



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MAY 13, 2019

MINUTES

Council Chambers

Special 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 Chairman	Present	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Present	
Neil Martz	Commissioner	Excused	

B. STAFF PRESENT

Mike Odette, Police Chief
Racheal Boggs, Deputy Clerk

C. ADMINISTRATIVE REPORT

1. 2019-20 Budget Documents
2. Revenue and Expenditure Report as of April 30, 2019

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Mar 18, 2019 8:30 AM

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

2. Downtown Development Authority - Regular Meeting - Apr 15, 2019 8:30 AM

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

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion and/or Action on Proposed DDA Budget for 2019-2020 Fiscal Year.

Mr. Coates stated at the April 15th meeting we made a budget amendment to move \$10,000 to capital improvements from the Saginaw Street corridor line item. What we didn't understand is that the capital improvement fund is a separate account to which we have been contributing \$3,000 per year. We need to move the money back which will create a surplus in the Saginaw Street Corridor line.

Mr. Richvalsky stated we misappropriated the funds because we thought we were moving money from a line item to a line item. The capital improvement fund is not a line item but a separate account we set up. So, we will need to move the money back.

Chief Odette stated the last few years, the DDA has graciously contributed \$5,000 to the Police Department for the Back to the Bricks overtime budget. This past year, it cost the Police Department \$12,935.28 to police the event. Back to the Bricks is a great event for our community but with the event comes some security concerns that we are forced to deal with. Without your assistance in funding, it will be very difficult to police it properly. We have 12-14 officers out each day which is the number we feel is required to keep everyone safe. The Burton section of the rolling cruise from Judd Road to Hemphill Road is the busiest section of the entire cruise for both pedestrian and vehicular traffic. We have to police the pedestrians as well as the cruisers. We also have to shut the cruise down. We have some very busy intersections and it takes 4-6 officers to shut each intersection down safely and properly. I would like to ask the DDA to continue to contribute this funding if you are able to.

Mr. Richvalsky asked if we have officers on foot as well as in cruisers.

Chief Odette stated there are some specifically assigned to crowd control and they have cruisers available to them should they need to assist with an emergency. Usually we have four officers assigned to south of Bristol Road and six to eight officers assigned to north of Bristol Road to Hemphill Road. We also have some in vehicles for traffic stops.

Mr. Richvalsky asked if other agencies will be present as they have in the past, such as the State Police.

Chief Odette stated we used to have a very involved multi-jurisdictional command post. In the last few years we have had a unified command out of Downtown Flint. We have a 911 operator that comes in to take care of the dispatch. We still operate under one main dispatch center for this event but we don't have the numbers we once had. The Office of Highway and Safety Planning used to supply a substantial number of officers that would assist us through a grant which we no longer have. We still receive support from the State Police. The City of Flint has a big operation going in their city so, mostly, the City of Burton section of the rolling cruise is policed by us.

Mr. Richvalsky asked if the Burton Police go south of Maple or north of Hemphill during this event.

Chief Odette stated in the past few years, we haven't had to. We have done a good job of keeping the problems under control and eliminating them. In years past, there were some pretty big incidents that happened in the City of Flint where we had to pull our resources to help them for officer safety reasons however, in the past few years we haven't had to do that.

Mr. Richvalsky asked what the reason was for this.

Chief Odette stated we have sent the message that we are not going to allow certain types of behavior.

Mr. Fenner stated the previous Chief was working with the Back to the Bricks Committee to try and get some funding from them since this is their event. We would like them to help but they don't think they should have to pay for it. When we have the Holy Redeemer Festival, the church helps pay for some of the cost even though it's a public street.

Chief Odette stated Holy Redeemer does reimburse us for the cost. I agree that the Back to the Bricks Committee should assist with the cost of policing this event but we have been unsuccessful in convincing them of that.

Mr. Fenner stated we want our officers and residents to be safe and that's why we have always contributed to this event. Is the \$12,935.28 you mentioned earlier over and above what your normal staffing for that week would have been?

Chief Odette said, that is correct. We don't allow time-off during this event. We still have to police the rest of the city while this event takes place so the 12-14 officers I mentioned is in addition to our normal staffing.

