



**Village of Birch Run Downtown Development Authority
Thursday, April 15, 2021, 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, April 15, 2021, in the Village Council Chambers with the Pledge of Allegiance to the Flag of the United States of America.

Roll Call:

Present: Blaike Stafford, Chair; Dennis Fent; Marianne Nelson, participating remotely from Birch Run, Michigan, due to medical reasons; Gary Putnam; Andy Suski

Absent: Dave Raquepaw, Vice Chair; Cheryl Hadsall; JoAnn Langmaid; Peter Lorence

Also Present: Paul T. Moore, DDA Director/Village Manager; Lisa Duffett, DDA Secretary/Village Treasurer; Jason Leidel, Birch Run Police Chief; Lou Fleury, OHM Advisors; Michele Fent, Best Western Birch Run

Approval of the Agenda

Motion by Suski, seconded by Putnam 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 Suski to receive and file reports.

Motion Carried

Public Comment (Five-minute time limit per person)

A. Public Comments

None

Approval of Minutes

A. February 11, 2021 – Regular DDA Board Meeting

Motion by Putnam, seconded by Fent to approve the February 11, 2021 – Regular DDA Board Meeting Minutes.

Motion Carried

Financial Matters

A. Balance sheet for DDA General Fund (275) as of February 28, 2021.

B. Revenue & Expenditure Report for DDA General Fund (275) as of February 28, 2021.

C. Balance sheet for DDA General Fund (275) as of March 31, 2021.

D. Revenue & Expenditure Report for DDA General Fund (275) as of March 31, 2021.

E. General Ledger Distribution Report thru April 7, 2021 as presented in the total amount of \$19,921.07.

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

Motion Carried

Unfinished Business

None

New Business

A. Motion to authorize a contribution of \$750 to the Birch Run Beautification Committee to enhance the appearance of the DDA District

Motion by Suski, seconded by Putnam to authorize a contribution of \$750 to the Birch Run Beautification Committee to enhance the appearance of the DDA District

Motion Carried

B. Resolution #21-03-DDA, Approval of Tax Increment Revenue Sharing Agreement for the exclusion of the Village of Birch Run 2.0000 mil tax levy for General Operations

Motion by Nelson, seconded by Fent to approve Resolution #21-03-DDA, Approval of Tax Increment Revenue Sharing Agreement for the exclusion of the Village of Birch Run 2.0000 mil tax levy for General Operations

Motion Carried

C. Motion to reschedule the May 2021 regular DDA Board of Directors meeting date to May 20, 2021 at 7:30 a.m.

Motion by Suski, seconded by Putnam to reschedule the May 2021 regular DDA Board of Directors meeting date to May 20, 2021 at 7:30 a.m.

Motion Carried

D. Motion to reschedule the June 2021 regular DDA Board of Directors meeting date to June 17, 2021 at 7:30 a.m.

Motion by Fent, seconded by Suski to reschedule the June 2021 regular DDA Board of Directors meeting date to June 17, 2021 at 7:30 a.m.

Motion Carried

- E. Streetscape Phase III-Financial Projection for Bond Level
Moore states that he has been working with Warren Creamer from R. W. Baird & Company regarding the 2022 Streetscape Bond and the amount the DDA can financially afford. Moore then states the maximum amount of the 2022 Bond should be \$3.2 million, with a bond run of 22 years, ending in 2043. Moore also states there is an opportunity for the DDA to receive \$800,000 from two grants, which would make the potential amount for the project \$4 million. Moore states that OHM Advisors are aware of the financial restraints and once the Streetscape Design Engineering Phase is on paper there will be a better idea of what the costs will be.

- F. Resolution #21-04-DDA, Approval of Streetscape Design Engineering Services
Lou Fleury, OHM Advisors, updated the DDA Board on the timeframe of the two potential grants and the position for bids in December.
Motion by Suski, seconded by Putnam to approve Resolution #21-04-DDA, Approval of Streetscape Design Engineering Services
Motion Carried

Other

None


Meeting Announcements

- A. Village Council Meeting, Monday, April 26, 2021 at 7:00 p.m.
- B. DDA Board Meeting, Thursday, May 20, 2021 at 7:30 a.m.
- C. Village Council Meeting, Monday, May 24, 2021 at 7:00 p.m.
(All meetings are held in the Village Council Chambers unless noted)

Adjournment

Motion by Fent, seconded by Suski to adjourn the meeting at 8:34 a.m.
Motion Carried


Blaike Stafford
DDA Chair


Lisa Duffett
DDA Secretary/Treasurer