



**Village of Birch Run Downtown Development Authority
Thursday, February 15, 2024, 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, February 15, 2024 with the Pledge of Allegiance to the Flag of the United States of America.

Roll Call:

Present: Blaike Stafford, Chair; Angela Burse; Connie Monahan; Marianne Nelson; Gary Putnam; Bob Smith

Absent: Cheryl Hadsall, Vice Chair; JoAnn Langmaid; Andy Suski

Also Present: Paul T. Moore, DDA Director/Village Manager; Lisa Duffett, DDA Secretary/Village Treasurer

Approval of the Agenda

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

Staff Reports

- A. Police Chief's Report
Police Chief's report was reviewed.
- B. DDA Secretary's Report
Duffett presented her report.
- C. DDA Director's Report
Moore presented his report.

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

Public Comment (Five-minute time limit per person)

- A. Public Comments
Gary Putnam, owner of Goal Post Pizza and DDA Board Member, discussed the ADA compliant lawsuits of area businesses.

Approval of Minutes

- A. December 14, 2023 – Regular DDA Board Meeting
Motion by Nelson, seconded by Monahan to approve the December 14, 2023 – Regular DDA Board Meeting Minutes.
Motion Carried

Financial Matters

- A. Balance sheet for DDA General Fund (248) as of December 31, 2023.
B. Balance sheet for DDA Construction Fund (494) as of December 31, 2023.
C. Revenue & Expenditure Report for DDA General Fund (248) as of December 31, 2023.
D. Revenue & Expenditure Report for DDA Construction Fund (494) as of December 31, 2023.
E. Balance Sheet for DDA General Fund (248) as of January 31, 2024.
F. Balance sheet for DDA Construction Fund (494) as of January 31, 2024.
G. Revenue & Expenditure Report for DDA General Fund (248) as of January 31, 2024.
H. Revenue & Expenditure Report for DDA Construction Fund (494) as of January 31, 2024.
I. General Ledger Distribution Report thru February 7, 2024 as presented in the total amount of \$116,886.90.

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

Unfinished Business

None

New Business

- A. Resolution #24-01-DDA, Authorization to pay \$180,415.71 to the Village of Birch Run for extra Police and Public Works services for the period of January 1, 2023 to December 31, 2023.
Motion by Nelson, seconded by Smith to approve Resolution #24-01-DDA, Authorization to pay \$180,415.71 to the Village of Birch Run for extra Police and Public Works services for the period of January 1, 2023 to December 31, 2023
Motion Carried
- B. Resolution #24-02-DDA, Affirmation of the Winter Tax Increment Financing Authority Report
Motion by Monahan, seconded by Smith to approve Resolution #24-02-DDA, Affirmation of the Winter Tax Increment Financing Authority Report
Motion Carried

Other

- A. Reminder – Village Office will be closed on February 19, 2024 in observance of President's Day

Meeting Announcements

- A. Village Council Meeting, Monday, February 26, 2024 at 7:00 p.m.
B. Village Council Meeting, Monday, March 25, 2024 at 7:00 p.m.
C. Village Council Meeting, Monday, April 22, 2024 at 7:00 p.m.

- D. Planning Commission Meeting, Monday, May 6, 2024 at 7:00 p.m.
 - E. DDA Board Meeting, Thursday May 16, 2024 at 7:30 a.m.
 - F. Village Council Meeting, Monday, May 20, 2024 at 7:00 p.m.
- (All meetings are held in the Village Council Chambers unless noted)*

Adjournment

Motion by Nelson, seconded by Smith to adjourn the meeting at 7:55 a.m.

Motion Carried



Blaike Stafford
DDA Chair



Lisa Duffett
DDA Secretary/Treasurer