



**Village of Birch Run Downtown Development Authority
Thursday, December 15, 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 7:30 a.m. on Thursday, December 15, 2022 with the Pledge of Allegiance to the Flag of the United States of America.

Roll Call:

Present: Blaike Stafford, Chair; Dennis Fent; JoAnn Langmaid; Gary Putnam; Andy Suski (7:32 am)

Absent: Cheryl Hadsall, Vice Chair; Connie Monahan; Marianne Nelson

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; Pam Moore, Birch Run Bridgeport Chamber of Commerce; Kurt Kiessling

Approval of the Agenda

Motion by Fent, seconded by Putnam to approve the Agenda.
Motion Carried

Staff Reports

A. Police Chief's Report

Chief Leidel presented his report. Chief Leidel states the 'Fill the Tahoe' event will be held tomorrow, December 16, 2022, at Don's Foodland from 10am to 3pm. The Birch Run Police Department will be collecting non-perishable food items for local families.

B. DDA Secretary's Report

Duffett presented her report.

C. DDA Director's Report

Moore presented his report.

Motion by Langmaid, seconded by Fent to receive and file reports.
Motion Carried

Public Comment (Five-minute time limit per person)

A. Public Comments

None

Approval of Minutes

A. September 15, 2022 – Regular DDA Board Meeting

Motion by Suski, seconded by Putnam to approve the September 15, 2022 – Regular DDA Board Meeting Minutes.

Motion Carried

Financial Matters

- A. Balance sheet for DDA General Fund (248) as of September 30, 2022.
- B. Revenue & Expenditure Report for DDA General Fund (248) as of September 30, 2022.
- C. Balance sheet for DDA General Fund (248) as of October 31, 2022.
- D. Revenue & Expenditure Report for DDA General Fund (248) as of October 31, 2022.
- E. Balance sheet for DDA General Fund (248) as of November 30, 2022.
- F. Revenue & Expenditure Report for DDA General Fund (248) as of November 30, 2022.
- G. General Ledger Distribution Report thru December 7, 2022 as presented in the total amount of \$54,033.53.

Motion by Suski, seconded by Fent to approve Financial Matters A-G.

Motion Carried

Informational Session

- A. In accordance with Public Act 57 of 2018, the DDA Board held the second of two informational meetings this year.
- B. Notification requirements were met.
- C. Paul Moore reviewed the 2022 Continuing Disclosure Report.
- D. There was no Public Comment.
- E. There was no comment by the DDA Board Members.

Unfinished Business

None

New Business

A. Resolution #22-07-DDA, Approval of the 2023 DDA Regular Meeting Schedule

Motion by Fent, seconded by Langmaid to approve Resolution #22-07-DDA, Approval of the 2023 DDA Regular Meeting Schedule

Motion Carried

B. Resolution #22-08-DDA, Authorization of the 2023 Traffic Signal Maintenance & Construction Proposal from J. Ranck Electric, Inc.

Motion by Suski, seconded by Putnam to approve Resolution #21-08-DDA, Authorization of the 2022 Traffic Signal Maintenance & Construction Proposal from J. Ranck Electric, Inc.

Motion Carried

- C. Approval of DDA Business Assistance Grant Application from the Birch Run Bridgeport Chamber of Commerce for a funding level of \$1,000.00
Motion by Suski, seconded by Putnam for Approval of DDA Business Assistance Grant Application from the Birch Run Bridgeport Chamber of Commerce for a funding level of \$1,000.00.

Motion Carried

- D. Review Streetscape Phase III Bid Results and Discussion Project Options
Lou Fleury, OHM Advisors, states the Streetscape Phase III project received one bid for \$3.6 million, which is over the \$2.8 million budget. Fleury suggests to eliminate the ornamental lighting East of I-75 and to keep the original concept for the West side of I-75. Fleury states the next step will be to prepare a change order with reduced scope that will be put in the original contract in February.

Other

- A. 2023 DDA Annual Calendar
B. *Reminder:* Village Offices will be closed Friday, December 23, 2022 thru Monday, January 2, 2023 in observance of the Christmas and New Year's Holidays


Meeting Announcements

(All meetings are held in the Village Council Chambers unless noted)

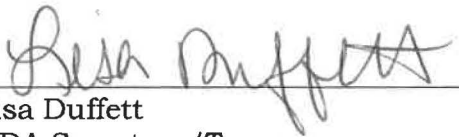
- A. Village Council Meeting, Monday, December 19, 2022 at 7:00pm

Adjournment

Motion by Langmaid, seconded by Suski to adjourn the meeting at 8:15 a.m.
Motion Carried



Blaike Stafford
DDA Chair



Lisa Duffett
DDA Secretary/Treasurer