

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

**Regular Meeting-Wednesday, August 17, 2022**

**Present:**

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

**Excused:** Deserre Sauers, Treasurer

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 requested the addition of RFQ and RFP Webpage to the agenda as Item 11-f. *Motion was made by Trustee Dame, seconded by Trustee Haystead to add Item 11-f, RFQ & RFP Webpage to the agenda. Motion carried on a roll call vote as follows: Ayes-Oswalt, Dame, Haystead. Nays-Sutherland. Excused-Sauers.*

**APPROVAL OF MINUTES**

*Motion was made by Clerk Oswalt, seconded by Trustee Haystead to approve the minutes of the August 3, 2022 Special Meeting and the minutes of the July 20, 2022 Regular Meeting, with the addition of a period (.) after the sentence "Board members responded" under the 2<sup>nd</sup> public comment time. Motion carried.*

**PUBLIC COMMENT**

Resident Kathy Sutherland spoke, proposing to hold a Halloween "Trunk or Treat" event at 300 Mill St. on October 22<sup>nd</sup>, in the afternoon.

**CONSENT AGENDA**

*Motion was made by Supervisor Sutherland, seconded by Trustee Dame to approve the consent agenda as presented. Motion carried.*

**COUNTY COMMISSIONER REPORT**

County Commissioner Phil Duckham spoke, informing the board of the recent decisions made at the Jackson County Commissioners meeting. Among other items he mentioned the board had unanimously approved placing a 1 mill millage on the November 2022 ballot for a new county jail.

**SHERIFF'S DEPARTMENT REPORT**

Jackson County Sheriff Gary Schutte spoke, giving the board a detailed explanation of the reasoning behind the 1 mill millage for a new county jail, mentioning the age of the current jail and the poor condition of the structure.

**CONSTRUCTION COMMITTEE REPORT**

No report available.

**PAY BILLS**

*Motion was made by Sutherland, seconded by Clerk Oswalt to approve payment the following, Unpaid bills totaling \$17,236.45, Paid bills totaling \$32,636.11, and payroll totaling \$15,358.54. Motion carried*

*on a roll call vote as follows: Ayes-Sutherland, Oswalt, Dame, and Haystead. Nays: None. Excused: Sauers*

**OLD BUSINESS**

**JCDOT Skip Paving Proposal**

Jim Cole from JCDOT spoke to the board, explaining the information he provided to the board regarding road repairs in Norvell Township. He is proposing repairs to 5 roads, Antcliff, Fay Lake, Horning and Norvell Roads to be skip paved at an estimated cost of \$48,980.00. He then answered questions from board members regarding timing for the proposed repairs, other roads that needed work, and how long this repair is expected to last. Discussion followed. *Motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve the proposal from JCDOT for repairs to four roads in Norvell Township and payment of up to \$49,000.00 for the project. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswalt, and Haystead. Nays: Dame. Excused: Sauers*

*Motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve funding this expenditure with monies to be transferred from ARPA Funds and placed in the General Fund for Roads. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswalt, Dame, and Haystead. Nays: None. Excused: Sauers*

**Vineyard Lake Sewer O&M Update**

Supervisor Sutherland spoke, updating the board on the issue of operation and maintenance of the Vineyard lake Sewer system, since Brooklyn DPW will no longer provide services to Columbia Township. Because of the Common Fund relationship with Columbia Township & Norvell Township it is unclear as to the status of O&M for Norvell Township Vineyard Lake residents. Columbia Township is in the process of looking at RFP proposals for O&M for their residents. Board members commented and asked questions regarding the status of O&M for Vineyard lake residents, Supervisor Sutherland stated Brooklyn DPW will continue to offer O&M to Norvell Township Vineyard Lake residents at this time. He will continue to work on this issue and keep the board updated.

**NEW BUSINESS**

**Public Hearing for Existing Streetlight Districts 2022-23**

*Motion was made by Supervisor Sutherland, seconded by Trustee Dame to open the Public Hearing for Existing Streetlight Districts. Motion carried.*

**Public Comment**

None

**Funding of Streetlights**

Clerk Oswalt spoke, stating the current assessment for streetlights in Norvell Township is sufficient for 2022-23, with an 8% overage. A redetermination will need to be done annually.

**Close of Public Hearing**

*Motion was made by Supervisor Sutherland, seconded by Trustee Dame to close the Public Hearing for Existing Streetlight Districts. Motion carried.*

**Adoption of Funding for Streetlights**

*Motion was made by Clerk Oswalt, seconded by Trustee Haystead to approve maintaining the streetlight assessment at the current level for 2022-23. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswalt, Dame, and Haystead. Nays: None. Excused: Sauers*

**Resolution 2022-13 Mud Lake Weed Control SAD**

Supervisor Sutherland spoke, stating property owners of Mud Lake are requesting a weed control SAD for their lake. They are requesting a seven (7) year assessment, and 64% of said owners have signed petitions in favor of the assessment. Mr. John Gajar, member of the Mud Lake Property Owners Association spoke to the board, explaining the need for this special assessment. Supervisor Sutherland further explained this is the first resolution in the process, and the first Public Hearing for this SAD will be September 21, 2022. *Motion was made by Supervisor Sutherland, seconded by Trustee Dame to approve the resolution 2022-13 Mud Lake Weed Control SAD. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswald, Dame, and Haystead. Nays: None. Excused: Sauers*

**Cemetery Tree Removal Bids**

Clerk Oswald spoke, stating there are five (5) large trees in Norvell Cemetery that need to be removed due to damage being caused to a historical building and roots from trees damaging grave markers nearby. He received quotes from two companies although several were contacted. The quotes are for removal of trees, grinding of the stumps and roots to grade, and removal of debris. Both quotes are in the \$6,500.00 range and he is requesting approval of up to \$7,000.00 for this project. Trustee Dame commented on the need for an RFP and sealed bid for any projects over \$5,000.00 in cost. Clerk Oswald responded he did not believe the cost would be over \$5,000.00, and therefore did not follow the township's policy for this issue. He then withdrew this item from the agenda, at this time.

**Land Combination 2022-04 - Bishop**

Supervisor Sutherland presented the board with Land Combination request no. 2022-04, informing the board this request has been approved by the Land Division Committee. *Motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve the Land Combination 2022-04 for parcels 142-20-35-354-003-00 & 142-20-35-354-004-00 into one parcel, as presented. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswald, Dame, and Haystead. Nays: None. Excused: Sauers*

**RFQ & RFP Webpage**

Trustee Dame spoke, explaining he proposed web page, dedicated to RFP's & RFQ's, which would allow for tracking of approved contracts and overall enhance the bidding process. Discussion followed. Supervisor Sutherland stated this issue would be on the agenda for the September 7<sup>th</sup> Work Session, to allow board members more time to look over the proposal.

**PUBLIC COMMENT**

*John Gajar from Mud Lake spoke, thanking the board for listening to their issue.*

**ADJOURNMENT**

*Motion was made by Supervisor Sutherland, seconded by Trustee Dame to adjourn the meeting at 7:29 p.m. Motion carried.*

Respectfully submitted,

Jeff Oswald,  
Norvell Township Clerk

Garnet Francis,  
Deputy Clerk/  
Recording Secretary

