



CITY OF BURTON

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JULY 20, 2026

AGENDA

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: Chairman Joey Richvalsky

B. Call To Order

C. Roll Call

D. Staff Present

E. Approval of Minutes

1. Downtown Development Meeting Minutes - Monday, June 15, 2026

F. Administrative Reports

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. Welcome Sign North End District
2. Other Topics Germane to City Business

I. The next regularly scheduled meeting will be held on Monday, September 21, 2026 @ 8:30 AM.

J. Meeting Adjournment

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



CITY OF BURTON

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JUNE 15, 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

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

Charles Abbey, DPW Director
Amber Abbey, Deputy DPW Director
Erica Rogers, Clerks Office Records Tech

E. Approval of Minutes

1. Downtown Development Meeting Minutes - Public Hearing April 20, 2026

Motion by Board Member Henry, second by Board Member Coates, to Approve Minutes from April 20, 2026.

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

Voting No: None

Motion Passed 7 - 0.

2. Downtown Development Meeting Minutes - May 18, 2026

Motion by Board Member Coates, second by Board Member Henry, to Approve Minutes from May 18, 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

Ms. Rogers stated to clarify for the record, I missed Mr. Coates' name during the roll call, he

is present.

1. Fleis & VandenBrink

Mr. Henry stated that I asked for them to be put on the agenda. I spoke with them about coming to present today, but we did not get it scheduled. Maybe we can leave them on there for next month and then they might be available.

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.

None.

H. Board Discussion and/or Action

1. Welcome Sign North End District

Mr. Martz stated that we had some discussion at the last meeting regarding this north end sign and that the information was not distributed correctly. So we are bringing this back before you for reconsideration of the purchase of the corner piece of property with the existing sign at the Boost Mobile store for the opportunity to put a welcome sign at that north corner.

Mr. Richvalsky stated, I would like to add to that too. Mrs. Herford and I met with the owner of Boost Mobile and I signed a letter of intent, not a purchase agreement, a letter of intent that we are interested in the property and that we put a \$20,000 value on that and the property includes the sign. We would like to continue with acquiring the property first and then worry about all the necessary things that have to be done with improving the sign later.

Mrs. Herford stated, I have reached out to three different sign companies. The bids range from \$8,300 to \$30,000. The difference in that is the rotation of the sign and the replacement of the motor. My thought was to get it refurbished and then later on get the motor replaced. Also, there was some talk about doing some landscaping, bringing in some bricks and having a seating area at the base of the sign to tie it together and match the other welcome signs.

Mr. Martz stated, I think we need to make sure we create a bid format, so everyone is on the same page with the bids if we choose to move forward with this.

Discussion ensued about creating a bid format.

Mr. Barylski stated, I am kind of against the sign. My question for you guys is, how does this sign help anyone's business in the downtown development area? How would it even bring in one more single customer to their business? I think we would have better luck with more advertising and flyers. I just do not see how it will bring a single sale to any business in that area.

Mr. Richvalsky stated that it shows some pride of ownership, it shows where the district

starts. We have nothing down at that end.

Discussion ensued about the sign project and the DDA district businesses.

Mr. Abbey stated, I do not have an opinion on that conversation. We came in a few minutes late. Mondays are bad for us, we like to finish payroll. I do not know where you guys are at in this process. I have heard different ideas and spoke with some of the board members. But there are some logistics and some other issues with that sign other than whether you think it is good or bad. We want to be clear, and that is why I wanted Amber to be here to explain the process and what should happen. How you acquire it and what we are acquiring and what you plan on doing around it, that is where we come in. We all have to be on the same page with this. There are some logistical problems with this because it has to be split off from the property. Originally, the idea was we were going to try to acquire an easement or a portion of a corner to mimic the south end Welcome sign project to make it look uniform from north to south along the business district. I just want you to know, before we get too deep into this, that we have everything in order, so that we do not get out there on a major purchase, and then it can not be done.

Mrs. Herford stated that we three have bids from \$30,000 down to \$8,000. Most of the money would be spent on getting the motor refurbished. My thought was to put that part off and just refurbish the sign first and build it up around the base with brick work to match the south end welcome sign.

Mr. Richvalsky stated that Boost Mobile is the most viable corner at that end out of all four of them.

Mrs. Abbey stated, as far as your split goes, I am going to say that the way that you are doing it will not meet the land division act requirements.

Discussion ensued about the sign, parcel split requirements and the downtown district business standards and uniformity.

Mr. Abbey stated, we can provide you with all the requirements and information that you will need to go through with it and how, if you choose to do so.

Motion by Board Member Barylski, second by Board Member Martz, to Approve moving forward with options for a north end welcome sign.

Voting Yes: Joey Richvalsky, Nate Henry, Neil Martz, Timothy Wagner, Jeannie Herford

Voting No: Steve Coates, Jerry Barylski

Motion Passed 5 - 2.

2. Tree Trimming

Mr. Coates stated we are due for a major tree trimming.

Mr. Richvalsky stated we normally hire Aspen Tree Service to do that.

Mr. Abbey stated that Consumers Energy will just come through and cut them like they always do.

Discussion ensued about tree trimming in the DDA district and hiring Uncle Monkey's to

take care of the suckers before Back to the Bricks.

Motion by Board Member Coates, second by Board Member Martz, to Approve Uncle Monkey's to take care of the suckers before Back to the Bricks.

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

Voting No: Joey Richvalsky

Motion Passed 6 - 1.

3. MTA Bus Stop

Mr. Richvalsky stated the MTA bus stop at Jolson and Saginaw Street has been changed to a modified version of what was there before. It will provide shelter from the rain and snow.

Discussion ensued about bus stop shelters.

Mrs. Herford stated, do I need to make a motion to purchase flags for the businesses? I have 20 businesses as of right now that would like to have them.

Motion by Board Member Herford, second by Board Member Henry, to Approve the purchase of 20 American flags for the DDA district with the cost not exceeding over \$1,000.

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

Voting No: Jerry Barylski

Motion Passed 6 - 1.

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

J. Meeting Adjournment

The meeting was adjourned at 9:55 AM.

[MIN_SIGNATURES]