



**Village of Birch Run Downtown Development Authority  
Thursday, May 14, 2026, 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 14, 2026 with the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call:**

Present: Blaike Stafford, Chair; JoAnn Langmaid; Marianne Nelson; Jerry Preston; Gary Putnam; Bob Smith; Andy Suski

Absent: Tom White

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

**Approval of the Agenda**

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

**Staff Reports**

- A. DDA Director – Introduction of Joseph R. Karlichek
- B. Police Chief's Report
- C. DDA Secretary's 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. February 19, 2026 – Regular DDA Board Meeting  
Motion by Suski, seconded by Smith to approve the February 19, 2026 – Regular DDA Board Meeting Minutes.  
Motion Carried

### **Financial Matters**

- A. Balance sheet for DDA General Fund (248) as of February 28, 2026.
- B. Balance sheet for DDA Construction Fund (494) as of February 28, 2026.
- C. Revenue & Expenditure Report for DDA General Fund (248) as of February 28, 2026.
- D. Revenue & Expenditure Report for DDA Construction Fund (494) as of February 28, 2026.
- E. Balance Sheet for DDA General Fund (248) as of March 31, 2026.
- F. Balance sheet for DDA Construction Fund (494) as of March 31, 2026.
- G. Revenue & Expenditure Report for DDA General Fund (248) as of March 31, 2026.
- H. Revenue & Expenditure Report for DDA Construction Fund (494) as of March 31, 2026.
- I. Balance Sheet for DDA General Fund (248) as of April 30, 2026.
- J. Balance Sheet for DDA Construction Fund (494) as of April 30, 2026.
- K. Revenue & Expenditure Report for DDA General Fund (248) as of April 30, 2026.
- L. Revenue & Expenditure Report for DDA Construction Fund (494) as of April 30, 2026.
- M. General Ledger Distribution Report thru May 6, 2026 as presented in the total amount of \$190,872.92.

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

### **Unfinished Business**

None

### **New Business**

- A. Resolution #26-03-DDA, Approval of 2026-2027 DDA General Fund Budget  
Motion by Suski, seconded by Putnam to approve Resolution #26-03-DDA, 2026-2027 DDA General Fund Budget.  
Motion Carried
- B. Resolution #26-04-DDA, Approval of the Employment of Joseph R. Karlichek as the DDA Director/Village Manager  
Motion by Preston, seconded by Suski to approve Resolution #26-04-DDA, Approval of the Employment of Joseph R. Karlichek as the DDA Director/Village Manager.  
Motion Carried
- C. Motion to authorize a contribution of \$1,000 to the Birch Run Beautification Committee to enhance the appearance of the DDA District  
Motion by Nelson, seconded by Smith to authorize a contribution of \$1,000 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 25, 2026, in observance of Memorial Day

**Meeting Announcements**

- A. Village Council Meeting, Monday, May 18, 2026 at 7:00 p.m.
  - B. DDA Board Meeting, Thursday, June 18, 2026 at 7:30 a.m.
  - C. Village Council Meeting, Monday, June 22, 2026 at 7:00 p.m.
- (All meetings are held in the Village Council Chambers unless noted)*

**Adjournment**

Motion by Langmaid, seconded by Smith to adjourn the meeting at 8:03 a.m.  
Motion Carried



Blaike Stafford  
DDA Chair



Lisa Duffett  
DDA Secretary/Treasurer