



**Village of Birch Run Downtown Development Authority  
Thursday, February 16, 2023, 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 7:32 a.m. on Thursday, February 16, 2023 with the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call:**

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

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

**Staff Reports**

- A. Police Chief's Report  
Chief Leidel presented his report.
- B. DDA Secretary's Report  
Duffett presented her report.
- C. DDA Director's Report  
Moore presented his report.  
Motion by Nelson, seconded by Monahan to receive and file reports.  
Motion Carried

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

- A. Public Comments  
None

## **Approval of Minutes**

### **A. January 19, 2023 – Regular DDA Board Meeting**

Motion by Monahan, seconded by Nelson to approve the January 19, 2023 – Regular DDA Board Meeting Minutes.

Motion Carried

## **Financial Matters**

A. Balance sheet for DDA General Fund (248) as of January 31, 2023.

B. Revenue & Expenditure Report for DDA General Fund (248) as of January 31, 2023.

C. General Ledger Distribution Report thru February 8, 2023 as presented in the total amount of \$12,373.54.

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

Motion Carried

## **Unfinished Business**

None

## **New Business**

### **A. Resolution #23-02-DDA, Affirmation of the Winter Tax Increment Financing Authority Report**

Motion by Nelson, seconded by Monahan to approve Resolution #23-02-DDA, Affirmation of the Winter Tax Increment Financing Authority Report

Motion Carried

### **B. Resolution #23-03-DDA, Authorization to pay \$173,392.89 to the Village of Birch Run for extra Police and Public Works services for the period of January 1, 2022 to December 31, 2022.**

Motion by Monahan, seconded by Hadsall to approve Resolution #22-03-DDA, Authorization to pay \$173,392.89 to the Village of Birch Run for extra Police and Public Works services for the period of January 1, 2022 to December 31, 2022

Motion Carried

### **C. Resolution #23-04-DDA, Award of the Streetscape Project Phase III Construction Bid to Lois Kay Contracting Company**

Motion by Nelson, seconded by Hadsall to approve Resolution #23-04-DDA, Award of the Streetscape Project Phase III Construction Bid to Lois Kay Contracting Company

Motion Carried

### **D. Resolution #23-05-DDA, Approval of Change Order #1 of the Streetscape Project Phase III Construction Bid**

Motion by Monahan, seconded by Putnam to approve Resolution #23-05-DDA, Approval of Change Order #1 of the Streetscape Project Phase III Construction Bid

Motion Carried

### **E. Resolution #23-06-DDA, Approval of Tax Increment Revenue Sharing Agreement**

Motion by Nelson, seconded by Putnam to approve Resolution #23-06-DDA, Approval of Tax Increment Revenue Sharing Agreement

Motion Carried

F. Motion to schedule a DDA Board meeting for March 16, 2023

Motion by Putnam, seconded by Langmaid to schedule a DDA Board meeting for March 16, 2023

Motion Carried

**Other**

A. Reminder – Village Office will be closed on February 20, 2023 in observance of President's Day

**Meeting Announcements**

A. Village Council Meeting, Monday, February 27, 2023 at 7:00 p.m.

B. Village Council Meeting, Monday, March 27, 2023 at 7:00 p.m.

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

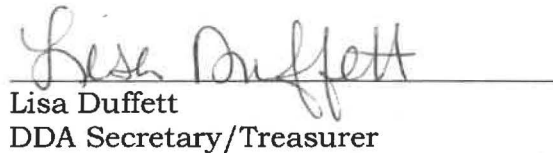
**Adjournment**

Motion by Nelson, seconded by Putnam to adjourn the meeting at 8:07 a.m.

Motion Carried



Blake Stafford  
DDA Chair



Lisa Duffett  
DDA Secretary/Treasurer