



**Village of Birch Run Downtown Development Authority  
Thursday, December 12, 2024, 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 7:33 a.m. on Thursday, December 12, 2024 with the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call:**

Present: Blaike Stafford, Chair;; Marianne Nelson; Jerry Preston;  
Gary Putnam ; Kelsey Rudy (arrived at 7:46 a.m.); Bob  
Smith; Andy Suski; Tom White

Absent: JoAnn Langmaid

Also Present: Paul T. Moore, DDA Director/Village Manager; Lisa Duffett,  
DDA Secretary/Village Treasurer

**Approval of the Agenda**

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

**Staff Reports**

- A. Police Chief's Report  
The Chief's report was reviewed.
- B. DDA Secretary's Report  
Duffett presented her report.
- C. DDA Director's Report  
Moore presented his report.

Motion by Smith, seconded by Suski to receive and file reports.  
Motion Carried

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

- A. Public Comments  
None

### **Approval of Minutes**

#### **A. September 19, 2024 – Regular DDA Board Meeting**

Motion by Nelson, seconded by Suski to approve the September 19, 2024 – Regular DDA Board Meeting Minutes.

Motion Carried

### **Financial Matters**

- A. Balance sheet for DDA General Fund (248) as of September 30, 2024.
- B. Balance sheet for DDA Construction Fund (494) as of September 30, 2024.
- C. Revenue & Expenditure Report for DDA General Fund (248) as of September 30, 2024.
- D. Revenue & Expenditure Report for DDA Construction Fund (494) as of September 30, 2024.
- E. Balance Sheet for DDA General Fund (248) as of October 31, 2024.
- F. Balance sheet for DDA Construction Fund (494) as of October 31, 2024.
- G. Revenue & Expenditure Report for DDA General Fund (248) as of October 31, 2024.
- H. Revenue & Expenditure Report for DDA Construction Fund (494) as of October 31, 2024.
- I. Balance Sheet for DDA General Fund (248) as of November 30, 2024.
- J. Balance Sheet for DDA Construction Fund (494) as of November 30, 2024.
- K. Revenue & Expenditure Report for DDA General Fund (248) as of November 30, 2024.
- L. Revenue & Expenditure Report for DDA Construction Fund (494) as of November 30, 2023.
- M. General Ledger Distribution Report thru December 4, 2024 as presented in the total amount of \$149,608.11.

Motion by Nelson, seconded by Putnam to approve Financial Matters A-M.

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. There was no comment by the DDA Board Members.

### **Unfinished Business**

None

### **New Business**

#### **A. Election of Vice Chair to replace Cheryl Hadsall**

- 1. Open the floor to nomination(s)

Motion by Suski, seconded by Smith to elect Putnam as Vice-Chair

Motion Carried

- 2. Acceptance of nominations(s)

Putnam accepted nomination of Vice Chair

- 3. Motion to close nominations

Motion by White, seconded by Smith to close nominations  
Motion Carried

4. Casting of votes

Ayes: Stafford, Nelson, Preston, Putnam, Rudy, Smith, Suski, White

Nays: none

Absent: Langmaid

B. Resolution #24-07-DDA, Approval of the 2025 DDA Regular Meeting Schedule

Motion by White, seconded by Suski to approve Resolution #24-07-DDA, Approval of the 2025 DDA Regular Meeting Schedule

Motion Carried

C. Resolution #24-08-DDA, Authorization of the 2025 Traffic Signal Maintenance & Construction Proposal from J. Ranck Electric, Inc.

Motion by White, seconded by Suski to approve Resolution #24-08-DDA, Authorization of the 2025 Traffic Signal Maintenance & Construction Proposal from J. Ranck Electric, Inc.

Motion Carried

D. Discussion of DDA Business Assistance Grant request from Kheila's Beauty Boutique

The DDA Board discussed the Business Assistance Grant request from Kheila's Beauty Boutique. The request was not approved because it did not meet the Business Assistance Grant guidelines.

**Other**

A. 2024 Continuing Disclosure Report

B. 2025 DDA Annual Calendar

C. *Reminder:* Village Offices will be closed Monday, December 23, 2024 thru Wednesday, January 1, 2025 in observance of the Christmas and New Year's Holidays

**Meeting Announcements**

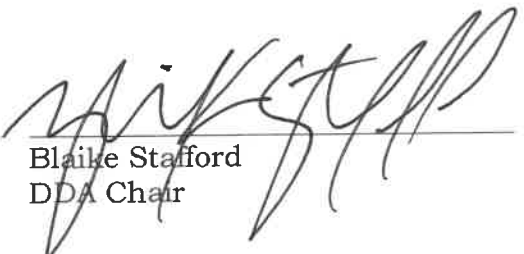
*(All meetings are held in the Village Council Chambers unless noted)*

A. Village Council Meeting, Monday, December 16, 2024 at 7:00 p.m.

**Adjournment**

Motion by White, seconded by Putnam to adjourn the meeting at 8:03 a.m.

Motion Carried

  
Blaike Stafford  
DDA Chair

  
Lisa Duffett  
DDA Secretary/Treasurer