



**Village of Birch Run Downtown Development Authority
Thursday, May 14, 2020, 7:30 a.m.
ELECTRONIC CONFERENCE
ZOOM MEETING ID: 837 9247 3711
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 7:30 a.m. on Thursday, May 14, 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, and Gary Putnam

Absent: Mary Ann Gillett, JoAnn Langmaid, Peter Lorence, and Andy Suski

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

Approval of the Agenda

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

Staff Reports

A. Police Chief's Report

Chief Leidel states the 2020 Chevrolet Tahoe should be in service soon. The Tahoe is scheduled to be outfitted with lights next week.

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. February 13, 2020 – Regular DDA Board Meeting

Motion by Raquepaw, seconded by Fent to approve the February 13, 2020 – Regular DDA Board Meeting Minutes.

Motion Carried

Financial Matters

- A. Balance sheet for DDA General Fund (275) as of February 29, 2020.
- B. Revenue & Expenditure Report for DDA General Fund (275) as of February 29, 2020.
- C. Balance sheet for DDA General Fund (275) as of March 31, 2020.
- D. Revenue & Expenditure Report for DDA General Fund (275) as of March 31, 2020.
- E. Balance sheet for DDA General Fund (275) as of April 30, 2020.
- F. Revenue & Expenditure Report for DDA General Fund (275) as of April 30, 2020.
- G. General Ledger Distribution Report thru May 4, 2020 as presented in the total amount of \$32,648.07.

Moore states the DDA budget is still on track and will not end in a deficit for the 2019-2020 fiscal year.

Motion by Fent, 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. There was no Public Comment.

Unfinished Business

None

New Business

A. Resolution #20-03-DDA, Approval of 2020-2021 DDA General Fund Budget

Moore reviewed the Village of Birch Run – Downtown Development Authority (DDA) 2020-2021 summary budget, along with the detail of revenue and expenses.

Motion by Raquepaw, seconded by Fent to approve Resolution #20-03-DDA, 2020-2021 DDA General Fund Budget

Motion Carried

B. Motion to authorize a contribution of \$1,200 to the Birch Run Beautification Committee to enhance the appearance of the DDA District

Due to the current economic hardships from COVID-19, Moore makes a recommendation to the DDA Board to contribute one hundred percent of the costs for flowers and decorative pots for 2020.

Motion by Nelson, seconded by Raquepaw to authorize a contribution of \$1,200 to the Birch Run Beautification Committee to enhance the appearance of the DDA District

Motion Carried

C. Approval of DDA Business Assistance Grant Application from Robert Smith on behalf of Bomic Inc. for a funding level of \$500.00

Moore states the grant will be used to update the Bomic website. Nelson asked Moore if the DDA will see the finished website before the funds are disbursed.

Moore states yes.

Motion by Nelson, seconded by Fent for the approval of DDA Business Assistance Grant Application from Robert Smith on behalf of Bomic Inc. for a funding level of \$500.00.

Motion Carried

Other

A. *Reminder: Village Offices will be closed on Monday, May 25, 2020 in observance of Memorial Day*

Meeting Announcements

A. Village Council Meeting, Monday, May 18, 2020 at 7:00 p.m.

B. DDA Board Meeting, Thursday, June 11, 2020 at 7:30 a.m.

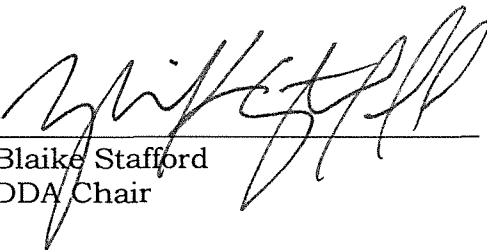
C. Village Council Meeting, Monday, June 22, 2020 at 7:00 p.m.

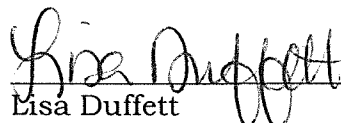
(All meetings are held in the Village Council Chambers unless noted)

Adjournment

Motion by Fent, seconded by Raquepaw to adjourn the meeting at 8:09 a.m.

Motion Carried


Blaike Stafford
DDA Chair


Lisa Duffett
DDA Secretary/Treasurer