



**BIRCH RUN VILLAGE COUNCIL MEETING**  
MONDAY, SEPTEMBER 23, 2024 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, Blake Stafford, and Kheila Knight

Others Present: Paul Moore, DDA Director/Village Manager; Jason Leidel, Police Chief; Courtney Damsen, Deputy Clerk; Kurt Kiessling; Jeff Harrington, Birch Run/Bridgeport Herald; Cindy Sanders, Birch Run Rotary Club

**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 White, supported by Knight to approve the August 26, 2024 Regular Village Council Meeting Minutes

Ayes: White, Nelson, Stafford, Knight, Cook

Nays: none

Motion Carried

**Presentations, Official Proclamations & Special Recognition**

None

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

1. Cindy Sanders, of the Birch Run Rotary Club, requesting closure of Maple Road, from Main Street to Racine Street, for the Christmas in the Village event on Friday, December 6, 2024 from 3:00 pm to 10:00 pm.

Motion by White, supported by Cook to approve the closure of Maple Road, from Main Street to Racine Street, for the Christmas in the Village event on Friday, December 6, 2024 from 3:00 pm to 10:00 pm.

Ayes: Nelson, Stafford, Knight, Cook, White

Nays: none

Motion Carried

2. Public Comments

No public comments

**Financial Matters**

1. Motion by White, supported by Cook to approve Balance Sheet and Revenue & Expenditure Report for all Village funds as of August 31, 2024.

Ayes: Stafford, Knight, Cook, White, Nelson

Nays: none

Motion Carried

2. Motion by Cook, supported by White to approve Invoice GL Distribution Report in the amount of \$168,026.87 for payment as presented and Gross Payroll & Payroll Related Transmittals of \$175,344.17 for August, 2024 (payroll reflects 3 pay periods).

Ayes: Knight, Cook, White, Nelson, Stafford

Nays: none

Motion Carried

**Unfinished Business**

None

**New Business**

1. Motion by White, supported by Cook to approve Resolution #24-038, Establishment of Fees per Chapter 110 of the Village of Birch Run Code of Ordinances – Business Licensing Ordinance

Ayes: Cook, White, Stafford

Nays: Nelson, Knight

Motion Carried

2. Motion by Stafford, supported by White to approve Resolution #24-039, Establishment of Fees per Chapter 114 of the Village of Birch Run Code of Ordinances – Alarm System Ordinance

Ayes: White, Nelson, Stafford, Knight, Cook

Nays: none

Motion Carried

3. Motion by White, supported by Cook to approve Resolution 24-040, Establishment of Fees per Chapter 110 of the Village of Birch Run Code of Ordinances – Rental Housing Licensing Ordinance

Ayes: Nelson, Stafford, Knight, Cook, White

Nays: none

Motion Carried

4. Motion by White, supported by Knight to approve Resolution #24-041, Approval to Replace Village Office Entry Doors

Ayes: Stafford, Knight, Cook, White, Nelson

Nays: none

Motion Carried

5. Motion by White, supported by Cook to approve Resolution #24-042, Authorization to Cast Ballot for the 2024 Election of the Michigan Municipal League Liability & Property Pool Board of Directors

Ayes: Knight, Cook, White, Nelson, Stafford

Nays: none

Motion Carried

6. Motion by White, supported by Knight to approve Resolution #24-043, Approval of the 2024 Village Tax Assessment for Refuse Services

Ayes: Cook, White, Nelson, Stafford, Knight

Nays: none

Motion Carried

7. Motion by Stafford, supported by White to approve the DDA Director-Village Manager's submission to President Nelson for the following appointment to the DDA Board of Directors:

a. Jerry Preston for the unexpired 4-year term of Angela Burse ending June 30, 2026

Ayes: White, Nelson, Stafford, Knight, Cook

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: Nelson, Stafford, Knight, Cook, White

Nays: none

Motion Carried

### **Other**

*Reminder:* The Village Office will be closed to the public on Monday, October 14, 2024 for Columbus Day (staff will be in service)

### **Announcements**

1. Village Council Meeting – Monday, October 28, 2024 at 7:00 pm
  2. Planning Commission Meeting – Monday, November 4, 2024 at 7:00 pm
  3. Village Council Meeting – Tuesday, November 12, 2024 at 7:00 pm
  4. Village Council Meeting – Monday, November 25, 2024 at 7:00 pm
  5. DDA Board Meeting – Thursday, December 12, 2024 at 7:30 am
  6. Village Council Meeting – Monday, December 16, 2024 at 7:00 pm
- (All meetings are held in the Village Council Chambers unless noted)*


### **Adjournment**

Motion by White, supported by Stafford to adjourn the meeting at 7:41 pm

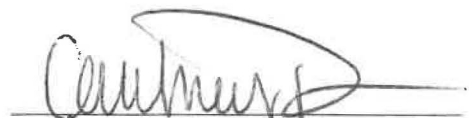
Ayes: Stafford, Knight, Cook, White, Nelson

Nays: none

Motion Carried



Marianne Nelson  
Council President



Courtney Damsen  
Deputy Clerk