Mr. Fenner would like to continue to put pressure on the Back to the Bricks Committee to help with this funding.

Chief Odette stated the committee's position on this is that it is a community event and the entire community is benefiting from it so they shouldn't be responsible for it. We have made this argument over and over.

The DDA Board agreed unanimously to continue to allocate \$5,000 to the Police Department for the Back to the Bricks event for the 2019-2020 budget.

2. Motion to decrease Capital Improvement Fund (5013-0000-999.4001) by \$10,000 and increase Saginaw Street Corridor (5013-0000-818.0001) by \$10,000.

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

3. Discussion on Topics Germane to the DDA District.

Mr. Coates stated on Sunday, May 19th there will be volunteers cleaning up Water Tower Park at Fire Station #1 if anyone can come and help out.

Mr. Richvalsky asked what time they will be doing it.

Ms. Boggs stated according to the Facebook Event post the time is at 9:00 AM.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, JUNE 17, 2019 @ 8:30 AM.

Meeting was adjourned at 8:50 AM.



SCHEDULED

INFORMATION ITEM (ID # 4379)

DOC ID: 4379

2019-20 Budget Documents

ATTACHMENTS:

- BA 4379 (PDF)

BUDGET REPORT FOR CITY OF BURTON
Fund: 5013 DOWNTOWN DEVELOPMENT AUTHORITY

Calculations as of 06/30/2019

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 06/30/19	2018-19 PROJECTED ACTIVITY	2019-20 DEPT REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	33,800	33,800	31,125	33,800	34,500
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	100	100		100	100
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (ST	800	800		800	800
5013-0000-666.0000	INVESTMENT INTEREST	500	500	552	500	500
Totals for dept 0000 -		35,200	35,200	31,677	35,200	35,900
TOTAL ESTIMATED REVENUES		35,200	35,200	31,677	35,200	35,900
APPROPRIATIONS						
Dept 0000						
5013-0000-757.0000	OPERATING EXPENDITURES	500	500	78	500	500
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICE	500	500	383	500	500
5013-0000-818.0001	SAGINAW ST CORRIDOR	15,000	5,000	550	15,000	15,000
5013-0000-826.0000	LEGAL	500	500		500	500
5013-0000-879.0000	PUBLIC RELATIONS	1,000	1,000	625	1,000	1,000
5013-0000-880.0000	COMMUNITY DECORATIONS	5,000	6,500	6,331	5,000	5,000
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	2,700	1,200	35	2,700	3,400
5013-0000-956.0000	MISCELLANEOUS	2,000	2,000	482	2,000	2,000
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000	5,000	5,000	5,000	5,000
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000	13,000	3,000	3,000	3,000
Totals for dept 0000 -		35,200	35,200	16,484	35,200	35,900
TOTAL APPROPRIATIONS		35,200	35,200	16,484	35,200	35,900
NET OF REVENUES/APPROPRIATIONS - FUND 5013				15,193		
BEGINNING FUND BALANCE		188,778	188,778	188,778	188,778	188,778
ENDING FUND BALANCE		188,778	188,778	203,971	188,778	188,778

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GL ACTIVITY REPORT FOR CITY OF BURTON

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TRANSACTIONS FROM 07/01/2018 TO 04/30/2019

