



Birch Run Township Board of Trustees Regular Meeting Minutes

March 11th, 2025

11935 Silver Creek Drive, Birch Run, Michigan 48415

Call to Order of Regular Meeting:

Supervisor Ray Letterman called the March 11th, 2025, Regular 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, John DiBerardino & Dale Trinklein Jr., Trustees.

Others present were Dave Matzke, Fire Chief; Jeanette Morrish, Library Director; Brandon Carter, Interim DPW Supervisor; Brad Thomas, DPW; Gretchen Nielsen, ZACE; Mike Marr, PC Member.

Twelve (12) people were in the audience.

Agenda Approval:

Motion K. Kiessling seconded by D. Trinklein Jr. to approve the March 11th, 2025, Regular Meeting Agenda as amended to correct Resolution #2025-08 under New Business for the correct Fiscal Year.

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

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Minutes Approval:

Motion by D. Trinklein Jr. seconded by DiBerardino to approve the February 11th, 2025, Regular Meeting Minutes as presented.

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

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Invoice Approval:

Motion by D. Trinklein Jr. seconded by K. Kiessling to approve Invoices through March 3rd, 2025, totaling \$167,862.33 as presented.

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

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Public Comment: 19:05 to 19:05

Public Comment was held.

Public Hearing(s):

Fiscal Year 2025-26 Budget Public Hearing: 19:05 to 19:10

Clerk Riley Kiessling provided a simple overview of the budget, beginning with the revenue items, department totals, and the budget resolution as proposed.

The clerk and treasurer departments were clarified to not only include elected official salaries, but also department staff wages, office supply, mileage, education and workshops, and other line items.

Budget Review:

2025 Wage Adjustment Proposal

Motion by R. Letterman seconded by K. Kiessling to approve the 2025 Wage Adjustment Proposal at the 2.5% Federal COLA amount, effective April 1st, 2025.

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

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by K. Kiessling to approve Kristofer Cole's Proposed Wage Correction Adjustment as presented, and the per diem meeting COLA adjustment for the Planning Commission, Zoning Board of Appeals, and Board of Review, effective April 1st, 2025.

Yeas: R. Kiessling, A. Letterman, Herrick, K. Kiessling,

Nays: R. Letterman, D. Trinklein Jr.,

Abstentions: DiBerardino

Absent: None

Motion PASSED by majority roll call vote.

Old Business:

None

New Business/Motions:

Motion by R. Letterman seconded by DiBerardino to approve Haley Childs – National CMV Foundation Race at the Birch Run Park, as presented, at the set pavilion rental cost fee.

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

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Letterman seconded by R. Kiessling to approve The Saginaw County Health Department event at the Birch Run Township Park as presented, at the set pavilion rental cost fee.

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

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by K. Kiessling to approve hiring Ed Kraszewski for the Mixed Full-Time Fire/DPW position at \$22/hr., effective April 1st, 2025.

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

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by DiBerardino to approve posting for Seasonal DPW Workers for the 2025 season at \$15/hr.

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

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by K. Kiessling seconded by A. Letterman to approve posting for the Office Admin Assistant Position with the duties outlined as presented, with a salary range to be determined.

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

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Letterman seconded by DiBerardino to approve raising the on-call pay from \$25/day to \$50/day, effective April 1st, 2025.

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

Nays: R. Letterman,

Absent: None

Motion PASSED by majority roll call vote.

Motion by R. Kiessling seconded by R. Letterman to approve the 21st Amended Agreement for Village of BR Police Protection Services as presented.

Yeas: R. Kiessling, A. Letterman, Herrick, K. Kiessling, R. Letterman, DiBerardino,

Nays: D. Trinklein Jr.,

Absent: None

Motion PASSED by majority roll call vote.

Motion by R. Kiessling seconded K. Kiessling to approve the 21st Amended Agreement for Village of BR Liquor Inspection Services as presented.

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

Nays: A. Letterman,

Absent: None

Motion PASSED by majority roll call vote.

Motion by R. Kiessling seconded by K. Kiessling to approve the 18th Amended Agreement for Village of BR Police Protection Services for the Downtown Development Authority as presented.

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

Nays: R. Letterman,

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by R. Letterman to approve Resolution #2025-07 (Par Plan Risk Reduction Grant Application Resolution) as presented.

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

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by DiBerardino to approve Resolution #2025-08 (Budget Adoption for FY25-26) as presented.

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

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by DiBerardino to approve Ordinance #2025-01 (Amend Zoning Ordinance – Large Scale Renewable Energy) as presented.

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

Nays: None

Absent: A. Letterman,

Motion PASSED by majority roll call vote.

Miscellaneous:

None

Public Comment: 20:39 to 20:43

Jeanette Morrish

Mark Meader

Adjournment:

Motion by D. Trinklein Jr. seconded by R. Letterman to adjourn at 20:43

Motion PASSED by unanimous voice vote.