



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

NOVEMBER 15, 2021

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 - Oct 18, 2021 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

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, DECEMBER 20, 2021 @ 8:30 AM.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

OCTOBER 18, 2021

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	Absent	
Neil Martz	Commissioner	Present	
Nate Henry	Board Member	Present	

B. STAFF PRESENT

Jodi Holbrook, Controller
Katie Malin, Clerk's Office

C. ADMINISTRATIVE REPORT

1. Revenue and Expenditure Report as of 10-6-2021

Mr. Coates asked, what is the \$669.45 expenditure from Community Decorations?

Ms. Holbrook stated it was an expenditure for Back to the Bricks.

Discussion continued in regards to allocating money for the put up and taking down of banners for Back to the Bricks.

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Aug 16, 2021 8:30 AM

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

2. Downtown Development Authority - Regular Meeting - Sep 20, 2021 8:30 AM

Minutes Acceptance: Minutes of Oct 18, 2021 8:30 AM (Approval of Minutes)

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

E. AUDIENCE PARTICIPATION

Greg Fenner, G-4071 South Saginaw Street, Burton, Michigan discussed the new Christmas decorations and asked about the judging being held on a Sunday.

Ms. Malin clarified that Sunday, December 12th is the date when the decorations need to be up because judging will take place that week.

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion and possible action on the Downtown Development Authority contributing to the purchase of new Holiday Decorations for the city.

Downtown Development Authority discussed placement of Holiday Decorations and the infrastructure wiring for the decorations.

Mr. Martz made a motion to approve and authorize electrical modifications as required in the DDA district for the amount of \$6,000.00 from Community decorations 5013-0000-880.0000.

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

2. Approve and Authorize payment of \$163.48 for Christmas Decorating Contest and Weed Cutting Mailers from GL # 5013-0000-879.0000.

Mr. Henry asked which line item does that comes out of?

Ms. Malin stated in the past it has come out of the public relations line item, can the controller confirm that.

Ms. Holbrook said yes, it is line item 5013-0000-879.0000; Public Relations.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Steve Coates, Vice Chairman
SECONDER:	Neil Martz, Commissioner
AYES:	Richvalsky, Coates, Martz, Henry
ABSENT:	Stapleton

G. BOARD DISCUSSION

The Downtown Development Authority discussed The Entryway Welcome Project and cost, The Racer property, updating the DDA ByLaws, member recruitment, tree trimming, having

representation from the DPW at their meetings and having Mr. Martz go out for bids on the Entryway Welcome Project.

Ms. Holbrook informed the DDA Members that a project of this magnitude similar to Clock Corner would be a Capital Improvement.

Mr. Richvalsky read into the record the amendment to the agreement made with JJ Property, LLC.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, NOVEMBER 15, 2021 @ 8:30 AM.

Meeting was adjourned at 9:40 AM.

Minutes Acceptance: Minutes of Oct 18, 2021 8:30 AM (Approval of Minutes)