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 5013 DOWNTOWN DEVELOPMENT AUTHORITY							
Department 0000							
07/01/2018			5013-0000-718.0000 RETIREMENT - MERS RETIREES		BEG. BALANCE		0.00
08/09/2018	PR	CHK	SUMMARY PR 08/09/2018		6.55		6.55
08/31/2018	JE	JE	FICA AND RETIRE DISTRIBUTION AUG 201	8914		6.55	0.00
09/06/2018	PR	CHK	SUMMARY PR 09/06/2018		60.68		60.68
09/30/2018	JE	JE	FICA AND RETIRE DISTRIBUTION SEP 201	8915		60.68	0.00
11/15/2018	PR	CHK	SUMMARY PR 11/15/2018		15.47		15.47
11/29/2018	PR	CHK	SUMMARY PR 11/29/2018		424.98		440.45
11/30/2018	JE	JE	FICA AND RETIRE DISTRIBUTION NOV 18	9122		440.45	0.00
01/10/2019	PR	CHK	SUMMARY PR 01/10/2019		122.56		122.56
01/31/2019	JE	JE	FICA AND RETIRE DISTRIBUTION JAN 19	9254		122.56	0.00
04/30/2019			5013-0000-718.0000	END BALANCE	630.24	630.24	0.00
07/01/2018			5013-0000-719.0000 Payroll Fringes		BEG. BALANCE		0.00
08/09/2018	PR	CHK	SUMMARY PR 08/09/2018		12.03		12.03
08/23/2018	PR	CHK	SUMMARY PR 08/23/2018		9.30		21.33
08/31/2018	JE	JE	FICA AND RETIRE DISTRIBUTION AUG 201	8914		21.33	0.00
09/06/2018	PR	CHK	SUMMARY PR 09/06/2018		16.38		16.38
09/30/2018	JE	JE	FICA AND RETIRE DISTRIBUTION SEP 201	8915		16.38	0.00
11/15/2018	PR	CHK	SUMMARY PR 11/15/2018		55.04		55.04
11/29/2018	PR	CHK	SUMMARY PR 11/29/2018		128.87		183.91
11/30/2018	JE	JE	FICA AND RETIRE DISTRIBUTION NOV 18	9122		183.91	0.00
01/10/2019	PR	CHK	SUMMARY PR 01/10/2019		116.94		116.94
01/31/2019	JE	JE	FICA AND RETIRE DISTRIBUTION JAN 19	9254		116.94	0.00
04/30/2019			5013-0000-719.0000	END BALANCE	338.56	338.56	0.00
07/01/2018			5013-0000-757.0000 OPERATING EXPENDITURES		BEG. BALANCE		0.00
10/31/2018	JE	JE	POSTAGE CHARGES OCT 18	9053			78.49
04/30/2019			5013-0000-757.0000	END BALANCE	78.49	0.00	78.49
07/01/2018			5013-0000-808.0000 AUDIT & OTHER PROFESSIONAL		BEG. BALANCE		0.00
11/08/2018	AP	INV	PLANTE MORAN, PLLC	1600518	106.78		106.78
12/06/2018	AP	INV	AUDIT & OTHER PROFESSIONAL SERVICES	1603777	25.13		131.91
12/06/2018	AP	INV	PLANTE MORAN, PLLC	1590759	251.26		383.17
04/30/2019			AUDIT & OTHER PROFESSIONAL SERVICES			0.00	383.17
			5013-0000-808.0000	END BALANCE	383.17	0.00	383.17
07/01/2018			5013-0000-818.0001 SAGINAW ST CORRIDOR		BEG. BALANCE		0.00
08/15/2018	AP	INV	L&M LAWCARE	080118	250.00		250.00
08/15/2018	AP	INV	SAGINAW ST CORRIDOR	081218	300.00		550.00
04/30/2019			L&M LAWCARE			0.00	550.00
			SAGINAW ST CORRIDOR				550.00
			5013-0000-818.0001	END BALANCE	550.00	0.00	550.00
07/01/2018			5013-0000-879.0000 PUBLIC RELATIONS		BEG. BALANCE		0.00
10/24/2018	AP	INV	ARTRAGEOUS EMBROIDERY	2429	25.00		25.00
12/17/2018	AP	INV	PUBLIC RELATIONS				125.00
12/17/2018	AP	INV	JUNKIE MONKEY	PRIZE	100.00		425.00
12/17/2018	AP	INV	PUBLIC RELATIONS				425.00
12/17/2018	AP	INV	MASTERPIECE MONOGRAMMING	PRIZE	300.00		625.00
12/17/2018	AP	INV	PUBLIC RELATIONS				625.00
12/17/2018	AP	INV	PJ'S BEADS	PRIZE	200.00		625.00
04/30/2019			PUBLIC RELATIONS			0.00	625.00
			5013-0000-879.0000	END BALANCE	625.00	0.00	625.00
07/01/2018			5013-0000-880.0000 COMMUNITY DECORATIONS		BEG. BALANCE		0.00
11/15/2018	PR	CHK	SUMMARY PR 11/15/2018		537.89		537.89
11/29/2018	PR	CHK	SUMMARY PR 11/29/2018		1,230.32		1,768.21
11/30/2018	JE	JE	FICA AND RETIRE DISTRIBUTION NOV 18	9122			1,952.12
11/30/2018	JE	JE	FICA AND RETIRE DISTRIBUTION NOV 18	9122			2,392.57
11/30/2018	JE	JE	EQUIPMENT RENTAL NOV 18	9179			3,512.31
12/04/2018	AP	INV	WIN'S ELECTRICAL SUPPLY CO.	161378	12.40		3,524.71
12/04/2018	AP	INV	ELECTRICAL SUPPLIES FOR 7/1-6/30/19	161437	21.15		3,545.86
12/04/2018	AP	INV	WIN'S ELECTRICAL SUPPLY CO.	161439	9.95		3,555.81
12/31/2018	JE	JE	ELECTRICAL SUPPLIES FOR 7/1-6/30/19				3,581.91
01/10/2019	PR	CHK	EQUIPMENT RENTAL DEC 18	9225			4,727.75
01/17/2019	AP	INV	SUMMARY PR 01/10/2019		1,145.84		4,751.05
01/17/2019	AP	INV	HOME DEPOT CREDIT SERVICES	2232 DEC 2018	23.30		4,751.05
01/31/2019	JE	JE	COMMUNITY DECORATIONS				4,990.55
01/31/2019	JE	JE	FICA AND RETIRE DISTRIBUTION JAN 19	9254			6,331.36
04/30/2019			EQUIPMENT RENTAL JAN 19	9259			6,331.36
			5013-0000-880.0000	END BALANCE	6,331.36	0.00	6,331.36
07/01/2018			5013-0000-938.0000 LANDSCAPE/MAINTENANCE		BEG. BALANCE		0.00
11/29/2018	PR	CHK	SUMMARY PR 11/29/2018		34.60		34.60
04/30/2019			5013-0000-938.0000	END BALANCE	34.60	0.00	34.60
07/01/2018			5013-0000-956.0000 MISCELLANEOUS		BEG. BALANCE		0.00
08/09/2018	PR	CHK	SUMMARY PR 08/09/2018		115.69		115.69
08/23/2018	PR	CHK	SUMMARY PR 08/23/2018		100.00		215.69
08/31/2018	JE	JE	FICA AND RETIRE DISTRIBUTION AUG 201	8914			243.57
09/06/2018	PR	CHK	SUMMARY PR 09/06/2018		161.74		405.31
09/30/2018	JE	JE	FICA AND RETIRE DISTRIBUTION SEP 201	8915			482.37
04/30/2019			5013-0000-956.0000	END BALANCE	482.37	0.00	482.37

