



**Village of Birch Run Downtown Development Authority  
Thursday, June 15, 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 7:31 a.m. on Thursday, June 15, 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; Connie Monahan; Marianne Nelson; Bob Smith

Absent: JoAnn Langmaid; Gary Putnam; Andy Suski

Also Present: Paul T. Moore, DDA Director/Village Manager; Lisa Duffett, DDA Secretary/Village Treasurer; Jason Leidel, Birch Run Police Chief; Marty Hauck, DPW Foreman

**Approval of the Agenda**

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

**Staff Reports**

A. Police Chief's Report

Chief Leidel presented his report. Chief Leidel states new officer Allyson Ott was sworn in on June 13, 2023.

B. DDA Secretary's Report

The Secretary's report was reviewed.

C. DDA Director's Report

Moore presented his report.

Motion by Hadsall, 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. May 18, 2023 – Regular DDA Board Meeting**

Motion by Nelson, seconded by Hadsall to approve the May 18, 2023 – Regular DDA Board Meeting Minutes.

Motion Carried

### **Financial Matters**

- A. Balance sheet for DDA General Fund (248) as of May 31, 2023.
- B. Balance sheet for DDA Construction Fund (494) as of May 31, 2023.
- C. Revenue & Expenditure Report for DDA General Fund (248) as of May 31, 2023.
- D. Revenue & Expenditure Report for DDA Construction Fund (494) as of May 31, 2023.
- E. General Ledger Distribution Report thru June 7, 2023 as presented in the total amount of \$309,813.08.

Motion by Nelson, seconded by Monahan to approve Financial Matters A-E.

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 Nelson, seconded by Monahan to close nominations

Motion Carried

- 4. Casting of votes

Ayes: Stafford, Hadsall, Monahan, Nelson, Smith

Nays: none

Absent: Langmaid, Putnam, Suski

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

- 1. Open the floor to nomination(s)

Motion by Nelson, seconded by Monahan 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 Nelson, seconded by Smith to close nominations

Motion Carried

4. Casting of votes

Ayes: Stafford, Hadsall, Monahan, Nelson, Smith

Nays: none

Absent: Langmaid, Putnam, Suski

C. Resolution #23-09-DDA, Approval of 2022-2023 DDA General Fund and DDA Construction Fund Budget Amendments

Motion by Monahan, seconded by Hadsall to approve Resolution #23-09-DDA, Approval of 2022-2023 DDA General Fund and DDA Construction Fund Budget Amendments.

Motion Carried

D. Streetscape Phase III Project Update

Marty Hauck, Department of Public Works Foreman, updated the DDA Board on the current progress of the Streetscape Phase III project.

**Other**

- A. *Reminder:* Village Offices will be closed on Tuesday, July 4, 2023 in observance of the Independence Day holiday

**Meeting Announcements**

- A. Village Council Meeting, Monday, June 26, 2023 at 7:00 p.m.
- B. Village Council Meeting, Monday, July 24, 2023 at 7:00 p.m.
- C. Planning Commission Meeting, Monday, August 7, 2023 at 7:00 p.m.
- D. Village Council Meeting, Monday, August 28, 2023 at 7:00 p.m.
- E. DDA Board Meeting, Thursday, September 21, 2023 at 7:30 a.m.
- F. Village Council Meeting, Monday, September 25, 2023 at 7:00 p.m.

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

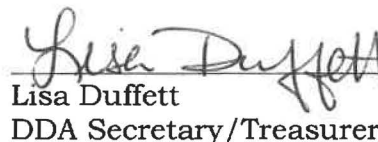
**Adjournment**

Motion by Monahan, seconded by Smith to adjourn the meeting at 8:04 a.m.

Motion Carried



Blake Stafford  
DDA Chair



Lisa Duffett  
DDA Secretary/Treasurer