

NORVELL TOWNSHIP
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Norvell, Michigan 49263
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Regular Meeting-January 11, 2023

Present:

William Sutherland, Supervisor, Jeff Oswalt, Clerk, Deserre Sauers, Treasurer, Matt Dame, Trustee, Andrew Haystead, Trustee, Norvell Township, Jackson County

The Regular Meeting of the Norvell Township Board was called to order by Supervisor Bill Sutherland at 6:00 p.m. followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

Trustee Dame made the motion to add Legal Review of CIP of 2021, Ordinance 50, Resolutions 18-01 and 18-02 as item 11e, Sutherland supported. Trustee Dame made the motion to add Norvell Township E-Newsletter as item 11f, motion died due to lack of support. Trustee Dame made the motion to add Ordinances, Resolutions, & Policies as item 11g to the agenda, Trustee Haystead supported. Trustee Dame made the motion to add Expressing Opinions Publicly as item 11h to the agenda, motion died due to lack of support. A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve the agenda with the addition of item 11e, Legal Review of CIP of 2021, Ordinance 50, Resolutions 18-01 and 18-02, and item 11f, Ordinances, Resolutions, & Policies. Motion carried.

APPROVAL OF MINUTES

A motion was made by Treasurer Sauers, seconded by Trustee Haystead to approve the December 14, 2022 Regular meeting minutes and the December 21, 2022 Special Meeting minutes. Motion carried.

PUBLIC COMMENT

Supervisor Sutherland read a letter from three members of the Norvell Planning Commission regarding the township's liaison to the Commission.

Trustee Dame responded to the letter.

CONSENT AGENDA

A motion was made by Treasurer Sauers, seconded by Supervisor Sutherland to approve the Consent Agenda, as presented. Motion carried.

COUNTY COMMISSIONER REPORT

No report was given. Commissioner Duckham was absent due to illness.

SHERIFF'S DEPARTMENT REPORT

Deputy Sheriff Truchan was unable to be in attendance to give a verbal report on activity in the township for December 2022, he sent a printed report showing he had worked 170 hours, patrolled 1,038 miles and handled 39 complaints.

AUDITOR'S REPORT – 2021-22 – Scott McLane

Township Auditor Scott McLane, from Markowski & Company presented the 2012-22 Audit to the board. He stated the township is in exceptionally good shape financially, with 1.8 million in

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assets and only \$340,000 in liabilities, and a 1.4-million-dollar fund balance. *Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame, and Haystead. Nays: None.*

PAYMENT OF BILLS

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to pay bills totaling \$32,249.37 for unpaid bills, \$8,838.20 for unpaid bills, and \$11,933.66 for payroll, as presented. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame, and Haystead. Nays: None.

OLD BUSINESS

Mineral Extraction Ordinance Adoption

Supervisor Sutherland spoke about the issue, explaining the information in the board packet as well as the additional information received by the board from the township attorney and Region II Planning Commission. Discussion followed regarding whether to include the requirement to have an Extraction Committee. *A motion was made by Treasurer Sauers, seconded by Supervisor Sutherland to adopt amendments to Ordinance No. 6 as follows: Section 1, Amendment of 2.1.55 Quarry, Mineral Mining, or Extractive Operations and Section 2, Amendment of 6.7.A Quarries, Mineral Mining, or Extractive Operations, without the Extraction Committee portion and including minor corrections suggested by the Township Attorney and Region II Planning Commission. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, and Haystead. Nays: Dame.*

NEW BUSINESS

Resolution 2023-01 – Wamplers Heights SAD Funds

A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve Resolution 2023-01, approval to transfer \$120,000 in funding from surplus funds to the 2022-23 General Fund Budget, as presented. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame, and Haystead. Nays: None.

2023 Tax Collection Agreement with Jackson County ISD

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the agreement with the Jackson County ISD for the collection of 2023 Summer Taxes, with the ISD paying the township \$1.50 per parcel. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame, and Haystead. Nays: None.

2022-23 Budget Amendments

Supervisor Sutherland spoke about the issue, stating budget amendments are required on a quarterly basis, this being the 2nd quarter 2022-23 adjustment request. Trustee Dame requested the \$49,000 budget adjustment from ARPA Fund to General Fund to cover road repairs, be voted on as a separate line item. Discussion followed. *A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve the 2022-23 Budget Amendments, as presented. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, and Haystead. Nays: Dame.*

Web Site

Supervisor Sutherland spoke to the need and reasoning for a new website for Norvell Township, then responded to Trustee Dame's e-mail explaining his opposition to the website change. Supervisor Sutherland then informed the board of the details of the quotes he had received

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regarding the issue, and mentioned Clerk Oswald would be working with the developer if the issue is approved. Discussion followed. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve and proceed with the proposal made by Shumaker Technology Group, at a one-time cost of \$3,250.00 and an annual contract not to exceed \$900.00; and approval of ITRight's bid to handle the township's e-mails at a cost of \$1,332.00. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, and Haystead. Nays: Dame.*

Legal Review of CIP of 2021, Ordinance 50, Resolutions 18-01 & 18-02

Supervisor Sutherland read Trustee Dames memo requesting this item on the agenda to assist the Planning Commission in understanding which of the documents it has authority to operate under. Supervisor Sutherland then stated he had already contacted the township attorney regarding this issue, before receiving Trustee Dame's memo. A short discussion followed. The motion made and supported to discuss and act on this issue was rescinded.

Signature Page, Initial Line and Date for all Ordinance, Resolutions, & Policies

Trustee Dame spoke to the issue, expressing his concern regarding ensuring all ordinances, resolutions and policies be the final and official version and to maintain uniformity. He suggested all of the above-named documents contain an additional signature page, date line and initial line for each page. Discussion followed, with Clerk Oswald stating all adopted or approved documents during his tenure as clerk are already as securely documented as possible, and nothing could be done about documents approved by previous boards, except reapprove them. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to call the question. Motion carried. A motion was made by Trustee Dame, seconded by Trustee Haystead to approve the requirement to add a signature page, initial line and date for all Ordinances, Resolutions, and Policies, as presented. Motion failed, with four members voting nay, one positive vote.*

PUBLIC COMMENT

Cathy Nearhood, 1651 Glendale Ct., spoke to the board regarding the adopted Mineral Extraction Ordinance.

ADJOURNMENT

A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to adjourn the meeting at 7:12 p.m. Motion carried.

Respectfully submitted,

Jeff Oswald,
Norvell Township Clerk

Garnet Francis,
Deputy Clerk/Recording Secretary