



Birch Run Township Board of Trustees

Special Meeting Minutes

March 27th, 2025

11935 Silver Creek Drive, Birch Run, Michigan 48415

Call to Order of Regular Meeting:

Supervisor Ray Letterman called the March 27th, 2025, Special Meeting of the Birch Run Township Board of Trustees to order at 19:00 with the Pledge of Allegiance. Present for the Township Board of Trustees were Ray Letterman, Supervisor; Riley Kiessling, Clerk; Annette Letterman, Treasurer; Jeanie Herrick, Kurt Kiessling & Dale Trinklein Jr., Trustees.

Trustee John DiBerardino was absent.

Others present were Dave Matzke, Fire Chief; Jim Totten, Assessor & Fire Officer.

Seven (7) people were in the audience.

Agenda Approval:

Motion K. Kiessling seconded by D. Trinklein Jr. to approve the March 27th, 2025, Special Meeting Agenda as presented.

Yeas: R. Kiessling, A. Letterman, Herrick, K. Kiessling, R. Letterman, D. Trinklein Jr.,

Nays: None

Absent: DiBerardino

Motion PASSED by majority roll call vote.

Minutes Approval:

No minutes were reviewed or approved at the Special Meeting.

Invoice Approval:

No invoices were approved at the Special Meeting.

Public Comment: 19:01 to 19:01

Public Comment was held.

Public Hearing(s):

None

Budget Review:

None

Old Business:

None

New Business/Motions:

Motion by R. Letterman seconded by K. Kiessling to approve purchase and modification of a pickup truck for the Fire Department as an emergency services vehicle, at a cost not to exceed \$95k, with the quoted Chevy truck being the attempted initial purchase.

Yeas: A. Letterman, Herrick, K. Kiessling, R. Letterman, D. Trinklein Jr., R. Kiessling

Nays: None

Absent: DiBerardino

Motion PASSED by majority roll call vote.

EMPLOYEE COMMITTEE

Discussion was held regarding the re-instatement of and appointments to the Birch Run Township Employee Committee. The Supervisor held three elections by secret ballot for nominations to the committee. Dave Matzke and Jim Totten were selected to tally the ballots.

Results of the first round of voting appointed Annette Letterman, Treasurer.

Results of the second round of voting appointed Jeanie Herrick, Trustee.

Results of the third round of voting appointed Kurt Kiessling, Trustee.

All nominations were accepted.

PARK COMMITTEE DISCUSSION

The Township Board discussed the options for implementation of and the scope of practice of a possible Park Committee. Members of the public were also allowed feedback and gave ideas. No formal action was taken by the board on this topic. Discussion included but was not limited to:

- Allowing people to submit applications to be considered to serve on the Committee and/or volunteer for work
- It was noted that questions for applicants should be identified
- An informal “committee to create a committee” was formed consisting of Jeanie Herrick, John DiBerardino, Sarah Archer, and Autumn Mitchell.
- Discussion indicated that park rental/other fees would be reviewed, as well as the history of donations made by organizations that utilize the park facilities/grounds.
- Recognizing ideal candidates from different sectors of the community that would serve on the committee, such as athletics associations.

Miscellaneous:

None

Public Comment: 20:27 to 20:28

Adjournment:

Motion by D. Trinklein Jr. seconded by K. Kiessling to adjourn at 20:28

Motion PASSED by unanimous voice vote.