



**Village of Birch Run Downtown Development Authority
Thursday, September 16, 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 7:30 a.m. on Thursday, September 16, 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; JoAnn Langmaid; Marianne Nelson; Gary Putnam; Andy Suski

Absent: Dennis Fent; Cheryl Hadsall

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 Raquepaw, 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 Raquepaw, 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. August 19, 2021 – Special DDA Board Meeting

Motion by Nelson, seconded by Raquepaw to approve the August 19, 2021 – Special DDA Board Meeting Minutes.

Motion Carried

Financial Matters

A. Balance sheet for DDA General Fund (275) as of August 31, 2021.

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

C. General Ledger Distribution Report thru September 8, 2021 as presented in the total amount of \$27,461.95.

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

Motion Carried

Unfinished Business

None

New Business

A. Discussion of Streetscape Phase III Design Engineering Concepts

Lou Fleury, OHM Advisors, discussed with the DDA Board the scope of possible round-a-bouts at the I-75 interchange and the Dixie Highway/Birch Run Road intersection. Fleury proposes to postpone work on areas of the streetscape that would be affected by the possible round-a-bouts. Fleury then updated the DDA Board on the current design engineering concepts. Fleury states the section of streetscape located on the northwest corner along Dixie Highway would include ornamental lighting, ornamental screen, trees, bushes, and the future instillation of a sidewalk. Fleury also states ornamental trees and matching ornamental lighting would be added along the front portion of Kentucky Fried Chicken. Nelson asks Fleury if there will be a reduction in the driveway between Halo Burger and Conlee Oil Company. Fleury states they will not take the driveway away but build a new concrete approach. Fleury recommends postponing the addition of sidewalks until after completion of the proposed round-a-bouts. After some discussion the DDA Board agreed to move forward with the placement of sidewalks on the north side of the road from Birch Run Wellness to America's Best Value and on the south side of the road in front of Conlee Oil Company.

Fleury then introduced three examples of decorative trees to the DDA Board that could be added in the final phase of the Streetscape Project. These include:

1. Apple Serviceberry-Blossoms in the spring, has a height of 15-20 feet, and changes color in the fall.
2. Sargent Cherry-Different color of leaves in the spring vs fall and has a height between 20-25 feet.
3. Japanese Lilac-Blooms in June, has fall color, and a height of 20-24 feet.

Suski states that by including decorative trees to the streetscape it will add warmth and depth making it less of an industrial feel. Fleury states the next meeting will include a landscaping presentation and a finalization of the preliminary construction plans.

Other

A. Motion to schedule a special DDA Board of Directors meeting on October 21, 2021 at 7:30am.

Motion by Raquepaw, seconded by Suski to schedule a special DDA Board of Directors meeting on October 21, 2021 at 7:30am

Motion Carried

B. Discussion of potential DDA Board member(s) to fill vacancies

Moore asked the DDA Board if they had any potential candidates to fill the vacancy. Raquepaw suggests asking shop owners if they would be interested.

Meeting Announcements

A. Village Council Meeting, Monday, September 27, 2021 at 7:00pm

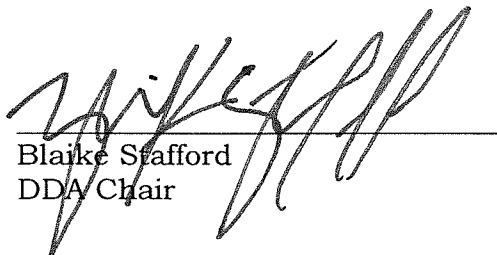
B. Village Council Meeting, Monday, October 25, 2021 at 7:00pm

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

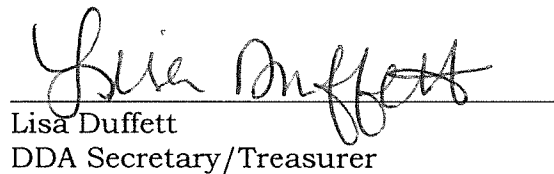
Adjournment

Motion by Langmaid, seconded by Suski to adjourn the meeting at 8:36 a.m.

Motion Carried



Blake Stafford
DDA Chair



Lisa Duffett
DDA Secretary/Treasurer