Village of Birch Run Downtown Development Authority
Thursday, September 17, 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, September 17, 2026 with the Pledge of Allegiance to the Flag of the United States of America.

Roll Call:

Present:	Blaike Stafford, Chair; Cody Gibson; Marianne Nelson; Jerry Preston; Beverly Totten; Tom White
Absent:	Bob Smith, Vice Chair; JoAnn Langmaid; Andy Suski
Also Present:	Joe Karlichek, 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
Karlichek presented his report.

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

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

Approval of Minutes
A. June 18, 2026 – Regular DDA Board Meeting

Motion by White, seconded by Gibson to approve the June 18, 2026 – Regular DDA Board Meeting Minutes.

Motion Carried

Financial Matters

A. Balance sheet for DDA General Fund (248) as of August 31, 2026.
B. Revenue & Expenditure Report for DDA General Fund (248) as of August 31, 2026.
C. General Ledger Distribution Report thru August 31, 2026 as presented in the total amount of $22,747.72.

Motion by Nelson, seconded by White to approve Financial Matters A-C.

Motion Carried

Unfinished Business

None

New Business

A. Resolution #26-06-DDA, Affirmation of the 2026 Summer Tax Increment Financing Authority Report

Motion by White, seconded by Gibson to approve Resolution #26-06-DDA, Affirmation of the Summer Tax Increment Financing Authority Report.

Motion Carried

B. Introduction and Discussion of Proposed "draft" By-Laws.

Other

A. *Reminder:* Village Offices will be closed to the public on Monday, October 12, 2026 for Columbus Day (staff will be in service)
B. *Reminder:* Village Offices will be closed on Monday, November 11, 2026 in observance of Veteran's Day
C. *Reminder:* Village Offices will be closed on Thursday, November 26, 2026 and Friday, November 27, 2026 in observance of the Thanksgiving holiday weekend.

Meeting Announcements

A. Village Council Meeting, Monday, September 28, 2026 at 7:00 p.m.
B. Village Council Meeting, Monday, October 26, 2026 at 7:00 p.m.
C. Planning Commission Meeting, Monday, November 2, 2026 at 7:00 p.m.
D. Village Council Meeting, Monday, November 23, 2026 at 7:00 p.m.
E. DDA Board Meeting, Thursday, December 17, 2026 at 7:30 a.m.
F. Village Council Meeting, Monday, December 21, 2026 at 7:00 p.m.

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

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Adjournment

Motion by Nelson, seconded by Totten to adjourn the meeting at 8:02 a.m.

Motion Carried

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Blaike Stafford-DDA Chair Lisa Duffett-DDA Secretary/Treasurer

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