



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

*September 10<sup>th</sup>, 2024*

*11935 Silver Creek Drive, Birch Run, Michigan 48415*

**Call to Order of Regular Meeting:**

Supervisor Ray Letterman called the September 10<sup>th</sup>, 2024, 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; Corey Trinklein, Treasurer; Fred Sheridan, Kurt Kiessling, Dale Trinklein Jr. & Chris Watts, Trustees.

Others present were Dave Matzke, Fire Chief; Jeanette Morrish, Library Director; Mike Marr, PC Vice-Chair; Sherry Gubbins, ZBA Member.

Eighteen (18) people were in the audience.

**Agenda Approval:**

Motion by Sheridan seconded by D. Trinklein Jr. to approve the September 10<sup>th</sup>, 2024, Regular Meeting Agenda as presented.

Yeas: D. Trinklein Jr., R. Kiessling, C. Trinklein, Watts, K. Kiessling, Sheridan, Letterman,

Nays:

Absent:

Motion PASSED by unanimous roll call vote.

**Minutes Approval:**

Motion by Sheridan seconded by D. Trinklein Jr. to approve the August 13<sup>th</sup>, 2024, Regular Meeting Minutes as presented.

Yeas: R. Kiessling, C. Trinklein, Watts, K. Kiessling, Sheridan, D. Trinklein Jr., Letterman,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

**Invoice Approval:**

Motion by K. Kiessling seconded by Watts to approve Invoices through August 31<sup>st</sup>, 2024, totaling \$125,485.40 as presented.

Yeas: C. Trinklein, Watts, K. Kiessling, Sheridan, D. Trinklein Jr., R. Kiessling, Letterman,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

**Public Comment:** 19:02 to 19:16

Public Comment was held. Comments regarding the Planning Commission recommended Short-Term Rental (STR) ordinance were received.

**Public Hearing(s):**

Evergreen Drive – Proposed Streetlighting Special Assessment District: 19:16 to 19:30

Letters Rec'd from: Tyler Banks

Per PA 188 of 1954 (Public Improvements) and PA 267 of 1976 (Open Meetings Act), the Public Hearing for Streetlighting in the proposed Evergreen Drive Subdivision started at 19:16. The Clerk reviewed the proper notices and publications that were sent out, as well as the petitions received. Estimated project costs were reviewed, scope of the proposed SAD, and the special assessment calculation method were discussed.

Several members of the public from the proposed Evergreen Drive SAD got up to speak and ask questions during the public hearing and were asked questions by the Township Board. The public hearing was concluded at 19:30, noting that the draft Resolution for approval of the district would be discussed under New Business during the meeting.

**Budget Review:**

None

**Old Business:**

None

**New Business/Motions:**

Motion by Letterman seconded by R. Kiessling to appoint David May to the vacant term on the Planning Commission ending 12/31/2026.

Yeas: Letterman, Sheridan, D. Trinklein Jr., R. Kiessling, C. Trinklein, Watts, K. Kiessling,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by K. Kiessling seconded by D. Trinklein Jr. to approve Resolution #2024-14 (Evergreen Drive Streetlighting Special Assessment) as amended to alter the final whereas clause to state the current # of homes in the district (38), and to note that number is subject to change if more homes are added to the district.

Yeas: Sheridan, D. Trinklein Jr., R. Kiessling, C. Trinklein, Watts, K. Kiessling, Letterman,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by C. Trinklein to approve Resolution #2024-13 (Par Plan Risk Reduction Grant Application – Fall 2024) as presented.

Yeas: D. Trinklein Jr., R. Kiessling, C. Trinklein, Watts, K. Kiessling, Letterman, Sheridan,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by Sheridan to appoint Phil Kerns as the Birch Run Township Back-Up Building Inspector, at the current Inspector rate of \$55/inspection.

Yeas: R. Kiessling, C. Trinklein, Watts, K. Kiessling, Letterman, Sheridan, D. Trinklein Jr.,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by C. Trinklein to hire Katilyn Linton as a Library Assistant at the rate of \$14.00/hr., with a \$1.00/hr. increase after gaining her Library Certification.

Yeas: Watts, K. Kiessling, Letterman, Sheridan, D. Trinklein Jr., R. Kiessling, C. Trinklein,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by Sheridan to set the Fire Special Assessment Millage Rate at 1.000 mills and place it on the Winter Tax Bills.

Yeas: C. Trinklein, Watts, K. Kiessling, Letterman, Sheridan, D. Trinklein Jr., R. Kiessling,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by C. Trinklein seconded by R. Kiessling to set the Special Debt Service Millage rate at 0.6000 mills and place it on the Winter Tax Bills.

Yeas: Watts, K. Kiessling, Letterman, Sheridan, D. Trinklein Jr., R. Kiessling, C. Trinklein,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by Sheridan to set the Pine Island Drive Street Lighting Special Assessment Rate at \$74.21 and place it on the Winter Tax Bills.

Yeas: K. Kiessling, Letterman, Sheridan, D. Trinklein Jr., R. Kiessling, C. Trinklein, Watts,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by D. Trinklein Jr. to allocate the remaining ARPA money to Cemetery projects and improvements.

Yeas: Letterman, Sheridan, D. Trinklein Jr., R. Kiessling, C. Trinklein, Watts, K. Kiessling,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

**Miscellaneous:**

None

**Public Comment:** 20:08 to 20:09

Public Comment was held.

**Adjournment:**

Motion by K. Kiessling seconded by D. Trinklein Jr. to adjourn at 20:09

Motion PASSED by unanimous voice vote.