



BIRCH RUN VILLAGE COUNCIL MEETING
MONDAY, NOVEMBER 24, 2025 AT 7:00PM
VILLAGE COUNCIL CHAMBERS
12060 HEATH STREET, BIRCH RUN, MICHIGAN

MINUTES

The meeting was called to order by President White at 7:00 pm, followed by the Pledge of Allegiance

Members Present: President Tom White and Council Members David Cook, Ricky Riedel, Blaika Stafford, and Kheila Knight

Others Present: Paul Moore, DDA Director/Village Manager; Jason Leidel, Police Chief; Lisa Duffett, Village Treasurer; Marty Hauck, DPW Foreman; Courtney Damsen, Deputy Clerk; Ken Berthiaume, Berthiaume & Company; Kurt Kiessling; Tommy Thompson, Birch Run/Bridgeport Herald; Joshua Riggs

Approval of Agenda

Motion by Cook, supported by White to approve the agenda
Unanimous Voice Vote
Motion Carried

Approval of Meeting Minutes

Motion by Riedel, supported by Cook to approve the October 27, 2025 Regular Village Council Meeting Minutes
Unanimous Voice Vote
Motion Carried

Presentations, Official Proclamations & Special Recognition

1. Mr. Ken Berthiaume, of Berthiaume & Company, presented a summary of the results of the Village of Birch Run's audited financial statements for the year ended June 30, 2025.

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

No public comments

Financial Matters

1. Motion by Cook, supported by Riedel to approve Balance Sheet and Revenue & Expenditure Report for all Village funds as of October 31, 2025
Ayes: White, Stafford, Knight, Cook, Riedel
Nays: none

Motion Carried

2. Motion by Cook, supported by Knight to approve Invoice GL Distribution Report in the amount of \$413,855.15 for payment as presented and Gross Payroll & Payroll Related Transmittals of \$139,296.39 for October 2025 (payroll reflects 2 pay periods).
Ayes: Stafford, Knight, Cook, Riedel, White
Nays: none

Motion Carried

Unfinished Business

No Unfinished Business

New Business

1. Motion by Stafford, supported by Knight to approve Resolution #25-046, Receive & Accept the Village of Birch Run audited financial statements for the year ended June 30, 2025

Ayes: Knight, Cook, Riedel, White, Stafford

Nays: none

Motion Carried

2. Motion by Riedel, supported by Cook to approve Resolution #25-047, Approval of Site Plan and Other Professional Review Fee Schedule

Ayes: Cook, Riedel, White, Stafford, Knight

Nays: none

Motion Carried

3. Motion by Riedel, supported by Cook to approve Resolution #25-048, Amendment of the Village of Birch Run Water and Sewer Department Rules & Regulations

Ayes: Riedel, White, Stafford, Knight, Cook

Nays: none

Motion Carried

4. Motion by Cook, supported by Knight to Accept Letter of Resignation from Amy Sember from the Village of Birch Run Planning Commission

Ayes: White, Stafford, Knight, Cook, Riedel

Nays: none

Motion Carried

5. Motion by Cook, supported by Riedel to approve the Zoning Administrator's recommendations to the Village President for re-appointment to the Planning Commission:

a. Christine Harcourt for a 3-year term which expires on December 31, 2028

Ayes: Stafford, Knight, Cook, Riedel, White

Nays: none

Motion Carried

6. Motion by Stafford, supported by Riedel to approve the Zoning Administrator's recommendations to the Village President for re-appointment to the Zoning Board of Appeals:

a. Jim Kanine for a 3-year term which expires on December 31, 2028

Ayes: Knight, Cook, Riedel, White, Stafford

Nays: none

Motion Carried

Departmental Reports

Motion by Cook, supported by Riedel 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: Cook, Riedel, White, Stafford, Knight

Nays: none

Motion Carried

Other

1. 2025 Continuing Disclosure Report

2. *Reminder:* Village Offices will be closed on Thursday, November 27th and Friday, November 28th in observance of the Thanksgiving holiday weekend

Announcements

1. "Christmas in the Village" – Friday, December 5, 2025 at 5:00 pm (*Veteran's Park*)
2. DDA Board Meeting – Thursday, December 18, 2025 at 7:30 am
3. Village Council Meeting – Monday, December 22, 2025 at 7:00 pm
(*All meetings are held in the Village Council Chambers unless noted*)

Adjournment

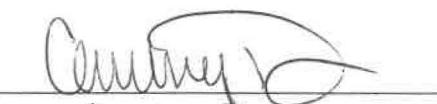
Motion by Riedel, supported by Cook to adjourn the meeting at 7:48 pm

Unanimous Voice Vote

Motion Carried



Tom White
Council President



Courtney Damsen
Deputy Clerk