



**Village of Birch Run Downtown Development Authority
Thursday, September 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 7:32 a.m. on Thursday, September 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, Peter Lorence, Marianne Nelson, and Andy Suski

Absent: Mary Ann Gillett, JoAnn Langmaid, and Gary Putnam

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

Public Comment (Five-minute time limit per person)

- A. Public Comments
None

Approval of Minutes

A. June 19, 2019 – Regular DDA Board Meeting

Motion by Fent, seconded by Suski to approve the June 19, 2019 – Regular DDA Board Meeting Minutes.

Motion Carried

Financial Matters

- A. Balance sheet for DDA General Fund (275) as of June 30, 2019.
- B. Revenue & Expenditure Report for DDA General Fund (275) as of June 30, 2019.
- C. Balance sheet for DDA General Fund (275) as of July 31, 2019.
- D. Revenue & Expenditure Report for DDA General Fund (275) as of July 31, 2019.
- E. Balance sheet for DDA General Fund (275) as of August 31, 2019.
- F. Revenue & Expenditure Report for DDA General Fund (275) as of August 31, 2019.
- G. General Ledger Distribution Report thru September 4, 2019 as presented in the total amount of \$76,164.35

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

Unfinished Business

No Unfinished Business

New Business

A. Resolution #19-09-DDA, Authorization to purchase Steel Bonnet Tops for Trash Cans in the DDA District

Stafford asked Moore if it would be possible to pick up the trash can tops to save the DDA \$422.00 in shipping costs. Moore states that because the trash can tops come directly from the factory, there is no option to have them picked up.

Motion by Nelson, seconded by Suski to approve Resolution #19-09-DDA, Authorization to purchase Steel Bonnet Tops for Trash Cans in the DDA District
Motion Carried

B. Resolution #19-10-DDA, Authorization to complete Curb-Cut and Cement Ramp work for the Main Street Crosswalk to MGMS

Motion by Suski, seconded by Raquepaw to approve Resolution #19-10-DDA, Authorization to complete Curb-Cut and Cement work for the Main Street Crosswalk to MGMS

Motion Carried

C. Resolution #19-11-DDA, Approval of the 2019 Annual Report on Status of Tax Increment Financing Plan

Motion by Lorence, seconded by Fent to approve Resolution #19-11-DDA, Approval of the 2019 Annual Report on Status of Tax Increment Financing Plan
Motion Carried

Other

- A. *Reminder:* Village Trick or Treating hours on Thursday, October 31, 2019 will be from 5:00pm to 7:00pm

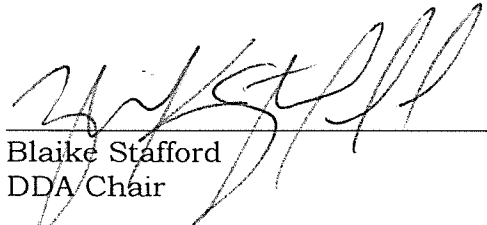
B. *Reminder:* Village Offices will be closed on Thursday, November 28, 2019 and Friday, November 29, 2019 in observance of the Thanksgiving holiday

Meeting Announcements

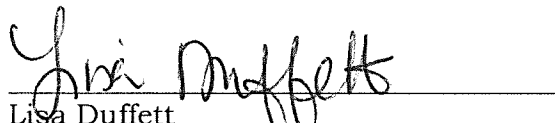
- A. Village Council Meeting, Monday, September 23, 2019 at 7:00pm
 - B. Village Council Meeting, Monday, October 28, 2019 at 7:00pm
 - C. Planning Commission Meeting, Monday, November 4, 2019 at 7:00pm
 - D. Village Council Meeting, Monday, November 25, 2019 at 7:00pm
 - E. Santa at the Gazebo, Friday, December 6, 2019 at 6:00pm (Gazebo Park)
 - F. DDA Board Meeting, Thursday, December 12, 2019 at 7:30am
 - G. Village Council Meeting, Monday, December 16, 2019 at 7:00pm
- (All meetings are held in the Village Council Chambers unless noted)*

Adjournment

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



Blaike Stafford
DDA Chair



Lisa Duffett
DDA Secretary/Treasurer