



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

August 12th, 2025

11935 Silver Creek Drive, Birch Run, Michigan 48415

Call to Order of Regular Meeting:

Supervisor Ray Letterman called the August 12th, 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; Jeanie Herrick, Kurt Kiessling, John DiBerardino & Dale Trinklein Jr., Trustees. Treasurer Annette Letterman was absent.

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

Fourteen (14) people were in the audience.

Agenda Approval:

Motion K. Kiessling seconded by D. Trinklein Jr. to approve the August 12th, 2025, Regular Meeting Agenda as presented.

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

Nays: None

Absent: A. Letterman,

Motion PASSED by majority roll call vote.

Minutes Approval:

Motion by D. Trinklein Jr. seconded by DiBerardino to approve the July 8th, 2025, Regular Meeting Minutes as presented.

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

Nays: None

Absent: A. Letterman,

Motion PASSED by majority roll call vote.

Invoice Approval:

Motion by K. Kiessling seconded by D. Trinklein Jr. to approve Invoices through July 31st, 2025, totaling \$125,383.82 as presented.

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

Nays: None

Absent: A. Letterman,

Motion PASSED by majority roll call vote.

Public Comment: 19:03 to 19:05

Daltson Atwell provided an update on his progress completing the Stoneyard site plan and requested to be on the next regular meeting agenda.

Public Hearing(s):

None

Budget Review:

None

Old Business:

Sign Ordinance Review

Per expert counsel, it was recommended that instead of creating an amendment to the Sign Ordinance to include an exemption for “religious institutions” regarding certain aspects of the ordinance, to instead attempt to acquire an exemption through the Sign Board of Appeals (SBA). The Board has the authority to determine if fee’s may be waived to approach the SBA.

Park Exploratory Committee

There were no formal updates from the Park Exploratory Committee at this time, but are hoping for more information to give out during the September or October meeting.

Road Committee / Projects Thru 2029

No further updates at this time.

Expo Center / Building Authority

Mr. Preston is still working to schedule time with the District 7 County Commissioner, John Kaczynski to review the process and how he can support the proposed Birch Run Expo Center.

Short Term Disability Insurance

The quotes from Aflac and MERS were presented to the Board, with the intention of beginning the Short Term Disability insurance beginning with the next fiscal year.

New Business/Motions:

Motion by R. Letterman seconded by R. Kiessling to set a special meeting for August 26th, 2025, at 7:00pm and to have a public hearing at the meeting to review the judgement from the Dangerous Buildings Officer, per Ordinance #2008-01 (Dangerous Buildings Ordinance).

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

Nays: None

Absent: A. Letterman,

Motion PASSED by majority roll call vote.

Motion by R. Letterman seconded by DiBerardino to enter into the Independent Contractor Agreement for Equalization Services with Saginaw County, as presented.

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

Nays: None

Absent: A. Letterman,

Motion PASSED by majority roll call vote.

Motion by R. Letterman seconded by D. Trinklein Jr. to enter into the Milage Revenue Capture Agreement with the Saginaw County Road Commission, as presented.

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

Nays: R. Letterman,

Absent: A. Letterman,

Motion PASSED by majority roll call vote.

Motion by R. Kiessling seconded by K. Kiessling to conditionally approve 123.Net's Metro Act Permit as presented, with the following conditions: ¹ 123.Net shall post a Bond in the amount of \$100,000.00 with Birch Run Township to cover potential damage; and ² shall work with the Township to coordinate its boring activities so as to provide time to mark facilities pursuant to MISS DIG and protect the infrastructure and roads.

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

Nays:

Absent: A. Letterman,

Motion PASSED by majority roll call vote.

Miscellaneous:

A "2026 Fire Millage Renewal Sub-committee" was created consisting of Dave Matzke, Fire Chief; Ray Letterman, Supervisor; Kurt Kiessling and John DiBerardino, Trustees to research proposals to renew the Birch Run Township Fire Operating Millage in 2026.

Public Comment: 20:28 to 20:30

Public Comment was held.

Adjournment:

Motion by D. Trinklein Jr. seconded by K. Kiessling to adjourn at 20:30

Motion PASSED by majority voice vote.