



**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, Blaike 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 27<sup>th</sup> and Friday, November 28<sup>th</sup> 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**

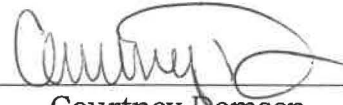
Motion by Riedel, supported by Cook to adjourn the meeting at 7:48 pm

Unanimous Voice Vote

Motion Carried



Tom White  
Council President



Courtney Damsen  
Deputy Clerk