



**Village of Birch Run Downtown Development Authority
Thursday, July 11, 2024, 7:30 a.m.
Village Council Chambers, 12060 Heath Street
Birch Run, Michigan**

MINUTES

Call to Order

The special 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, July 11, 2024 with the Pledge of Allegiance to the Flag of the United States of America.

Roll Call:

Present: Blaike Stafford, Chair; Cheryl Hadsall, Vice Chair; Connie Monahan; Marianne Nelson; Gary Putnam; Bob Smith; Andy Suski

Absent: Angela Burse; JoAnn Langmaid

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

Staff Reports

- A. Police Chief's Report
Chief Leidel presented his report.
- B. DDA Secretary's Report
The Secretary's report was reviewed.
- 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. May 16, 2024 – Regular DDA Board Meeting

Motion by Nelson, seconded by Hadsall to approve the May 16, 2024 – Regular DDA Board Meeting Minutes.

Motion Carried

B. June 20, 2024 – Regular DDA Board Meeting

Motion by Nelson, seconded by Monahan to approve the June 20, 2024 – Regular DDA Board Meeting Minutes.

Motion Carried

Financial Matters

- A. Balance sheet for DDA General Fund (248) as of May 31, 2024.
- B. Balance sheet for DDA Construction Fund (494) as of May 31, 2024.
- C. Revenue & Expenditure Report for DDA General Fund (248) as of May 31, 2024.
- D. Revenue & Expenditure Report for DDA Construction Fund (494) as of May 31, 2024.
- E. Balance sheet for DDA General Fund (248) as of June 30, 2024.
- F. Balance sheet for DDA Construction Fund (494) as of June 30, 2024.
- G. Revenue & Expenditure Report for DDA General Fund (248) as of June 30, 2024.
- H. Revenue & Expenditure Report for DDA Construction Fund (494) as of June 30, 2024.
- I. General Ledger Distribution Report thru June 12, 2024 as presented in the total amount of \$46,750.92.

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

Motion Carried

Unfinished Business

None

New Business

A. Election of Chair

1. Open the floor to nomination(s)

Motion by Nelson, seconded by Smith to elect Stafford as Chair

Motion Carried

2. Acceptance of nomination(s)

Stafford accepted nomination of Chair

3. Motion to close nominations

Motion by Hadsall, seconded by Suski to close nominations

Motion Carried

4. Casting of votes

Ayes: Stafford, Hadsall, Monahan, Nelson, Putnam, Smith, Suski

Nays: none

Absent: Burse, Langmaid

B. Election of Vice Chair

1. Open the floor to nomination(s)
Motion by Nelson, seconded by Suski to elect Hadsall as Vice-Chair
Motion Carried

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

3. Motion to close nominations
Motion by Suski, seconded by Monahan to close nominations
Motion Carried

4. Casting of votes
Ayes: Stafford, Hadsall, Monahan, Nelson, Putnam, Smith, Suski
Nays: none
Absent: Burse, Langmaid

C. Resolution #24-04-DDA, Approval of 2023-2024 DDA General Fund and DDA Construction Fund Budget Amendments
Motion by Putnam, seconded by Monahan to approve Resolution #24-04-DDA, Approval of 2023-2024 DDA General Fund and DDA Construction Fund Budget Amendments.
Motion Carried

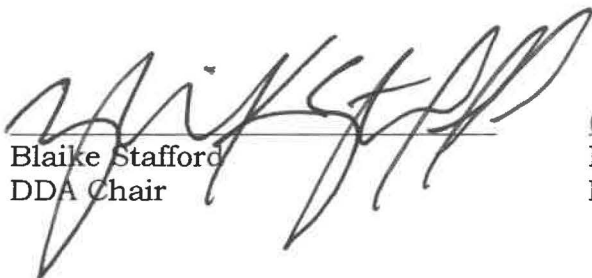
Other
None

Meeting Announcements

- A. Village Council Meeting, Monday, July 22, 2024 at 7:00 p.m.
 - B. Planning Commission Meeting, Monday, August 5, 2024 at 7:00 p.m.
 - C. Village Council Meeting, Monday, August 26, 2024 at 7:00 p.m.
 - D. DDA Board Meeting, Thursday, September 19, 2024 at 7:30 a.m.
 - E. Village Council Meeting, Monday, September 23, 2024 at 7:00 p.m.
- (All meetings are held in the Village Council Chambers unless noted)*

Adjournment

Motion by Putnam, seconded by Smith to adjourn the meeting at 8:04 a.m.
Motion Carried


Blaike Stafford
DDA Chair


Lisa Duffett
DDA Secretary/Treasurer