



**Village of Birch Run Downtown Development Authority
Thursday, September 15, 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 7:32 a.m. on Thursday, September 15, 2022 with the Pledge of Allegiance to the Flag of the United States of America.

Roll Call:

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

Absent: JoAnn Langmaid

Also Present: Paul T. Moore, DDA Director/Village Manager; Lisa Duffett,
DDA Secretary/Village Treasurer; Lou Fluery, OHM
Advisors; Connie Monahan, Lindt Chocolate Shop

Introductions

A. Connie Monahan, Store Manager at Lindt Chocolate Shop, introduced herself as a potential nominee to the DDA Board.

Approval of the Agenda

Motion by Nelson, seconded by Suski 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 Fent, 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. June 16, 2022 – Regular DDA Board Meeting

Motion by Hadsall, seconded by Putnam to approve the June 16, 2022 – Regular DDA Board Meeting Minutes.

Motion Carried

Financial Matters

- A. Balance sheet for DDA General Fund (248) as of June 30, 2022.
- B. Revenue & Expenditure Report for DDA General Fund (248) as of June 30, 2022.
- C. Balance sheet for DDA General Fund (248) as of July 31, 2022.
- D. Revenue & Expenditure Report for DDA General Fund (248) as of July 31, 2022.
- E. Balance sheet for DDA General Fund (248) as of August 31, 2022.
- F. Revenue & Expenditure Report for DDA General Fund (248) as of August 31, 2022.
- G. General Ledger Distribution Report thru September 7, 2022 as presented in the total amount of \$87,181.32.

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

Motion Carried

Unfinished Business

None

New Business

A. Resolution #22-06-DDA, Approval of Electrical Safety Repairs for South Intersection of Beyer Road and Marketplace Drive

Motion by Suski, seconded by Nelson to approve Resolution #22-06-DDA, Approval of Electrical Safety Repairs for South Intersection of Beyer Road and Marketplace Drive.

Motion Carried

B. Discuss and Finalize the Streetscape Phase III Design Options for Re-Bid

Lou Fleury, OHM Advisors, discussed with the DDA Board several options for reducing the cost of Streetscape Phase III. Fleury suggests to keep the lighting as it is currently budgeted. He states this will keep the look of the lighting consistent throughout each phase of the streetscape. Fleury states the biggest cost reductions would come from eliminating the middle wall in the ornamental fencing and changing the paving surface from 4" to 2".

Motion by Nelson, seconded by Hadsall to reduce the scope by eliminating the middle wall and reduce the paving to 2" instead of 4".

Motion Carried

C. Proposed Streetscape Phase III Re-bid Schedule

- a. Bidding – October 3, 2022 thru November 18, 2022
- b. Contract Award – December 15, 2022 DDA Board Meeting
- c. Construction – April 2023 thru October 2023

Other

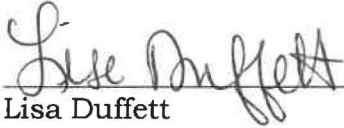
- A. *Reminder:* Village Offices will be closed to the public on Monday, October 10, 2022 for staff training

Meeting Announcements

- A. Village Council Meeting, Monday, September 26, 2022 at 7:00pm
 - B. Village Council Meeting, Monday, October 24, 2022 at 7:00pm
 - C. Planning Commission Meeting, Monday, November 7, 2022 at 7:00pm
 - D. Village Council Meeting, Monday, November 14, 2022 at 7:00pm
 - E. Village Council Meeting, Monday, November 28, 2022 at 7:00pm
 - F. DDA Board Meeting, Thursday, December 15, 2022 at 7:30am
 - G. Village Council Meeting, Monday, December 19, 2022 at 7:00pm
- (All meetings are held in the Village Council Chambers unless noted)*

Adjournment

Motion by Fent, seconded by Hadsall to adjourn the meeting at 8:15 a.m.
Motion Carried


Blaike Stafford
DDA Chair
Lisa Duffett
DDA Secretary/Treasurer