

NORVELL TOWNSHIP
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Norvell, Michigan 49263
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Regular Meeting-August 9, 2023

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

A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve the agenda as presented. Motion carried.

PUBLIC COMMENT

Kevin DiCola, 11635 Wamplers Lake – spoke to the board stating he hopes the board will approve the text amendment to Zoning Ordinance 6-Access to Public Streets.

Lynn Waldecker, 4016 Idle Hills-questioned the status of the blight ordinance.

APPROVAL OF MINUTES – July 12, 2023 Regular Meeting and August 4, 2023 Special Meeting

A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve the minutes from the July 12, 2023 Regular Meeting and the August 4, 2023 Special Meeting as presented. Motion carried.

CONSENT AGENDA

A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve the Consent Agenda, as presented. Motion carried.

COUNTY COMMISSIONER REPORT

County Commissioner Phil Duckham spoke, informing the board of the items the county commissioners were working on, and mentioning he is serving on the ad hoc committee for the county jail millage. The committee has agreed to a $\frac{3}{4}$ mill millage request to be placed on a future ballot.

SHERIFF'S DEPARTMENT REPORT

Deputy Jay Truchan spoke, informing the board of his activities in Norvell Township for the month of July. Truchan worked 171 hours and had 1,035 patrol miles.

TRACKSIDE BASEBALL REPORT

Chad Brown-Trackside Baseball spoke to the board regarding the work they've been doing at the Ahrens Park ball diamonds. Jill Beach, with GL Renegades introduced herself, explaining that Trackside Baseball and GL Renegades have merged, with Ryan Davis in charge. Two Trackside teams will continue separately, with Chad Brown as the main contact. The GL Renegades wish to continue to practice at Ahrens Park.

PAYMENT OF BILLS

A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve payment of the following bills, unpaid bills totaling \$26,171.86, paid bills totaling \$37,006.88, and payroll totaling \$12,774.60. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswald, Dame, and Haystead. Nays: None. Excused: Sauers

OLD BUSINESS

Backstops for Ahrens Park

Supervisor Sutherland spoke reminding members this issue had been discussed at last months meeting, with questions regarding possible liability issues if volunteers assembled the backstops. Our insurance carrier has recommended that if volunteers are used, they be required to sign waivers and a licensed professional be on site to oversee the project. He also included pricing for the backstops from three online sellers. A short discussion followed. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswald to approve spending up to \$10,000 for the purchase of backstops at Ahrens Park. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswald, Dame, and Haystead. Nays: None. Excused: Sauers*

MCIO-Authorized Individuals to Issue Citations

Supervisor Sutherland presented the Municipal Civil Infraction Policy with the revisions incorporated and notes from the township attorney regarding those revisions. He also listed those who should be designated to issue citations. A short discussion followed. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswald to adopt the amended Municipal Civil Infraction Ordinance Policy and add the following positions authorized to issue citations: the Norvell Township contracted law enforcement officer, the Norvell Township Building Inspector, Norvell Township Electrical Inspector, the Norvell Township Plumbing Inspector, the Norvell Township Mechanical Inspector, and the Norvell Township Zoning Enforcement Officer. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswald, Dame, and Haystead. Nays: None. Excused: Sauers*

Funding to Complete General Ledger Work

Clerk Oswald spoke to the issue, stating Tim Griffith, treasurer for the LRUA and accountant for the Village of Grass Lake has been working with him to “un-bundle” funds in the townships general ledger. Mr. Griffith had agreed to assist with the project at a cost not to exceed \$500.00. Currently he has been paid \$400.00 and in order to complete it, Clerk Oswald is asking for an additional \$200.00. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswald to approve payment of up to \$200.00 to complete the “unbundling of funds” in the township’s general ledger project. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswald, Dame, and Haystead. Nays: None. Excused: Sauers*

Discussion of Bids Submitted for 300 Mill Rd. Project

Supervisor Sutherland stated the board has received two bids for the project which were opened at a Special Meeting on August 4th, 2023. He is working with the township’s building inspector to “thin down” costs. Board members commented.

NEW BUSINESS

Adoption of L-4029 for 2023

Supervisor Sutherland presented the 2023 Tax Rate request, explaining the small increase in the Fire/Rescue Special Assessment. He then informed the board of the projected revenues that will be generated by this request. *A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve the 2023 L-4029 Tax Rate request, as presented. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswalt, Dame, and Haystead. Nays: None. Excused: Sauers*

Pre-Approval of Closing of True CD Account

Supervisor Sutherland explained the treasurer is requesting this pre-approval of a \$160,000 CD on deposit at True Community Credit Union, as it is due to mature in November of 2023. The funds will then be available to be moved to the existing MIClass account. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to authorize the Treasurer to close the Certificate of Deposit at True Community Credit Union for \$160,000 and deposit said monies into MIClass. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswalt, Dame, and Haystead. Nays: None. Excused: Sauers*

