



Birch Run Township Board of Trustees  
Regular Meeting Minutes  
May 10, 2022  
11935 Silver Creek Drive, Birch Run, Michigan 48415

Call to Order of Regular Meeting:

Audio Recorder was started at 6:58pm.

Supervisor Letterman called the May 10, 2022 Regular 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 & Chris Watts, Trustees.

Others present were Dave Matzke, Fire Chief; Jeanette Morrish, Library Director; Adam Flory, Township Attorney; Brad Thomas, DPW/Water Supervisor; C.J. Norris, P.C. Chair; Mike Musial, P.C. Secretary; Mike Marr, P.C. Commissioner.

Eleven (11) people were in the audience.

Agenda Approval:

Motion by Sheridan seconded by Trinklein to approve the May 10, 2022 Regular Meeting Agenda as amended to include an update from the Township Attorney.

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

Nays: None

Motion PASSED by unanimous roll call vote

Minutes Approval:

Motion by K. Kiessling seconded by Sheridan to approve the April 12, 2022 Regular Meeting Minutes as presented.

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

Nays: None

Motion PASSED by unanimous roll call vote

Invoice Approval:

Motion by Trinklein seconded by R. Kiessling to approve Invoices through April 29, 2022 totaling \$323,132.61 as presented.

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

Nays: None

Motion PASSED by unanimous roll call vote

Public Comment: 7:03 to 7:06

Mathew Bierlein: Introduced himself and announced his candidacy for State Representative 97<sup>th</sup> District.

Brittany Dicken: Introduced herself and announced her candidacy for Michigan 10<sup>th</sup> Circuit Court Judge.

Budget Review:

Motion by R. Kiessling seconded by Sheridan to approve the May 2022 Budget Amendments as presented.

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

Nays: None

Motion PASSED by unanimous roll call vote

New Business:

Motion by R. Kiessling seconded by Trinklein to approve amending Administrative Resolution #2018-02 with attachment #1 (*Employee Evaluation Form*) as amended for typographical corrections.

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

Nays: None

Motion PASSED by unanimous roll call vote

Motion by R. Kiessling seconded by Sheridan to approve amending Administrative Resolution #2005-13 with Attachment #2 (*Hiring Procedures*) as presented.

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

Nays: None

Motion PASSED by unanimous roll call vote

Motion by R. Kiessling seconded by Sheridan to adopt Resolution #2022-11 (*Adoption of Township Master Plan*) as presented.

Yeas: None

Nays: None

Motion was withdrawn after discussion

WITHDRAWN

Motion by R. Kiessling seconded by Trinklein to adopt Resolution #2022-12 (*Letter of Support to the Saginaw County Road Commission*) as presented.

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

Nays: K. Kiessling,

Motion PASSED by majority roll call vote

Motion by R. Kiessling seconded by Sheridan to adopt Ordinance #2022-05 (*Financial Institutions Drive-Thru Amendment – Article 9*) as presented.

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

Nays: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by Sheridan to adopt Ordinance #2022-06 (*Outdoor Sales Lots – Article 9*) as presented.

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

Nays: None

Motion PASSED by unanimous roll call vote

Motion by K. Kiessling seconded by Trinklein to approve First Row Inc. to acquire the 2 necessary easements from KFC and Forward Corporation for the DDA Streetscape project, not to exceed \$8,000 collectively.

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

Nays: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by Trinklein to approve hiring Bruce Kniebbe as a Birch Run Township Firefighter.

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

Nays: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by Trinklein to approve hiring O’Ryan T. Erwin as a Birch Run Township Firefighter.

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

Nays: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by Trinklein to approve hiring Noah Bauer as DPW Summer Help.

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

Nays: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by Sheridan to approve Kennedy Industries to perform the Sewer Pump #2 repair project.

Yeas: K. Kiessling, Parlberg, Trinklein, R. Kiessling, Watts,

Nays: Letterman, Sheridan,

Motion PASSED by majority roll call vote.

Motion by R. Kiessling seconded by K. Kiessling to approve Joletec to perform the Birch Run Township Office Server Upgrade Project not to exceed \$5,000 above quote.

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

Nays: Letterman, Sheridan, Watts,

Motion PASSED by majority roll call vote.

Motion by Trinklein seconded by K. Kiessling to go into a Closed Session as per recommendation from the Birch Run Township Attorney.

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

Nays: None

Motion PASSED by unanimous roll call vote.

Before opening the closed session, the Supervisor briefly opened the floor to Public Comment at 8:25pm.

Dave Matzke: Gave an additional informational brief on the two hired Firefighters.

Closed Session:

Public Meeting was temporarily paused at 8:27pm to go into a Closed Session with the Township Attorney.

Closed Session was opened at 8:27pm and concluded at 9:30pm.

The May 10<sup>th</sup> Regular Public Meeting was resumed at 9:31pm after calling all those still waiting outside back into the meeting room.

Public Comment: 9:32 to 9:34

Mike Marr: Asked about the money being used for the Streetscape Project and if it was coming from the DDA.

Adjournment:

Motion by Trinklein seconded by Sheridan to adjourn at 9:36pm.

Motion PASSED by unanimous voice vote

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Riley Kiessling, Clerk

Birch Run Township

Approved:

To Be Approved June 14th, 2022