Village of Birch Run Downtown Development Authority
Thursday, June 18, 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 7:31 a.m. on Thursday, June 18, 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; Bob Smith; Tom White
Absent:	Andy Suski
Also Present:	Paul T. Moore, DDA Director/Village Manager; Lisa Duffett, DDA Secretary/Village Treasurer; Jason Leidel, Birch Run Police Chief; Joseph Karlichek

Approval of the Agenda
Motion by Smith, seconded by Nelson to approve the Agenda.
Motion Carried

Staff Reports
A. Police Chief's Report
The Police 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 Smith to receive and file reports.
Motion Carried

Public Comment (Five-minute time limit per person)
A. Public Comments
None

Approval of Minutes
A. May 14, 2026 – Regular DDA Board Meeting

Motion by White, seconded by Nelson to approve the May 14, 2026 – Regular DDA Board Meeting Minutes.

Motion Carried

Financial Matters

A. Balance sheet for DDA General Fund (248) as of May 31, 2026.
B. Balance sheet for DDA Construction Fund (494) as of May 31, 2026.
C. Revenue & Expenditure Report for DDA General Fund (248) as of May 31, 2026.
D. Revenue & Expenditure Report for DDA Construction Fund (494) as of May 31, 2026.
E. General Ledger Distribution Report thru June 10, 2026, as presented in the total amount of $9,240.95

Motion by Nelson, seconded by Smith to approve Financial Matters A-E.

Motion Carried

Informational Session

A. In accordance with Public Act 57 of 2018, the DDA Board held the first 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. Election of Chair
   1. Open the floor to nomination(s)
      Motion by Nelson, seconded by Preston to elect Stafford as Chair
      Motion Carried

   2. Acceptance of nomination(s)
      Stafford accepted nomination of Chair

   3. Motion to close nominations
      Motion by Smith, seconded by Langmaid to close nominations
      Motion Carried

   4. Casting of votes
      Ayes: Stafford, Langmaid, Nelson, Preston, Smith, White
      Nays: none
      Absent: Suski

B. Election of Vice Chair
   1. Open the floor to nomination(s)
      Motion by Nelson, seconded by White to elect Smith as Vice Chair
      Motion Carried

   2. Acceptance of nominations(s)
      Smith accepted nomination of Vice Chair

3. Motion to close nominations
   Motion by Nelson, seconded by White to close nominations
   Motion Carried

4. Casting of votes
   Ayes: Stafford, Langmaid, Nelson, Preston, Smith, White
   Nays: none
   Absent: Suski

C. Resolution #26-05-DDA, Approval of 2025-2026 DDA General Fund Budget Amendments
   Motion by Nelson, seconded by Smith to approve Resolution #26-05-DDA, Approval of 2025-2026 DDA General Fund Budget Amendments.
   Motion Carried

D. Discussion of potential candidates to fill the current two (2) vacancies on the DDA Board of Directors

Other

A. *Reminder:* Village Offices will be closed on Friday, July 3, 2026, in observance of the Independence Day holiday
B. Annual 4th of July Parade is on Saturday, July 4, 2026, starting at 11:00 a.m. Route is from BRHS onto Church Street north to Main Street, turning east onto Main Street to Beyer Road, turning south into the mall area.

Meeting Announcements

A. Village Council Meeting, Monday, June 22, 2026, at 7:00 p.m.
B. Village Council Meeting, Monday, July 27, 2026, at 7:00 p.m.
C. Planning Commission Meeting, Monday, August 3, 2026, at 7:00 p.m.
D. Village Council Meeting, Monday, August 24, 2026, at 7:00 p.m.
E. DDA Board Meeting, Thursday, September 17, 2026, at 7:30 a.m.
F. Village Council Meeting, Monday, September 28, 2026, at 7:00 p.m.
(All meetings are held in the Village Council Chambers unless noted)

Adjournment

Motion by Nelson, seconded by Smith to adjourn the meeting at 7:59 a.m.
Motion Carried

Blaike Stafford
DDA Chair

Lisa Duffett
DDA Secretary/Treasurer