



**Village of Birch Run Downtown Development Authority
Wednesday, June 19, 2019, 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 7:31 a.m. on Wednesday, June 19, 2019, in the Village Council Chambers with the Pledge of Allegiance to the Flag of the United States of America.

Roll Call:

Present: Blaike Stafford, Chair; Dennis Fent; Mary Ann Gillett; JoAnn Langmaid; Gary Putnam; and Andy Suski

Absent: Dave Raquepaw, Vice Chair; Marianne Nelson

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

Approval of the Agenda

Motion by Suski, seconded by Putnam to approve the Agenda.
Motion Carried

Staff Reports

A. Police Chief's Report

Chief Leidel presented his report. Chief Leidel stated there are counterfeit \$100.00 bills in circulation again. Chief Leidel then stated the counterfeit bills have Chinese writing on them.

B. DDA Secretary's Report

Duffett presented her report

C. DDA Director's Report

Moore presented his report. Moore stated that the Village is still accepting applications for Birch Run's Annual 4th of July Parade.

Motion by Fent, seconded by Gillett to accept reports.

Motion Carried

Public Comment (Five-minute time limit per person)

A. Public Comments

None

Approval of Minutes

A. May 16, 2019 – Regular DDA Board Meeting

Motion by Suski, seconded by Langmaid to approve the May 16, 2019 – Regular DDA Board Meeting Minutes.

Motion Carried

Financial Matters

A. Balance sheet for DDA General Fund (275) as of May 31, 2019.

Moore stated that the Refunding Bond Payment was the DDA's largest expense.

B. Revenue & Expenditure Report for DDA General Fund (275) as of May 31, 2019.

C. General Ledger Distribution Report thru June 5, 2019 as presented in the total amount of \$143,539.27

Motion by Gillett, seconded by Putnam to approve Financial Matters A-C.

Motion Carried

Unfinished Business

None

New Business

A. Election of Chair

1. Open the floor to nomination(s)

Motion by Gillett, seconded by Fent to elect Stafford as Chair.

Motion Carried

2. Acceptance of nomination(s)

Stafford accepted nomination of Chair

3. Motion to close nominations

Motion by Suski, seconded by Gillett to close nominations

Motion Carried

4. Casting of votes

Ayes: Stafford, Fent, Gillett, Langmaid, Putnam, Suski

Nays: none

Absent: Raquepaw, Nelson

B. Election of Vice Chair

1. Open the floor to nomination(s)

Motion by Suski, seconded by Langmaid to elect Raquepaw as Vice-Chair.

Motion Carried

2. Motion to close nominations

Motion by Langmaid, seconded by Gillett to close nominations

Motion Carried

3. Casting of votes

Ayes: Stafford, Fent, Gillett, Langmaid, Putnam, Suski
Nays: none
Absent: Raquepaw, Nelson

C. Resolution #19-06-DDA, Approval of 2018-2019 DDA General Fund Budget Amendments

Motion by Fent, seconded by Suski to approve Resolution #19-06-DDA, Approval of 2018-2019 DDA General Fund Budget Amendments.

Motion Carried

D. Resolution #19-07-DDA, Approval of the amended Employment Agreement with the DDA Director-Village Manager

Motion by Suski, seconded by Fent to approve Resolution #19-07-DDA, Approval of the amended Employment Agreement with the DDA Director-Village Manager.

Motion Carried

E. Motion to Authorization Payment of \$10,000 to the Birch Run Township Fire Department for the purchase of replacement SCBA Units

Moore states this is the 2nd and final installment of the DDA's agreed contribution to Birch Run Township Fire Department for SCBA Units.

Motion by Suski, seconded by Putnam to Authorize Payment of \$10,000 to the Birch Run Township Fire Department for the purchase of replacement SCBA Units.

Motion Carried

F. Resolution #19-08-DDA, Authorization to Upgrade Main Street Crosswalks

Motion by Gillett, seconded by Suski to approve Resolution #19-08-DDA, Authorization to Upgrade Main Street Crosswalks.

Motion Carried

Other

A. Distribution of the 2019-2020 approved DDA General Fund Budget to DDA Board Members

B. *Reminder:* Village Offices will be closed on Thursday, July 4, 2019 in observance of Independence Day holiday

C. *Reminder:* The Independence Day Parade will be Thursday, July 4, 2019 starting at 11:00am and will run from the Frankenmuth Credit Union Event Center, proceeding onto Main Street to Church Street and ending at BRHS

Meeting Announcements

A. Village Council Meeting, Monday, June 24, 2019 at 7:00pm

B. Village Council Meeting, Monday, July 22, 2019 at 7:00pm

C. Planning Commission Meeting, Monday, August 5, 2019 at 7:00pm

D. Village Council Meeting, Monday, August 26, 2019 at 7:00pm

E. DDA Board Meeting, Thursday, September 12, 2019 at 7:30am


F. Village Council Meeting, Monday, September 23, 2019 at 7:00pm

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

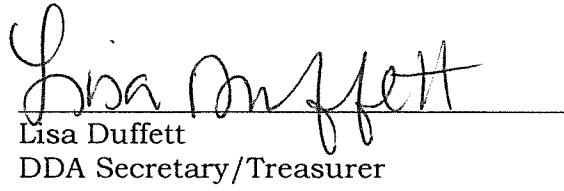
Adjournment

Motion by Gillett, seconded by Fent to adjourn the meeting at 8:17 a.m.

Motion Carried



Blake Stafford
DDA Chair



Lisa Duffett
DDA Secretary/Treasurer