



**BIRCH RUN VILLAGE COUNCIL MEETING**  
MONDAY, JULY 27, 2020 AT 7:00PM  
ELECTRONIC CONFERENCE  
ZOOM MEETING ID: 885 3395 5242  
DIAL IN: 1-301-715-8592

**MINUTES**

The meeting was called to order by Council Member Matthew Welch at 7:03 pm on Monday, July 27, 2020 followed by the Pledge of Allegiance

Members Present: President Marianne Nelson (7:07 pm), Council Members: James Totten, Tom White, Blake Stafford, and Matthew Welch

Others Present: Paul Moore, DDA Director/Village Manager; Lisa Duffett, DDA Secretary/ Village Treasurer; Jason Leidel, Police Chief; Marty Hauck, DPW Foreman; Courtney Damsen, Deputy Clerk; Megan Decker, Birch Run/Bridgeport Herald

**Approval of Agenda**

Motion by White, seconded by Stafford to approve the agenda

Ayes: Totten, White, Stafford, Welch

Nays: none

Motion Carried

**Approval of Meeting Minutes**

1. June 22, 2020- Regular Village Council Meeting

Motion by White, seconded by Totten to approve the June 22, 2020 Regular Village Council Meeting Minutes

Ayes: White, Stafford, Welch, Totten

Nays: none

Motion Carried

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

1. Public Comments

none

**Financial Matters**

1. Motion to approve Balance Sheet and Revenue & Expenditure Report for all Village funds as of June 30, 2020

Motion by Stafford, seconded by White to approve Balance Sheet and Revenue & Expenditure Report for all Village funds as of June 30, 2020

Ayes: Nelson, Stafford, Welch, Totten, White

Nays: none

Motion Carried

2. Motion to approve Invoice GL Distribution Report in the amount of \$170,157.53 for payment as presented and Gross Payroll & Payroll Related Transmittals of \$88,751.11 for June, 2020 (payroll reflects 2 pay periods)

Motion by White, seconded by Nelson to approve Invoice GL Distribution Report in the amount of \$170,157.53 for payment as presented and Gross Payroll & Payroll Related Transmittals of \$88,751.11 for June, 2020 (payroll reflects 2 pay periods)

Ayes: Stafford, Welch, Totten, White, Nelson

Nays: none

Motion Carried

**Unfinished Business**

No unfinished business

**New Business**

1. Resolution #20-037, Recognition and Acceptance of Donations to the Beautification Committee

O'Guinn Family Funeral Homes generously donated \$100 to the Beautification Committee

Motion by White, seconded by Totten to approve Resolution #20-037, Recognition and Acceptance of Donations to the Beautification Committee

Ayes: Welch, Totten, White, Nelson, Stafford

Nays: none

Motion Carried

2. Resolution #20-038, Authorization to Cast Ballot for the 2020 Election of the Michigan Municipal League Worker's Compensation Fund Board of Trustees

Motion by Welch, seconded by Nelson to approve Resolution #20-038, Authorization to Cast Ballot for the 2020 Election of the Michigan Municipal League Worker's Compensation Fund Board of Trustees

Ayes: Totten, White, Nelson, Stafford, Welch

Nays: none

Motion Carried

3. Request from Birch Run Wellness Center to waive late penalties from 2<sup>nd</sup> quarter 2020 water/sewer billing (due date of July 31, 2020)

Motion by White, seconded by Totten to deny request from Birch Run Wellness Center to waive late penalties from 2<sup>nd</sup> water/sewer billing (due date of July 31, 2020)

Ayes: White, Nelson, Stafford, Welch, Totten

Nays: none

Motion Carried

### **Departmental Reports**

1. Chief of Police report was presented by Chief Leidel. Leidel shared the new Tahoe has arrived and is set to have the computer installed within the week. He also shared there will be a Black Lives Matter protest on August 14, 2020, which is anticipated remain peaceful. On August 28, 2020 at 6:00 pm the department will be leading the graduating Class of 2020 from Emagine Birch Run theater to Birch Run Speedway and Event Center, with the assistance of the Birch Run Fire Department shutting down the intersection of Dixie Hwy and Birch Run Rd.
2. Building and Zoning Administrator report was presented by Moore. Moore shared that in Mike's absence, Ron Wheatley, Bridgeport Building and Zoning Administrator, performed the final building inspections for both Sperry and Charlie and the Coffee Factory located in the Premium Outlets.
3. DPW Foreman report was presented by Hauck. Hauck shared the Maple Rd project is continuing to move along. Hauck also shared that SUEZ performed the annual washing and paint touch up on Water Tower #1. They also replaced a leaking section of stand pipe inside the tower. He mentioned that Lead and Copper sampling is complete as well as the barn addition being halfway complete.
4. Village Treasurer report was presented by Duffett. Duffett shared that tax payments are slowly coming in and audit preparations have started.
5. Village Clerk's report was presented by Moore. Moore shared that new Business License Applications for both Pepper Palace and Spirit Halloween were received in the month of June. Moore also mentioned that as of July 20, 2020, 75% of the outstanding utility bills from 1<sup>st</sup> quarter have been paid.
6. Village Manager's report was presented by Moore. Moore shared aside from preparing for the upcoming audit, he has completed application packets for both the First Responder Hazard Pay Premium Program (FRHPPP) and the Public Safety and Public Health Payroll Reimbursement Program (PSPHPR) and submitted them to the Michigan Department of Treasury for processing. Moore also mentioned that he is in the process of applying for FEMA public assistance funds for the Village due to COVID-19. On another note, Moore shared that there will be three crosswalks completed this year, but delays have occurred due to COVID-19, so no completion date is known at this time. He mentioned that the Village office received carpet cleaning and sanitizing services from Kingston Cleaning and Restoration and is pleased with the results. Moore was also happy to share that Iwen Tool Supply donated an automatic hand sanitizer dispensing unit which is looking and functioning great in the Village Office lobby.

Motion by White, seconded by Totten to receive and file reports

Ayes: Nelson, Stafford, Welch, Totten, White

Nays: none

Motion Carried

**Other**

None

**Announcements**

1. Planning Commission Meeting- Monday, August 3, 2020 at 7:00 pm- CANCELED
  2. Village Council Meeting- Monday, August 24, 2020 at 7:00 pm
- (All meetings are held in the Village Council Chambers unless noted otherwise)*

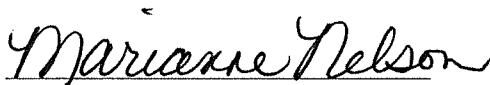
**Adjournment**

Motion by Welch, seconded by Totten to adjourn the meeting at 7:45 pm.

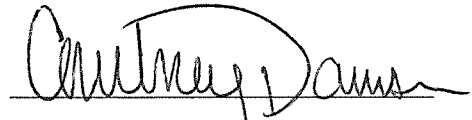
Ayes: Stafford, Welch, Totten, White, Nelson

Nays: none

Motion Carried



Marianne Nelson  
Council President



Courtney Damsen  
Deputy Clerk