



BIRCH RUN VILLAGE COUNCIL MEETING
MONDAY, OCTOBER 23, 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 pm, followed by the Pledge of Allegiance

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

Others Present: Paul Moore, DDA Director/Village Manager; Lisa Duffett, Village Treasurer/DDA Secretary; Jason Leidel, Police Chief; Marty Hauck, DPW Foreman; Courtney Damsen, Deputy Clerk; Kurt Kiessling; Ken Berthiaume, of Berthiaume & Company; Rosemary Hayes, of 7805 Main Street, via Zoom

Approval of Agenda

Motion by White, supported by Cook to approve the agenda

Ayes: Cook, White, Nelson, Stafford, Knight

Nays: none

Motion Carried

Approval of Meeting Minutes

Motion by Stafford, supported by White to approve the September 25, 2023 Regular Village Council Meeting Minutes

Ayes: White, Nelson, Stafford, Knight, Cook

Nays: none

Motion Carried

Presentations, Official Proclamations & Special Recognition

1. Mr. Ken Berthiaume, of Berthiaume & Company, on the Village of Birch Run's audited financial statements for the year ended June 30, 2023.

Citizens seeking information or giving input on matters of interest to the Village Council (Time limit of 5 minutes each)

1. Rosemary Hayes, of 7805 Main St. *(Per Ms. Hayes request, the Village has established a ZOOM session for her to participate virtually, which follows the opinion issued on February 2, 2022 by Michigan Attorney General Dana Nessel, that public bodies afford an individual with a disability a reasonable accommodation to participate in meetings subject to the Michigan Open Meetings Act, which could include the option to participate virtually.)* Hayes addressed the Village Council regarding her concerns she submitted in writing.

2. Public Comments
No Public Comments

Financial Matters

1. Motion by Stafford, supported by White to approve Balance Sheet and Revenue & Expenditure Report for all Village funds as of September 30, 2023.

Ayes: Nelson, Stafford, Knight, Cook, White

Nays: none

Motion Carried

2. Motion by White, supported by Knight to approve Invoice GL Distribution Report in the amount of \$936,915.15 for payment as presented and Gross Payroll & Payroll Related Transmittals of \$120,414.82 for September, 2023 (payroll reflects 2 pay periods).

Ayes: Stafford, Knight, Cook, White, Nelson

Nays: none

Motion Carried

Public Hearings

1. Ordinance #10-2023, Amendment of Chapter 111 – Permits of the Village of Birch Run Code of Ordinances

A. Public Hearing opened at 7:29 pm by President Nelson

B. Notification Requirements:

1. Birch Run Village Office
2. Village of Birch Run website
3. Village of Birch Run Facebook Page
4. Birch Run Herald (10-18-23)

C. Public Comment- none

D. Discussion by Council- none

E. Close Public Hearing at 7:32 pm

Unfinished Business

None

New Business

1. Motion by Stafford, supported by Knight to adopt Ordinance #10-2023, Amendment to *Chapter 111 – Permits* of the Village of Birch Run Code of Ordinances

Ayes: Knight, Cook, White

Nays: Nelson, Stafford

Motion Carried

2. Motion by Stafford, supported by Cook to approve Resolution #23-041, Adoption of Food Truck Permit Application

Ayes: Cook, White, Knight

Nays: Nelson, Stafford

Motion Carried

3. Motion by Stafford, supported by Cook to Initiate Ordinance #11-2023, Amendment of Section 10.51 of the Village of Birch Run Zoning Ordinance

Ayes: White, Nelson, Stafford, Knight, Cook

Nays: none

Motion Carried

4. Motion by White, supported by Cook to close Veterans Memorial Park and Maple Road, from Main Street to Racine Street, from 7:00am until 9:00pm on Monday, December 1, 2023 for the Christmas in the Village Event

Ayes: Nelson, Stafford, Knight, Cook, White

Nays: none

Motion Carried

Motion by White, supported by Cook to amend the motion to close Veterans Memorial Park and Maple Road, from Main Street to Racine Street, from 7:00am until 9:00pm on Monday, December 1, 2023 for the Christmas in the Village Event, to replace Monday with Friday.

Ayes: Stafford, Knight, Cook, White, Nelson

Nays: none

Motion Carried

5. Motion by Stafford, supported by Knight to approve Resolution #23-042, Approval of Fireworks Display on December 1, 2023

Ayes: Knight, Cook, White, Nelson, Stafford

Nays: none

Motion Carried

6. Motion by Cook, supported by White to approve Resolution #23-043, Receive & Accept the Village of Birch Run audited financial statements for the year ended June 30, 2023

Ayes: Cook, White, Nelson, Stafford, Knight

Nays: none

Motion Carried

7. Motion by Stafford, supported by Cook to approve Resolution #23-044, Authorization to execute Audit Engagement Letter with Berthiaume & Company

Ayes: White, Nelson, Stafford, Knight, Cook

Nays: none

Motion Carried

8. Motion by White, supported by Stafford to table Resolution #23-045, Authorization to order a 2023 Ford Cargo Van with Versalift Vantel-29-NE until the next scheduled Village Council meeting on November 27, 2023.

Ayes: Nelson, Stafford, Knight, Cook, White

Nays: none

Motion Carried

9. Motion by Stafford, supported by White to approve of the Zoning Administrator's recommendations to the Village President for re-appointment to the Planning Commission:

a. Christine Harcourt for a term which expires on December 31, 2025

Ayes: Stafford, Knight, Cook, White, Nelson

Nays: none

Motion Carried

Departmental Reports

Motion by White, supported by Cook to receive and file all reviewed reports:

1. Chief of Police
2. Building and Zoning Administrator
3. DPW Foreman
4. Village Treasurer
5. Village Clerk
6. Village Manager

Ayes: Knight, Cook, White, Nelson, Stafford

Nays: none

Motion Carried

Other

1. 2023 Continuing Disclosure Report
2. Birch Run Area Utility Committee Report for the 3rd Quarter of 2023
3. *Reminder* – Village Trick-or-Treating hours on Tuesday, October 31, 2023 will be from 5:00pm to 7:00pm
4. *Reminder* – Daylight Savings Time ends on Sunday, November 5, 2023

Announcements

1. Planning Commission Meeting, Monday, November 6, 2023 at 7:00pm
 2. Village Council Meeting, Monday, November 27, 2023 at 7:00pm
 3. DDA Board Meeting, Thursday, December 14, 2023 at 7:30am
 4. Village Council Meeting, Monday, December 18, 2023 at 7:00pm
- (All meetings are held in the Village Council Chambers unless otherwise noted)*

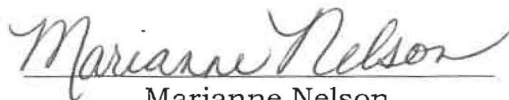
Adjournment

Motion by White, supported by Cook to adjourn the meeting at 8:16 pm

Ayes: Cook, White, Nelson, Stafford, Knight

Nays: none

Motion Carried



Marianne Nelson
Council President



Courtney Damsen
Deputy Clerk