



CITY OF BURTON

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MARCH 16, 2026

AGENDA

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: Joey Richvasky

B. Call To Order

C. Roll Call

D. Staff Present

E. Approval of Minutes

1. Downtown Development Meeting Minutes- Monday, February 16, 2026

F. Administrative Reports

1. Revenue & Expenditures through 02.28.26

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. Mowing in the DDA District along the Bristol Road and I-475 area
2. Beautify Burton—Community Improvements
3. Tree Trimming in DDA district
4. Banner Pole Rentals for Memorial 5K Run

I. The next regularly scheduled meeting will be held on Monday, April 20, 2026 @ 8:30 AM.

J. Meeting Adjournment

Agendas and minutes may be found at www.burtonmi.gov.



CITY OF BURTON

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

FEBRUARY 16, 2026

MINUTES

Council Chambers

Regular Meeting

8:30 AM

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

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

LED BY: Steve Coates

B. Call To Order

Board Member Steve Coates called the meeting to order at 8:32 AM.

C. Roll Call

Present: Board Member Steve Coates, Board Member Nate Henry, Board Member Neil Martz, Board Member Timothy Wagner, Board Member Joey Richvalsky arrived at 8:40 AM.
Absent: Board Member Jerry Barylski, Board Member Jeannie Herford

D. Staff Present

Joy Roe, Deputy Clerk
Erica Rogers, Records Tech

E. Approval of Minutes

1. Downtown Development Meeting Minutes - January 20, 2026

Motion by Board Member Henry, second by Board Member Wagner, to Approve Minutes from January 20, 2026.

Voting Yes: Steve Coates, Nate Henry, Neil Martz, Timothy Wagner

Voting No: None

Motion Passed 4 - 0.

F. Administrative Reports

Ms. Rogers stated that the clerk's office was still going through the bylaws for them to review and the controller's office was still looking into the transfer of funds to Parks and Rec. She also asked the board if any members had planned on attending the MDA spring workshop training this year.

Ms. Roe stated that we had talked about it last month and Mr. Barylski showed interest in attending.

Discussion about when and where that training would be and who might want to go.

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 stated that he had talked with a number of people throughout Genesee County and everyone was shocked and saddened to know that Rocky's Great Outdoors would be closing. With their long-standing history in the DDA district, they have been a great asset to the City of Burton and Genesee County.

H. Board Discussion and/or Action

1. Tree Trimming in the DDA District

Mr. Coates stated that on February 2nd, along Saginaw Street across the street from his building, there were people trimming the trees, making them look bad. He called Mr. Richvalsky to go check it out since he had an appointment at that time. When Mr. Richvalsky asked them what they were doing, they told him that they were under contract from consumers.

Mr. Richvalsky arrived at the meeting and apologized for being tardy. He stated that they told him they were under orders from consumers to cut the trees back 15 feet away from the wires. But, the way they were doing it was absolutely crazy. He instructed them that we spend thousands of dollars a year to keep the trees maintained and trimmed properly, to please stop cutting them, but they continued trimming them down to Savoy Street, then stopped. Then asked, who gives them permission to do that, do they have to go through DPW?

Mr. Martz stated I think consumers has a standing right away permit, but DPW should have some control over what goes on. I think we could ask the director of DPW to send a letter to Consumers Energy stating that if they have a problem with the trees and need to cut them for any reason that they would have to notify us first, and we could do the trimming ourselves instead of the way they cut them. We do a much better job and it looks nicer.

Discussion about putting in some stipulations for consumers right away permit ensued.

Mr. Henry stated that I do not think we should spend any money on trimming the trees if consumers has already cut them back and will most likely do it again in the future, so we should just let them grow.

Mr. Martz stated I will reach out to DPW to find out more, and will report my findings back to the board.

Discussion about the flower pots and having to find another vendor for the flowers for next season, the flag pole location and all that it entails to be able to get that finished, and the budget proposal public hearing and the date it might be.

Ms. Roe stated that according to last year's records, April 21st was the public hearing, then after was the regular meeting.

Discussion about the Master Plan being revised and updated.

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

J. Meeting Adjournment

The meeting was adjourned at 9:12 AM.
[MIN_SIGNATURES]

User: RUTHB

PERIOD ENDING 02/28/2026

DB: Burton

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR MONTH 02/28/2026	AVAILABLE		% BDT USED
		2025-26 AMENDED BUDGET	02/28/2026 NORMAL (ABNORMAL)		BALANCE NORMAL (ABNORMAL)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000							
248-000-402.000	CURRENT REAL/PERSONAL TAXES	43,752.00	38,920.42	(183.96)	4,831.58	88.96	
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	4,495.00	0.00	(995.00)	128.43	
Total Dept 000		47,002.00	43,415.42	(183.96)	3,586.58	92.37	
TOTAL REVENUES		47,002.00	43,415.42	(183.96)	3,586.58	92.37	
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	1,667.86	0.00	8,832.14	15.88	
248-000-881.000	PUBLIC RELATIONS	1,000.00	1,000.00	0.00	0.00	100.00	
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	30,673.44	0.00	68,826.56	30.83	
TOTAL EXPENDITURES		99,500.00	30,673.44	0.00	68,826.56	30.83	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		47,002.00	43,415.42	(183.96)	3,586.58	92.37	
TOTAL EXPENDITURES		99,500.00	30,673.44	0.00	68,826.56	30.83	
NET OF REVENUES & EXPENDITURES		(52,498.00)	12,741.98	(183.96)	(65,239.98)	24.27	
BEG. FUND BALANCE		299,975.01	299,975.01				
END FUND BALANCE		247,477.01	312,716.99				