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GL ACTIVITY REPORT FOR CITY OF BURTON

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TRANSACTIONS FROM 07/01/2018 TO 04/30/2019

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
07/01/2018			5013-0000-999.2007 TRANSFER TO POLICE FUND		BEG. BALANCE		0.00
01/31/2019	JE	JE	TRANSFER DDA TO POLICE-BACK TO BRICK	9233	5,000.00		5,000.00
04/30/2019			5013-0000-999.2007	END BALANCE	5,000.00	0.00	5,000.00
07/01/2018			5013-0000-999.4001 TRANSFER TO CAPITAL IMPROV.		BEG. BALANCE		0.00
02/04/2019	JE	JE	BUDGET TRANSFERS	9503	3,000.00		3,000.00
04/30/2019			5013-0000-999.4001	END BALANCE	3,000.00	0.00	3,000.00
TOTAL FOR DEPARTMENT 0000					17,453.79	968.80	
TOTAL FOR FUND 5013 DOWNTOWN DEVELOPMENT AUTHORITY					17,453.79	968.80	16,484.99
GRAND TOTALS:					17,453.79	968.80	16,484.99



SCHEDULED

INFORMATION ITEM (ID # 4380)

Meeting: 05/13/19 08:30 AM
Department: Controller's Office
Category: Report
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

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DOC ID: 4380

Revenue and Expenditure Report as of April 30, 2019

ATTACHMENTS:

- Revenue and Expenditure Report DDA 4-30-19 (PDF)

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REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

