

NORVELL TOWNSHIP
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Norvell, Michigan 49263
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Regular Meeting-June 14, 2023

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 added item 10c, Insurance Policy Premium Renewal to the agenda. *A Motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the agenda for the June 14, 2023 meeting with the addition of item 10c. Motion carried.*

PUBLIC COMMENT

Residents spoke, asking questions regarding status of Covid monies, road repairs, chloride on the townships dirt/gravel roads, and status of the proposed Civil Infraction ordinance. Supervisor Sutherland and Clerk Oswalt responded.

Trustee Dame spoke, questioning legal bills. Clerk Oswalt responded.

APPROVAL OF MINUTES

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the minutes of the May 10, 2023 Regular Meeting and the minutes of the May 12, 2023 Budget meeting, as presented. Motion carried.

CONSENT AGENDA

Supervisor Sutherland commented on the Clerks report in the Consent Agenda. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the Consent Agenda as presented. Motion carried.*

COUNTY COMMISSIONER REPORT

District 4 County Commissioner Phil Duckham spoke, introducing Margie Walz, the new District 2 County Commissioner, stating they would be alternating attendance at township board meetings. He then spoke to county issues and responded to residents questions.

SHERIFF'S DEPARTMENT REPORT

Deputy Sheriff Jay Truchan spoke, informing the board of the police activities for the month of May, and answering residents and board members questions.

PAYMENT OF BILLS

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the payment of the following bills, Unpaid Bills \$44,097.57, Paid Bills \$13,968.71, and Payroll of \$16,635.80, as presented. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswalt, Haystead. Nays: Dame. Excused: None

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OLD BUSINESS

Request for Approval of 2023-24 MTA Dues

A motion was made by Treasurer Sauers, seconded by Trustee Haystead to approve payment of the 2023-24 MTA (Michigan Township Association) dues of \$3,039.90. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswalt, Haystead & Dame. Motion carried.

Request for Approval of 2023-24 MAP Dues

A motion was made by Treasurer Sauers, seconded by Trustee Haystead to approve payment of the 2023-24 MAP (Michigan Association of Planning) dues totaling \$780.00, as presented. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswalt, Haystead & Dame. Nays – None Excused – None. Motion carried.

Request for Approval of the 2023-24 Insurance Premium

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the 2023-24 Insurance Premium with Decker Agency totaling \$14,936.00, as presented. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswalt, Haystead & Dame. Nays – None Excused – None. Motion carried.

Municipal Civil Infraction Ordinance, Policy & Fine Resolution – 2023-09

Supervisor Sutherland spoke to the issue, handing out a new revision of the ordinance, sent from the township attorney. He then stated the township attorney recommended the ordinance be adopted, without the names of officers who will issue tickets and of fines to be levied. It is suggested that the names of officers be done by township policy, and the fines be approved by resolution, both of which can be approved at the next meeting. He then explained the reasoning behind the attorney's recommendation. Discussion followed. *A motion was made by Trustee Dame to postpone the decision on the Municipal Civil Infraction Ordinance, No. 54. Motion died for lack of a second.*

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to adopt Norvell Township Ordinance No. 54, the Municipal Civil Infraction Ordinance only. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswalt, Haystead. Nays: Dame. Excused: None

Wamplers Lake Property Owners Association Request

Phil Goldsmith, attorney for the Wamplers Lake Property Owners Association, spoke to the board requesting the township initiate the Special Assessment District for aquatic weed control, and gave the associations reasoning for this request. Board members participated in a short discussion, citing their reasoning for not wishing to agree to the request. *A motion was made by Clerk Oswalt, seconded by Treasurer Sauers to require the Wamplers Lake Property Owners Association to use the petition process to renew the expiring Special Assessment District for Aquatic Weed Control. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswalt, Haystead & Dame. Motion carried.*

