



# CITY OF BURTON

## DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JANUARY 20, 2026

### AGENDA

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<b>Council Chambers</b>	<b>Regular Meeting</b>	<b>8:30 AM</b>
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**4303 S. Center Road  
Burton, MI 48519**

**A. Pledge of Allegiance to the Flag of the United States of America**

LED BY: Joey Richvalsky

**B. Call To Order**

**C. Roll Call**

**D. Staff Present**

**E. Administrative Reports**

1. Bylaws
2. Revenue and Expenditures Report as of 1-13-2026

**F. Approval of Minutes**

1. Downtown Development Authority Meeting Minutes - Regular Meeting - Monday August 18, 2025 at 8:30 AM
2. Downtown Development Authority Meeting Minutes - Regular Meeting - Monday October 20, 2025 at 8:30 AM
3. Downtown Development Authority Meeting Minutes - Regular Meeting - Monday November 17, 2025 at 8:30 AM

**G. 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, limit their comments to three (3) minutes, and speak on topics germane to City business.

**H. Board Discussion and/or Action**

1. Back To The Bricks

**I. The next regularly scheduled meeting will be held on Monday February 16, 2026 @ 8:30 AM.**

Agendas and minutes may be found at [www.burtonmi.gov](http://www.burtonmi.gov).

1/13/2026

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON  
 PERIOD ENDING 01/31/2026  
 % Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2026 NORMAL (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-402.000	CURRENT REAL/PERSONAL TAXES	43,752.00	39,104.38	0.00	4,647.62	89.38
248-000-415.000	TAX CHARGEBACKS	(250.00)	0.00	0.00	(250.00)	0.00
248-000-665.000	INVESTMENT INTEREST	3,500.00	0.00	0.00	3,500.00	0.00
Total Dept 000		47,002.00	39,104.38	0.00	7,897.62	83.20
TOTAL REVENUES		47,002.00	39,104.38	0.00	7,897.62	83.20
Expenditures						
Dept 000						
248-000-808.000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	320.58	0.00	179.42	64.12
248-000-818.004	SAGINAW ST CORRIDOR	40,000.00	17,925.00	0.00	22,075.00	44.81
248-000-818.005	EXPLORATORY TIF PROGRAM	20,000.00	0.00	0.00	20,000.00	0.00
248-000-880.001	COMMUNITY DECORATIONS	10,500.00	780.44	0.00	9,778.30	6.87
248-000-881.000	PUBLIC RELATIONS	1,000.00	0.00	0.00	1,000.00	0.00
248-000-938.001	LANDSCAPE/MAINTENANCE	20,000.00	4,760.00	0.00	15,240.00	23.80
248-000-956.000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
248-000-957.000	CONFERENCE & WORKSHOP	1,500.00	0.00	0.00	1,500.00	0.00
248-000-960.000	OPERATING EXPENDITURES	500.00	0.00	0.00	500.00	0.00
248-000-995.207	TRANSFER TO POLICE FUND	5,000.00	5,000.00	0.00	0.00	100.00
Total Dept 000		99,500.00	28,786.02	0.00	70,713.98	28.93
TOTAL EXPENDITURES		99,500.00	28,786.02	0.00	70,713.98	28.93
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		47,002.00	39,104.38	0.00	7,897.62	83.20
TOTAL EXPENDITURES		99,500.00	28,786.02	0.00	70,713.98	28.93
NET OF REVENUES & EXPENDITURES		(52,498.00)	10,318.36	0.00	(62,816.36)	19.65
BEG. FUND BALANCE		299,975.01	299,975.01			
END FUND BALANCE		247,477.01	310,293.37			



# CITY OF BURTON

## DOWNTOWN DEVELOPMENT AUTHORITY MEETING

AUGUST 18, 2025

### MINUTES

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**Council Chambers**

**Regular Meeting**

**8:30 AM**

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**4303 S. Center Road  
Burton, MI 48519**

[IGNORE\_INDENT]

**A. Pledge of Allegiance to the Flag of the United States of America**

Led by Chairman Joey Richvalsky

**B. Call To Order**

Mr. Richvalsky called the meeting to order at 8:40 am.

**C. Roll Call**

Present: Board Member Joey Richvalsky, Board Member Steve Coates, Board Member Nate Henry, Board Member Timothy Wagner, Board Member Jerry Baryski, Board Member Jeannie Herford  
Absent: None

**D. Staff Present**

Joy Roe, Deputy Clerk

**E. Approval of Minutes**

Mr. Richvalsky asked about the minutes of previous meetings.

Ms. Roe stated that the minutes will be on the next agenda.

**F. Administrative Reports**

None.

