



**Village of Birch Run Downtown Development Authority  
Thursday, May 19, 2022, 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, May 19, 2022 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; Marianne Nelson; Gary Putnam

Absent: Cheryl Hadsall; JoAnn Langmaid; Andy Suski

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; Jerry Preston, Birch Run Convention & Visitors Bureau

**Approval of the Agenda**

Motion by Nelson, seconded by Raquepaw to approve the Agenda.  
Motion Carried

**Staff Reports**

A. Police Chief's Report

Chief Leidel presented his report. Chief Leidel states Officer Larry Verga received a Life Saving Award from Saginaw Valley Medical Control Authority.

B. DDA Secretary's Report

Duffett presented her report.

C. DDA Director's Report

Moore presented his report.

Motion by Raquepaw, seconded by Fent to receive and file reports.

Motion Carried

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

A. Public Comments

Jerry Preston, of the Birch Run Convention & Visitors Bureau, updated the DDA Board on the status of the Convention Center Project. Preston states the Birch Run Expo Center will cost between twenty nine to thirty million to build but will have an eighteen million economic impact. Preston then states the Expo Center will help to replace the businesses that Birch Run has lost. He also states the Expo Center would be built on the property behind Conlee's and the parking lot would be located across the street. Preston adds the main source of financing would come from the hotel tax.

### **Approval of Minutes**

#### **A. March 17, 2022 – Regular DDA Board Meeting**

Motion by Nelson, seconded by Raquepaw to approve the March 17, 2022 – Regular DDA Board Meeting Minutes.

Motion Carried

### **Financial Matters**

A. Balance sheet for DDA General Fund (248) as of March 31, 2022.

B. Revenue & Expenditure Report for DDA General Fund (248) as of March 31, 2022.

C. Balance sheet for DDA General Fund (248) as of April 30, 2022.

D. Revenue & Expenditure Report for DDA General Fund (248) as of April 30, 2022.

E. General Ledger Distribution Report thru May 12, 2022 as presented in the total amount of \$44,906.03.

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

Motion Carried

### **Unfinished Business**

None

### **New Business**

#### **A. Resolution #22-04-DDA, Approval of 2022-2023 DDA General Fund Budget**

Moore reviewed the proposed Village of Birch Run – Downtown Development Authority (DDA) 2022-2023 budget, along with the detail of revenue and expenses. Moore adds that the landscaping around the Village Office building and security cameras for the Village Office complex are add-ons to the budget.

Motion by Putnam, seconded by Raquepaw to approve Resolution #22-04-DDA, 2022-2023 DDA General Fund Budget.

Motion Carried

#### **B. Discussion of Streetscape Phase III bid and project options**

Lou Fleury, OHM Advisors, updated the DDA Board on the current status of the Streetscape Phase III project. Fleury states that one bid was received for the streetscape project for over four million. Fleury gave the DDA Board a Bid Summary that broke down the cost of big ticket items. Fleury suggests an option of reducing the paving mill from four inches to two, which could potentially reduce the project cost one million. Fleury also makes a suggestion of reducing the number and length of fencing and to scale back the amount of landscaping to help reduce costs. Nelson states she is ok with scaling back and rebidding in November. Fleury states he would bring back alternatives for the June meeting to rebid in November.

Motion by Nelson, seconded by Fent to reject the Village of Birch Run Phase III Streetscape bid of \$4,423,655.38 by Lois Kay Contracting Co.

Motion Carried

**Other**

A. *Reminder:* Village Offices will be closed on Monday, May 30, 2022 in observance of Memorial Day

**Meeting Announcements**

A. Village Council Meeting, Monday, May 23, 2022 at 7:00 p.m.

B. DDA Board Meeting, Thursday, June 16, 2022 at 7:30 a.m.

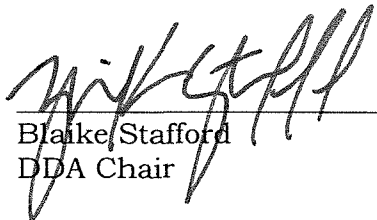
C. Village Council Meeting, Monday, June 27, 2022 at 7:00 p.m.

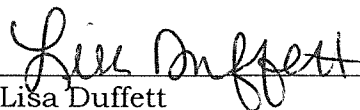
*(All meetings are held in the Village Council Chambers unless noted)*

**Adjournment**

Motion by Raquepaw, seconded by Putnam to adjourn the meeting at 8:34 a.m.

Motion Carried

  
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Blake Stafford  
DDA Chair

  
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Lisa Duffett  
DDA Secretary/Treasurer