



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MAY 25, 2017

AGENDA

Council Chambers

Regular Meeting

8:45 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 - Apr 17, 2017 8:30 AM
2. Downtown Development Authority - Special Meeting - Apr 24, 2017 8:30 AM

D. ADMINISTRATIVE REPORT

1. DDA Revenue and Expenditure April 2017

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. Budget Discussion for DDA Fiscal Year 2017-2018.
2. Discussion on topics Germane to the DDA District.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

APRIL 17, 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	Absent	
Cindi Dail	Commissioner	Present	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Bob Slattery, DPW Director

Racheal Boggs, Deputy Clerk

C. APPROVAL OF MINUTES

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

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

2. Downtown Development Authority - Regular Meeting - Feb 20, 2017 8:30 AM

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

D. ADMINISTRATIVE REPORT

Ms. Boggs stated she has network log-ins for each board member. At the end of the meeting she will be available to help everyone log on for the first time.

Mr. Coates would like to see the 2017-2018 budget recommendations from the Controller's Office.

1. DDA Revenue and Expenditure Report February 2017
2. DDA Revenue and Expenditure Report March 2017
3. DDA Budget Memo and Template
4. GL Activity for Decorations

Board discussion on Christmas Decorations.

Mr. Slattery stated he contacted a company regarding purchasing new decorations and the price was too high. He did not find a company that would lease them. It is still worth looking into new decorations because ours are outdated.

Mr. Coates stated the bill was paid for more than \$8,000 but we don't know what work the \$8,000 covered.

Mr. Fenner said that is the problem with trying to budget for this. We don't get the bill so we don't know what will need to be done.

Mr. Slattery stated he has kept track of what has been done and will get an itemized report of what was done. He will send the report to Ms. Boggs to be included in the packet for the next DDA Meeting on April 24, 2017.

E. AUDIENCE PARTICIPATION

None.

F. BOARD RECOMMENDATION AND/OR ACTION

Mr. Coates would like to know when the permit expires for the demolition of Burton Auto Parts on Saginaw Street.

Mr. Fenner stated he wants this complete before Back to the Bricks. He suggests requiring assurity bonds in the future.

Mr. Slattery will check on it and report back at the Special Meeting on April 24, 2017.

Mr. Coates asked if we found out about the staging area for the DWRF Phase 4 project and when construction will begin.

Mr. Slattery will contact the contractor and report back at the April 24th meeting. He is going to discourage using the Burton Auto Parts area for staging.

1. Schedule Special Meeting to Discuss 2017-2018 Fiscal Year Budget.

Ms. Boggs stated that Mrs. Burke-Miller would like to schedule a special meeting to discuss the budget between April 24, 2017 and May 15, 2017.

Mr Fenner asked if these dates are within our time parameters to get the budget approved.

Ms. Boggs stated the public hearing must take place 2 weeks before the budget is approved and we will be approving the budget at the June 19th meeting.

Board members scheduled a Special Meeting to discuss the 2017-2018 fiscal year budget for April 24, 2017 at 8:30 AM.

Mr. Richvalsky would like to have the proposed budget sent to the board members before the special meeting.

- 2. Approve and Authorize a Public Hearing on 2017-2018 Fiscal Year Budget on May 15, 2017 at 8:30 AM.

Mrs. Dail will not be able to attend the Public Hearing on May 15, 2017.

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

- 3. Approve and Authorize the DDA Member Letter Eliminating Lawn Maintenance and Tree Pruning Along the Saginaw Street Corridor.

Mr. Coates submitted an amended letter to send to the DDA Members eliminating lawn maintenance within the DDA district.

The board would like Ms. Boggs to proof read the letter and send it out this week.

Mr. Coates stated there is \$500 in the budget under public realtions to cover the costs.

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

- 4. Motion to approve and authorize the City Attorney's letter to Mr. Crannie regarding the banner poles.

Mr. Richvalsky stated he hasn't heard back from Mr. Crannie about the banner poles since the letter he sent in response to the City Attorney.

Mr. Coates stated Mr. Crannie's letter said early spring. He removed the bolts and structures and there are markers on the ground.

Board discussed banner poles being finished in time for the Memorial Day Parade.

Minutes Acceptance: Minutes of Apr 17, 2017 8:30 AM (Approval of Minutes)

Mr. Fenner suggested contacting Mr. Crannie.

Mr. Richvalsky will call Mr. Crannie and advise him we would like the banner poles replaced by May 1st in time to prepare for Memorial Day.

Mr. Coates sated we did not have a quorum at the last meeting so we need to accept the City Attorney's letter to Mr. Crannie regarding the banner pole issue.

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

- 5. Motion to approve and authorize the following budget amendments: Decrease Fund Balance by \$2,000; Decrease Landscape Maintenance by \$7,051; Increase Legal by \$381; Increase Community Decorations by \$4,383; Increase Miscellaneous by \$4,287.

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

Meeting was adjourned at 9:15 AM.

