



**Village of Birch Run Downtown Development Authority
Thursday, February 20, 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, February 20, 2025 with the Pledge of Allegiance to the Flag of the United States of America.

Roll Call:

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

Absent: Bob Smith

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 Nelson, seconded by White 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 Rudy, seconded by Putnam to receive and file reports.
Motion Carried

Public Comment (Five-minute time limit per person)

- A. Public Comments
None

Approval of Minutes

A. December 12, 2024 – Regular DDA Board Meeting

Motion by Suski, seconded by White to approve the December 12, 2024 – Regular DDA Board Meeting Minutes.

Motion Carried

Financial Matters

A. Balance sheet for DDA General Fund (248) as of December 31, 2024.

B. Balance sheet for DDA Construction Fund (494) as of December 31, 2024.

C. Revenue & Expenditure Report for DDA General Fund (248) as of December 31, 2024.

D. Revenue & Expenditure Report for DDA Construction Fund (494) as of December 31, 2024.

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

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

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

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

I. General Ledger Distribution Report thru February 12, 2025 as presented in the total amount of \$15,956.28.

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

Motion Carried

Unfinished Business

None

New Business

A. Resolution #25-01-DDA, Authorization to pay \$201,272.29 to the Village of Birch Run for extra Police and Public Works services for the period of January 1, 2024 to December 31, 2024.

Motion by Preston, seconded by Suski to approve Resolution #25-01-DDA, Authorization to pay \$201,272.29 to the Village of Birch Run for extra Police and Public Works services for the period of January 1, 2024 to December 31, 2024.

Motion Carried

B. Resolution #25-02-DDA, Affirmation of the 2024 Winter Tax Increment Financing Authority Report

Motion by Nelson, seconded by White to approve Resolution #25-02-DDA, Affirmation of the 2024 Winter Tax Increment Financing Authority Report.

Motion Carried

C. Resolution #25-03-DDA, Authorization to Order & Purchase a new Bucher CityCat 5006 Street Sweeper for delivery in the 2025-2026 fiscal year.

Motion by White, seconded by Rudy to approve Resolution #25-03-DDA, Authorization to Order & Purchase a new Bucher CityCat 5006 Street Sweeper for delivery in the 2025-2026 fiscal year.

Motion Carried

Other

- A. None

Meeting Announcements

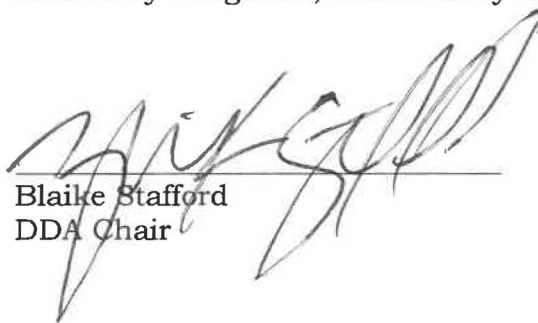
- A. Village Council Meeting, Monday, February 24, 2025 at 7:00 p.m.
- B. Planning Commission Meeting, Monday, March 10, 2025 at 7:00 p.m.
- C. Village Council Meeting, Monday, March 24, 2025 at 7:00 p.m.
- D. Village Council Meeting, Monday, April 28, 2025 at 7:00 p.m.
- E. Planning Commission Meeting, Monday, May 5, 2025 at 7:00 p.m.
- F. DDA Board Meeting, Thursday May 15, 2025 at 7:30 a.m.
- G. Village Council Meeting, Monday, May 19, 2025 at 7:00 p.m.

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

Adjournment

Motion by Langmaid, seconded by Rudy to adjourn the meeting at 7:58 a.m.

Motion Carried



Blaike Stafford
DDA Chair



Lisa Duffett
DDA Secretary/Treasurer