

**NORVELL TOWNSHIP**  
**106 E. Commercial St., P.O. Box 188**  
**Norvell, Michigan 49263**  
**(517)-536-4370**  
**Fax (517)-536-0110**

**Regular Meeting-November 16, 2022**

**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**

Supervisor Sutherland moved the Construction Report from the Consent Agenda to Item 8a, after the Consent Agenda approval. *A Motion was made by Treasurer Sauers, seconded by Trustee Haystead to approve the agenda, as amended. Motion carried.*

**APPROVAL OF MINUTES**

*Motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the minutes of the October 19<sup>th</sup>, 2022 Regular Meeting. Motion carried.*

**PUBLIC COMMENT**

A resident spoke to issues of the township honoring veterans.

Trustee Dame spoke to township road issues and the November 2022 election results.

**CONSENT AGENDA**

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

**CONSTRUCTION COMMITTEE REPORT**

Jeanette Woodard, of Woodard & Associates spoke to the Board, showing the Board an architectural workup of the proposed addition to 300 Mill Road. Supervisor Sutherland informed Ms. Woodard of several changes to the current plans, and board members asked questions. Ms. Woodard will make the suggested changes and provide an adjusted plan.

**COUNTY COMMISSIONER REPORT**

No report.

**SHERIFF'S DEPARTMENT REPORT**

Deputy Sheriff Truchan was unable to attend the meeting, his October report is on file.

**PAYMENT OF BILLS**

*Motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve payment of unpaid bills totaling \$12,084.62, Paid bills totaling \$23,381.27, and Payroll totaling \$9,472.40. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame, and Haystead. Nays: None.*

**OLD BUSINESS**

**Master Plan Survey – Results**

Supervisor Sutherland spoke, informing the Board he had received the Master Plan Survey results, but the file was so big, it's been printed off and in a binder in the Clerk's office. He has also sent

a link to each of the board members if they wish to view it online, or print the information off. He then gave a brief overview of the results, stating this survey had been sent out with the township's summer tax bills and was online as well. The township received 278 responses, of which approximately 30 were electronic in format. A short discussion followed.

#### **NEW BUSINESS**

##### **Website Analytics**

Trustee Dame CEO of Absolute Communications spoke, explaining the website system the township uses, and the number of "hits" the different pages had received in the last month. He also mentioned the contract with "Beaver Builders" would be expiring soon, and the township would need to decide on this issue. Supervisor Sutherland thanked him for the information.

##### **Wamplers Lake Weed Control SAD**

Supervisor Sutherland informed the Board that the President of the Wamplers Lake Property Owners Association had met with Jeff Oswalt, Township Clerk, Deserre Sauers, Township Treasurer and the Treasurer and Clerk of Cambridge Township to discuss the "renewal" of the Wamplers Lake Weed Control Special Assessment District, which expires in 2023. The association would like to "renew" the assessment, due to the difficulty in acquiring the quantity of signatures needed (51%) on petitions in order to begin the process again. The last time the assessment was approved by the Board was in 2019, and was done without the collection of petitions. The major concern with regard to "renewing" instead of petitions is the changes in ownership of properties in the last 10 years. Discussion followed. Supervisor Sutherland will bring this issue back to the Board at the December meeting for a vote.

##### **2023 Office Schedule**

Supervisor Sutherland presented the proposed 2023 Office Closing schedule. A question was raised by Treasurer Sauers as to whether or not to add Juneteenth to the office closing schedule since it is a Federal Holiday. After a short discussion it was decided to approve the current schedule and deal with the Juneteenth issue later. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the 2023 Office Closing Schedule, as presented. Motion carried.*

##### **2023 Meeting Schedule**

Supervisor Sutherland presented the proposed 2023 Township Board Meeting schedule. He informed the Board that 2023 Work Session meetings will only be held on an as needed basis, and he is requesting the Board consider moving the regularly scheduled meetings back to the second Wednesday of the month for 2023, citing it would be better for the Clerk's department with regard to payment of invoices. He also is cancelling the December 7<sup>th</sup> work session, and changing the December regularly scheduled township board meeting date from December 21<sup>st</sup> to December 14<sup>th</sup>, 2022. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the 2023 Norvell Township Board meeting schedule as presented. Motion carried.*

##### **Land Division LD 2022-05 – Whalen, 9435 Case Rd.**

Supervisor Sutherland stated the Land Division Committee has met regarding the request from Mr. Whalen, 9435 Case Road, and stated all requirements have been met, and recommended to the township Board the approval of this request. *A Motion was made by Treasurer Sauers, seconded*

