

**NORVELL TOWNSHIP**  
**106 E. Commercial St., P.O. Box 188**  
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**Work Session/Special Meeting September 7, 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 1:00 p.m. followed by the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Trustee Dame requested an addition to the agenda, under New Business, Item 7e, Board Review and Approval of Contracts for Road Improvements. Discussion followed. Motion was made by Dame to approve the addition to the agenda, under New Business, Item 7e, Board Review and Approval of Contracts for Road Improvements. Motion failed due to the lack of a second.

Motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the agenda with the following change, to make Item 6c, Construction Committee to Item 6b, and to make Item 6b, RFP/RFQ section addition to web site, Item 6c. Motion carried, with Trustee Dame voting nay.

**PUBLIC COMMENT**

None

**OLD BUSINESS**

**Weather Sirens – Luke Miller, West Shore Services**

Supervisor Sutherland introduced Luke Miller from West Shore Services and invited him to speak to the board regarding proposed placement of weather sirens in the township. Mr. Miller spoke, giving the board a history of his company, and handed out a map with possible locations of sirens. He then responded to board members questions, regarding pricing, maintenance, locations, and timelines for installation. Discussion followed, with Supervisor Sutherland stating this issue will be on the agenda for a future meeting.

**Construction Committee**

Supervisor Sutherland invited Marty Taylor to speak to the status of the Construction Committee and gave a synopsis of this credentials. Mr. Taylor spoke regarding the current status of the proposed construction and offered to become a member of the committee or act as a liaison for the board if the committee is dissolved. Discussion followed. Motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to discharge the Construction Committee. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame & Haystead. Nays-None.

Motion was made by Treasurer Sauers, seconded by Trustee Haystead to approve Marty Taylor as the liaison between the township and the architect. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame & Haystead. Nays-None.

**RFP/RFQ Section Addition to Web Site**

Trustee Dame spoke, explaining his proposed addition to the website would make it easier for bidders to see any RFPs the township would have, and an application to bid would be available. He also suggested

a data base could be built of potential vendors. Discussion followed. After discussion, the supervisor suggested since the Clerk's Department would be setting up and overseeing the proposed addition to the web site, they will bring the issue back to the board at a later date.

**NEW BUSINESS**

**Scrap Tire Collection for 2023**

Supervisor Sutherland spoke, informing the board he had been contacted by the Jackson County Conservation District regarding a scrap tire collection in Norvell Township in 2023. The cost of the trailer would be covered by a grant the JCCD is applying for. Discussion followed as to whether there is a need for a scrap tire collection, and who would man the site to unload the used tires. Supervisor Sutherland will check further into the issue and bring it back to the board for a decision.

**Zoning Administrator Training**

Supervisor Sutherland informed the board of the need for Zoning Administrator Rich LaRowe to now take the MSU extension Zoning Administrator Certificate training. He further explained this training is offered on February 9th & 10<sup>th</sup> at the Mt. Pleasant Comfort Inn and Conference Center. This training will cost \$550.00, and will be reimbursed by the Michigan Par Plan upon completion of the course. Food and lodging will not be reimbursed. Discussion followed. Motion was made by Treasurer Sauers, seconded by Supervisor Sutherland to approve the MSU Zoning Administrator training for Zoning Administrator Rich LaRowe, including all necessary expenses. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame & Haystead. Nays-None.

**Review of Purchase Policy**

Supervisor Sutherland presented a proposed revised Purchase Policy, generally addressing wording changes and increasing purchasing limits. Discussion followed. Supervisor Sutherland asked board members to look over his proposed changes and contact him with any suggestions/comments, he will then bring the issue back to the board at a later date.

**Planning Commission Board Representative**

Supervisor Sutherland presented this item to the board, stating the need to define more clearly the duties and responsibilities of the township board liaison to the Planning Commission. Discussion followed. Supervisor Sutherland asked the board to make any suggestions/comments regarding the issue, he will bring this back to the board at a later date.

**PUBLIC COMMENT**

None

**ADJOURNMENT**

Motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to adjourn the meeting at 2:28 p.m. Motion carried.

Respectfully submitted,

Jeff Oswalt,  
Norvell Township Clerk

Garnet Francis,  
Deputy Clerk/Recording Secretary