**G. 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, limit their comments to three (3) minutes, and speak on topics germane to City business.

No audience participation.

**H. Board Discussion and/or Action**

1. Update on the DDA Welcome to Burton Monument

Discussion about the possible future outcomes with some flowers, a flag pole, some memorial benches, and other things for the monument area.

2. Review Bid for the Cement Pad

Ms. Herford discussed the cement bid from Heffner Cement Work for the pad and stated Streeter Brothers was bidding it also.

Motion by Board Member Henry, second by Board Member Herford, to Approve the installation of a concrete pad to the lowest bidder .

Voting Yes: Jeannie Herford

Voting No: Joey Richvalsky, Steve Coates, Nate Henry, Timothy Wagner, Jerry Baryski

**Motion Failed 1 - 5.**

3. Review Placement, Bids and Maintenance for Flags

Discussion about the three different companies bidding on the flag pole, what size flags should be used, and the proper handling of the flags. Motion to move forward with the flag poles—Motion failed, for lack of support.

4. Campaign for Memorial Benches

No discussion.

5. Lighting, garbage can, etc.

Discussion about Consumers Energy fixing the broken pole and getting electricity to the monument for the lighting.

**I. The next regularly scheduled meeting will be held on MONDAY, SEPTEMBER 15, 2025 @ 8:30 AM.**

The meeting was adjourned at 10:01 am.

[MIN\_SIGNATURES]



# CITY OF BURTON

## DOWNTOWN DEVELOPMENT AUTHORITY MEETING

OCTOBER 20, 2025

### MINUTES

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**Council Chambers**

**Regular Meeting**

**8:30 AM**

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**4303 S. Center Road  
Burton, MI 48519**

**A. Pledge of Allegiance to the Flag of the United States of America**

LED BY: Chairman Joey Richvalsky

**B. Call To Order**

Mr. Richvalsky called the meeting to order at 8:30 AM.

**C. Roll Call**

Present: Board Member Joey Richvalsky, Board Member Steve Coates, Board Member Nate Henry, Board Member Neil Martz, Board Member Timothy Wagner, Board Member Jerry Baryski, Board Member Jeannie Herford  
Absent: None.

**D. Staff Present**

Joy Roe, Deputy Clerk

Erica Rogers, Records Tech

Mr. Richvalsky introduces and welcomes Ms. Rogers for being here. Congratulates Ms. Rogers for being the newest staff member in the Clerks office. He also thanked Ms. Roe for training her on the minutes in the future.

**E. Approval of Minutes**

1. September 15, 2025 Regular Downtown Development Meeting Minutes

Motion by Board Member Coates, second by Board Member Henry, to Approve Minutes for September 15, 2025.

Voting Yes: Joey Richvalsky, Steve Coates, Nate Henry, Neil Martz, Timothy Wagner, Jerry Baryski, Jeannie Herford

Voting No: None

**Motion Passed 7 - 0.**

**F. Administrative Reports**

Mr. Richvalsky asked the administration if there were any new reports to give.

Ms. Roe states, none at this time.

1. Financial Update through 08.31.25

**G. 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, limit their comments to three (3) minutes, and speak on topics germane to City business.

Patrick Dargel of 6119 Hugh Street. At the last meeting he attended, he requested a review of the Master Plan in terms of the DDA and was wondering what the review showed and if it was still relevant to the DDA.

Mr. Henry states that the board have all received an email through the Clerks' office that stated that information.

Mr. Coates shares his copy with Mr. Dargel.

Mr. Richvalsky states that it should help answer any of the questions you have regarding the DDA and the Master Plan.

#### **H. Board Discussion and/or Action**

Mr. Coates states that he spoke with someone regrading the fiberoptic lines going in along Saginaw Street. So they will be digging up that section of the road, from Bristol Road to Maple Avenue to put in those new lines. He also discusses the possibility of Burton hosting a Tune-Up Party. That Al Jones spoke with him about Back to the Bricks. States that a Tune-Up Party starts a week before Back to the Bricks. They go from 4:00 PM. to about 8:00 PM. at various locations and have asked Burton if they would want to be a Tune-Up Party sponsor. Mr. Coates states that he has talked to the Mayor, the Police Chief and the Fire Chief, and they have all discussed closing down Saginaw Street for that period of time. So, what I'm asking the board is, are we willing to pursue and put together a team or committee to put on a Tune-Up Party.

Discussion about the Tune-Up Party and all that it might entail. Such as what roads to close, time of day, the cost, parking, a possible shuttle to get the residents to where they would like to go. The board all agreed that it would be a great idea to pursue it, and it could bring more business to the downtown Burton area.

