



**Village of Birch Run Downtown Development Authority
Thursday, September 21, 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 7:30 a.m. on Thursday, September 21, 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; Angela Burse; Connie Monahan; Gary Putnam; Bob Smith; Andy Suski

Absent: JoAnn Langmaid; Marianne Nelson

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

Introductions

- A. DDA Board Member, Angel Burse, Director of Marketing and Business Development at Birch Run Premium Outlets, introduced herself to the DDA Board.

Approval of the Agenda

Motion by Suski, seconded by Monahan 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 Monahan, seconded by Smith to receive and file reports.
Motion Carried

Public Comment (Five-minute time limit per person)

A. Public Comments

None

Approval of Minutes

A. June 15, 2023 – Regular DDA Board Meeting

Motion by Suski, seconded by Monahan to approve the June 15, 2023 – Regular DDA Board Meeting Minutes.

Motion Carried

Financial Matters

- A. Balance sheet for DDA General Fund (248) as of June 30, 2023.
- B. Balance sheet for DDA Construction Fund (494) as of June 30, 2023.
- C. Revenue & Expenditure Report for DDA General Fund (248) as of June 30, 2023.
- D. Revenue & Expenditure Report for DDA Construction Fund (494) as of June 30, 2023.
- E. Balance sheet for DDA General Fund (248) as of July 31, 2023.
- F. Balance sheet for DDA Construction Fund (494) as of July 31, 2023.
- G. Revenue & Expenditure Report for DDA General Fund (248) as of July 31, 2023.
- H. Revenue & Expenditure Report for DDA Construction Fund (494) as of July 31, 2023.
- I. Balance sheet for DDA General Fund (248) as of August 31, 2023.
- J. Balance sheet for DDA Construction Fund (494) as of August 31, 2023.
- K. Revenue & Expenditure Report for DDA General Fund (248) as of August 31, 2023.
- L. Revenue & Expenditure Report for DDA Construction Fund (494) as of August 31, 2023.
- M. General Ledger Distribution Report thru September 13, 2023 as presented in the total amount of \$1,131,210.29.

Motion by Smith, seconded by Putnam to approve Financial Matters A-M.

Motion Carried

Unfinished Business

None

New Business

A. Streetscape Phase III Project Update

Peter Krogman, OHM Advisors, provided the DDA Board with updates on the current progress of Streetscape Phase III. Traci Robinson, OHM Advisors, updated the DDA Board on the progress of Streetscape Phase III from a financial standpoint. Robinson states the milling and paving will start in October.

B. Resolution #23-10-DDA, Approval to purchase Christmas Decorations for Phase III of the Streetscape Project

Motion by Hadsall, seconded by Putnam to approve Resolution #23-10-DDA, Approval to purchase Christmas Decorations for Phase III of the Streetscape Project.

Motion Carried

C. Resolution #23-11-DDA, Approval of the 2023 Annual Report on Status of Tax Increment Financing Plan

Motion by Hadsall, seconded by Burse to approve Resolution #23-11-DDA, Approval of the 2023 Annual Report on Status of Tax Increment Financing Plan.
Motion Carried

Other

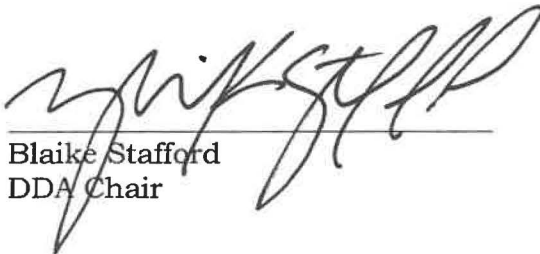
A. *Reminder:* Village Offices will be closed to the public on Monday, October 9, 2023 for staff training

Meeting Announcements

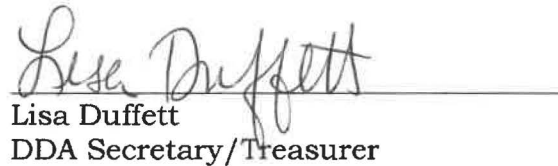
- A. Village Council Meeting, Monday, September 25, 2023 at 7:00pm
- B. Village Council Meeting, Monday, October 23, 2023 at 7:00pm
- C. Planning Commission Meeting, Monday, November 6, 2023 at 7:00pm
- D. Village Council Meeting, Monday, November 27, 2023 at 7:00pm
- E. Christmas in the Village, December 1, 2023 at 5:00pm (*Veteran's Park*)
- F. DDA Board Meeting, Thursday, December 14, 2023 at 7:30am
- G. Village Council Meeting, Monday, December 18, 2023 at 7:00pm
(*All meetings are held in the Village Council Chambers unless noted*)

Adjournment

Motion by Suski, seconded by Hadsall to adjourn the meeting at 8:12 a.m.
Motion Carried



Blaike Stafford
DDA Chair



Lisa Duffett
DDA Secretary/Treasurer