



Birch Run Township Board of Trustees  
Special Meeting Minutes  
February 22, 2022  
11935 Silver Creek Drive, Birch Run, Michigan 48415

Call to Order of Special Meeting:

Supervisor Letterman called the February 22, 2022 Special Meeting of the Birch Run Township Board of Trustees to order at 7:00 p.m. with the Pledge of Allegiance. Present for the Township Board of Trustees were Ray Letterman, Supervisor; Riley Kiessling, Clerk; Karen Parlberg, Treasurer; Fred Sheridan, Kurt Kiessling, Dale Trinklein Jr, Trustees. Board Members absent to the meeting were Chris Watts, Trustee.

Others Present

Rick Muschiana, Candidate; Gretchen Nielsen, Candidate; C.J. Norris, P.C. Chair.

Zero (0) people were in the audience.

Agenda Approval:

Motion by Sheridan seconded by Trinklein to approve the February 22, 2022 Special Meeting Agenda as presented.

Yeas: K. Kiessling, Letterman, Parlberg, Sheridan, Trinklein, R. Kiessling

Nays: None

Absent: Watts

Motion passed by majority roll call vote

Public Comment: 7:01 p.m. to 7:02 p.m.

No Comments from the Public.

New Business:

Interview candidates for Zoning Administrator & Code Enforcement Position

Approve or Deny appointment of a candidate to the Zoning Administrator & Code Enforcement Position

Motion by Sheridan seconded by Trinklein to approve appointing Gretchen E. Nielsen to the Birch Run Township Zoning Administrator & Code Enforcement position, effective immediately.

Yeas: Parlberg, Sheridan, Trinklein, R. Kiessling, K. Kiessling, Letterman

Nays: None

Absent: Watts

Motion passed by majority roll call vote

Motion by Letterman seconded by Sheridan to approve setting the Zoning Administrator & Code Enforcement Officer rate of pay at \$55.00/hr.

Yeas: Sheridan, Trinklein, R. Kiessling, K. Kiessling, Letterman, Parlberg

Nays: None

Absent: Watts

Motion passed by majority roll call vote

Public Comment: 7:48 p.m. to 7:48 p.m.

C.J. Norris: Thanked the Board for hiring a candidate to fill the position.

Rick Muschiana: Thanked the Board for the opportunity to come in for an interview.

Adjournment:

Motion by Sheridan seconded by Trinklein to adjourn at 7:48 p.m.

Motion passed by unanimous voice vote