



**Village of Birch Run Downtown Development Authority
Thursday, September 17, 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 7:29 a.m. on Thursday, September 17, 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; Marianne Nelson

Absent: JoAnn Langmaid; Peter Lorence; Gary Putnam; Andy Suski

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

Approval of the Agenda

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

Staff Reports

A. Police Chief's Report

Chief Leidel presented his report. Chief Leidel states Nelson George received an Outstanding Officer in 2019 award from Mothers Against Drunk Driving. This award is for the amount of drunk driving arrests that he made in 2019.

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. July 23, 2020 – Special DDA Board Meeting

Motion by Nelson, seconded by Fent to approve the July 23, 2020 – Special DDA Board Meeting Minutes.

Motion Carried

Financial Matters

- A. Balance sheet for DDA General Fund (275) as of July 31, 2020.
- B. Revenue & Expenditure Report for DDA General Fund (275) as of July 31, 2020.
- C. Balance sheet for DDA General Fund (275) as of August 31, 2020.
- D. Revenue & Expenditure Report for DDA General Fund (275) as of August 31, 2020.
- E. General Ledger Distribution Report thru September 9, 2020 as presented in the total amount of \$30,420.63 (includes \$544.52 for 2019-2020 accruals).

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

Motion Carried

Unfinished Business

A. Presentation and Discussion of Streetscape Concepts/Designs for the final phase of the Streetscape Project

Vanessa Warren, Landscape Architect from OHM Advisors, presented additional concepts to the DDA Board for the final phase of the Streetscape Project. The DDA Board discussed each concept, citing pros and cons of each design.

New Business

A. Resolution #20-11-DDA, Approval of the 2020 Annual Report on Status of Tax Increment Financing Plan

Motion by Nelson, seconded by Fent to approve Resolution #20-11-DDA, Approval of the 2020 Annual Report on Status of Tax Increment Financing Plan

Motion Carried

Other

- A. *Reminder:* Village Trick-or-Treating hours on Saturday, October 31, 2020 will be from 5:00pm to 7:00pm
- B. *Reminder:* Village Offices will be closed Thursday, November 26, 2020 and Friday, November 27, 2020 in observance of the Thanksgiving holiday

Meeting Announcements

- A. Village Council Meeting, Monday, September 28, 2020 at 7:00pm (*ZOOM Electronic Meeting*)
- B. Village Council Meeting, Monday, October 26, 2020 at 7:00pm (*ZOOM Electronic Meeting*)
- C. Planning Commission Meeting, Monday, November 2, 2020 at 7:00pm
- D. Village Council Meeting, Monday, November 9, 2020 at 7:00pm
- E. Village Council Meeting, Monday, November 23, 2020 at 7:00pm

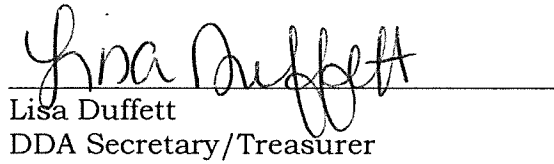
- F. DDA Board Meeting, Thursday, December 21, 2020 at 7:30am
- G. Village Council Meeting, Monday, December 21, 2020 at 7:00pm
(All meetings are held in the Village Council Chambers unless noted)

Adjournment

Motion by Raquepaw, seconded by Fent to adjourn the meeting at 8:50 a.m.
Motion Carried



Blake Stafford
DDA Chair



Lisa Duffett
DDA Secretary/Treasurer