Hardcastle Property Oil & Gas Rights

Supervisor Sutherland spoke, stating that when the board approved placing for sale the Hardcastle Road property (Parcel No. 000-20-26-300-001-03), the board did not decide on whether to sell the oil and gas rights as well. Discussion followed. *A motion was made by Trustee Haystead,*

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seconded by Supervisor Sutherland to approve conveying the oil and gas rights along with the previously approved sale of the Hardcastle Road property (Parcel No. 000-20-26-300-001-03) as presented. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswalt, Haystead. Nays: Dame. Excused: None

NEW BUSINESS

Public Hearing for Willard Holdings, Northaven Conditional Use Permit

A motion was made by Supervisor Sutherland, seconded by Trustee Dame to open the Public Hearing for Willard Holdings, Northaven Conditional Use Permit. Motion carried.

Residents commented on the CUP, negative comments included concerns over noise, road usage, and visibility from the road. George Willard, property owner, spoke to the concerns regarding screening from the road, stating this is not commercial storage, only 12-15 campers will be on the site and for temporary use only, no costs are involved. The campers are well off the road and there are some trees at the roadway to help with screening. There will be no traffic issues, no additional traffic is expected. A noise monitor is used to assure they are in compliance with any laws.

A motion was made by Supervisor Sutherland, seconded by Trustee Dame to close the Public Hearing for Willard Holdings, Northaven Conditional Use Permit. Motion carried.

Board members had a short discussion, and asked additional questions to Mr. Willard. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the Conditional Use Permit for Willard Holdings/Northaven with the following conditions: 1. No more than 15 trailers/campers stored on property 2. Movement of campers/trailers restricted to 8 a.m. and 6 p.m. 3. Movement of trailers/campers to generally occur between April & October 4. No occupation of trailers/campers allowed on this property. 5. All trailers/campers to be stored a minimum of 100 ft. from property line or structure, 6. All trailers/campers must have current registration. 7. All trailers/campers must have axles, rims & tires in good condition. 8. Security lighting must be dark sky rated and away from adjoining properties or roadways. 9. With a 24-hour notice, the Township Supervisor or Zoning Administrator may enter the property to verify compliance, 10. Usage of property limited to patrons of campground trailers/campers, only.*

Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswalt, Haystead & Dame. Nays – None Excused – None. Motion carried.

Public Hearing for 2023-24 Budget

A motion was made by Supervisor Sutherland, seconded by Trustee Dame to open the Public Hearing for approval of the 2023-24 budget, as presented. Motion carried.

Residents questioned the availability of the proposed budget for review, a question regarding the proposed wage increases, Supervisor Sutherland read his memo explaining the proposed budget changes, and Clerk Oswalt commented on the proposed budget.

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to close the Public Hearing for approval of the 2023-24 budget, as presented. Motion carried.

A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to adopt the 2023-24 Norvell Township budget, as presented. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswalt, Haystead. Nays: Dame. Excused: None

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Public Hearing for Streetlights SAD

A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to open the Public Hearing for the Streetlight Special Assessment District, as presented. Motion carried.

Clerk Oswald explained his memo regarding the Streetlight Special Assessment District and how it must be approved each year. Comments were made regarding LED lighting and whether streetlights would ever be dark sky rated. The Supervisor and Clerk responded to the comments.

A motion was made by Supervisor Sutherland, seconded by Trustee Dame to close the Public Hearing for the Streetlight Special Assessment District, as presented. Motion carried.

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the 2023-24 Norvell Township Streetlight Special Assessment District, as presented. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswald, Haystead & Dame. Nays – None Excused – None. Motion carried.

Public Hearing for Fire & Rescue SAD

A motion was made by Supervisor Sutherland, seconded by Trustee Dame to open the Public Hearing for the Fire and Rescue Special Assessment District, as presented. Motion carried.

Clerk Oswald spoke, stating the Fire & Rescue Special Assessment District is reviewed annually and has been in deficit for the last two years with the needed funding being taken from the General Fund. The General Fund must be reimbursed, so the levy rate must be increased to cover both that deficit and to be sure enough is being levied to cover this years cost. He is proposing the 2023-24 Fire and Rescue SAD be set at 1.103 mills. Trustee Dame questioned the need to reimburse the General Fund for monies taken to cover the shortfall. Residents questioned which fire departments cover which parts of the township and the need for better response times.