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PERIOD ENDING 04/30/2019

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDI
		AMENDED BUDGET	04/30/2019	MONTH 04/30/2019	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	US\$
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	33,800.00	31,125.44	0.00	2,674.56	92.00
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	100.00	0.00	0.00	100.00	0.00
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR (STATE)	800.00	0.00	0.00	800.00	0.00
5013-0000-666.0000	INVESTMENT INTEREST	500.00	551.90	0.00	(51.90)	110.38
Total Dept 0000		35,200.00	31,677.34	0.00	3,522.66	89.90
TOTAL REVENUES		35,200.00	31,677.34	0.00	3,522.66	89.90
Expenditures						
Dept 0000						
5013-0000-757.0000	OPERATING EXPENDITURES	500.00	78.49	0.00	421.51	15.70
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	383.17	0.00	116.83	76.60
5013-0000-818.0001	SAGINAW ST CORRIDOR	5,000.00	550.00	0.00	4,450.00	11.00
5013-0000-826.0000	LEGAL	500.00	0.00	0.00	500.00	0.00
5013-0000-879.0000	PUBLIC RELATIONS	1,000.00	625.00	0.00	375.00	62.50
5013-0000-880.0000	COMMUNITY DECORATIONS	6,500.00	6,331.36	0.00	168.64	97.40
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	1,200.00	34.60	0.00	1,165.40	2.80
5013-0000-956.0000	MISCELLANEOUS	2,000.00	482.37	0.00	1,517.63	24.12
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00	0.00	0.00	100.00
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	13,000.00	3,000.00	0.00	10,000.00	23.08
Total Dept 0000		35,200.00	16,484.99	0.00	18,715.01	46.80
TOTAL EXPENDITURES		35,200.00	16,484.99	0.00	18,715.01	46.80
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		35,200.00	31,677.34	0.00	3,522.66	89.90
TOTAL EXPENDITURES		35,200.00	16,484.99	0.00	18,715.01	46.80
NET OF REVENUES & EXPENDITURES		0.00	15,192.35	0.00	(15,192.35)	100.00
BEG. FUND BALANCE		188,778.04	188,778.04			
END FUND BALANCE		188,778.04	203,970.39			

Attachment: Revenue and Expenditure Report DDA 4-30-19 (4380) : Revenue and Expenditure Report as of



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MARCH 18, 2019

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 Chairman	Present	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Absent	
Neil Martz	Commissioner	Present	

B. STAFF PRESENT

Bob Slattery, DPW Director
Racheal Boggs, Deputy Clerk

C. ADMINISTRATIVE REPORT

1. Revenue and Expenditure Report as of February 28, 2019

Mr. Richvalsky stated we received correspondence from the City Controller regarding our budget. So, we need to be thinking about how we are going to spend our money and making any changes we see necessary.

Mr. Coates stated we do this in April.

Mr. Fenner asked if we need to move money to the community decorations line item. It looks like we are at deficit there. Did DPW get paid?

Mr. Coates stated the bill comes through and the Controller pays it making the determination of what line to pay it out of. We will need to move money into that line item at a later date. It is probably the installation and removal of Christmas decorations billed in January. I don't have that report but I will get a general ledger from the Controller.

Board discussion on community decorations and moving funds.

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Feb 18, 2019 8:30 AM

Minutes Acceptance: Minutes of Mar 18, 2019 8:30 AM (Approval of Minutes)

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

E. AUDIENCE PARTICIPATION

None.

F. BOARD DISCUSSION

1. Discussion and Possible Action on General Topics Germane to the DDA District.

Mr. Richvalsky stated as you are aware, Clock Corner was damaged from a traffic accident several months ago. I have received an estimate from Atlas Outdoor for restoration in the amount of \$1,235.21. I would like to have this done as soon as possible.

Mr. Martz would like it to be done when winter is over.

Mr. Coates would still like to contact the City Attorney and/or the Police Chief in regards to restitution because the clock was not the only damage done to the corner. The cement is cracked and there was property damage to Rite Aid's light poles, tree and a shrub.

Mr. Richvalsky stated the revitalization of Saginaw Street from Bristol Road to Hemphill Road is going to be done soon. They are going to remove the sidewalks during the project. Mr. Martz had a great idea that this may be a perfect time to run electric to Clock Corner.

