



**Village of Birch Run Downtown Development Authority**  
**Thursday, June 16, 2022, 7:30 a.m.**  
**Village Council Chambers, 12060 Heath Street**  
**Birch Run, Michigan**

**MINUTES**

**Call to Order**

The regular meeting of the Village of Birch Run Downtown Development Authority was called to order by DDA Chair Blaike Stafford at 7:33 a.m. on Thursday, June 16, 2022 with the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call:**

Present: Blaike Stafford, Chair; Cheryl Hadsall; JoAnn Langmaid;  
Marianne Nelson; Gary Putnam

Absent: Dennis Fent; Andy Suski

Also Present: Paul T. Moore, DDA Director/Village Manager; Lisa Duffett,  
DDA Secretary/Village Treasurer; Jason Leidel, Birch Run  
Police Chief; Lou Fluery, OHM Advisors

**Approval of the Agenda**

Motion by Hadsall, seconded by Nelson to approve the Agenda.  
Motion Carried

**Staff Reports**

A. Police Chief's Report

Chief Leidel presented his report. Chief Leidel states the new Tahoe is slated to be picked up from Burt Watson on July 1<sup>st</sup> and outfitted in early August.

B. DDA Secretary's Report

The Secretary's report was reviewed.

C. DDA Director's Report

Moore presented his report.

Motion by Nelson, seconded by Hadsall to receive and file reports.  
Motion Carried

**Public Comment (Five-minute time limit per person)**

A. Public Comments

None

## **Approval of Minutes**

### **A. May 19, 2022 – Regular DDA Board Meeting**

Motion by Nelson, seconded by Putnam to approve the May 19, 2022 – Regular DDA Board Meeting Minutes.

Motion Carried

## **Financial Matters**

- A. Balance sheet for DDA General Fund (275) as of May 31, 2022.
- B. Revenue & Expenditure Report for DDA General Fund (275) as of May 31, 2022.
- C. General Ledger Distribution Report thru June 8, 2022 as presented in the total amount of \$172,503.64.

Motion by Nelson, seconded by Putnam to approve Financial Matters A-C.

Motion Carried

## **Informational Session**

- A. In accordance with Public Act 57 of 2018, the DDA Board held the first of two informational meetings this year.
- B. Notification requirements were met.
- C. There was no Public Comment.
- D. There was no comment by the DDA Board Members

## **Unfinished Business**

None

## **New Business**

### **A. Election of Chair**

- 1. Open the floor to nomination(s)

Motion by Nelson, seconded by Hadsall to elect Stafford as Chair.

Motion Carried

- 2. Acceptance of nomination(s)

Stafford accepted nomination of Chair

- 3. Motion to close nominations

Motion by Hadsall, seconded by Langmaid to close nominations

Motion Carried

- 4. Casting of votes

Ayes: Stafford, Hadsall, Langmaid, Nelson, Putnam

Nays: none

Absent: Fent, Suski

### **B. Election of Vice Chair**

- 1. Open the floor to nomination(s)

Motion by Nelson, seconded by Stafford to elect Hadsall as Vice-Chair.

Motion Carried

- 2. Acceptance of nominations(s)

Hadsall accepted nomination of Vice Chair

3. Motion to close nominations

Motion by Putnam, seconded by Nelson to close nominations  
Motion Carried

4. Casting of votes

Ayes: Stafford, Hadsall, Langmaid, Nelson, Putnam  
Nays: none  
Absent: Fent, Suski

C. Resolution #22-05-DDA, Approval of 2021-2022 DDA General Fund Budget Amendments

Motion by Putnam, seconded by Langmaid to approve Resolution #22-05-DDA, Approval of 2021-2022 DDA General Fund Budget Amendments.  
Motion Carried

D. Discussion of Streetscape Phase III Design Options

Lou Fleury, OHM Advisors, discussed alternative options for reducing the scope of Streetscape Phase III with the DDA Board. Fleury states that one option could be to separate the West and East sections of the streetscape into two phases. Fleury then states another option would be to reduce the landscaping, reduce the paving thickness to 2", and to scale back the fencing and go with the original concept. Nelson states she is not opposed to the alternative fencing concept because it is labor intensive to replace the brick should anything happen to it. Fleury states that both the proposed fence and the alternative fence could be used, having different variations of both. Nelson suggests to cut a few things back and rebid in November. The DDA Board also discussed the option of only adding lighting at this time to the East side of the Streetscape while keeping the West side as proposed for a cost savings. The DDA Board decided to finalize their decisions at the September meeting in order to bid the project out in November.

**Other**

- A. *Reminder:* Village Offices will be closed on Monday, July 4, 2022 in observance of the Independence Day holiday

**Meeting Announcements**

- A. Village Council Meeting, Monday, June 27, 2022 at 7:00 p.m.
  - B. Village Council Meeting, Monday, July 25, 2022 at 7:00 p.m.
  - C. Planning Commission Meeting, Monday, August 1, 2022 at 7:00 p.m.
  - D. Village Council Meeting, Monday, August 22, 2022 at 7:00 p.m.
  - E. DDA Board Meeting, Thursday, September 15, 2022 at 7:30 a.m.
  - F. Village Council Meeting, Monday, September 26, 2022 at 7:00 p.m.
- (All meetings are held in the Village Council Chambers unless noted)*


**Adjournment**

Motion by Hadsall, seconded by Putnam to adjourn the meeting at 8:30 a.m.  
Motion Carried



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Blaike Stafford  
DDA Chair



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Lisa Duffett  
DDA Secretary/Treasurer