



**Village of Birch Run Downtown Development Authority  
Thursday, May 20, 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 7:31 a.m. on Thursday, May 20, 2021 with the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call:**

Present: Blaike Stafford, Chair; Dave Raquepaw, Vice Chair; Dennis Fent; Cheryl Hadsall; Marianne Nelson; Gary Putnam; Andy Suski

Absent: 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 Fluery, OHM Advisors

**Approval of the Agenda**

Motion by Hadsall, 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 Suski, seconded by Raquepaw to receive and file reports.  
Motion Carried

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

- A. Public Comments  
None

### **Approval of Minutes**

A. April 15, 2021 – Regular DDA Board Meeting

Motion by Suski, seconded by Fent to approve the April 15, 2021 – Regular DDA Board Meeting Minutes.

Motion Carried

### **Financial Matters**

- A. Balance sheet for DDA General Fund (275) as of April 30, 2021.
- B. Revenue & Expenditure Report for DDA General Fund (275) as of April 30, 2021.
- C. General Ledger Distribution Report thru May 13, 2021 as presented in the total amount of \$15,878.84.

Motion by Nelson, seconded by Raquepaw to approve Financial Matters A-C.

Motion Carried

### **Unfinished Business**

None

### **New Business**

A. Resolution #21-05-DDA, Approval of 2021-2022 DDA General Fund Budget

Moore reviewed the proposed Village of Birch Run – Downtown Development Authority (DDA) 2021-2022 budget, along with the detail of revenue and expenses. Motion by Putnam, seconded by Suski to approve Resolution #21-05-DDA, 2021-2022 DDA General Fund Budget

Motion Carried

B. Discussion of Streetscape Phase III Design Engineering Concepts

Lou Fleury, OHM Advisors, addressed the DDA Board with four preliminary concepts for the I-75 overpass improvements. Fleury states Concept 1A would contain steel fencing, an additional four concrete columns, and a see thru sign component in the middle. Fleury explains Concept 1B will use the existing locations of the columns with an addition of a panel sign that will use the same colors that are on the Way Finding signs throughout the Village. He then explains that this concept will be less expensive because of the use of the existing columns. Fleury states Concept 2 will have a different shape to the railing, an addition of four new columns, and the possible use of lighting to illuminate the sign. Fleury then explained Concept 3 will contain a taller sign, have a straighter pattern to the railing, and use the existing columns as in Concept 1B. The DDA Board then discussed each concept citing Concept 1B as the most appealing and cost appropriate.

### **Other**

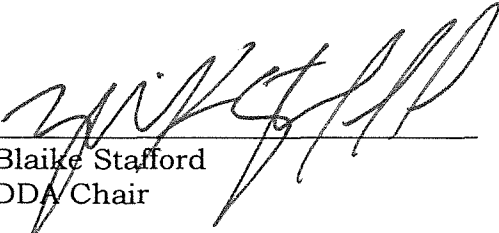
- A. *Reminder:* Village Offices will be closed on Monday, May 31, 2021 in observance of Memorial Day

### **Meeting Announcements**

- A. Village Council Meeting, Monday, May 24, 2021 at 7:00 p.m. (ZOOM meeting)
- B. DDA Board Meeting, Thursday, June 17, 2021 at 7:30 a.m. (ZOOM meeting)
- C. Village Council Meeting, Monday, June 28, 2021 at 7:00 p.m. (ZOOM meeting)  
(All meetings are held in the Village Council Chambers unless noted)

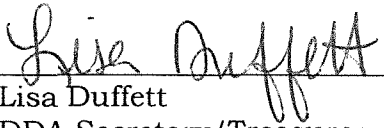
**Adjournment**

Motion by Hadsall, seconded by Fent to adjourn the meeting at 8:24 a.m.  
Motion Carried



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Blake Stafford  
DDA Chair



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Lisa Duffett  
DDA Secretary/Treasurer