



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

**Roll Call:**

Present: Blaike Stafford, Chair; Kelsey Rudy, Vice-Chair; JoAnn Langmaid; Marianne Nelson; Jerry Preston; Bob Smith; Andy Suski; Tom White

Absent: Gary Putnam

Also Present: Paul T. Moore, DDA Director/Village Manager; Lisa Duffett, DDA Secretary/Village Treasurer; Jason Leidel, Birch Run Police Chief

**Approval of the Agenda**

Motion by Rudy, seconded by Smith 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.
- C. DDA Director's Report  
Moore presented his report.

Motion by Suski, 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. September 18, 2025 – Regular DDA Board Meeting

Motion by Nelson, seconded by Rudy to approve the September 18, 2025 – Regular DDA Board Meeting Minutes.

Motion Carried

### **Financial Matters**

A. Balance sheet for DDA General Fund (248) as of September 30, 2025.

B. Balance sheet for DDA Construction Fund (494) as of September 30, 2025.

C. Revenue & Expenditure Report for DDA General Fund (248) as of September 30, 2025.

D. Revenue & Expenditure Report for DDA Construction Fund (494) as of September 30, 2025.

E. Balance Sheet for DDA General Fund (248) as of October 31, 2025.

F. Balance sheet for DDA Construction Fund (494) as of October 31, 2025.

G. Revenue & Expenditure Report for DDA General Fund (248) as of October 31, 2025.

H. Revenue & Expenditure Report for DDA Construction Fund (494) as of October 31, 2025.

I. Balance Sheet for DDA General Fund (248) as of November 30, 2025.

J. Balance Sheet for DDA Construction Fund (494) as of November 30, 2025.

K. Revenue & Expenditure Report for DDA General Fund (248) as of November 30, 2025.

L. Revenue & Expenditure Report for DDA Construction Fund (494) as of November 30, 2025.

M. Invoice General Ledger Distribution Report thru December 10, 2025 as presented in the total amount of \$96,751.43.

Motion by Nelson, seconded by Suski 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. Resolution #25-08-DDA, Acceptance of the 2025 Annual Report on Status of Tax Increment Financing Plan

Motion by White, seconded by Nelson to approve Resolution #25-08-DDA, PAcceptance of the 2025 Annual Report on Status of Tax Increment Financing Plan

Motion Carried

B. Resolution #25-09-DDA, Approval of the 2026 DDA Regular Meeting Schedule

Motion by Rudy, seconded by Suski to approve Resolution #25-09-DDA, Approval of the 2026 DDA Regular Meeting Schedule

Motion Carried

C. Resolution #25-10-DDA, Authorization of the 2026 Traffic Signal Maintenance & Construction Proposal from J. Ranck Electric, Inc.

Motion by Suski, seconded by White to approve Resolution #25-10-DDA, Authorization of the 2026 Traffic Signal Maintenance & Construction Proposal from J. Ranck Electric, Inc.

Motion Carried

D. Update regarding the DDA Director-Village Manager Executive Search

Moore gave a update on the DDA Director-Village Manager Executive Search.

**Other**

A. 2025 Continuing Disclosure Report

B. 2026 DDA Annual Calendar

C. *Reminder:* Village Offices will + on Wednesday, December 24, 2025 thru Friday, January 1, 2026 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 22, 2025 at 7:00 p.m.

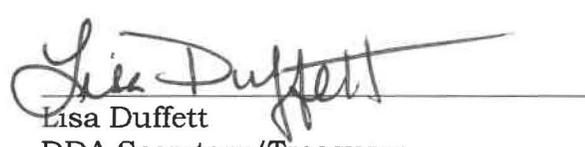
**Adjournment**

Motion by Rudy, seconded by Suski to adjourn the meeting at 7:54 a.m.

Motion Carried



Blaike Stafford  
DDA Chair



Lisa Duffett  
DDA Secretary/Treasurer