Mr. Martz stated the contractor told him that in order to run electric to the clock it would need to be done underground which would mean removing the sidewalk. This would be the cheapest time to run electric.

Board discussion on Saginaw Street Project, removing the sidewalk to install electric to the clock, DDA Visioning Plan, Traffic Study, road diet and the City Master Plan.

Mr. Fenner stated the road diet is in the DDA Visioning Plan. The traffic study was done to determine the correct speed limit on Saginaw Street. I never saw the traffic study performed by Fleis and Vandenbrink and would like a copy of it.

Mr. Martz stated we never had any further conversations about this. We were given a traffic study and striping suggestion and that's it.

Mr. Coates stated we were supposed to be provided a copy and it was supposed to be on video but that never happened. It was all part of the contract.

Mr. Martz stated if we are going to do anything with the striping, we need to talk to City Council.

Minutes Acceptance: Minutes of Mar 18, 2019 8:30 AM (Approval of Minutes)

Mr. Slattery stated the study done by Fleis and Vandenbrink included changing the speed limit as well as three options for re-striping for a road diet which included various options for parking. This was not a plan; it is only a study. We should have been coordinating with the City Council a year ago. The last action taken on this study was a Public Hearing and there was no public here.

Board discussion on speaking with City Council regarding the Saginaw Street Corridor Analysis.

Mr. Martz stated the driveway North of McDonald's is scheduled to be closed. We may want to look at the Driveway in front of Trapper Joe's Lounge. It belongs to the property at Burton Auto Glass. It should be removed as well.

Mr. Slattery stated Mrs. Abbey knows about this in the Planning and Zoning Department. The city owns Burton Auto Glass now so, I think the intent is to close the curb there.

Mr. Coates stated he doesn't remember everyone agreeing to putting electric in at the clock. He thinks because of visibility issues and the wind, we decided against it.

Mr. Martz stated this is the cheapest this is ever going to be to do this public improvement. The construction is already being done and we would spend three times this much to have it done at a later time.

Mr. Fenner stated he agrees with Mr. Martz.

Mr. Coates stated he is done spending money on that corner.

Board discussion on electrical specifications at Clock Corner and the price to have electrical put in.

Mr. Fenner stated he received an estimate from Commercial Graphics for a solid, double sided, 40X20 vinyl banner with a logo and Welcome to Downtown Burton. The price for the banner is \$1,200.00. This includes cables and grommets. This is not for installation. DPW would still do that.

Mr. Coates stated there are a lot of street lights out on Saginaw Street. The DDA needs to keep an eye on the burnt out lights and submit it to Consumer's. There is also LED lighting by McDonald's and a bunch on the south side of Bristol Road.

Mr. Slattery stated Consumer's is now routinely replacing burnt out lights with the new LED lights except for the center-hung lights. For the lights on the posts, if they are burnt out, let me know and I will forward them to Consumer's and they will replace them with LED lights. Additionally, ERC is still talking to Consumer's about updating the Saginaw Street Corridor.

Board discussion on the quote received from Consumer's to replace lights on Saginaw Street.

Mr. Coates stated we should call the Police Chief to attend the April DDA meeting to discuss Back to the Bricks funding so we can budget money for it.

Mr. Fenner asked what we plan to do about the MTA bus stop. He would like to contact them.

Mr. Slattery said to contact Paul Mattern at MTA regarding this.

2. Motion to Hire Atlas Outdoor for the Restoration of Clock Corner in the Amount of \$1,235.21.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Joey Richvalsky, Chair
SECONDER:	Steve Coates, Vice Chairman
AYES:	Richvalsky, Coates, Fenner, Martz
ABSENT:	Stapleton

3. Motion to Meet with the Mayor's Office Regarding the 2017 Saginaw Street Corridor Analysis.

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

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, APRIL 15, 2019 @ 8:30 AM.

Meeting was adjourned at 9:40 AM.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

APRIL 15, 2019

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chair Joey Richvalsky at 8:40 AM.

A. ROLL CALL

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

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Bob Slattery, DPW Director
Racheal Boggs, Deputy Clerk

C. ADMINISTRATIVE REPORT

1. Revenue and Expenditure Report as of March 31, 2019

Mr. Coates would like to move \$1,500 from the miscellaneous line item to community decorations to cover the deficit there.

