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**NORVELL TOWNSHIP**  
**106 E. Commercial St., P.O. Box 188**  
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**Work Session/Special Meeting-July 6, 2022**

**Present:**

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

**Excused:**

Deserre Sauers, Treasurer, Norvell Township, Jackson County

**Guest:**

Jim Cole, JCDOT

The Special 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 agenda item addition of 7F Construction Committee Personnel Change. Motion was made by Trustee Dame, seconded by Trustee Haystead to approve the agenda with the addition of Item 7F, Construction Committee Personnel Change. Motion carried.

Due to Jim Cole from JCRC JDOT attending the meeting, Supervisor Sutherland stated he would be moving some of the agenda items around.

**Re-Paving of Norvell Road-Sharon Valley to Mill St./CIP Review**

Supervisor Sutherland introduced Jim Cole, from the JCDOT to speak to the issue of the re-paving of Sharon Valley Road. Mr. Cole stated the paving could be done this year if the board approves it soon and the cost would be in the \$45,000 range. Discussion followed, with board members asking Mr. Cole questions regarding other paved and non-paved roads and their condition. Trustee Dame requested a prioritized listing of roads in need of repair, and a map of same. Mr. Cole was thanked for his attendance at the meeting.

**OLD BUSINESS**

**Weather Sirens Update/CIP Review**

Supervisor Sutherland updated the board on the issue of potential sites for weather sirens in Norvell Township. His memo included proposals from three companies, of which only one was local. The local company, West Shore Services, visited sites ~~with the supervisor~~ then met with the supervisor, and has provided pricings of \$26,800.00 per site, for four sites. These sites could be placed in the road right-of-way and one possibly attached to a pole at Ahrens Park, with a camera to protect from vandalism. He is suggesting the board consider using ARPA monies for this project, adding this plan to the CIP, with the Planning Commission reviewing it and possibly adding one siren this year and additional sirens to be placed in the following years. Discussion followed, with Clerk Oswalt commenting it might be a good idea to add two sirens the first year, due to the need,

especially in the southern portion of the township, which is the most heavily populated. Trustee Dame requested an analysis of the information on the three companies' proposals and wondered if any state or federal safety grants might be available.

**NEW BUSINESS**

**Life Jacket Program at Jackson County Park-Vineyard Lake**

Supervisor Sutherland informed the board regarding a program that has been started by the Jackson County Sheriff, which makes available to the public, life jackets at Jackson County Parks at no charge, to be used and returned by those who need one. A station has not been set up at the Vineyard Lake County Park as yet, and it's not expected there will be one until next year. Treasurer Sauers has suggested the board approve donating funding in order to get a station set up at Vineyard Lake this year. The township attorney has informed the board the township cannot donate to the program, however we can partnership with the Sheriff's Department on this issue. According to Deputy Sheriff Jay Truchan, life jackets are available, the only cost would be for the actual station and installation of same. The suggested total cost is less than \$1,000. Deputy Sheriff Truchan will be attending the next regular board meeting for any additional discussion/questions regarding the program.

**Re-staking and Survey of Norvell Beach Property (000-20-04-351-002-05).**

Supervisor Sutherland stated this property had been surveyed in 2016, and the realtor has recommended it be re-staked so that potential buyers can see the property lines and will enable the township to enforce any encroachments. He has contacted the firm that performed the original survey and they have quoted a price of \$500 to \$600 for the survey and an additional \$200 to \$300 if any corner markers are disturbed or missing. He is asking the board to approve up to \$1,000 for the re-staking and possible replacement of corner markers. A short discussion followed.

**Outlot A Memo**

Supervisor Sutherland stated he is bringing the board up to date on information he has acquired regarding Outlot A (126-20-33-155-012-00), located in the Vineyard Lake Heights area. This property is a long narrow strip of land on the lakefront of Vineyard Lake running from the southern end of the plat north to Heights Drive and has been owned by the township since 1944. He has been approached by a resident of the area, asking the board to donate or deed the property to the lot owners, since they have been maintaining it all these years. After contacting the township attorney, the township assessor, JDOT, and a former supervisor regarding this issue, the conclusion is the township cannot give away an asset, it would need to be posted for sale and bid out if the township wished to dispose of it. He then offered a recommendation to residents of going through the legal process of petitioning the courts for an amendment to the plat. He then opened public comment to allow the residents in attendance to make comments and ask questions.

**PUBLIC COMMENT**

Several members of the Vineyard Lake Heights area spoke to the issue, asking board members questions and making comments. Supervisor Sutherland and Clerk Oswalt responded to residents concerns.

**Public Comment Policy**

Supervisor Sutherland commented on the need for a Public Comment Policy which will help the board conduct business at meetings without disruptions from the public and define rules for Public Comment time. He presented a sample policy used by the Planning Commission in the past.

Discussion followed, with board members commented on the sample policy and suggesting changes. Supervisor Sutherland will make corrections and bring the issue back for board approval.

**Sale of Norvell Beach Property-Closed Session**

Motion was made by Sutherland seconded by Dame to close the regular board meeting and go into closed session to discuss the potential sale of Norvell Beach property. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswalt, Dame & Haystead. Nays-none. Excused: Sauers

Motion was made by Sutherland seconded by Dame to end the closed session to discuss the potential sale of Norvell Beach property and re-open the board meeting. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswalt, Dame & Haystead. Nays-none. Excused: Sauers

**Construction Committee Personnel Change**

Trustee Dame spoke, asking to have two changes to the Construction Committee personnel. He requested adding Planning Commissioner Russ Grimes, citing his background as a project manager, and the township supervisor, with current member Rich LaRowe being used as a consultant when needed. After discussion, the board agreed to add Planning Commissioner Russ Grimes to the committee, if he agrees. Supervisor Sutherland stated he doesn't have the time to serve on this committee, and he feels the current makeup of members is doing a very good job. He further stated the committee is working well and pretty much done with their job, the next item for them is to choose a general contractor. More discussion followed, with Trustee Dame questioning the handling of the choosing of an architect, the scope of the project and costs. This item will be on the agenda for approval at the next board meeting.

**PUBLIC COMMENT**

Trustee Haystead expressed concerns and commented on some of the questions on the Master Plan survey. Supervisor Sutherland responded.

**ADJOURNMENT**

Motion was made by Supervisor Sutherland, seconded by Trustee Dame to close the meeting at 2:45 p.m. Motion carried

Respectfully submitted,

Jeff Oswalt,  
Norvell Township Clerk

Garnet Francis,  
Deputy Clerk/Recording Secretary