A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to close the Public Hearing for the Fire and Rescue Special Assessment District, as presented. Motion carried.

After a short discussion, a motion was made by Clerk Oswald, seconded by Trustee Haystead to approve the 2023-24 Fire and Rescue Special Assessment District rate at 1.103 mills, as presented. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswald, Haystead. Nays: Dame. Excused: None

Public Hearing for Updated 2023-24 Capital Improvement Plan

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to open the Public Hearing for the Updated 2023-24 Capital Improvement Plan, as presented. Motion carried.

Supervisor Sutherland presented a revised Capital Improvement Plan, approved by the township's Planning Commission, and recommended for board approval. This revised plan reflects changes regarding the role of the Planning Commission in the CIP process, and ranking of proposed projects. Residents questioned the costs of proposed projects, how to pay for proposed projects and comments from Trustee Dame regarding the proposed 300 Mill project. Supervisor Sutherland and other board members responded to the questions.

A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to close the Public Hearing for the Updated 2023-24 Capital Improvement Plan, as presented. Motion carried.

After a short discussion, a motion was made by Supervisor Sutherland, seconded by Trustee Haystead to adopt the amended 2023-24 Capital Improvement Plan, as presented. Motion carried

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

Renewal of Clean-up Program

Supervisor Sutherland informed the board of the success of the Clean-up Program and the request to renew it for the 2023-24 Fiscal year. He stated the program has been very successful, with 965 tickets distributed and many positive comments from residents. He would like to make two changes to the program with tickets having an expiration date of one year (fiscal year) on them and would be of different color than this years ticket. He is also asking for a \$1,000.00 increase in the program costs for this next fiscal year, due to expected cost increases with LRS (Lakeside Recycling Services, formerly Modern Waste). A short discussion followed. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the renewal of the Norvell Township Clean-Up Program at a cost of \$6,000.00, as presented. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswalt, Haystead & Dame. Nays – None Excused – None. Motion carried.*

Planning Commission – Wage Increase

Supervisor Sutherland spoke, stating the Planning Commission members have not had a wage increase in at least 6 years. He is proposing an increase from \$50.00 to \$55.00 per meeting. *A motion was made by Treasurer Sauers, seconded by Supervisor Sutherland to increase the wage for Planning Commission members to \$55.00 per meeting, effective with the 2023-24 fiscal year budget.*

Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswalt, Haystead. Nays: Dame. Excused: None

Zoning Board of Appeals – Wage Increase

Supervisor Sutherland spoke, stating the Zoning Board of Appeals members have not had a wage increase in at least 6 years. He is proposing an increase from \$50.00 to \$55.00 per meeting. *A motion was made by Treasurer Sauers, seconded by Supervisor Sutherland to increase the wage for Zoning Board of Appeals members to \$55.00 per meeting, effective with the 2023-24 fiscal year budget. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswalt, Haystead. Nays: Dame. Excused: None*

Board of Review– Wage Increase

Supervisor Sutherland spoke, stating the Board of Review members have not had a wage increase in at least 6 years. He is proposing an increase from \$50.00 to \$55.00 per meeting for a half-day session, and from \$100.00 to \$110.00 for a full day session. *A motion was made by Treasurer Sauers, seconded by Trustee Haystead to increase the wages for Board of Review members from \$50.00 to \$55.00 per half-day meeting and from \$100.00 to \$110.00 for a full day meeting, effective with the 2023-24 fiscal year budget. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswalt, Haystead. Nays: Dame. Excused: None*

Office Manager– Wage Increase

Supervisor Sutherland read the memo to the board explaining the Office Managers duties and the excellent job she is doing, asking for an hourly raise from \$17.00 to \$18.00 per hour. *A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve the Office Manager*

