



CITY OF BURTON

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

APRIL 20, 2026

AGENDA

Council Chambers	Regular Meeting	8:40 AM
	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. Approval of Minutes

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

F. Administrative Reports

1. Revenue and 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. Tree Damage and Tree Replacement in DDA district

I. The next regularly scheduled meeting will be held on May, 18 2026 @ 8:30 AM.

J. Meeting Adjournment

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



CITY OF BURTON

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MARCH 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: Joey Richvalsky

B. Call To Order

Chairman Joey 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 Barylski, Board Member Jeannie Herford
Absent: None.

D. Staff Present

Brandy Ruth, Controller
Joy Roe, Deputy Clerk

E. Approval of Minutes

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

Motion by Board Member Coates, second by Board Member Henry, to Approve Minutes for February 16, 2026.

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

Voting No: None

Motion Passed 7 - 0.

F. Administrative Reports

1. Revenue & Expenditures through 02.28.26

Mrs. Ruth stated that it is that time of year again when we are building the budget for the 2026-2027 fiscal year. Each of you received a revenue and expenditure report to date, closed on February 28, 2026. As you will see, the year is 66.58% complete, and you will also see that none of the numbers exceeds the 66.58%. Your revenue is on par for collection. We do still have the year-end entries that we do in June that pulls your revenue up just slightly higher. Your investment interests are coming in higher than anticipated. Now for your expenditures, you will see that your finished product of the Saginaw Street corridor is paid. You have a few item expenses for community decorations, \$1,000 transfer to Parks & Rec that you approved back in October 2025, landscaping and maintenance for mowing, as well as tree trimming, and a \$5,000 transfer to the Police Department, bringing your total expenditures to 30.83% out of

your anticipated 100% for the year. As for your revenue ending fund balance, we had projected you to be at \$299,975, and it does look like we will end somewhere in the 300,000 range. So, that will be your savings and investments for moving forward and that completes the revenue and expenditures portion of this discussion. Now we will move on to the budget. I have adjusted a couple of line items appropriately, but did not want to adjust the community decorations line down too far in case you wanted to do the flower project again this year.

Mr. Henry stated, Yes, I do think we are looking to do that project again this year.

Mr. Richvalsky agreed, stating that it seemed to be well perceived by the community.

Mrs. Herford stated that she has three different bids out to wholesale florists and will have bids for the board next meeting.

Discussion about tree trimming, landscaping and other line item expenses for the budget ensues.

Mrs. Ruth asked the board if there were any questions or concerns before she adjusted the budget report. The next scheduled DDA meeting on April 20, 2026, will have a public hearing at 8:30 AM. Then we will meet again right after to discuss the adjusted budget to be approved.

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.

Amber Shaw, the Event Director for the City of Burton Memorial Day Run, stated I am here today because as a committee, we try to find something new every year to help market the event. We are already doing a number of things to promote the race, like social media and billboard signs. The committee had noticed that there are poles erected on Saginaw Street to hang banners along that corridor. So, we are interested in possibly utilizing those to hang a banner for the Memorial Day event to kind of bridge the gap visually between the event and the community. We are interested in knowing what the process to be able to do something like that might be.

Mr. Martz gives some details about what kind of banners they would have to use due to standards set in place so that the poles do not get damaged again.

Ms. Shaw gives some details about her research on Memorial Day 5K races in the city and surrounding areas, and thanks the board for their time.

Mr. Richvalsky stated he thinks the banner is a great idea to get the word out about the race as long as it goes through DPW to insure the poles do not get damaged.

H. Board Discussion and/or Action

1. Mowing in the DDA District along the Bristol Road and I-475 area

Discussion about if there will be construction in that area this year.

Motion by Board Member Henry, second by Board Member Richvalsky, to Approve lawn

mowing along Bristol Road and I-475 area.

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

Voting No: None

Motion Passed 7 - 0.

2. Beautify Burton—Community Improvements

Mr. Richvalsky stated that he thinks the flower pots were well received and would like to do it again this year if possible.

Mrs. Herford stated she has reached out to three different greenhouses for wholesale prices and will bring her findings to the next meeting.

Mr. Martz stated that he talked to Mr. Walker, and he said they will have mums again this year.

Mr. Richvalsky stated we will have more information and discuss this more at the next meeting.

3. Tree Trimming in DDA district

Discussion on tree trimming and all that it entails.

Motion by Board Member Martz, second by Board Member Richvalsky, to Approve tree trimming.

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

Voting No: Nate Henry

Motion Passed 6 - 1.

4. Bannor Pole Rentals for Memorial 5K Run

Mr. Richvalsky stated that we already went over the banner poles for the 5K run with Amber Shaw in the audience section.

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

J. Meeting Adjournment

The meeting was adjourned at 9:23 AM.

[MIN_SIGNATURES]

03/30/2026 03:38 PM

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON

Page: 1/1

User: RUTHB

PERIOD ENDING 02/28/2026

DB: Burton

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2026 (ABNORMAL)	MONTH 02/28/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-402.000	CURRENT REAL/PERSONAL TAXES	43,752.00	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			