



**Village of Birch Run Downtown Development Authority
Thursday, May 15, 2025, 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 7:30 a.m. on Thursday, May 15, 2025 with the Pledge of Allegiance to the Flag of the United States of America.

Roll Call:

Present: Blaike Stafford, Chair; Gary Putnam, Vice-Chair; Marianne Nelson; Jerry Preston; Kelsey Rudy; Bob Smith; Tom White

Absent: JoAnn Langmaid; Andy Suski

Also Present: Lisa Duffett, DDA Secretary/Village Treasurer; Jason Leidel, Birch Run Police Chief

Approval of the Agenda

Motion by Smith, 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.

Motion by Rudy, seconded by Putnam to receive and file reports.
Motion Carried

Public Comment (Five-minute time limit per person)

A. Public Comments

None

Approval of Minutes

A. February 20, 2025 – Regular DDA Board Meeting

Motion by Nelson, seconded by Rudy to approve the February 20, 2025 – Regular DDA Board Meeting Minutes.

Motion Carried

Financial Matters

- A. Balance sheet for DDA General Fund (248) as of February 28, 2025.
- B. Balance sheet for DDA Construction Fund (494) as of February 28, 2025.
- C. Revenue & Expenditure Report for DDA General Fund (248) as of February 28, 2025.
- D. Revenue & Expenditure Report for DDA Construction Fund (494) as of February 28, 2025.
- E. Balance Sheet for DDA General Fund (248) as of March 31, 2025.
- F. Balance sheet for DDA Construction Fund (494) as of March 31, 2025.
- G. Revenue & Expenditure Report for DDA General Fund (248) as of March 31, 2025.
- H. Revenue & Expenditure Report for DDA Construction Fund (494) as of March 31, 2025.
- I. Balance Sheet for DDA General Fund (248) as of April 30, 2025.
- J. Balance Sheet for DDA Construction Fund (494) as of April 30, 2025.
- K. Revenue & Expenditure Report for DDA General Fund (248) as of April 30, 2025.
- L. Revenue & Expenditure Report for DDA Construction Fund (494) as of April 30, 2025.
- M. General Ledger Distribution Report thru May 7, 2025 as presented in the total amount of \$161,954.44.

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

Unfinished Business

None

New Business

- A. Resolution #25-04-DDA, Approval of 2025-2026 DDA General Fund Budget
Motion by Preston, seconded by Nelson to approve Resolution #25-04-DDA, 2025-2026 DDA General Fund Budget.

Motion Carried

- B. Resolution #25-05-DDA, Resolution Supporting Establishment of Building Authority for Proposed Birch Run Expo Center and Matters Related Thereto
Motion by Nelson, seconded by Rudy to approve Resolution #25-05-DDA, Resolution Supporting Establishment of Building Authority for Proposed Birch Run Expo Center and Matters Related Thereto.

Motion Carried

- C. Motion to authorize a contribution of \$750 to the Birch Run Beautification Committee to enhance the appearance of the DDA District
Motion by White, seconded by Smith to authorize a contribution of \$750 to the Birch Run Beautification Committee to enhance the appearance of the DDA District.

Motion Carried

Other

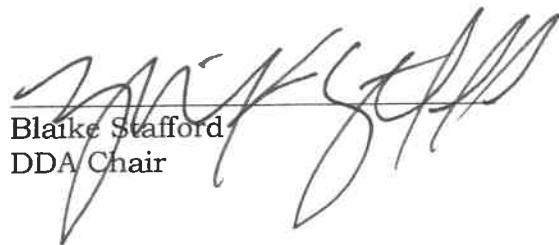
- A. *Reminder:* Village Offices will be closed on Monday, May 26, 2025 in observance of Memorial Day

Meeting Announcements

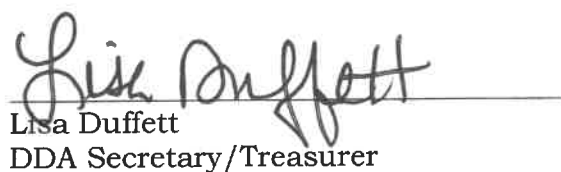
- A. Village Council Meeting, Monday, May 19, 2025 at 7:00 p.m.
 - B. DDA Board Meeting, Thursday, June 19, 2025 at 7:30 a.m.
 - C. Village Council Meeting, Monday, June 23, 2025 at 7:00 p.m.
- (All meetings are held in the Village Council Chambers unless noted)*

Adjournment

Motion by Smith, seconded by White to adjourn the meeting at 7:56 a.m.
Motion Carried



Blake Stafford
DDA Chair



Lisa Duffett
DDA Secretary/Treasurer