



**Village of Birch Run Downtown Development Authority  
Thursday, December 12, 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 Thursday, December 12, 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; Dave Raquepaw, Vice Chair; Dennis Fent, JoAnn Langmaid, Marianne Nelson, Gary Putnam, and Andy Suski

Absent: Mary Ann Gillett and Peter Lorence

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

**Approval of the Agenda**

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

**Staff Reports**

A. Police Chief's Report

Chief Leidel presented his report. Chief Leidel stated the Birch Run Police Department will receive an Autism kit that will contain a weighted blanket, noise cancelling earmuffs, sunglasses, and sensory toys, that will be used to help calm special needs children during emergency situations. Chief Leidel also states BRPD, along with Capital Tire-Birch Run, will be collecting non-perishable food items and monetary donations for local families at Don's Foodland from 9am to 3pm on December 20th. This is the second year for the "Stuff the Tahoe" event.

B. DDA Secretary's Report

Duffett presented her report

C. DDA Director's Report

Moore presented his report

Motion by Nelson, seconded by Raquepaw to accept reports.  
Motion Carried

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

- A. Public Comments  
None

**Approval of Minutes**

- A. September 12, 2019 – Regular DDA Board Meeting  
Motion by Suski, seconded by Fent to approve the September 19, 2019 – Regular DDA Board Meeting Minutes.  
Motion Carried

**Financial Matters**

- A. Balance sheet for DDA General Fund (275) as of September 30, 2019.
- B. Revenue & Expenditure Report for DDA General Fund (275) as of September 30, 2019.
- C. Balance sheet for DDA General Fund (275) as of October 31, 2019.
- D. Revenue & Expenditure Report for DDA General Fund (275) as of October 31, 2019.
- E. Balance sheet for DDA General Fund (275) as of November 30, 2019.
- F. Revenue & Expenditure Report for DDA General Fund (275) as of November 30, 2019.
- G. General Ledger Distribution Report thru December 4, 2019 as presented in the total amount of \$23,461.07.

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

**Informational Session**

- A. In accordance with Public Act 57 of 2018, the DDA Board held the second of two informational meetings this year.
- B. Notification requirements were met.
- C. Paul Moore reviewed the 2019 Continuing Disclosure Report.
- D. There was no Public Comment.
- E. The DDA Board Members discussed the DDA Annual Report.

**Unfinished Business**

No Unfinished Business

**New Business**

- A. Resolution #19-12-DDA, Authorization of Streetscape and Public Space Planning Services  
Lou Fleury, from OHM Advisors, addressed the DDA Board with information pertaining to the next step in the final phase of the Streetscape Project. Fleury states there are two potential grant opportunities the DDA could apply for. Fleury states the Michigan Transportation Alternatives Program grant could pay up to 80% of the cost of construction and the Community Development Block Grant could pay up to 100% of the cost of construction and engineering. He also states by adding public parking, sidewalk improvements, and wayfinding it will help to improve the chances of receiving grant money. Fleury stated the next step would

be to have a survey done. The survey would locate property lines and amenities across each parcel and contain the necessary information needed to start the grant process.

Motion by Fent, seconded by Putnam to approve Resolution #19-12-DDA, Authorization of Streetscape and Public Space Planning Services  
Motion Carried

B. Resolution #19-13-DDA, Approval of the 2020 DDA Regular Meeting Schedule  
Motion by Fent, seconded by Raquepaw to approve Resolution #19-13-DDA, Approval of the 2020 DDA Regular Meeting Schedule  
Motion Carried

C. Resolution #19-14-DDA, Authorization of the 2020 Traffic Signal Maintenance & Construction Proposal from J. Ranck Electric, Inc.  
Motion by Nelson, seconded by Putnam to approve Resolution #19-14-DDA, Authorization of the 2020 Traffic Signal Maintenance & Construction Proposal from J. Ranck Electric, Inc.

#### **Other**

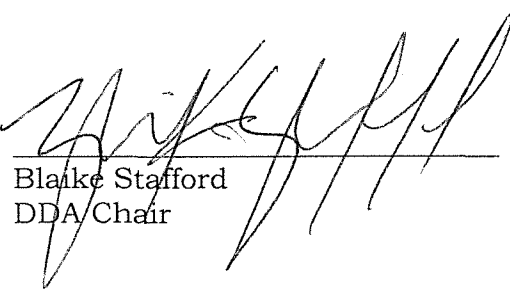
- A. 2018-2019 Fiscal Year Audit Report
- B. 2020 DDA Annual Calendar
- C. *Reminder:* Village Offices will be closed Monday, December 23, 2019 thru Wednesday, January 1, 2020 in observance of the Christmas and New Year's Holidays

#### **Meeting Announcements**

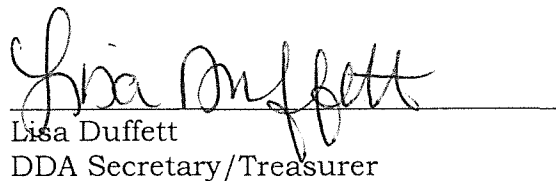
- A. Village Council Meeting, Monday, December 16, 2019 at 7:00pm  
*(All meetings are held in the Village Council Chambers unless noted)*

#### **Adjournment**

Motion by Raquepaw, seconded by Langmaid to adjourn the meeting at 8:21 a.m.  
Motion Carried



Blake Stafford  
DDA Chair



Lisa Duffett  
DDA Secretary/Treasurer