



**BIRCH RUN VILLAGE COUNCIL MEETING**  
MONDAY, AUGUST 28, 2023 AT 7:00PM  
VILLAGE COUNCIL CHAMBERS  
12060 HEATH STREET, BIRCH RUN, MICHIGAN

**MINUTES**

The meeting was called to order by President Nelson at 7:00 p.m. on Monday, August 28, 2023 in the Village Council Chambers with the Pledge of Allegiance to the Flag of the United States of America.

Members Present: President Marianne Nelson, Council Members: David Cook, Kheila Knight, Blaike Stafford, Tom White

Members Absent: none

Others Present: Paul T. Moore, DDA Director/Village Manager; Lisa Duffett, DDA Secretary/Village Treasurer; Jason Leidel, Birch Run Police Chief; Marty Hauck, DPW Foreman; Gary Putnam, Connie Putnam; Megan Decker; Kurt Kiessling

**Approval of Agenda**

Motion by White, seconded by Cook to approve the Agenda.

Ayes: Cook, White, Nelson, Stafford, Knight

Nays: none

Motion Carried

**Approval of Meeting Minutes**

1. July 24, 2023 – Regular Village Council Meeting

Motion by Stafford, seconded by Knight to approve the July 24, 2023 - Regular Village Council Meeting Minutes

Ayes: White, Nelson, Stafford, Knight, Cook

Nays: none

Motion Carried

**Presentations, Official Proclamations & Special Recognition**

None

**Citizens seeking information or giving input on matters of interest to the Village Council (Time Limit of 5 Minutes Each)**

1. Public Comments:

Connie Putnam, owner of Goal Post Pizza, expressed her concern with allowing food trucks to be located near her place of business on a regular basis. Putnam states she is fine with allowing food trucks at special events.

## **Financial Matters**

1. Motion to approve Balance Sheet and Revenue & Expenditure Report for all Village funds as of July 31, 2023.

Motion by Stafford, seconded by White to approve Balance Sheet and Revenue & Expenditure Report for all Village funds as of July 31, 2023.

Ayes: Nelson, Stafford, Knight, Cook, White

Nays: none

Motion Carried

2. Motion to approve Invoice GL Distribution Report in the amount of \$958,936.57 for payment as presented and Gross Payroll & Payroll Transmittals of \$127,999.42 for July, 2023 (payroll reflects 2 pay periods & the 2022-2023 fiscal year PTO payout).

Motion by White, seconded by Cook to approve Invoice GL Distribution Report in the amount of \$958,936.57 for payment as presented and Gross Payroll & Payroll Transmittals of \$127,999.42 for July, 2023 (payroll reflects 2 pay periods & the 2022-2023 fiscal year PTO payout).

Ayes: Stafford, Knight, Cook, White, Nelson

Nays: none

Motion Carried

## **Unfinished Business**

None

## **New Business**

1. Birch Run Area Utility Committee Report for the 2<sup>nd</sup> Quarter of 2023

The Birch Run Area Utility Committee Report for the 2<sup>nd</sup> Quarter of 2023 was reviewed.

2. Resolution #23-034, Promotion of Courtney Damsen to full-time Deputy Clerk

Motion by Stafford, seconded by Cook to approve Resolution #23-034, Promotion of Courtney Damsen to full-time Deputy Clerk.

Ayes: Knight, Cook, White, Nelson, Stafford

Nays: none

Motion Carried

3. Recommendation #02-2023 from the Village of Birch Run Planning Commission

Motion by Stafford, seconded by Cook, to accept Recommendation #02-2023 from the Village of Birch Run Planning Commission.

Ayes: Cook, White, Nelson, Stafford, Knight

Nays: none

Motion Carried

4. Resolution #23-035, Change Out of Pump in Lift Station #6

Motion by Stafford, seconded by Knight to approve Resolution #23-035, Change Out of Pump in Lift Station #6.

Ayes: White, Nelson, Knight, Cook

Nays: Stafford

Motion Carried

**Written Reports**

1. Chief of Police report was presented by Chief Leidel.
2. Zoning and Building Administrator report was reviewed.
3. DPW Foreman report was presented by Hauck.
4. Village Treasurer report was presented by Duffett.
5. Village Clerk report was reviewed.
6. Village Manager report was presented by Moore.

Motion by White, seconded by Cook to accept reports

Ayes: Nelson, Stafford, Knight, Cook, White

Nays: none

Motion Carried

**Other**

1. *Reminder:* The Village Office will be closed on Monday, September 4, 2023 in observance of the Labor Day holiday

**Announcements**

1. DDA Board Meeting, Thursday, September 21, 2023 at 7:30 a.m.
2. Village Council Meeting, Monday, September 25, 2023 at 7:00 p.m.  
*(All meetings are held in the Village Council Chambers unless noted)*

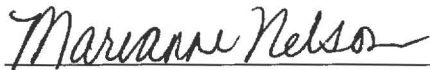
**Adjournment**

Motion by Stafford, seconded by White to adjourn the meeting at 8:16 p.m.

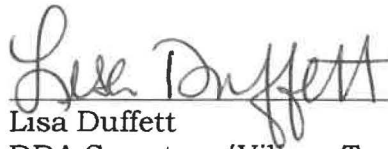
Ayes: Stafford, Knight, Cook, White, Nelson

Nays: none

Motion Carried



Marianne Nelson  
Council President



Lisa Duffett  
DDA Secretary/Village Treasurer