



BIRCH RUN VILLAGE COUNCIL MEETING
MONDAY, DECEMBER 20, 2021 AT 7:00PM
VILLAGE COUNCIL CHAMBERS
12060 HEATH STREET, BIRCH RUN, MICHIGAN

MINUTES

The meeting was called to order by President Nelson at 7:05 pm, followed by the Pledge of Allegiance

Members Present: President Marianne Nelson; Council Members: James Totten, Tom White, Blaike Stafford, and Matthew Welch

Others Present: Paul T. Moore, DDA Director/Village Manager; Jason Leidel, Police Chief; Marty Hauk, DPW Foreman; Courtney Damsen, Deputy Clerk; Ken Berthiaume, of Berthiaume & Company, via Zoom

Approval of Agenda

Motion by Welch, supported by Totten to approve the agenda

Ayes: Totten, White, Nelson, Stafford, Welch

Nays: none

Motion Carried

Approval of Meeting Minutes

1. November 22, 2021- Regular Village Council Meeting

Motion by White, supported by Stafford to approve the November 22, 2021 Regular Village Council Meeting Minutes

Ayes: White, Nelson, Stafford, Welch, Totten

Nays: none

Motion Carried

Presentations, Official Proclamations & Special Recognition

Mr. Ken Berthiaume with Berthiaume & Company shared the Village of Birch Run's audited financial statements for the year ended June 30, 2021. He stated that the audit went smooth with no problems and the Village staff were very helpful and cooperative in getting the job done on a remote basis. The Village received an unmodified opinion, which is the best type of opinion to receive for audit. Overall, the Village of Birch Run is in a healthy financial condition.

Citizens seeking information or giving input on matters 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 November 30, 2021

Motion by White, supported by Totten to approve Balance Sheet and Revenue & Expenditure Report for all Village funds as of November 30, 2021

Ayes: Nelson, Stafford, Welch, Totten, White

Nays: none

Motion Carried

2. Motion to approve Invoice GL Distribution Report in the amount of \$150,956.29 for payment as presented and Gross Payroll and Payroll Related Transmittals of \$97,439.25 for November, 2021 (payroll reflects 2 pay periods)

Motion by Stafford, supported by White to approve Invoice GL Distribution Report in the amount of \$150,956.29 for payment as presented and Gross Payroll Related Transmittals of \$97,439.25 for November, 2021 (payroll reflects 2 pay periods)

Ayes: Stafford, Welch, Totten, White, Nelson

Nays: none

Motion Carried

Unfinished Business

None

New Business

1. Resolution #21-044, Authorization of the 2022 Traffic Signal Maintenance & Construction Proposal from J. Ranck Electric, Inc.

Motion by Stafford, supported by Totten to approve Resolution #21-044, Authorization of the 2022 Traffic Signal Maintenance & Construction Proposal from J. Ranck Electric, Inc.

Ayes: Welch, Totten, White, Nelson, Stafford

Nays: none

Motion Carried

2. Resolution #21-045, Adoption of Village Council regular meeting Schedule and Village Office closure dates for the 2022 calendar year

Motion by Totten, supported by White to approve Resolution #21-045, Adoption of Village Council regular meeting Schedule and Village Office closure dates for the 2022 calendar year

Ayes: Totten, White, Nelson, Stafford, Welch

Nays: none

Motion Carried

3. Resolution #21-046, Selection of the 2021 Village Employee of the Year award recipient

Motion by Stafford, supported by White to approve Resolution #21-046, Selection of Jeff Miller as the recipient of the 2021 Village Employee of the Year award

Ayes: White, Nelson, Stafford, Welch, Totten

Nays: none

Motion Carried

4. Resolution #21-047, Selection of the 2021 Village Partnership Award recipient
Motion by Welch, supported by Totten to approve Resolution #21-047, Selection of Douglas Piggott, of ROWE Professional Services, as the recipient of the 2021 Village Partnership Award

