



Village of Birch Run Downtown Development Authority
Thursday, September 18, 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 Blaika Stafford at 7:30 a.m. on Thursday, September 18, 2025 with the Pledge of Allegiance to the Flag of the United States of America.

Roll Call:

Present: Blaika Stafford, Chair; Kelsey Rudy, Vice Chair; JoAnn Langmaid; Marianne Nelson; Jerry Preston; Gary Putnam; Bob Smith; Tom White

Absent: Andy Suski

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

Approval of the Agenda

Motion by Nelson, seconded by Putnam to approve the Agenda.

Motion Carried

Staff Reports

A. Police Chief's Report

Chief Leidel's 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 White to receive and file reports.

Motion Carried

Public Comment (Five-minute time limit per person)

A. Public Comments

None

Approval of Minutes

A. June 19, 2025 – Regular DDA Board Meeting

Motion by White, seconded by Rudy to approve the June 19, 2025 – Regular DDA Board Meeting Minutes.

Motion Carried

Financial Matters

- A. Balance sheet for DDA General Fund (248) as of June 30, 2025.
- B. Balance sheet for DDA Construction Fund (494) as of June 30, 2025.
- C. Revenue & Expenditure Report for DDA General Fund (248) as of June 30, 2025.
- D. Revenue & Expenditure Report for DDA Construction Fund (494) as of June 30, 2025
- E. Balance sheet for DDA General Fund (248) as of July 31, 2025.
- F. Balance sheet for DDA Construction Fund (494) as of July 31, 2025.
- G. Revenue & Expenditure Report for DDA General Fund (248) as of July 31, 2025.
- H. Revenue & Expenditure Report for DDA Construction Fund (494) as of July 31, 2025.
- I. Balance sheet for DDA General Fund (248) as of August 31, 2025.
- J. Balance sheet for DDA Construction Fund (494) as of August 31, 2025.
- K. Revenue & Expenditure Report for DDA General Fund (248) as of August 31, 2025.
- L. Revenue & Expenditure Report for DDA Construction Fund (494) as of August 31, 2025.
- M. General Ledger Distribution Report thru September 9, 2025 as presented in the total amount of \$107,659.55.

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

Motion Carried

Unfinished Business

None

New Business

- A. Resolution #25-07-DDA, Affirmation of the 2025 Summer Tax Increment Financing Authority Report

Motion by White, seconded by Rudy to approve Resolution #25-07-DDA, Affirmation of the Summer Tax Increment Financing Authority Report.

Motion Carried

Other

- A. *Reminder:* Village Offices will be closed to the public on Monday, October 13, 2025 for Columbus Day (staff will be in service)
- B. *Reminder:* Village Offices will be closed on Monday, November 11, 2025 in observance of Veteran's Day
- C. *Reminder:* Village Offices will be closed on Thursday, November 27, 2025 and Friday, November 28, 2025 in observance of the Thanksgiving holiday weekend.

Meeting Announcements

- A. Village Council Meeting, Monday, September 22, 2025 at 7:00 p.m.
- B. Village Council Meeting, Monday, October 27, 2025 at 7:00 p.m.
- C. Planning Commission Meeting, Monday, November 3, 2025 at 7:00 p.m.
- D. Village Council Meeting, Monday, November 24, 2025 at 7:00 p.m.
- E. DDA Board Meeting, Thursday, December 18, 2025 at 7:00 a.m.
- F. Village Council Meeting, Monday, December 22, 2025 at 7:00 p.m.
(All meetings are held in the Village Council Chambers unless noted)

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Adjournment

Motion by Smith, seconded by Rudy to adjourn the meeting at 8:14 a.m.
Motion Carried



Blaize Stafford-DDA Chair



Lisa Duffett-DDA Secretary/Treasurer