Mrs. Herford discusses the cement slab and flag poles.

Discussion about the cement slab, the electricity surrounding that area, the flag poles and the possibility of solar lights.

1. Fall Decorations
2. Holiday Festivities Discussion

Mr. Richvalsky states that since all the holidays are coming up soon, he would like to discuss holiday festivities. He suggests that, with their budget at hand, he is willing to donate some money to any organization that requests funds for any holiday projects coming up and asks how the board feels about it.

Mr. Coates states that it was his understanding that they would give Parks and Rec an amount of money annually, since they have the tree lighting at station one every year and pizza with Santa.

Mr. Henry states that there was a motion that stated they would give Parks and Rec \$1,000.00 last year for any holiday projects such as that.

Mr. Coates makes a motion to donate \$1,000.00 to Parks and Rec for this year as well.

Motion by Board Member Coates, second by Board Member Richvalsky, to Approve a donation to Parks and Rec.

Voting Yes: Joey Richvalsky, Steve Coates, Nate Henry, Neil Martz, Timothy Wagner, Jerry Baryski, Jeannie Herford

Voting No: None

**Motion Passed 7 - 0.**

The meeting was adjourned at 9:07 AM.

**I. The next regularly scheduled meeting will be held on Monday, November 17, 2025 @ 8:30 AM.**

[MIN\_SIGNATURES]



# CITY OF BURTON

## DOWNTOWN DEVELOPMENT AUTHORITY MEETING

NOVEMBER 17, 2025

### MINUTES

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**Council Chambers**

**Regular Meeting**

**8:30 AM**

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**4303 S. Center Road  
Burton, MI 48519**

**A. Pledge of Allegiance to the Flag of the United States of America**

LED BY: Chairman Joey Richvalsky

**B. Call To Order**

Chairman Richvalsky called the meeting to order at 8:31 AM.

**C. Roll Call**

Present: Board Member Joey Richvalsky, Board Member Steve Coates, Board Member Nate Henry, Board Member Timothy Wagner, Board Member Jeannie Herford  
Absent: Board Member Jerry Baryski.

**D. Staff Present**

Katie Malin, Benefits Rep.

Erica Rogers, Records Tech.

**E. Administrative Reports**

Ms. Malin states there are two important events happening this week. First is the swearing in ceremony tonight at the City Council meeting and after that there will be a reception party to congratulate the new Council members. Second, stuff the senior van in the City Hall parking lot from 9 AM.-5 PM. on 11/20/2025. It is a food drive for the senior residents here in the City of Burton and you can donate nonparishable items for that event.

**F. 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, limit their comments to three (3) minutes, and speak on topics germane to City business.

None.

**G. Board Discussion and/or Action**

Mr. Richvalsky thanked Mr. Wagner from Tim's Tractor for storing the flower pots at his building during winter.

Discussion about the flowers being thrown away and leaving the potting soil in the pots when stored to save on buying more for next year.

Mr. Coates stated that he is going to follow up with the Back to the Bricks tune-up party to see if we get selected to have one in Burton. He also stated what would be required, if we

are selected, to pay the fire and police departments for extra security and the shut-down of the road. The tune-up party committee would come in to set up the layout for the event.

Mr. Henry stated the MTA's fixed bus routes have changed on Saginaw Street towards the Grand Blanc side of the city as of today. That they will have free rides today and tomorrow due to that.

1. Improvements to the Saginaw and Columbine location

Mr. Richvalsky stated we are still working on all the improvements along Saginaw Street and will continue to keep working on them until the project is complete.

Mrs. Herford stated she called Mr. Abbey to follow up with him about some of the improvements, but was not able to reach him, so she left a voicemail and is still waiting to hear back from him.

Mr. Richvalsky stated we will keep working on it and hopefully speed things along, but it will be a slow process with all the things that are involved. With it getting late into the season, might have to wait until spring to get it done.

Discussion about the clock tower bricks needing some repairs, how the clock needs to be set to the right time after daylight savings, and who has the key to set it.

2. Christmas Decorations

Discussion about generating an invoice for the controller's office for the transfer of money that was voted on to donate to Parks and Rec for their holiday festivities.

Mr. Coates stated at the last Parks and Rec meeting they were talking about needing more lights for decorating. This will be the last year we will be able to get a sixteen-foot Christmas tree from the tree farm, and after Thanksgiving DPW should start putting up the decorations for Christmas.

**H. Meeting Adjournment**

The next regularly scheduled meeting will be held on December 15, 2025 @ 8:30 AM. The meeting was adjourned at 8:55 AM.  
[MIN\_SIGNATURES]