

NORVELL TOWNSHIP
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Regular Meeting-May 18, 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

Motion was made by Supervisor Sutherland, seconded by Trustee Dame to approve the agenda with the addition of Township Survey added under New Business. Motion carried.

APPROVAL OF MINUTES

Motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve the minutes from the May 4, 2022 Special Meeting and the minutes from the April 20, 2022 Regular Meeting with the correction under item Light @ Ahrens Park, instead of "Trustee Dame objected to the motion because three bids had not been secured for this project", to read "Trustee Dame objected to the motion because only one bid was secured for this project and there is a Norvell Township Commercial Electric Company that was not invited to bid on this project". Motion carried.

PUBLIC COMMENT

None

CONSENT AGENDA

Supervisor Sutherland and Trustee Dame commented on the Clerk's report, to which Clerk Oswalt responded and with Treasurer Sauers questioning the Planning Commission minutes, to which Trustee Dame responded. Motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the Consent Agenda as presented. Motion carried.

COUNTY COMMISSIONER REPORT

No report submitted.

SHERIFF'S DEPARTMENT REPORT

Deputy Sheriff Jay Truchan reported on his activities in the township for the month of April and responded to board members questions. The board thanked him for his information.

OLD BUSINESS

Hiring of Architect

Treasurer Sauers spoke, stating the Building Committee has a concept for the 300 Mill building and believes it's time to hire an architect in order to move on to the next phase. Woodard Architects is the recommended company, at a rate of \$100.00 per hour. Board members questioned what the concept for 300 Mill Street looked like. Discussion followed, with Treasurer Sauers explaining the concept to board members. Supervisor Sutherland mentioned the need to continue to move forward due to a new building code soon to be adopted by the State of Michigan that would require, among other things, a fire suppression sprinkler system which would add a

Page 2
Norvell Township Board
May 18, 2022

significant cost to the project. Trustee Dame stated he would like to see the Building Committee create a Facilities Evaluation Report to better define the project scope of work. This report could be done internally, and at no cost. He would like to have the project put to bid under the project parameters as determined by the Facilities Evaluation Report, because the parameters of the original scope of work were modified since the original RFP went out. Discussion followed regarding the lack of information on the concept and evaluation by employees that was provided to the board and questioning the need to re-bid the project. Motion was made by Treasurer Sauers, seconded by Supervisor Sutherland to approve hiring Woodard Architects for the preliminary concept study at 300 Mill Street at a cost not to exceed \$3,500.00. Further discussion followed as to whether the proposed \$3,500.00 for the preliminary concept study was adequate. Motion failed on a roll call vote as follows: Ayes- Sutherland, Sauers. Nays-Oswalt, Dame & Haystead.

NEW BUSINESS

Safe for Clerk's Dept-Elections

Clerk Oswalt spoke to the board, explaining his request to purchase a safe for the Clerk's Department, using it primarily for the safe, secure storage of ballots during elections. He mentioned the State of Michigan will be reimbursing the township for this purchase as well as the recently purchased cameras for the township building. He further stated he had found a safe at Family Farm and Home store in Brooklyn that would work well at a cost of \$800.00. A short discussion followed. Motion was made by Clerk Oswalt, seconded by Trustee Dame to authorize the clerk to purchase a safe for secure ballot storage at a cost not to exceed \$800.00. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame, and Haystead. Nays: None.

Vineyard Lake Sewer Rate Increase 2022-09

Both Supervisor Sutherland and Treasurer Sauers spoke to the issue, stating Leoni Township has informed the treasurer's department of a rate increase for the Vineyard Lake Sewer District (VLSA) and the need to approve resolution 2022-09. A short discussion followed. Motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to adopt Resolution 2022-09, Vineyard Lake Sewer Rate Increase, as presented. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame, and Haystead. Nays: None.

Master Plan – Approval of Aggregate Mining Mapping

Supervisor Sutherland spoke reminding the board he had mentioned this issue at the May 4, 2022 Special Meeting, suggesting the need for having this additional work done as part of the Master Plan. He further stated he has spoken with both the township attorney and Carlisle Wortman and both recommend that the aggregate mining mapping supplemental work be done. The cost of this supplemental work will be \$2,015.00, and he is asking for board approval of this expenditure. A short discussion followed. Motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve spending \$2,015.00 for the aggregate mining mapping supplemental work to the Master Plan be done, as presented. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame, and Haystead. Nays: None.

Approval of Printing/Mailing Costs for Township Wide Voter ID Cards

Clerk Oswalt presented information regarding the required mailing of new voter ID cards to all registered voters in Norvell Township due to the 2020 redistricting. He informed the board the

Page 3
Norvell Township Board
May 18, 2022

cost to outsource this printing and mailing would cost approximately \$1,700.00 dollars. He has a bid from Spectrum Printers for \$1,644.46, but there would be some additional costs for mailing cards by first class mail to registered voters who have post office boxes, so he is requesting approval at a cost not to exceed \$1,800.00. He then explained the reasoning for outsourcing this required mailing and answered board members questions. Motion was made by Clerk Oswald, seconded by Trustee Haystead to authorize the clerk to have Spectrum Printers print and mail new voter ID cards to all registered voters in Norvell Township, at a cost not to exceed \$1,800.00. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Dame, and Haystead. Nays: None.

Township Survey

Trustee Dame questioned the proposed township survey, asking what is on the survey, was it going to be sent out with summer tax bills, and/or placed on the township website. Supervisor Sutherland responded the Master Plan Survey is being handled by the Planning Commission, with Carlisle Wortman using Survey Monkey for the survey.

PUBLIC COMMENT

None

Board Members Comments

Trustee Haystead questioned the status of the dam removal at the old Ford Motor Plant in Brooklyn. Supervisor Sutherland responded he is pursuing information on the issue and asked Trustee Haystead if he would be interested in going to the Raisin River Watershed Council meetings to keep the board up to date on this issue.

PAYMENT OF BILLS

Motion was made by Supervisor Sutherland, seconded by Clerk Oswald to approve payment of paid bills totaling \$16,825.62, unpaid bills totaling \$10,186.30, and payroll totaling \$14,433.61. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Dame, and Haystead. Nays: None.

ADJOURNMENT

Motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to adjourn the meeting at 6:45 p.m. Motion carried.

Respectfully submitted,

Jeff Oswald,
Norvell Township Clerk

Garnet Francis,
Deputy Clerk/Recording Secretary