



Birch Run Township Board of Trustees
Regular Meeting Minutes

July 8th, 2025

11935 Silver Creek Drive, Birch Run, Michigan 48415

Call to Order of Regular Meeting:

Clerk Riley Kiessling called the July 8th, 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 Riley Kiessling, Clerk; Jeanie Herrick, Kurt Kiessling, John DiBerardino & Dale Trinklein Jr., Trustees. Supervisor Ray Letterman and Treasurer Annette Letterman were absent.

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

Eleven (11) people were in the audience.

Motion by Dale Trinklein Jr. seconded by DiBerardino to appoint Kurt Kiessling to chair the meeting. Motion PASSED by unanimous voice vote.

Agenda Approval:

Motion DiBerardino seconded by R. Kiessling to approve the July 8th, 2025, Regular Meeting Agenda as presented.

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

Nays: None

Absent: R. Letterman, A. Letterman,

Motion PASSED by majority roll call vote.

Minutes Approval:

Motion by DiBerardino seconded by D. Trinklein Jr. to approve the June 10th, 2025, Regular Meeting Minutes as presented.

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

Nays: None

Absent: R. Letterman, A. Letterman,

Motion PASSED by majority roll call vote.

Invoice Approval:

Motion by D. Trinklein Jr. seconded by DiBerardino to approve Invoices through June 30th, 2025, totaling \$200,777.92 as presented.

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

Nays: None

Absent: R. Letterman, A. Letterman,

Motion PASSED by majority roll call vote.

Public Comment: 19:04 to 19:04

Public Hearing(s):

None

Budget Review:

None

Old Business:

Sign Ordinance Review – No Current Update / Internal Review Ongoing

Park Exploratory Committee – The committee met again on June 18th, 2025, discussing other creative funding options. They are hoping to have some ideas to present in August.

Expo Center / Building Authority – No current updates from Mr. Preston available.

Short Term Disability Insurance – All bids are being finalized, and something should be available to present on at the August meeting.

New Business/Motions:

Motion by DiBerardino seconded by R. Kiessling to approve the proposed Hammond Cemetery Gate/Fence upgrade option A, as presented.

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

Nays: None

Absent: R. Letterman, A. Letterman,

Motion PASSED by majority roll call vote.

Motion by R. Kiessling seconded by D. Trinklein Jr. to select Riley Atkins' 4th Grade drawing and Charlie Atkins' 6th Grade drawing in the Fleschner Memorial Library 2025 Summer Reading Art Contest.

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

Nays: None

Absent: R. Letterman, A. Letterman,

Motion PASSED by majority roll call vote.

Motion by R. Kiessling seconded by D. Trinklein Jr. to approve the Library Design Associates Inc. proposal, as presented.

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

Nays: None

Absent: R. Letterman, A. Letterman,

Motion PASSED by majority roll call vote.

Miscellaneous:

It was noted that the Birch Run Township DDA received their first inquiry about the DDA Building Improvement Grant which was implemented in 2023.

Public Comment: 19:53 to 19:55

Public Comment was held.

Adjournment:

Motion by D. Trinklein Jr. seconded by K. Kiessling to adjourn at 19:55

Motion PASSED by majority voice vote.