Board discussion on DDA budget, allocation of funds to capital improvements, Saginaw Street corridor, community decorations and transfer to Police fund.

Mr. Martz would like to transfer \$10,000 from Saginaw Street Corridor line item to Capital Improvement.

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Mar 18, 2019 8:30 AM

No discussion or approval.

E. AUDIENCE PARTICIPATION

None.

F. BOARD DISCUSSION

1. Discussion and Possible Action on General Topics Germane to the DDA District.

Minutes Acceptance: Minutes of Apr 15, 2019 8:30 AM (Approval of Minutes)

Mr. Richvalsky would like to know when the new budget needs to be done.

Mr. Slattery stated the new budget is approved in June.

Mr. Coates stated we usually move the date of our May meeting to accommodate the timeline for the budget process.

The board decided to reschedule the May 20, 2019 DDA meeting for May 13, 2019 at 8:30 AM to accommodate the budget.

The DDA Board would like to invite Chief Odette to the Special Meeting on May 13th to be part of the discussion regarding the DDA's funding of the Back to the Bricks event.

Ms. Boggs stated she will contact the Police Chief to invite him to the meeting.

Mr. Fenner asked if we were going to put up the community decorations the same manner we did last year.

Mr. Richvalsky stated we should leave the money where it is and see if the DPW can work with what we have.

Mr. Richvalsky asked if the Public Hearing will be advertised.

Ms. Boggs said yes. It will be posted in the classified section as a public notice in the Burton View.

Board discussion on the construction taking place on Saginaw Street.

Mr. Martz stated he spoke with Mrs. Abbey regarding the banner permit. We should have a draft by our next meeting.

Mr. Richvalsky stated he signed the contract with Atlas for the repairs at Clock Corner. They will begin the work as soon as the weather breaks. Someone from Atlas will be coming back to DPW to see what we have salvaged from the clock.

Mr. Coates stated Oak Street Health will be opening today. We may want to talk to them about doing something on that corner.

Mr. Martz stated we should wait until the construction is complete before we approach them.

Board discussion on debris in the right of way and street sweeping.

Mr. Slattery stated the new contract for street sweeping is on the City Council agenda tonight. This will include spring and fall cleaning of all the curb and gutter streets.

Mr. Fenner asked if we will be given a date of when Saginaw Street will be done.

Mr. Slattery stated we will talk to them about the schedule and coordinate this with the DDA.

Board discussion on cleaning up the corridor prior to the street sweeping.

Mr. Slattery stated he has talked to the Sheriff Department about litter pick-up at various locations throughout the city. This will include Saginaw Street.

Mr. Martz would like to see the guardrail near the bridge at I-475 and Allen Street repaired. This has been in terrible condition for several years.

Mr. Slattery stated the road commission maintains that right of way for MDOT. I will contact MDOT regarding that.

2. Motion to Increase Community Decorations (5013-0000-880.0000) by \$1,500.00 and Decrease Miscellaneous (5013-0000-938.0000) by \$1,500.00.

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

3. Motion to Increase Capital Improvements (5013-0000-999.4001) by \$10,000.00 and Decrease Saginaw St Corridor (5013-0000-818.0001) by \$10,000.00.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Neil Martz, Commissioner
SECONDER:	Joey Richvalsky, Chair
AYES:	Richvalsky, Coates, Fenner, Stapleton, Martz

THE NEXT SCHEDULED MEETING WILL BE HELD ON MONDAY, MAY 13, 2019 @ 8:30 AM.

Meeting was adjourned at 9:30 AM.

Minutes Acceptance: Minutes of Apr 15, 2019 8:30 AM (Approval of Minutes)



SCHEDULED

AGENDA ITEM (ID # 4343)

DOC ID: 4343

Discussion and/or Action on Proposed DDA Budget for 2019-2020 Fiscal Year.

COMMENTS - Current Meeting:

Mr. Coates stated at the April 15th meeting we made a budget amendment to move \$10,000 to capital improvements from the Saginaw Street corridor line item. What we didn't understand is that the capital improvement fund is a separate account to which we have been contributing \$3,000 per year. We need to move the money back which will create a surplus in the Saginaw Street Corridor line.

