



**Village of Birch Run Downtown Development Authority  
Thursday, December 16, 2021, 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 7:43 a.m. on Thursday, December 16, 2021 with the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call:**

Present: Blaike Stafford, Chair; Dennis Fent; Marianne Nelson; Gary Putnam

Absent: Dave Raquepaw, Cheryl Hadsall; JoAnn Langmaid; Andy Suski

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 Fent to approve the Agenda.  
Motion Carried

**Staff Reports**

A. Police Chief's Report

Chief Leidel presented his report. Chief Leidel states Officer Amy Dasky took a position with the Thomas Township Police Department. Chief Leidel then states they will be conducting interviews sometime in January 2022 for the open position. Chief Leidel also states the 'Stuff the Tahoe' event will be held tomorrow, December 17, 2021, at Don's Foodland from 9am to 3pm. The Birch Run Police Department will be collecting non-perishable food items and monetary donations for local families.

B. DDA Secretary's Report

Duffett presented her report.

C. DDA Director's Report

Moore presented his report.

Motion by Fent, 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. October 21, 2021 – Special DDA Board Meeting

Motion by Nelson, seconded by Fent to approve the October 21, 2021 – Special DDA Board Meeting Minutes.

Motion Carried

**Financial Matters**

- A. Balance sheet for DDA General Fund (275) as of October 31, 2021.
- B. Balance sheet for DDA General Fund (275) as of November 30, 2021.
- C. Revenue & Expenditure Report for DDA General Fund (275) as of October 31, 2021.
- D. Revenue & Expenditure Report for DDA General Fund (275) as of November 30, 2021.
- E. General Ledger Distribution Report thru December 8, 2021 as presented in the total amount of \$46,445.06.

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

Motion Carried

**Informational Session**

- A. In accordance with Public Act 57 of 2018, the DDA Board held the second of two informational meetings this year.
- B. Notification requirements were met.
- C. Paul Moore reviewed the 2021 Continuing Disclosure Report.
- D. There was no Public Comment.
- E. There was no comment by the DDA Board Members.

**Unfinished Business**

None

**New Business**

A. Resolution #21-08-DDA, Authorization of the 2022 Traffic Signal Maintenance & Construction Proposal from J. Ranck Electric, Inc.

Motion by Fent, seconded by Putnam to approve Resolution #21-08-DDA, Authorization of the 2022 Traffic Signal Maintenance & Construction Proposal from J. Ranck Electric, Inc.

Motion Carried

B. Resolution #21-09-DDA, Approval of the 2022 DDA Regular Meeting Schedule

Motion by Fent, seconded by Putnam to approve Resolution #21-09-DDA, Approval of the 2022 DDA Regular Meeting Schedule

Motion Carried

C. Discussion of DDA Director's Life Insurance Policy

Moore states the current twenty year term life insurance policy through Prudential is set to expire in 2024. Moore then states Farm Bureau has a ten year policy that would cost \$777.50 a year. Moore states he will retire in 2026 and would like to continue the life insurance policy through his retirement date and take over payment of the policy at that time. Moore also states a policy with Prudential would cost over \$9,000 for the last two years of his employment with the Village of Birch Run. Stafford asks if the life insurance policy through Farm Bureau will have the same coverage as the one through Prudential. Moore states "Yes".

Motion by Putnam, seconded by Fent to approve the DDA Director's Life Insurance Policy change from Prudential to Farm Bureau.

Motion Carried

**Other**

A. 2022 DDA Annual Calendar

B. *Reminder:* Village Offices will be closed Thursday, December 23, 2021 thru Friday, December 31, 2021 in observance of the Christmas and New Year's Holidays

**Meeting Announcements**

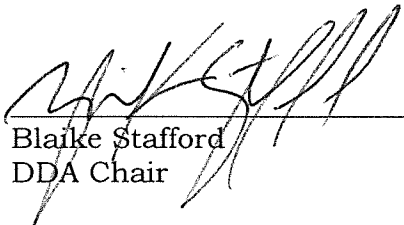
*(All meetings are held in the Village Council Chambers unless noted)*

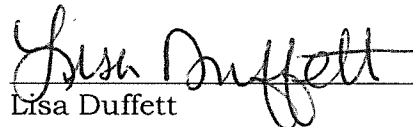
A. Village Council Meeting, Monday, December 20, 2021 at 7:00pm

**Adjournment**

Motion by Nelson, seconded by Fent to adjourn the meeting at 8:18 a.m.

Motion Carried

  
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Blake Stafford  
DDA Chair

  
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Lisa Duffett  
DDA Secretary/Treasurer