



**Village of Birch Run Downtown Development Authority  
Thursday, January 19, 2023, 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 Village Council President Marianne Nelson at 7:31 a.m. on Thursday, January 19, 2023 with the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call:**

Present: JoAnn Langmaid; Connie Monahan; Marianne Nelson; Gary Putnam;

Absent: Blaike Stafford, Chair; Cheryl Hadsall, Vice Chair; Andy Suski

Also Present: Paul T. Moore, DDA Director/Village Manager; Lisa Duffett, DDA Secretary/Village Treasurer; Jason Leidel, Birch Run Police Chief; Dan Armentrout, Saginaw County Road Commission Director of Engineering

**Approval of the Agenda**

Motion by Langmaid, 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 Langmaid, seconded by Putnam to receive and file reports.  
Motion Carried

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

- A. Dan Armentrout, Saginaw County Road Commission Director of Engineering thanked the DDA Board for having him. Armentrout provided an update on the resurfacing project of Dixie Hwy from Junction Road to Birch Run Road and Birch Run Road to Willard Road. Armentrout states the project is set to begin in 2024.

**B. Public Comments**

None

**Approval of Minutes**

**A. December 15, 2022 – Regular DDA Board Meeting**

Motion by Monahan, seconded by Putnam to approve the December 15, 2022 – Regular DDA Board Meeting Minutes.

Motion Carried

**Financial Matters**

- A. Balance sheet for DDA General Fund (248) as of December 31, 2022.
- B. Revenue & Expenditure Report for DDA General Fund (248) as of December 31, 2022.
- C. General Ledger Distribution Report thru January 11, 2023 as presented in the total amount of \$10,348.69.

Motion by Langmaid, seconded by Monahan to approve Financial Matters A-C.

Motion Carried

**Unfinished Business**

None

**New Business**

**A. Resolution #23-01-DDA, Approval of Municipal Advisory Services Agreement**

Motion by Langmaid, seconded by Monahan to approve Resolution #23-01-DDA, Approval of Municipal Advisory Services Agreement.

Motion Carried

**B. Streetscape Project Informational Items**

- a. Revised Project Bid Tabulation was reviewed.
- b. Competitive Sale Bonding Scenarios were reviewed.
- c. Bond Schedule of Events was reviewed.

**Other**

- A. 2022 Continuing Disclosure Report was reviewed.

**B. Two (2) Open DDA Board Positions**


Moore states there are two open positions for the DDA Board and to email him with names of possible candidates.


**Meeting Announcements**

- A. Village Council Meeting, Monday, January 23, 2023 at 7:00pm
- B. Planning Commission Meeting, February 6, 2023 at 7:00pm
- C. DDA Board Meeting, Thursday, February 16, 2023 at 7:30am
- D. Village Council Meeting, Monday, February 27, 2023 at 7:00pm  
*(All meetings are held in the Village Council Chambers unless noted)*

**Adjournment**

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

  
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Marianne Nelson  
Village Council President

  
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Lisa Duffett  
DDA Secretary/Treasurer