



**Birch Run Township Board of Trustees
Regular Meeting Minutes**

June 10th, 2025

11935 Silver Creek Drive, Birch Run, Michigan 48415

Call to Order of Regular Meeting:

Supervisor Ray Letterman called the June 10th, 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 Paula Counts, Officer Manager; Dave Matzke, Fire Chief; Jeanette Morrish, Library Director; Brandon Carter, Interim DPW Supervisor; Brad Thomas; Gretchen Nielsen, ZACE Officer; Mike Marr, PC Member.

Fifteen (15) people were in the audience.

Agenda Approval:

Motion R. Letterman seconded by R. Kiessling to approve the June 10th, 2025, Regular Meeting Agenda as amended to add appointing a Dangerous Buildings Hearing Officer under New Business.

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

Nays: None

Motion PASSED by unanimous roll call vote.

Minutes Approval:

Motion by K. Kiessling seconded by D. Trinklein Jr. to approve the May 13th, 2025, Regular Meeting Minutes as presented.

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

Nays: None

Motion PASSED by unanimous roll call vote.

Invoice Approval:

Motion by D. Trinklein Jr. seconded by DiBerardino to approve Invoices through May 31st, 2025, totaling \$440,996.20 as presented.

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.

Public Comment: 19:03 to 19:18

Steve Windle

Sophie Fiero

Public Hearing(s):

None

Budget Review:

None

Old Business:

- Employee Manual Review Feedback from prior month: No changes recommended.
- Sign Ordinance Review – No update available; under internal review.
- Park Exploratory Committee

New Business/Motions:

Motion by K. Kiessling seconded by D. Trinklein Jr. to hire Brad Thomas as the Office Administrative Assistant for \$25/hr., with the position beginning July 10th, 2025.

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

Nays: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by DiBerardino to approve the Resolution Regarding Establishment of Building Authority for Proposed Birch Run Expo Center and Matters Related Thereto (Resolution #2025-10), as presented.

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

Nays: K. Kiessling,

Motion PASSED by majority roll call vote.

Motion by R. Letterman seconded by R. Kiessling to approve moving forward with the proposed Hammond Cemetery Fence Upgrade project as presented.

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

Nays: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by K. Kiessling to approve Resolution #2025-11 (Resolution Authorizing Purchase of Real Property from Saginaw County Land Bank) as presented.

Yeas: None

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

Motion FAILED by unanimous roll call vote.

Motion by R. Letterman seconded by D. Trinklein Jr. to approve the Independent Contractor Agreement with Kern G. Slucter as a Dangerous Buildings Hearing Officer, as presented.

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

Nays: None

Motion PASSED by unanimous roll call vote.

Miscellaneous:

None

Public Comment: 20:32 to 20:34

Harry Powell

Adjournment:

Motion by D. Trinklein Jr. seconded by R. Kiessling to adjourn at 20:34

Motion PASSED by unanimous voice vote.