



**Village of Birch Run Downtown Development Authority  
Thursday, December 14, 2023, 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 7:33 a.m. on Thursday, December 14, 2023 with the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call:**

Present: Blaike Stafford, Chair; Cheryl Hadsall, Vice Chair; JoAnn Langmaid; Connie Monahan; Marianne Nelson; Gary Putnam

Absent: Angela Burse; Bob Smith; Andy Suski

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

**Approval of the Agenda**

Motion by Hadsall, seconded by Monahan to approve the Agenda.  
Motion Carried

**Staff Reports**

- A. Police Chief's Report  
The 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 Hadsall to receive and file reports.  
Motion Carried

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

- A. Public Comments  
None

**Approval of Minutes**

- A. September 21, 2023 – Regular DDA Board Meeting  
Motion by Nelson, seconded by Putnam to approve the September 21, 2023 – Regular DDA Board Meeting Minutes.  
Motion Carried

**Financial Matters**

- A. Balance sheet for DDA General Fund (248) as of September 30, 2023.
- B. Balance sheet for DDA Construction Fund (494) as of September 30, 2023.
- C. Revenue & Expenditure Report for DDA General Fund (248) as of September 30, 2023.
- D. Revenue & Expenditure Report for DDA Construction Fund (494) as of September 30, 2023.
- E. Balance Sheet for DDA General Fund (248) as of October 31, 2023.
- F. Balance sheet for DDA Construction Fund (494) as of October 31, 2023.
- G. Revenue & Expenditure Report for DDA General Fund (248) as of October 31, 2023.
- H. Revenue & Expenditure Report for DDA Construction Fund (494) as of October 31, 2023.
- I. Balance Sheet for DDA General Fund (248) as of November 30, 2023.
- J. Balance Sheet for DDA Construction Fund (494) as of November 30, 2023.
- K. Revenue & Expenditure Report for DDA General Fund (248) as of November 30, 2023.
- L. Revenue & Expenditure Report for DDA Construction Fund (494) as of November 30, 2023.
- M. General Ledger Distribution Report thru December 7, 2023 as presented in the total amount of \$1,188,960.34.

Motion by Nelson, seconded by Monahan 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. Paul Moore reviewed the 2023 Continuing Disclosure Report.
- D. There was no Public Comment.
- E. There was no comment by the DDA Board Members.

**Unfinished Business**

None

**New Business**

- A. Resolution #23-12-DDA, Approval of the 2024 DDA Regular Meeting Schedule  
Motion by Nelson, seconded by Monahan to approve Resolution #23-12-DDA, Approval of the 2024 DDA Regular Meeting Schedule  
Motion Carried
- B. Resolution #23-13-DDA, Authorization of the 2024 Traffic Signal Maintenance & Construction Proposal from J. Ranck Electric, Inc.

Motion by Nelson, seconded by Putnam to approve Resolution #23-13-DDA, Authorization of the 2024 Traffic Signal Maintenance & Construction Proposal from J. Ranck Electric, Inc.

Motion Carried

**Other**

- A. 2024 DDA Annual Calendar
- B. *Reminder:* Village Offices will be closed Friday, December 22, 2023 thru Monday, January 1, 2024 in observance of the Christmas and New Year's Holidays

**Meeting Announcements**

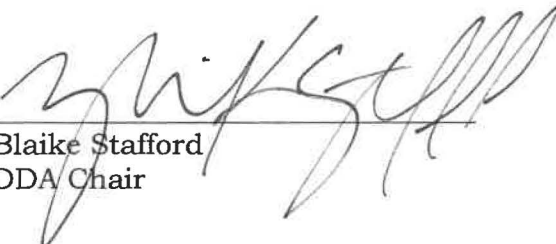
*(All meetings are held in the Village Council Chambers unless noted)*

- A. Village Council Meeting, Monday, December 18, 2023 at 7:00pm

**Adjournment**


Motion by Hadsall, seconded by Monahan to adjourn the meeting at 7:52 a.m.

Motion Carried



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Blaike Stafford  
DDA Chair



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Lisa Duffett  
DDA Secretary/Treasurer