Minutes Acceptance: Minutes of Apr 17, 2017 8:30 AM (Approval of Minutes)



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

APRIL 24, 2017

MINUTES

Council Chambers

Special 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	Absent	
Cindi Dail	Commissioner	Present	

B. STAFF PRESENT

Ginger Burke-Miller, Controller
Bob Slattery, DPW Director

Racheal Boggs, Deputy Clerk
Karen Moffitt, Deputy Controller

C. ADMINISTRATIVE REPORT

Ginger Burke-Miller presented the DDA budget report:

Tax revenue is based on what we received from the Assessors Office. Delinquent personal taxes are payments made from prior years, we have not shown anything to date but we haven't settled with the county yet. Local Community Stabilization is money coming back from the state for taking away the personal property tax. Investment Interest is your portion of bank interest coming into the city. As far as Appropriations: Retirement and Payroll Fringes are for when you have work done by city employees. You may incur some costs here however, you haven't incurred anything directly into that line in the 2016-2017 fiscal year. Some of this is billed to Community Decorations so we will leave that blank for 2017-2018. Operating Expenditures: we are anticipating \$800. Audit and Other Professional Services: we are recommending to keep it at \$500. Legal: the recommended amount is \$700. Public Relations is at \$500.

D. AUDIENCE PARTICIPATION

None.

E. BOARD RECOMMENDATION AND/OR ACTION

Mr. Fenner stated we have not heard back from Crannie and we are losing revenue on the banner poles. He asked if Mr. Slattery if he will contact Mr. Crannie regarding the banner poles being in place by May 1st.

Mr. Slattery will contact Mr. Crannie.

Minutes Acceptance: Minutes of Apr 24, 2017 8:30 AM (Approval of Minutes)

Mr. Coates reminded everyone of the DDA Public Hearing for the budget on May 15, 2017 at 8:30 AM.

Mrs. Dail stated she will be out of town for the Public Hearing.

F. BOARD DISCUSSION

1. Discussion on Proposed Budget for Fiscal Year 2017-2018.

The DDA Board made the following budget suggestions: Operating Expenditures \$500.00, Audit and Other Professional Services \$500, Legal \$500, Public Relations \$2,000. Community Decorations: \$5,000, Landscape Maintenance: \$3,900, Clock Corner: \$10,000, Miscellaneous: \$4,000 Police Fund: \$5000, Transfer to Capital Improvement: \$3,000.

Board discussion on Community Decorations, Landscape Maintenance, Clock Corner Maintenance, street sweeping and budget recommendations.

Meeting was adjourned at 9:44 AM.



SCHEDULED

AGENDA ITEM (ID # 3053)

DOC ID: 3053

DDA Revenue and Expenditure April 2017

ATTACHMENTS:

- DDA Rev and Exp 04302017 (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

PERIOD ENDING 04/30/2017

% Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 04/30/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/17 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BL US
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET					
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 0000								
5013-0000-403.0000	CURRENT TAX REVENUE	31,500.00	31,500.00	30,999.35	0.00	0.00	500.65	98.4
5013-0000-404.0000	TAX CHARGEBACKS	(100.00)	(100.00)	0.00	0.00	0.00	(100.00)	0.0
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	750.00	0.00	0.00	0.00	750.00	0.0
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROPR	800.00	1,050.00	1,029.25	0.00	0.00	20.75	98.0
5013-0000-666.0000	INVESTMENT INTEREST	900.00	900.00	0.00	0.00	0.00	900.00	0.0
Total Dept 0000		34,100.00	34,100.00	32,028.60	0.00	0.00	2,071.40	93.9
TOTAL REVENUES		34,100.00	34,100.00	32,028.60	0.00	0.00	2,071.40	93.9
Expenditures								
Dept 0000								
5013-0000-717.0000	RETIREMENT - MERS ACTIVE	100.00	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-718.0000	RETIREMENT - MERS RETIREES	100.00	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-719.0000	Payroll Fringes	1,000.00	0.00	0.00	0.00	0.00	0.00	0.0
5013-0000-757.0000	OPERATING EXPENDITURES	800.00	800.00	142.66	100.74	0.00	657.34	17.8
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SER	500.00	500.00	232.86	0.00	0.00	267.14	46.5
5013-0000-826.0000	LEGAL	0.00	693.50	312.50	0.00	0.00	381.00	45.0
5013-0000-879.0000	PUBLIC RELATIONS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5013-0000-880.0000	COMMUNITY DECORATIONS	4,000.00	9,270.50	8,382.42	0.00	0.00	888.08	90.4
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	18,000.00	10,949.00	10,948.56	0.00	0.00	0.44	100.0
5013-0000-956.0000	MISCELLANEOUS	0.00	4,287.00	4,287.00	0.00	0.00	0.00	100.0
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00	100.0
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	100.0
Total Dept 0000		33,000.00	35,000.00	32,306.00	100.74	0.00	2,694.00	92.3
TOTAL EXPENDITURES		33,000.00	35,000.00	32,306.00	100.74	0.00	2,694.00	92.3
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		34,100.00	34,100.00	32,028.60	0.00	0.00	2,071.40	93.9
TOTAL EXPENDITURES		33,000.00	35,000.00	32,306.00	100.74	0.00	2,694.00	92.3
NET OF REVENUES & EXPENDITURES		1,100.00	(900.00)	(277.40)	(100.74)	0.00	(622.60)	30.8
BEG. FUND BALANCE		213,511.50	213,511.50	213,511.50				
END FUND BALANCE		214,611.50	212,611.50	213,234.10				

Attachment: DDA Rev and Exp 04302017 (3053 : DDA Revenue and Expenditure April 2017)



SCHEDULED

AGENDA ITEM (ID # 3054)

DOC ID: 3054

Budget Discussion for DDA Fiscal Year 2017-2018.



SCHEDULED

AGENDA ITEM (ID # 3055)

DOC ID: 3055

Discussion on topics Germane to the DDA District.