*by Trustee Dame to approve the Land Division LD 2022-05, at 9435 Case Road, as presented. Motion carried.*

**Land Division LD 2022-06 – Johns, Waterman Rd.**

Supervisor Sutherland stated the Land Division Committee has met regarding the request from Mr. and Mrs. Johns, 2989 Waterman Road, stated all requirements have been met, and recommended to the township board the approval of this request. He also stated Mr. & Mrs. Johns would be returning at a later date for a request to combine properties at this address. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the Land Division LD 2022-06 at 12989 Waterman Road, as presented. Motion carried.*

**Tax Collection Agreement – Columbia Schools**

Treasurer Sauers spoke, explaining this is the annual Summer Tax Resolution and Tax Collection Agreement for the Columbia School District, authorizing the township to collect school taxes for the 2022/23 year. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the Columbia Schools Summer Tax Resolution and Tax Collection Agreement for 2022/23, as presented. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Dame, and Haystead. Nays: None.*

**RFP for Zoning Ordinance Audit**

Supervisor Sutherland explained the township will need to review the existing Zoning Ordinance after the development and approval of the new Master Plan, to assure alignment between the Master Plan and the Zoning Ordinance, and to develop a Future Land Use Map. He has prepared two RFP's, one for a Zoning Ordinance Audit and Future Land Use Map, the other for the approval to search for a firm to assist with Planning and Zoning services in the future. Discussion followed. *A motion was made by Treasurer Sauers, seconded by Clerk Oswald to approve the RFP for Consulting Services for a Zoning Ordinance Audit and Future Land Use Map. Motion carried. Motion was made by Treasurer Sauers, seconded by Supervisor Sutherland to approve the RFP for the search for a firm to assist with Planning and Zoning services in the future. Motion carried.*

**Grave Re-sale – Resolution 2022-20**

Clerk Oswald spoke, explaining he has been approached by a resident wishing to sell grave lots in the Norvell Township Cemetery back to the township. According to Ordinance 30 (Cemetery Ordinance) the decision on how much to pay in order to buy back cemetery lots must be determined by the Township Board. He is suggesting that the Board consider a payback of 75% of the current cost of purchasing a lot. Discussion followed. *A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve Resolution 2022-20, authorizing the Clerk/Sexton of Norvell Township to buy back un-used or un-needed grave lots at a price of up to 50% of the current purchase price of said lots, using the current purchase price paid for a township resident. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Dame, and Haystead. Nays: None.*

**Resolution for Light @ Ahrens Park – Resolution 2022-21**

Supervisor Sutherland spoke, citing the need for better security at Ahrens Park, due to the vandalism issues the township has been experiencing at the site. Since the township is a member of the Michigan Participating Plan, we are eligible to apply for risk reduction grants, of up to \$5,000.00. Supervisor Sutherland is proposing the township Board approve applying for a grant

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which would pay for or partly pay for the purchase and installation of an electrical pole at Ahrens Park. Discussion followed. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve Resolution 2022-21, the Par-Plan grant application for the purchase and installation of an electrical pole to Ahrens Park. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Dame, and Haystead. Nays: None.*

**Right of Way Police Power Ordinance**

Supervisor Sutherland presented a sample of a Right of Way Police Power Ordinance, and explained the need for the township to handle this issue, since the State has no law preventing parking in the road right of way, This issue has become a hazard to the health and safety of township residents, and he showed photos of areas in the township where hazardous conditions are. He has sent a copy of the proposed ordinance to JCDOT for review and will be sending a copy to the township attorney for further review. Discussion followed. He will be bringing this issue back to the Board after the legal reviews have been completed.

**PUBLIC COMMENT**

A resident thanked the Board for addressing the police issue regarding parking in the road right of way.

A resident spoke regarding the Wamplers Lake Weed Control SAD.

A resident spoke regarding the reconstruction at 300 Mill and it becoming the new township hall.

A resident questioned how a gravel pit on US 12 in Cambridge Township could affect Norvell Township.

A resident asked how to get the speed limit reduced on Pink Street.

**ADJOURNMENT**

*A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to adjourn the meeting at 7:32 P.M. Motion carried.*

Respectfully submitted,

Jeff Oswald,  
Norvell Township Clerk

Garnet Francis,  
Deputy Clerk/Recording Secretary