



**Village of Birch Run Downtown Development Authority
Thursday, December 17, 2020, 7:30 a.m.
ELECTRONIC CONFERENCE
ZOOM MEETING ID: 895 2192 4259
DIAL IN: 1-312-626-6799**

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, December 17, 2020. Stafford states this meeting is being held as an electronic meeting as allowed by Public Act 228 of 2020 and all members will be participating remotely, followed by the Pledge of Allegiance.

Roll Call:

Present:

Blaike Stafford, Chair, attending remotely from Birch Run, Michigan; Dave Raquepaw, Vice Chair, attending remotely from Birch Run, Michigan; Dennis Fent, attending remotely from Burt, Michigan; Marianne Nelson, attending remotely from Birch Run, Michigan; and Gary Putnam, attending remotely from Gladwin, Michigan

Absent:

JoAnn Langmaid, Peter Lorence, and 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; and Cheryl Hadsall

Approval of the Agenda

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

Staff Reports

A. Police Chief's Report

Chief Leidel presented his report. Chief Leidel states the 'Stuff the Tahoe' event went amazing. The Birch Run Police Department collected non-perishable food items and monetary donations for local families at Don's Foodland on December 17, 2020. Chief Leidel states the Police Tahoe was filled six times and that they were able to help six families.

- B. DDA Secretary's Report
Duffett presented her report.
- C. DDA Director's Report
Moore presented his report.

Motion by Raquepaw, seconded by Fent to receive and file reports.
Motion Carried

Public Comment (Five-minute time limit per person)

- A. Public Comments
None

Approval of Minutes

- A. September 17, 2020 – Regular DDA Board Meeting
Motion by Nelson, seconded by Putnam to approve the September 17, 2020 – Regular DDA Board Meeting Minutes.
Motion Carried

Financial Matters

- A. Balance sheet for DDA General Fund (275) as of September 30, 2020.
- B. Revenue & Expenditure Report for DDA General Fund (275) as of September 30, 2020.
- C. Balance sheet for DDA General Fund (275) as of October 31, 2020.
- D. Revenue & Expenditure Report for DDA General Fund (275) as of October 31, 2020.
- E. Balance sheet for DDA General Fund (275) as of November 30, 2020.
- F. Revenue & Expenditure Report for DDA General Fund (275) as of November 30, 2020.
- G. General Ledger Distribution Report thru December 10, 2020 as presented in the total amount of \$49,339.95.

Motion by Nelson, seconded by Fent 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.
- D. The DDA Board Members discussed the DDA Annual Report.

Unfinished Business

None

New Business

- A. Resolution #20-12-DDA, Authorization of Additional Survey Mapping Services
Lou Fleury, OHM Advisors, addressed the DDA Board with updated information pertaining to the final phase of the Streetscape Project. Fleury states the Streetscape Project will extend along Dixie Highway at America's Best Value Inn. Fleury also states OHM Advisors are preparing easement documents that will be needed for construction in 2022.

Motion by Raquepaw, seconded by Putnam to approve Resolution #20-12-DDA,
Authorization of Additional Survey Mapping Services
Motion Carried

B. Resolution #20-13-DDA, Approval of the 2021 DDA Regular Meeting Schedule
Motion by Raquepaw, seconded by Nelson to approve Resolution #20-13-DDA,
Approval of the 2021 DDA Regular Meeting Schedule
Motion Carried

C. Resolution #20-14-DDA, Authorization of the 2021 Traffic Signal Maintenance &
Construction Proposal from J. Ranck Electric, Inc.
Motion by Fent, seconded by Putnam to approve Resolution #20-14-DDA,
Authorization of the 2021 Traffic Signal Maintenance & Construction Proposal from
J. Ranck Electric, Inc.
Motion Carried

D. Resolution #20-15-DDA, Approval of Gazebo Park Asphalt Maintenance & Repairs
Motion by Nelson, seconded by Fent to approve Resolution #20-15-DDA, Approval
of Gazebo Park Asphalt Maintenance & Repairs
Motion Carried

Other

- A. 2021 DDA Annual Calendar
- B. *Reminder:* Village Offices will be closed Wednesday, December 23, 2020 thru
Friday, January 1, 2021 in observance of the Christmas and New Year's Holidays

The DDA Board discussed several options for the pine tree located at Gazebo Park.
Moore states that in 2002 the previous tree was removed and the current tree was
planted. Moore then states the current tree is dying and will also need to be
removed and possibly be replaced with a new tree.

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

- A. Village Council Meeting, Monday, December 21, 2020 at 7:00pm
(ZOOM electronic meeting)

Adjournment

Motion by Raquepaw, seconded by Fent to adjourn the meeting at 8:04 a.m.
Motion Carried

Blaike Stafford
DDA Chair

Lisa Duffett
DDA Secretary/Treasurer