



**Village of Birch Run Downtown Development Authority  
Thursday, June 19, 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, June 19, 2025 with the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call:**

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

Absent: Gary Putnam, Vice Chair; JoAnn Langmaid; Andy Suski

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

**Approval of the Agenda**

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

**Staff Reports**

A. Police Chief's Report

The Police 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 Nelson, seconded by Smith to receive and file reports.  
Motion Carried

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

A. Public Comments

None

**Approval of Minutes**

A. May 15, 2025 – Regular DDA Board Meeting

Motion by Smith, seconded by Rudy to approve the May 15, 2025 – Regular DDA Board Meeting Minutes.

Motion Carried

### **Financial Matters**

- A. Balance sheet for DDA General Fund (248) as of May 31, 2025.
- B. Balance sheet for DDA Construction Fund (494) as of May 31, 2025.
- C. Revenue & Expenditure Report for DDA General Fund (248) as of May 31, 2025.
- D. Revenue & Expenditure Report for DDA Construction Fund (494) as of May 31, 2025.
- E. General Ledger Distribution Report thru June 12, 2025 as presented in the total amount of \$14,393.98.

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

Motion Carried

### **Informational Session**

- A. In accordance with Public Act 57 of 2018, the DDA Board held the first 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 Chair**

- 1. Open the floor to nomination(s)

Motion by Nelson, seconded by Smith to elect Stafford as Chair

Motion Carried

- 2. Acceptance of nomination(s)

Stafford accepted nomination of Chair

- 3. Motion to close nominations

Motion by Rudy, seconded by Smith to close nominations

Motion Carried

- 4. Casting of votes

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

Nays: none

Absent: Langmaid, Putnam, Suski

#### **B. Election of Vice Chair**

- 1. Open the floor to nomination(s)

Motion by Nelson, seconded by Smith to elect Rudy as Vice-Chair

Motion Carried

- 2. Acceptance of nominations(s)

Rudy accepted nomination of Vice Chair

3. Motion to close nominations

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

4. Casting of votes

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

Nays: none

Absent: Langmaid, Putnam, Suski

C. Resolution #25-06-DDA, Approval of 2024-2025 DDA General Fund and DDA Construction Fund Budget Amendments

Motion by Preston, seconded by Nelson to approve Resolution #25-06-DDA, Approval of 2024-2025 DDA General Fund and DDA Construction Fund Budget Amendments.

Motion Carried

**Other**

- A. *Reminder:* Village Offices will be closed on Friday, July 4, 2025 in observance of the Independence Day holiday
- B. Annual 4<sup>th</sup> of July Parade is on Friday, July 4, 2025, starting at 11:00am. Route is from BRHS onto Church Street north to Main Street, turning east onto Main Street to Beyer Road, turning south into the mall area.

**Meeting Announcements**

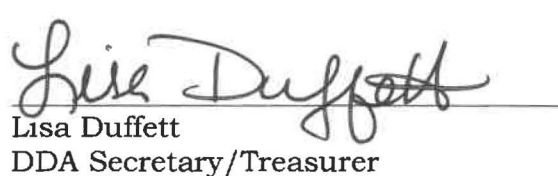
- A. Village Council Meeting, Monday, June 23, 2025 at 7:00pm
  - B. Village Council Meeting, Monday, July 28, 2025 at 7:00pm
  - C. Planning Commission Meeting, Monday, August 4, 2025 at 7:00pm
  - D. Village Council Meeting, Monday, August 25, 2025 at 7:00pm
  - E. DDA Board Meeting, Thursday, September 18, 2025 at 7:30am
  - F. Village Council Meeting, Monday, September 22, 2025 at 7:00pm
- (All meetings are held in the Village Council Chambers unless noted)*

**Adjournment**

Motion by Rudy, seconded by Preston to adjourn the meeting at 7:52 a.m.  
Motion Carried



Blaike Stafford  
DDA Chair



Lisa Duffett  
DDA Secretary/Treasurer