Mr. Richvalsky stated we misappropriated the funds because we thought we were moving money from a line item to a line item. The capital improvement fund is not a line item but a separate account we set up. So, we will need to move the money back.

Chief Odette stated the last few years, the DDA has graciously contributed \$5,000 to the Police Department for the Back to the Bricks overtime budget. This past year, it cost the Police Department \$12,935.28 to police the event. Back to the Bricks is a great event for our community but with the event comes some security concerns that we are forced to deal with. Without your assistance in funding, it will be very difficult to police it properly. We have 12-14 officers out each day which is the number we feel is required to keep everyone safe. The Burton section of the rolling cruise from Judd Road to Hemphill Road is the busiest section of the entire cruise for both pedestrian and vehicular traffic. We have to police the pedestrians as well as the cruisers. We also have to shut the cruise down. We have some very busy intersections and it takes 4-6 officers to shut each intersection down safely and properly. I would like to ask the DDA to continue to contribute this funding if you are able to.

Mr. Richvalsky asked if we have officers on foot as well as in cruisers.

Chief Odette stated there are some specifically assigned to crowd control and they have cruisers available to them should they need to assist with an emergency. Usually we have four officers assigned to south of Bristol Road and six to eight officers assigned to north of Bristol Road to Hemphill Road. We also have some in vehicles for traffic stops.

Mr. Richvalsky asked if other agencies will be present as they have in the past, such as the State Police.

Chief Odette stated we used to have a very involved multi-jurisdictional command post. In the last few years we have had a unified command out of Downtown Flint. We have a 911 operator that comes in to take care of the dispatch. We still operate under one main dispatch center for this event but we don't have the numbers we once had. The Office of Highway and Safety Planning used to supply a substantial number of officers that would

assist us through a grant which we no longer have. We still receive support from the State Police. The City of Flint has a big operation going in their city so, mostly, the City of Burton section of the rolling cruise is policed by us.

F.1

Mr. Richvalsky asked if the Burton Police go south of Maple or north of Hemphill during this event.

Chief Odette stated in the past few years, we haven't had to. We have done a good job of keeping the problems under control and eliminating them. In years past, there were some pretty big incidents that happened in the City of Flint where we had to pull our resources to help them for officer safety reasons however, in the past few years we haven't had to do that.

Mr. Richvalsky asked what the reason was for this.

Chief Odette stated we have sent the message that we are not going to allow certain types of behavior.

Mr. Fenner stated the previous Chief was working with the Back to the Bricks Committee to try and get some funding from them since this is their event. We would like them to help but they don't think they should have to pay for it. When we have the Holy Redeemer Festival, the church helps pay for some of the cost even though it's a public street.

Chief Odette stated Holy Redeemer does reimburse us for the cost. I agree that the Back to the Bricks Committee should assist with the cost of policing this event but we have been unsuccessful in convincing them of that.

Mr. Fenner stated we want our officers and residents to be safe and that's why we have always contributed to this event. Is the \$12,935.28 you mentioned earlier over and above what your normal staffing for that week would have been?

Chief Odette said, that is correct. We don't allow time-off during this event. We still have to police the rest of the city while this event takes place so the 12-14 officers I mentioned is in addition to our normal staffing.

Mr. Fenner would like to continue to put pressure on the Back to the Bricks Committee to help with this funding.

Chief Odette stated the committee's position on this is that it is a community event and the entire community is benefiting from it so they shouldn't be responsible for it. We have made this argument over and over.

The DDA Board agreed unanimously to continue to allocate \$5,000 to the Police Department for the Back to the Bricks event for the 2019-2020 budget.



SCHEDULED

AGENDA ITEM (ID # 4347)

DOC ID: 4347

Discussion on Topics Germane to the DDA District.

COMMENTS - Current Meeting:

Mr. Coates stated on Sunday, May 19th there will be volunteers cleaning up Water Tower Park at Fire Station #1 if anyone can come and help out.

Mr. Richvalsky asked what time they will be doing it.

Ms. Boggs stated according to the Facebook Event post the time is at 9:00 AM.