Street and put in a concrete slab by mistake. We still have no resolution. I will follow up with him today. The intent is to still try to get a bus shelter.

Mr. Fenner said the concrete slab doesn't match the rest of Saginaw Street. He thinks the idea of each party involved paying a third of the shelter was fair.

Mr. Richvalsky stated he offered to divide the cost of the shelter between the city, MTA and Mr. Walker a month ago.

The board agrees not to hire Mr. Walker for maintenance on the clock tower until this issue is resolved.

Mr. Coates would like an update from Mr. Slattery on the cost of the City Calendar. The DDA would like to sponsor a page.

Mr. Slattery will have an estimate of the cost after the meeting today. He would like to have something to the printer by mid October to have it ready by December.

Board discussion on pictures, logo and information for the DDA page in the calendar. The board agrees to participate in sponsoring a page in the city calendar.

Mr. Fenner asked for clarification about how to form a committee to establish an overlay for building facades within the DDA district.

Mr. Slattery said to begin by contacting Mrs. Abbey at the DPW. He offered to participate in the committee if needed.

Mr. Stapleton stated a house on Maple Road in Burton was demolished. During the demo, they hit the septic tank and then covered it with dirt. He is worried this may leak into the well water.

Mr. Slattery said he will have it checked out.

Ms. Boggs stated the Planning Commission and Rowe Engineering will be having a visioning session for the city's master plan on Thursday, September 29, 2016 from 7:00 PM- 9:00 PM at the Burton Senior Center. You are all invited and encouraged to come and participate.

3. Motion to pay invoice in the amount of \$3,675 to Grasshopper Lawn Service for lawn maintenance in the DDA district.

Mr. Richvalsky stated this bill is for seven mowings of the DDA district and is for 7/17/16 through 8/28/16.

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

4. Motion to pay invoice in the amount of \$4,287 to Sign's by Crannie for the installation of Banner Poles.

Mr. Coates stated there was a question regarding the second bill from Crannie.

Mr. Crannie said the first bill was for the work that was completed before the DDA said not to move forward. The second bill was for the work completed after he was told to finish the project.

Mr. Coates stated we were never told about the additional labor charges that were different from the original quoted price.

Mr. Crannie stated when someone hires us to put a sign up in front of their building, we quote a price. When we begin working, there are sometimes unanticipated labor costs. If we start digging and hit an old foundation there will be labor costs associated that we didn't expect. Unfortunately, we cannot sonar the ground before we quote a price. Doing something in the right of way makes it more complicated because every utility is involved. It is impossible to foresee the issues we may encounter in these situations.

Mr. Coates stated he was not told that there would be another bill or an additional quote. Our meeting minutes from 2 years ago stated \$2,250 each. We thought that's what we were paying.

Mr. Fenner stated he is not arguing the hand digging and extra labor costs just that there was no baseline amount set. Where is the original quote?

Mr. Crannie stated this sounds like a lack of communication on the part of the DDA. The original quote included everything under normal circumstances. The quote was for \$2,250 each, \$2,975 for install labor plus engineering fees and permits and the city received a copy.

Mr. Coates would like to know how to move forward with reinstalling the banner poles and banners.

Mr. Fenner asked for a timeline for contacting the engineer and getting the poles back up.

Mr. Crannie said they work all year long but wants to have them put back up before Christmas. We normally don't have failures like this.

Mr. Richvalsky asked if the banner poles are still usable.

Mr. Crannie said yes. The poles kinked at the bottom so we would cut them off a couple feet up and do a bigger pole for the first few feet to make up the difference.

Mr. Fenner asked Mr. Crannie to contact the engineer so we can get a timeline of when we can get them up.

Mr. Crannie will get back to the board after he speaks with the engineer.

The board agrees this is not the City of Burton's responsibility to pay for anything involving the destruction of the banner poles. The board feels it is the responsibility of Sign's by Crannie and/or their insurance company to replace the poles.

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

Meeting was adjourned at 9:38 AM.



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

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A. CALL TO ORDER

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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.

Minutes Acceptance: Minutes of Aug 15, 2016 8:30 AM (Approval of Minutes)

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 postpone 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.

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

Meeting was adjourned at 9:30 AM.

Minutes Acceptance: Minutes of Aug 15, 2016 8:30 AM (Approval of Minutes)



SCHEDULED

AGENDA ITEM (ID # 2679)

DOC ID: 2679

DDA Revenue and Expenditure Report August 2016

ATTACHMENTS:

- DDA Rev and Exp 08312016 (PDF)

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				

Attachment: DDA Rev and Exp 08312016 (2679 : DDA Revenue and Expenditure Report August 2016)



SCHEDULED

AGENDA ITEM (ID # 2690)

DOC ID: 2690

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



SCHEDULED

AGENDA ITEM (ID # 2691)

DOC ID: 2691

Board Discussion on Topics Germane to the DDA District.