



**Village of Birch Run Downtown Development Authority  
Thursday, February 13, 2020, 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 7:36 a.m. on Thursday, February 13, 2020, 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, Peter Lorence, and Marianne Nelson

Absent: Mary Ann Gillett, Gary Putnam, and Andy Suski

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 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 Fent, seconded by Stafford to accept reports.  
Motion Carried

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

- A. Public Comments  
None

## **Approval of Minutes**

### A. December 12, 2019 – Regular DDA Board Meeting

Motion by Nelson, seconded by Raquepaw to approve the December 12, 2019 – Regular DDA Board Meeting Minutes.

Motion Carried

## **Financial Matters**

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

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

C. Balance sheet for DDA General Fund (275) as of January 31, 2020.

D. Revenue & Expenditure Report for DDA General Fund (275) as of January 31, 2020.

E. General Ledger Distribution Report thru February 6, 2020 as presented in the total amount of \$24,090.35.

Motion by Nelson, seconded by Fent to approve Financial Matters A-E.

Motion Carried

## **Unfinished Business**

None

## **New Business**

### A. Resolution #20-01-DDA, Affirmation of the Winter Tax Increment Financing Authority Report

Motion by Raquepaw, seconded by Stafford to approve Resolution #20-01-DDA, Affirmation of the Winter Tax Increment Finance Authority Report

Motion Carried

### B. Resolution #20-02-DDA, Authorization to pay \$173,853.59 to the Village of Birch Run for extra Police and Public Works services for the period of January 1, 2019 to December 31, 2019.

Motion by Fent, seconded by Raquepaw to approve Resolution #20-02-DDA, Authorization to pay \$173,853.59 to the Village of Birch Run for extra Police and Public Works services for the period of January 1, 2019 to December 31, 2019.

Motion Carried

### C. Report on Streetscape and Public Space Planning Services

Lou Fleury, from OHM Advisors, addressed the DDA Board with updated information pertaining to the final phase of the Streetscape Project. Fleury states the survey will be completed sometime next week, weather permitting.

### D. Motion to schedule a special DDA Board of Directors meeting on April 16, 2020 at 7:30 a.m.

Motion by Langmaid, seconded by Lorence to schedule a special DDA Board of Directors meeting on April 16, 2020 at 7:30 a.m.

Motion Carried

## **Other**

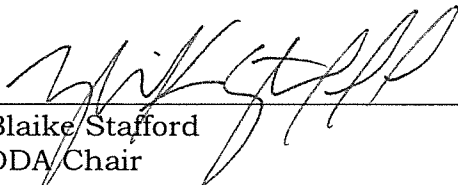
A. *Reminder:* Village Offices will be closed on Monday, February 17, 2020 in observance of President's Day

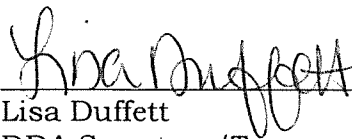
**Meeting Announcements**

- A. Village Council Meeting, Monday, February 24, 2020 at 7:00 p.m.
  - B. Village Council Meeting, Monday, March 23, 2020 at 7:00 p.m.
  - C. DDA Board Meeting, Thursday, April 16, 2020 at 7:30 a.m.
  - D. Village Council Meeting, Monday, April 27, 2020 at 7:00 p.m.
  - E. Planning Commission Meeting, Monday, May 4, 2020 at 7:00 p.m.
  - F. DDA Board Meeting, Thursday, May 14, 2020 at 7:30 a.m.
  - G. Village Council Meeting, Monday, May 18, 2020 at 7:00 p.m.
- (All meetings are held in the Village Council Chambers unless noted)*

**Adjournment**

Motion by Raquepaw, seconded by Fent to adjourn the meeting at 8:07 a.m.  
Motion Carried

  
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Blaike Stafford  
DDA Chair

  
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Lisa Duffett  
DDA Secretary/Treasurer