Approval of Re-Zoning Request – 000-20-12-128-004-00, 1421 Idle Hills Road

Supervisor Sutherland stated this request is to change the zoning on property ID 000-20-12-128-004-00 from AG-1 to RS-2, its .32 acres in size, and it would be consistent with the properties in the area are being used. The Planning Commission held a Public Hearing and recommended approval, and Region-2 Planning Commission reviewed the request and recommended approval at a meeting on July 13, 2023. *A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve the rezoning of Property ID 000-20-12-128-004-00, 1421 Idle Hills Road from AG-1 to RS-2. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswalt, Dame, and Haystead. Nays: None. Excused: Sauers*

Text Amendment to Zoning Ordinance 6-Access to Public Streets

Supervisor Sutherland and Clerk Oswalt explained the current zoning ordinance does not allow a structure to be build on a lot or parcel that does not adjoin a public street. Norvell Township has several properties that are in that situation and property owners who would like to build on the property and have access to the property. The Planning Commission met and recommended adding the line “or has legal access to a public street”, to the township’s zoning ordinance section 8.11 Access to Public Streets. Area 2 Planning Commission met on July 13, 2023 and recommended approval. *A motion was made by Trustee Haystead, seconded by Supervisor Sutherland to adopt the text amendment to Zoning Ordinance 6, Section 8.11 to read: Access to Public Streets – Except as otherwise provided in the Ordinance, in any district, every use, building, or structure established after the effective date of this Ordinance shall be on a lot or parcel which adjoins a public street, or has legal access to a public street. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswalt, Dame, and Haystead. Nays: None. Excused: Sauers*

Text Amendment to Zoning Ordinance 6-Outdoor Commercial Boat Storage as a Conditional Use

Supervisor Sutherland explained the issue that brought this need for a text amendment to the township’s zoning ordinance, which is the issue of a commercial boat storage facility at the corner

of Hardcastle and M-124. Approving this text amendment, will give the township a provision for legal outdoor commercial boat storage as a conditional use. *A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve the text amendment to Zoning Ordinance 6, Section 2.1.5.1-Boat Storage, to read: The storage of State of Michigan registered watercraft and the process of wrapping, un-wrapping and transportation of said watercraft. Storage must be located on the property and within currently designated setbacks designated under Section 5.1 of the Norvell Township Zoning Ordinance. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswalt, Dame, and Haystead. Nays: None. Excused: Sauers*

Funding for Training – MTA Professional Development Retreat

Supervisor Sutherland informed the board that MTA is offering a 2-day Professional Development Retreat for township officials at Boyne Highlands from September 26th through October 11th, 2023. He mentioned the costs for the retreat, mileage and lodging, asking the board to approve payment for any board members who wish to attend. *A motion was made by Supervisor Sutherland, seconded by Trustee Haystead, to approve payment of costs for board members to attend the 2-day Professional Development Retreat offered by the Michigan Townships Association in September/October 2023, as presented. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswalt, Dame, and Haystead. Nays: None. Excused: Sauers*

Funding for Training – MSU Citizen Planner

Supervisor Sutherland stated that Michigan State University is offering in-person classes for the Citizen Planner Program educational series in Jackson Michigan. This is a 6-week course, to be held on consecutive Thursdays, beginning October 12, 2023 with the classes being approximately 3 hours long. He is asking the board to approve funding for members of the Norvell Township Planning Commission or the Norvell Township Zoning Board of Appeals to attend this course. The Michigan Township Participating Plan provides tuition reimbursement for up to two members, upon completion of the series. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve the funding to send up to two members of either the Planning Commission or Zoning Board of Appeals to the MSU Citizen Planner Program educational series, as presented. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswalt, and Haystead. Nays: Dame. Excused: Sauers*

Hiring of Planner for Norvell Township

Supervisor Sutherland stated he had received three responses to the RFP for the hiring of a planner to assist the Planning Commission in updating the Zoning Ordinance. Carlisle Wortman suggested the board send an RFP to Scott Pacheco, AICP. He sent a proposal and has been interviewed. Cost wise his hourly rate is much lower than the other responses. Supervisor Sutherland has put \$15,000 in the 2023-24 budget to hire a planner, and if Scott Pacheco is hired on a 1-year trial basis, with up to 10 hours a month, pre-approved, the cost would be \$11,700, leaving \$3,300 for mileage and other expenses. The first month he would be approved for 20 hours. Supervisor Sutherland then introduced Scott Pacheco, and he spoke to the board and answered questions. *A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve hiring Scott Pacheco, SP Urban Planning Services on a 1-year trial basis, at \$90.00 per hour up to 10 pre-approved hours a month, with the first month pre-approved for 20 hours. Motion carried on a roll*

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call vote as follows: Ayes-Sutherland, Oswald, Dame, and Haystead. Nays: None. Excused: Sauers

PUBLIC/BOARD COMMENT

Kevin Dicola – thanked the board for approving the zoning ordinance amendment regarding access to public streets.

Matt Dame-read a statement regarding his 6 years 9 months as township trustee then submitted his resignation from the township board, effective at midnight on August 9, 2023. He cited family issues were requiring him to move out of Norvell Township.

ADJOURNMENT

A motion was made by Supervisor Sutherland, seconded by Clerk Oswald to adjourn the meeting at 7:12 p.m. Motion carried.

Respectfully submitted,

Jeff Oswald,
Norvell Township Clerk

Garnet Francis,
Deputy Clerk/Recording Secretary