Ayes: Stafford, Welch, Totten, White

Nays: Nelson

Motion Carried

5. Resolution #21-048, Receive & Accept the Village of Birch Run audited financial statements for the year ended June 30, 2021

Motion by White, supported by Stafford to approve Resolution #21-048, Receive & Accept the Village of Birch Run audited financial statements for the year ended June 30, 2021

Ayes: Stafford, Welch, Totten, White, Nelson

Nays: none

Motion Carried

6. Resolution #21-049, Authorization to order a 2023 GapVax Combination Jet/Vac Truck

Motion by Stafford, supported by White to approve Resolution #21-049, Authorization to order a 2023 GapVax Combination Jet/Vac Truck

Ayes: Welch, Totten, White, Nelson, Stafford

Nays: none

Motion Carried

7. Resolution #21-050, Authorization to complete the General Office Bathroom Renovations

Motion by White, supported by Welch to approve Resolution #21-050, Authorization to complete the General Office Bathroom Renovations

Ayes: Totten, White, Nelson, Stafford, Welch

Nays: none

Motion Carried

8. Resolution #21-051, Approval of the Employment of Laborers for the Department of Public Works

Motion by Stafford, supported by White to approve Resolution #21-051, Approval of the Employment of Laborers for the Department of Public Works

Ayes: White, Nelson, Stafford, Welch, Totten

Nays: none

Motion Carried

9. Approval of Memorandum of Understanding with the Michigan Department of Health and Human Services and Saginaw County Community Action Committee for Participation in the Low-Income Household Assistance Program

Motion by Totten, supported by White to Approve Memorandum of Understanding with the Michigan Department of Health and Human Services and Saginaw County Community Action Committee for Participation in the Low-Income Household Assistance Program

Ayes: Nelson, Stafford, Welch, Totten, White

Nays: none

Motion Carried

10. Resolution #21-052, Authorization to execute Audit Engagement Letter with Berthiaume & Company

Motion by Stafford, supported by white to approve Resolution #21-052, Authorization to execute Audit Engagement Letter with Berthiaume & Company

Ayes: Stafford, Welch, Totten, White, Nelson

Nays: none

Motion Carried

11. Motion to replace the DDA Director-Village Manager's Prudential Life Insurance Policy with a Farm Bureau Life Insurance Policy

Motion by Stafford, supported by Totten to replace the DDA Director-Village Manager's Prudential Life Insurance Policy with a Farm Bureau Life Insurance Policy

Ayes: Welch, Totten, White, Nelson, Stafford

Nays: none

Motion Carried

Written Reports

1. Chief of Police report was presented by Leidel
2. Building and Zoning 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's report was presented by Moore

Motion by White, supported by Stafford to receive and file reports

Ayes: Totten, White, Nelson, Stafford, Welch

Nays: none

Motion Carried

Other

1. 2021 Continuing Disclosure Report
2. *Reminder*- Village Offices will be closed on Thursday, December 23, 2021 through Friday, December 31, 2021 in observance of the Christmas and New Year's Holidays

Announcements

1. Village Council Meeting- Monday, January 24, 2022, at 7:00 pm
 2. Planning Commission Meeting- Monday, February 7, 2022, at 7:00 pm
 2. DDA Board Meeting- Thursday, February 17, 2022, at 7:30 am
 3. Village Council Meeting- Monday, February 28, 2022, at 7:00 pm
- (All meetings are held in the Village Council Chambers unless noted)*

Adjournment

Motion by Welch, supported by Totten to adjourn the meeting at 8:15 pm

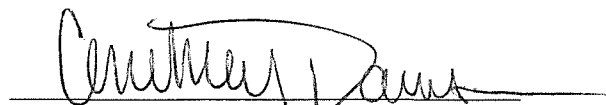
Ayes: White, Nelson, Stafford, Welch, Totten

Nays: none

Motion Carried



Marianne Nelson
Council President



Courtney Damsen
Deputy Clerk