



**Village of Birch Run Downtown Development Authority
Thursday, September 19, 2024, 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, September 19, 2024 with the Pledge of Allegiance to the Flag of the United States of America.

Roll Call:

Present: Blaike Stafford, Chair; JoAnn Langmaid; Marianne Nelson;
Gary Putnam; Bob Smith; Andy Suski

Absent: Cheryl Hadsall, Vice Chair

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

Approval of the Agenda

Motion by Suski, seconded by Smith to approve the Agenda.
Motion Carried

Staff Reports

- A. Police Chief's Report
Chief Leidel'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. July 11, 2024 – Special DDA Board Meeting

Motion by Nelson, seconded by Putnam to approve the July 11, 2024 – Special DDA Board Meeting Minutes.

Motion Carried

Financial Matters

- A. Balance sheet for DDA General Fund (248) as of July 31, 2024.
- B. Balance sheet for DDA Construction Fund (494) as of July 31, 2024.
- C. Revenue & Expenditure Report for DDA General Fund (248) as of July 31, 2024.
- D. Revenue & Expenditure Report for DDA Construction Fund (494) as of July 31, 2024.
- E. Balance sheet for DDA General Fund (248) as of August 31, 2024.
- F. Balance sheet for DDA Construction Fund (494) as of August 31, 2024.
- G. Revenue & Expenditure Report for DDA General Fund (248) as of August 31, 2024.
- H. Revenue & Expenditure Report for DDA Construction Fund (494) as of August 31, 2024.
- I. General Ledger Distribution Report thru September 5, 2024 as presented in the total amount of \$60,646.54.

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

Motion Carried

Unfinished Business

None

New Business

- A. Resolution #24-05-DDA, Affirmation of the Summer Tax Increment Financing Authority Report

Motion by Putnam, seconded by Smith to approve Resolution #24-05-DDA, Affirmation of the Summer Tax Increment Financing Authority Report.

Motion Carried

Other

- A. *Reminder:* Village Offices will be closed to the public on Monday, October 14, 2024 for Columbus Day (staff will be in service)

Meeting Announcements

- A. Village Council Meeting, Monday, September 23, 2024 at 7:00pm
- B. Village Council Meeting, Monday, October 28, 2024 at 7:00pm
- C. Planning Commission Meeting, Monday, November 4, 2024 at 7:00pm
- D. Village Council Meeting, Tuesday, November 12, 2024 at 7:00pm
- E. Village Council Meeting, Monday, November 25, 2024 at 7:00pm
- F. DDA Board Meeting, Thursday, December 12, 2024 at 7:30am
- G. Village Council Meeting, Monday, December 16, 2024 at 7:00pm
(All meetings are held in the Village Council Chambers unless noted)

Adjournment

Motion by Smith, seconded by Putnam to adjourn the meeting at 8:03 a.m.

Motion Carried



Blake Stafford-DDA Chair



Lisa Duffett-DDA Secretary/Treasurer