



**Village of Birch Run Downtown Development Authority
Thursday, May 16, 2024, 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 Vice-Chair Cheryl Hadsall at 7:30 a.m. on Thursday, May 16, 2024 with the Pledge of Allegiance to the Flag of the United States of America.

Roll Call:

Present: Cheryl Hadsall, Vice-Chair; Connie Monahan; Gary Putnam; Bob Smith; Andy Suski

Absent: Blaike Stafford, Chair; Angela Burse; JoAnn Langmaid; Marianne Nelson

Also Present: Paul T. Moore, DDA Director/Village Manager; Lisa Duffett, DDA Secretary/Village Treasurer; Jason Leidel, Birch Run Police Chief

Approval of the Agenda

Motion by Monahan, 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 Suski, seconded by Smith to receive and file reports.

Motion Carried

Public Comment (Five-minute time limit per person)

A. Public Comments

None

Approval of Minutes

A. February 15, 2024 – Regular DDA Board Meeting

Motion by Suski, seconded by Putnam to approve the February 15, 2024 – Regular DDA Board Meeting Minutes.

Motion Carried

Financial Matters

- A. Balance sheet for DDA General Fund (248) as of February 29, 2024.
- B. Balance sheet for DDA Construction Fund (494) as of February 29, 2024.
- C. Revenue & Expenditure Report for DDA General Fund (248) as of February 29, 2024.
- D. Revenue & Expenditure Report for DDA Construction Fund (494) as of February 29, 2024.
- E. Balance Sheet for DDA General Fund (248) as of March 31, 2024.
- F. Balance sheet for DDA Construction Fund (494) as of March 31, 2024.
- G. Revenue & Expenditure Report for DDA General Fund (248) as of March 31, 2024.
- H. Revenue & Expenditure Report for DDA Construction Fund (494) as of March 31, 2024.
- I. Balance Sheet for DDA General Fund (248) as of April 30, 2024.
- J. Balance Sheet for DDA Construction Fund (494) as of April 30, 2024.
- K. Revenue & Expenditure Report for DDA General Fund (248) as of April 30, 2024.
- L. Revenue & Expenditure Report for DDA Construction Fund (494) as of April 30, 2024.
- M. General Ledger Distribution Report thru May 8, 2024 as presented in the total amount of \$272,035.93.

Motion by Suski, seconded by Smith to approve Financial Matters A-M.

Motion Carried

Unfinished Business

None

New Business

A. Resolution #24-03-DDA, Approval of 2024-2025 DDA General Fund Budget

Motion by Monahan, seconded by Smith to approve Resolution #24-03-DDA, 2024-2025 DDA General Fund Budget.

Motion Carried

B. Approval of DDA Business Assistance Grant Application from Goal Post Pizza for a funding level of \$1,000.00

Motion by Monahan, seconded by Suski for Approval of DDA Business Assistance Grant Application from Goal Post Pizza for a funding level of \$1,000.00.

Motion Carried

C. Motion to authorize a contribution of \$750 to the Birch Run Beautification Committee to enhance the appearance of the DDA District

Motion by Suski, seconded by Smith to authorize a contribution of \$750 to the Birch Run Beautification Committee to enhance the appearance of the DDA District.

Motion Carried

Other

- A. *Reminder:* Village Offices will be closed on Monday, May 27, 2024 in observance of Memorial Day

Meeting Announcements

- A. Village Council Meeting, Monday, May 20, 2024 at 7:00 p.m.
- B. DDA Board Meeting, Thursday, June 20, 2024 at 7:30 a.m.
- C. Village Council Meeting, Monday, June 24, 2024 at 7:00 p.m.
(All meetings are held in the Village Council Chambers unless noted)

Adjournment

Motion by Suski, seconded by Monahan to adjourn the meeting at 7:51 a.m.
Motion Carried



Cheryl Hadsall
DDA Vice-Chair



Lisa Duffett
DDA Secretary/Treasurer