



CITY OF BURTON

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

SEPTEMBER 15, 2025

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 Richvasky

B. Roll Call

C. Staff Present

D. Approval of Minutes

1. Downtown Development Authority Meeting Minutes - Regular Meeting - Monday, July 21, 2025 at 8:30 AM

E. Administrative Reports

1. Financial Update through 06.30.25
2. Financial Update through 07.31.25

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.

G. Board Discussion and/or Action

1. Update on the DDA Welcome to Burton Monument

H. The next regularly scheduled meeting will be held on Monday, October 20, 2025 @ 8:30 AM.

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



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JULY 21, 2025

MINUTES

Council Chambers

8:30 AM

**4303 S. CENTER ROAD
BURTON, MI, 48519**

- A) PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**
- B) ROLL CALL**

Attendee Name	Status
Joseph Richvalsky	Present
Steven A Coates	Present
Nate Henry	Present
Timothy Wagner	Present
Jerry Barylski	Present
Jeannie Herford	Present

- C) STAFF PRESENT**

Joy Roe, Clerk's Office

- D) ADMINISTRATIVE REPORT**

D.1) Financial Update through 05.31.25

Discussion about the expenditures from April to May dealing with the watering cans, stickers and the mowing.

- E) APPROVAL OF MINUTES**

E.1) Downtown Development Authority - Regular Meeting - June 16, 2025 8:30 AM

RESULT:	E.1) Downtown Development Authority - Regular Meeting - June 16, 2025 8:30 AM [UNANIMOUS]
MOVER:	Steven A Coates
SECONDER:	Nate Henry
AYES:	Joseph Richvalsky, Steven A Coates, Nate Henry, Timothy Wagner, Jerry Barylski, Jeannie Herford
NAYS:	None
ABSENTS:	None
ABSTAINS:	None
RECUSALS:	None

- F) AUDIENCE PARTICIPATION**

Patrick Dargel of 6119 Hugh Street discussed the Welcome to Burton Monument.

G) BOARD RECOMMENDATION AND/OR ACTION

G.1) Update on the DDA Welcome to Burton Monument

Mr. Richvalsky stated based on the feedback I have received in regards to the monument, I took it upon myself to check if it was plum and level. I took a four foot level and the bubble is right in the middle. I have also received some feedback about the verbiage and it is grammatically correct. The clock at Clock Corner, the city stationary and a small road welcome sign located at the intersection of Atherton and Center Roads all say City of Burton, not The City of Burton. To put that inquiry to rest, we voted for and the council voted for City of Burton.

Ms. Herford stated I will provide a mockup of the area so we all have the visual of how it could look when finished.

Discussion about the electrical part of the monument and paying for the rest of the project.

RESULT:	Motion to approve and authorize the payment of the remaining balance to Daup signs for the monument not to exceed \$34,850. [UNANIMOUS]
MOVER:	Steven A Coates
SECONDER:	Timothy Wagner
AYES:	Joseph Richvalsky, Steven A Coates, Nate Henry, Timothy Wagner, Jerry Barylski, Jeannie Herford
NAYS:	None
ABSENTS:	None
ABSTAINS:	None
RECUSALS:	None

G.2) Tree Trimming in DDA District

Discussion about contacting the same company, Uncle Monkeys Tree Service, we have every year.

RESULT:	Motion to approve Uncle Monkeys Tree Service to trim the trees before Back to the Bricks. [5-1]
MOVER:	Joseph Richvalsky
SECONDER:	Timothy Wagner
AYES:	Joseph Richvalsky, Steven A Coates, Timothy Wagner, Jerry Barylski, Jeannie Herford
NAYS:	Nate Henry
ABSENTS:	None
ABSTAINS:	None
RECUSALS:	None

G.3) Discuss landscaping in the DDA District

Ms. Hereford spoke about the planters, encouraged the board members to visit the businesses in the DDA district, and creating some kind of a welcome packet for new businesses that move into the DDA district with items from businesses already established.

Mr. Henry spoke about the underground boring, Consumers is putting in for the gas lines, causing some disruptions in the sidewalks down Bristol Road.

H) BOARD DISCUSSION

Discussion about the work done at Clock Corner and the bus stops.

Meeting adjourned at 9:16am.

**THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON MONDAY,
AUGUST 18, 2025 @ 8:30 AM.**

User: RUTHB

PERIOD ENDING 06/30/2025

DB: Burton

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	YTD BALANCE		AVAILABLE BALANCE	% BDGT USED
		2024-25 AMENDED BUDGET	06/30/2025 NORMAL (ABNORMA)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 000					
248-000-402.000	CURRENT REAL/PERSONAL TAXES	41,500.00	44,483.09	(2,983.09)	107.19
248-000-415.000	TAX CHARGEBACKS	(250.00)	0.00	(250.00)	0.00
248-000-665.000	INVESTMENT INTEREST	3,500.00	9,947.33	(6,447.33)	284.21
248-000-669.000	INVESTMENT GAINS AND LOSSES	0.00	4,412.75	(4,412.75)	100.00
Total Dept 000		44,750.00	58,843.17	(14,093.17)	131.49
TOTAL REVENUES		44,750.00	58,843.17	(14,093.17)	131.49
Expenditures					
Dept 000					
248-000-808.000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	362.78	137.22	72.56
248-000-818.004	SAGINAW ST CORRIDOR	100,000.00	27,870.75	72,129.25	27.87
248-000-818.005	EXPLORATORY TIF PROGRAM	20,000.00	0.00	20,000.00	0.00
248-000-880.001	COMMUNITY DECORATIONS	10,500.00	4,939.92	5,560.08	47.05
248-000-881.000	PUBLIC RELATIONS	1,000.00	780.50	219.50	78.05
248-000-938.001	LANDSCAPE/MAINTENANCE	5,300.00	5,190.00	110.00	97.92
248-000-956.000	MISCELLANEOUS	200.00	0.00	200.00	0.00
248-000-960.000	OPERATING EXPENDITURES	500.00	129.18	370.82	25.84
248-000-995.207	TRANSFER TO POLICE FUND	5,000.00	5,000.00	0.00	100.00
Total Dept 000		143,000.00	44,273.13	98,726.87	30.96
TOTAL EXPENDITURES		143,000.00	44,273.13	98,726.87	30.96
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		44,750.00	58,843.17	(14,093.17)	131.49
TOTAL EXPENDITURES		143,000.00	44,273.13	98,726.87	30.96
NET OF REVENUES & EXPENDITURES		(98,250.00)	14,570.04	(112,820.04)	14.83
BEG. FUND BALANCE		285,404.97	285,404.97		
END FUND BALANCE		187,154.97	299,975.01		

GL NUMBER	DESCRIPTION	YTD BALANCE		AVAILABLE BALANCE	% BDGT USED
		2025-26 AMENDED BUDGET	07/31/2025 NORMAL (ABNORMA)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 000					
248-000-402.000	CURRENT REAL/PERSONAL TAXES	43,752.00	5,501.59	38,250.41	12.57
248-000-415.000	TAX CHARGEBACKS	(250.00)	0.00	(250.00)	0.00
248-000-665.000	INVESTMENT INTEREST	3,500.00	0.00	3,500.00	0.00
Total Dept 000		47,002.00	5,501.59	41,500.41	11.71
TOTAL REVENUES		47,002.00	5,501.59	41,500.41	11.71
Expenditures					
Dept 000					
248-000-808.000	AUDIT & OTHER PROFESSIONAL SERVICES	500.00	32.61	467.39	6.52
248-000-818.004	SAGINAW ST CORRIDOR	40,000.00	17,425.00	22,575.00	43.56
248-000-818.005	EXPLORATORY TIF PROGRAM	20,000.00	0.00	20,000.00	0.00
248-000-880.001	COMMUNITY DECORATIONS	10,500.00	0.00	10,500.00	0.00
248-000-881.000	PUBLIC RELATIONS	1,000.00	0.00	1,000.00	0.00
248-000-938.001	LANDSCAPE/MAINTENANCE	20,000.00	200.00	19,800.00	1.00
248-000-956.000	MISCELLANEOUS	500.00	0.00	500.00	0.00
248-000-957.000	CONFERENCE & WORKSHOP	1,500.00	0.00	1,500.00	0.00
248-000-960.000	OPERATING EXPENDITURES	500.00	0.00	500.00	0.00
248-000-995.207	TRANSFER TO POLICE FUND	5,000.00	5,000.00	0.00	100.00
Total Dept 000		99,500.00	22,657.61	76,842.39	22.77
TOTAL EXPENDITURES		99,500.00	22,657.61	76,842.39	22.77
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		47,002.00	5,501.59	41,500.41	11.71
TOTAL EXPENDITURES		99,500.00	22,657.61	76,842.39	22.77
NET OF REVENUES & EXPENDITURES		(52,498.00)	(17,156.02)	(35,341.98)	32.68
BEG. FUND BALANCE		285,404.97	285,404.97		
NET OF REVENUES/EXPENDITURES - 2024-25			14,570.04	14,570.04	
END FUND BALANCE		232,906.97	282,818.99		