



**Village of Birch Run Downtown Development Authority**  
**Thursday, June 11, 2020, 7:30 a.m.**  
**ELECTRONIC CONFERENCE**  
**ZOOM MEETING ID: 867 9549 3627**  
**DIAL IN: 1-301-715-8592**

**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, June 11, 2020 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; Marianne Nelson; Gary Putnam; and Andy Suski

Absent: Mary Ann Gillett; JoAnn Langmaid; and Peter Lorence

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 Raquepaw, seconded by Nelson 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. Moore states revenue and expenses are up more than what was budgeted last May. Moore then states expenses are higher due to planning the next phase of the Streetscape Beautification Project and work that was done to the brick pavers last summer by the Department of Public Works.  
Motion by Fent, seconded by Nelson to accept reports.  
Motion Carried

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

A. Public Comments

None

**Approval of Minutes**

A. May 14, 2020 – Regular DDA Board Meeting

Motion by Nelson, seconded by Suski to approve the May 14, 2020 – Regular DDA Board Meeting Minutes.

Motion Carried

**Financial Matters**

A. Balance sheet for DDA General Fund (275) as of May 31, 2020.

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

C. General Ledger Distribution Report thru June 3, 2020 as presented in the total amount of \$138,690.74

Motion by Nelson, seconded by Stafford 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 Nelson, seconded by Suski 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 Fent to close nominations

Motion Carried

4. Casting of votes

Ayes: Stafford, Raquepaw, Fent, Nelson, Putnam, Suski

Nays: none

Absent: Gillett, Langmaid, Lorence

B. Election of Vice Chair

1. Open the floor to nomination(s)

Motion by Nelson, seconded by Stafford to elect Raquepaw as Vice-Chair.

Motion Carried

2. Motion to close nominations

Motion by Nelson, seconded by Stafford to close nominations

Motion Carried

3. Casting of votes

Ayes: Stafford, Raquepaw, Fent, Nelson, Putnam, Suski

Nays: none

Absent: Gillett, Langmaid, Lorence

- C. Resolution #20-04-DDA, Approval of 2019-2020 DDA General Fund Budget Amendments  
 Motion by Nelson, seconded by Raquepaw to approve Resolution #20-04-DDA, Approval of 2019-2020 DDA General Fund Budget Amendments.  
 Motion Carried
- D. Resolution #20-05-DDA, Approval of the amended Employment Agreement with the DDA Director-Village Manager  
 Motion by Raquepaw, seconded by Suski to approve Resolution #20-05-DDA, Approval of the amended Employment Agreement with the DDA Director-Village Manager.  
 Motion Carried
- E. Resolution #20-06-DDA, Authorization to Upgrade Main Street Crosswalks  
 Motion by Nelson, seconded by Stafford to approve Resolution #20-06-DDA, Authorization to Upgrade Main Street Crosswalks.  
 Motion Carried
- F. Resolution #20-07-DDA, Authorization to Construct DDA Christmas Decoration Storage Addition  
 Moore states previously the DDA Christmas decorations have been stored in vacant stores at Birch Run Premium Outlets. Moore then states the DDA will have complete control and access to the Christmas decorations by storing them in the new addition to the Department of Public Works barn.  
 Motion by Fent, seconded by Putnam to approve Resolution #20-07-DDA, Authorization to Construct DDA Christmas Decoration Storage Addition  
 Motion Carried
- G. Resolution #20-08-DDA, Authorization to Inspect and Repair the DDA Archway  
 Moore states the DDA Archway has not been inspected since it was installed in June of 2013. Stafford asks Moore if Signs by Crannie will also repair the crooked Wayfinding sign. Moore states yes.  
 Motion by Nelson, seconded by Stafford to approve Resolution #20-08-DDA, Authorization to Inspect and Repair the DDA Archway

**Other**

- A. Possible July 2020 DDA Board meeting
- B. *Reminder:* Village Offices will be closed on Friday, July 3, 2020 in observance of Independence Day holiday

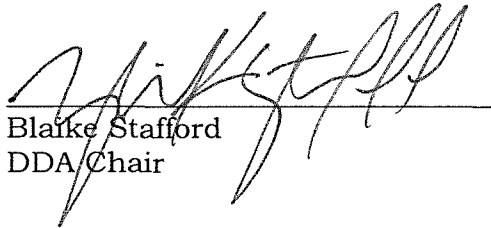
**Meeting Announcements**

- A. Village Council Meeting, Monday, June 22, 2020 at 7:00pm
- B. Village Council Meeting, Monday, July 27, 2020 at 7:00pm
- C. Planning Commission Meeting, Monday, August 3, 2020 at 7:00pm
- D. Village Council Meeting, Monday, August 24, 2020 at 7:00pm
- E. DDA Board Meeting, Thursday, September 17, 2020 at 7:30am
- F. Village Council Meeting, Monday, September 28, 2020 at 7:00pm  
*(All meetings are held in the Village Council Chambers unless noted)*

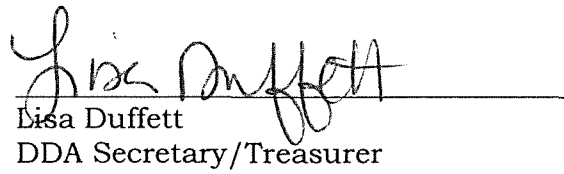
**Adjournment**

Motion by Suski, seconded by Nelson to adjourn the meeting at 7:59 a.m.

Motion Carried



Blake Stafford  
DDA/Chair



Lisa Duffett  
DDA Secretary/Treasurer