



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

APRIL 18, 2022

AGENDA

Council Chambers

Regular Meeting

8:30 AM

**4303 S. CENTER ROAD
BURTON, MI 48519**

A. ROLL CALL

B. STAFF PRESENT

C. ADMINISTRATIVE REPORT

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Feb 21, 2022 8:30 AM
2. Downtown Development Authority - Regular Meeting - Mar 21, 2022 8:30 AM

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

G. BOARD DISCUSSION

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, MAY 16, 2022 @ 8:30 AM.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

FEBRUARY 21, 2022

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	
Larry Stapleton	Commissioner	Excused	
Neil Martz	Commissioner	Present	
Nate Henry	Commissioner	Present	
Mark Purzycki Sova	Commissioner	Present	
Lyle Demo	Commissioner	Present	

B. STAFF PRESENT

Duane Haskins, Mayor
Charles Abbey, HR/DPW Director
Jodi Hollbrook, Controller
Amy Clous, Parks and Recreation Director
Ellen Magro, Executive Assistant
Katie Malin, Clerk's Office

C. ADMINISTRATIVE REPORT

Mayor Haskins stated he would like to welcome the new DDA Board Members Lyle Demo and Mark Purzycki-Sova. Mr. Richvalsky, you spoke with Amy Clous, our Parks and Recreation Director about a donation for the cost of the fireworks from the DDA for the Memorial Day Celebration. We appreciate your consideration and are here to answer any questions you may have.

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jan 18, 2022 8:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Coates, Vice Chairman
SECONDER:	Nate Henry, Commissioner
AYES:	Richvalsky, Coates, Martz, Henry, Sova, Demo
EXCUSED:	Stapleton

E. AUDIENCE PARTICIPATION

None.

F. INTRODUCTION OF NEW DDA MEMBERS

Mayor Haskins welcomed the new DDA Board Members.

G. BOARD RECOMMENDATION AND/OR ACTION

1. Approve and Authorize an increase of \$10,000.00 to General Fund 5013-0000-999.1001 for the City of Burton 50th Anniversary event.

Mr. Richvalsky asked, what is the cost for the fireworks?

Mrs. Clous said, \$12,400.

Mayor Haskins thanked the DDA for helping and being a part of the City of Burton 50th Anniversary/Memorial Day Celebration.

Discussion in regards to board members abstaining and details of contributions to the Memorial Day/50th Anniversary event.

Mr. Martz made a motion to transfer \$10,000 out of the fund balance for the 50th Anniversary Celebration.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Neil Martz, Commissioner
SECONDER:	Joey Richvalsky, Chair
AYES:	Richvalsky, Coates, Martz, Henry, Sova, Demo
EXCUSED:	Stapleton

2. Approve and Authorize an increase of \$14,100.00 to Landscape/Maintenance 5013-0000-938.0000 for the tree trimming project.

The DDA Board discussed the tree trimming within the DDA district and the bid received.

Mr. Martz suggested adding \$9,000 to the Saginaw Street maintenance line item for this years budget to cover expenditures for tree trimming.

Mr. Coates motioned to transfer \$14,100 out of the fund balance to landscape maintenance for the Saginaw Street tree trimming project.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Steve Coates, Vice Chairman
SECONDER:	Joey Richvalsky, Chair
AYES:	Richvalsky, Coates, Martz, Henry, Sova, Demo
EXCUSED:	Stapleton

H. BOARD DISCUSSION ON TOPICS GERMANE TO THE DDA DISTRICT.

The DDA Board discussed the banner poles on Saginaw Street and the entryway sign project.

Ms. Holbrook stated the holiday decorations cost more than what was allocated.

Minutes Acceptance: Minutes of Feb 21, 2022 8:30 AM (Approval of Minutes)

Discussion ensued regarding holiday decorations and electrical repairs.

Mr. Martz motioned to add to this item to the agenda and to cover the costs that are unallocated for the electrical repairs in the amount of \$4,600, adding that to this years budget.

1. Approve and Authorize an increase of \$5,000.00 to Community Decorations 5013-0000-880.0000 to cover electrical repairs for the Saginaw Street decorations.

Mr. Coates asked if that would be taken out of surplus. We would be amending the 2021-2022 budget.

Mr. Martz suggested amending the budget further to include transferring money for the trees.

Discussion ensued regarding budget amendments.

Mr. Martz amended his motion to transfer \$5,000 out of the fund balance to cover electrical repairs for Saginaw Street Christmas decorations.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Neil Martz, Commissioner
SECONDER:	Joey Richvalsky, Chair
AYES:	Richvalsky, Coates, Martz, Henry, Sova, Demo
EXCUSED:	Stapleton

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, MARCH 21, 2022 @ 8:30 AM.

Meeting was adjourned at 9:16 AM.

Minutes Acceptance: Minutes of Feb 21, 2022 8:30 AM (Approval of Minutes)



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MARCH 21, 2022

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chair Joey Richvalsky at 8:34 AM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chair	Present	
Steve Coates	Vice Chairman	Present	
Larry Stapleton	Commissioner	Excused	
Neil Martz	Commissioner	Present	
Nate Henry	Commissioner	Present	
Mark Purzycki Sova	Commissioner	Present	
Lyle Demo	Commissioner	Present	

B. STAFF PRESENT

Lindsey Bice, Clerk's Office

C. ADMINISTRATIVE REPORT

None.

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Feb 21, 2022 8:30 AM

The Downtown Development Authority discussed errors and layout issues within the minutes.

Mr. Martz motioned to table the minutes of February 21, 2022 until the video can be reviewed and changes are made.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Neil Martz, Commissioner
SECONDER:	Joey Richvalsky, Chair
AYES:	Richvalsky, Coates, Martz, Henry, Sova, Demo
EXCUSED:	Stapleton

E. AUDIENCE PARTICIPATION

No audience participation.

F. BOARD RECOMMENDATION AND/OR ACTION

Minutes Acceptance: Minutes of Mar 21, 2022 8:30 AM (Approval of Minutes)

Mr. Coates stated that the board authorized \$14,100 to pay for the tree trimming however, it was never authorized for the company to begin working. There was a verbal statement made but a bid was never accepted.

Mr. Martz motioned to hire Aspen Tree Services, as they were the low bid, for the trimming, shaping, and moving the canopy of the trees in the Downtown Development District.

Discussion ensued regarding the future of the trees within the Downtown District.

1. Motion to hire Aspen Tree Services for the trimming, shaping, and moving the canopy of the trees in the Downtown Development District.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Neil Martz, Commissioner
SECONDER:	Lyle Demo, Commissioner
AYES:	Richvalsky, Coates, Martz, Henry, Sova, Demo
EXCUSED:	Stapleton

G. BOARD DISCUSSION ON TOPICS GERMANE TO THE DDA DISTRICT

Mr. Martz suggested taking a look at the Master Plan, purchasing trash containers, and street furniture once the tree trimming, entryway sign project, and cleaning up of the right-of-way are complete.

Discussion ensued regarding the need for trash containers and maintenance for them, the look that was desired for the Downtown area, Township versus City road signs, and the budget.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, APRIL 18, 2022 @ 8:30 AM.

Meeting was adjourned at 9:00 AM.

Minutes Acceptance: Minutes of Mar 21, 2022 8:30 AM (Approval of Minutes)



SCHEDULED

AGENDA ITEM (ID # 5379)

DOC ID: 5379

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