



# CITY OF BURTON

## BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

NOVEMBER 20, 2017

### AGENDA

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**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 - Oct 16, 2017 8:30 AM

**D. ADMINISTRATIVE REPORT**

1. Expenditure and Revenue 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. BOARD RECOMMENDATION AND/OR ACTION**

**G. BOARD DISCUSSION**

1. Discussion on the Saginaw Street Traffic Study, possible Road Diet and overall plans.
2. Discussion on the proposal from Newkirk Electric Association for the replacement of electrical receptacles for the Christmas decorations.
3. Discussion on Topics Germaine to the DDA District.



# CITY OF BURTON

## BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

OCTOBER 16, 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	Commissioner	Present	

#### B. STAFF PRESENT

Bob Slattery, DPW Director  
Marcy Kimball, Clerk's Office

#### C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Sep 18, 2017 8:30 AM

Approved with corrections.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Coates, Commissioner
<b>SECONDER:</b>	Cindi Dail, Commissioner
<b>AYES:</b>	Richvalsky, Coates, Fenner, Martz, Dail
<b>ABSENT:</b>	Stapleton

#### D. ADMINISTRATIVE REPORT

Mr. Slattery said I called Crannie and left a message asking what material the banner poles are designed to hold. They need to be able to hold vinyl banners. Also how are the banners supposed to be attached to the poles and the cable? We haven't made contact as of yet, so I will call him again.

Mr. Coates stated it was brought up at our last Council meeting that our banners on Saginaw Street are advertising and are in violation of the ordinance. One of the Councilmen brought up that the City issued us permits for our banners that are in violation of our ordinance.

Mr. Slattery stated it is different than advertising a commercial product or service, it is an event. The City can put signs in the right of way because we own the right of way. I will

speak with the Attorney Doyle about the specifics of the sign ordinance as it relates to the DDA, specifically related to the banner poles but more generally related to advertising by the City in the City right of way. I will also ask if we can rent the space out.

Mr. Fenner said we need to implement guidelines as to the type, size and permit cost of banners etc.

Ms. Dail suggested stating that all community event banners will need to be approved by the DDA.

1. Revenue and Expenditure Report Period ending 9/30/17.

#### **E. AUDIENCE PARTICIPATION**

None.

#### **F. BOARD RECOMMENDATION AND/OR ACTION**

1. Consideration of request for installation of an MTA bus shelter on Saginaw Street.

Mr. Richvalsky stated the bus shelter that they are proposing would be in front of Rite Aid just south of the brick pavers that we have there now.

Mr. Fenner said the bus shelter should be put up further South of the Bristol and Saginaw Street corner.

Mr. Slattery said I received an email from MTA that they want to cancel their request to put the bus shelter near the clock corner. They want to work with us to find a more appropriate location near the clock corner that would complement and beautify the area around the clock. They had a request for a bus shelter from the Bristolwood Church, which is West of Fenton Road, South of Bristol Road in Flint Township.

#### **G. BOARD DISCUSSION**

1. Traffic Study

Mr. Richvalsky stated we will be discussing this at the November meeting.

2. Board Discussion on General Business Germane to the DDA District.

Mr. Coates asked Mr. Slattery how they are coming on the water project.

Mr. Slattery stated they are right on track. The road will be paved and made ready for winter. The bridge on Bristol Road work is also right on track.

Mr. Martz said I had an onsite meeting with Newkirk Electric regarding the Christmas tree electrical pedestal and repairing the existing electrical drops on the telephone poles where the street lights were at. He will be faxing a bid for both projects to Mr. Richvalsky. The pedestal at Bristol will be difficult because you have to pull the sidewalk out to wander back around the clock tower or else go underneath it. That entails a variety of different construction issues that are not even feasible to get done before springtime. I had him price out 17 drops between James Street and

Parkwood. I have another electrical company preparing a bid also.

3. Traffic Diet on Saginaw Street

Mr. Richvalsky stated I have received some feedback. The half that are in favor of this are the tenants and people that live along that area.

Mr. Fenner said we need to slow down the traffic and enforce the speed limit. For the Back to the Bricks event we could open up the road with cones if need be.

Mr. Richvalsky said the road diet would look just like the City of Flint, with parallel parking, bike lane and three lanes in the middle.

Mr. Coates asked Mr. Slattery if we know what the timeline is yet for resurfacing Saginaw Street from Hemphill Road to Bristol Road.

Mr. Slattery said it doesn't have to be done until October of next year. You will have a full year to engineer it and a full year to build and complete it.

Mr. Richvalsky asked about curb cuts.

4. Public Meeting Date

The Public Hearing will be rescheduled for November 20, 2017 at 6 PM.

5. Payment on Clock Corner

Mr. Richvalsky stated we will hold off on the payment for the Clock Corner until it is painted. I will call them again to ask when this will be completed.

Meeting was adjourned at 9:36 AM.

11/13/2017 01:05 PM  
 User: millerg  
 DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON  
 PERIOD ENDING 10/31/2017  
 % Fiscal Year Completed: 33.70

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 10/31/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/17 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 0000							
5013-0000-403.0000	CURRENT TAX REVENUE	32,300.00	29,006.41	15,387.14	0.00	3,293.59	89.80
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
5013-0000-573.0000	LOC COMM STABILIZ SHR APPROP (STATE)	1,000.00	0.00	0.00	0.00	1,000.00	0.00
5013-0000-666.0000	INVESTMENT INTEREST	100.00	0.00	0.00	0.00	100.00	0.00
Total Dept 0000		34,400.00	29,006.41	15,387.14	0.00	5,393.59	84.32
TOTAL REVENUES		34,400.00	29,006.41	15,387.14	0.00	5,393.59	84.32
Expenditures							
Dept 0000							
5013-0000-757.0000	OPERATING EXPENDITURES	500.00	0.00	0.00	0.00	500.00	0.00
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	0.00	0.00	0.00	500.00	0.00
5013-0000-826.0000	LEGAL	500.00	0.00	0.00	0.00	500.00	0.00
5013-0000-879.0000	PUBLIC RELATIONS	2,000.00	0.00	0.00	0.00	2,000.00	0.00
5013-0000-880.0000	COMMUNITY DECORATIONS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	3,900.00	950.00	0.00	0.00	2,950.00	24.36
5013-0000-956.0000	MISCELLANEOUS	4,000.00	69.51	0.00	0.00	3,930.49	1.74
5013-0000-999.2007	TRANSFER TO POLICE FUND	5,000.00	0.00	0.00	0.00	5,000.00	0.00
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000.00	0.00	0.00	0.00	3,000.00	0.00
5013-0000-999.7891	CLOCK CORNER IMPROV/MAINT.	38,521.85	39,741.38	0.00	0.00	(1,219.53)	103.17
Total Dept 0000		62,921.85	40,760.89	0.00	0.00	22,160.96	64.78
TOTAL EXPENDITURES		62,921.85	40,760.89	0.00	0.00	22,160.96	64.78
Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		34,400.00	29,006.41	15,387.14	0.00	5,393.59	84.32
TOTAL EXPENDITURES		62,921.85	40,760.89	0.00	0.00	22,160.96	64.78
NET OF REVENUES & EXPENDITURES		(28,521.85)	(11,754.48)	15,387.14	0.00	(16,767.37)	41.21

Attachment: DDA 10312017 (3355 : Expenditure and Revenue Report)