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increase in wages from \$17.00 to \$18.00 per hour effective with the 2023-24 fiscal year budget. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswald, Haystead. Nays: Dame. Excused: None

Zoning Administrator/Zoning Enforcement Officer– Wage Increase

Supervisor Sutherland read the memo to the board explaining the Zoning Administrator/Zoning Enforcement Officers duties and training, the good job he is doing, asking for an hourly raise from \$21.50 to \$22.50 per hour. *A motion was made by Treasurer Sauers, seconded by Trustee Haystead to approve the Zoning Administrator/Zoning Enforcement Officer increase in wages from \$21.50 to \$22.50 per hour, effective with the 2023-24 fiscal year budget. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswald, Haystead. Nays: Dame. Excused: None*

Deputy Clerk– Wage Increase

Supervisor Sutherland read the memo explaining the Deputy Clerk’s duties and the good job she is doing, asking for an hourly raise from \$17.00 to \$18.00 per hour. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswald to approve the Deputy Clerk’s increase in wages from \$17.00 per hour to \$18.00 per hour, effective with the 2023-24 fiscal year budget. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswald, Haystead. Nays: Dame. Excused: None*

Deputy Treasurer– Wage Increase

Supervisor Sutherland read the memo asking for an hourly raise from \$17.00 to \$18.00 per hour. Treasurer Sauers stated her deputy does a good job assisting with the Treasurer’s duties. *A motion was made by Treasurer Sauers, seconded by Trustee Haystead to increase the Deputy Treasurer’s wages from \$17.00 to \$18.00 per hour, effective with the 2023-24 fiscal year budget. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswald, Haystead. Nays: Dame. Excused: None*

Township Supervisor – Resolution 2023-05

Supervisor Sutherland spoke about the issue of a wage increase for statutory duties for township board members. He further mentioned the board members have not had an increase since 2015, and is proposing a 10% wage increase for the 2023-24 fiscal year. Discussion followed, with Supervisor Sutherland explaining the increase can only be made at the time of the adoption of the budget and must be done by individual resolution.

A motion was made by Treasurer Sauers, seconded by Trustee Haystead, to approve Resolution 2023-05, the increase in the Township Supervisor’s salary by 10%, from \$15,600.00 to \$17,160.00, effective with the 2023-24 fiscal year budget. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswald, Haystead. Nays: Dame. Excused: None

Township Clerk – Resolution 2023-06

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers, to approve Resolution 2023-06, the increase in the Township Clerk’s salary by 10%, from \$15,600.00 to \$17,160.00, effective with the 2023-24 fiscal year budget. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Haystead. Nays: Oswald & Dame. Excused: None

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Township Treasurer – Resolution 2023-07

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve Resolution 2023-07, the increase in the Township Treasurer's salary by 10%, from \$15,600.00 to \$17,160.00, effective with the 2023-24 fiscal year budget. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswald, Haystead. Nays: Dame. Excused: None

Township Trustees – Resolution 2023-08

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve Resolution 2023-08, the increase in the Township Trustee's salary by 10%, from \$4,800.00 to \$5,280.00, effective with the 2023-24 fiscal year budget. Motion carried on a roll call vote as follows: Ayes – Sutherland, Sauers, Oswald, Haystead. Nays: Dame. Excused: None

PUBLIC/BOARD COMMENT

Residents commented on County Commissioner Duckham's responses to residents questions, the need to be sure the correct person gets notices of infractions (Civil Infraction Ordinance), and the unprofessional attitude/treatment of board members to each other during board meetings.

Trustee Dame wished everyone a Happy Father's Day and 4th of July Happy Independence Day.

ADJOURNMENT

A motion was made by Supervisor Sutherland, seconded by Clerk Oswald to adjourn the meeting at 8:48 p.m. Motion carried.

Respectfully submitted,

Jeff Oswald,
Norvell Township Clerk

Garnet Francis
Deputy Clerk/Recording Secretary