

NORVELL TOWNSHIP
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Regular Meeting-January 10, 2024

Present:

William Sutherland, Supervisor, Jeff Oswalt, Clerk, Deserre Sauers, Treasurer, Andrew Haystead, Trustee, Paul Francis, 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

Additions/changes to the agenda are addition of item 11e, Approval to order Civil Infraction ticket books, and a change of title for item 11c to Planning and Zoning Fee Schedule. *A motion was made by Trustee Haystead, seconded by Treasurer Sauers to approve the agenda as amended. Motion carried.*

PUBLIC COMMENT

Matt Dame – stated he is the publisher of an online newspaper, and commented on the use of recording devices during the meeting.

Scott Zollin – commented on residents illegally pushing snow across streets and the misspelling of Mill Road on election mail he had received. Clerk Oswalt responded to the election mail issue, stating new cards will be mailed out.

Pat Turner – stated he is the owner of property south of Shawnee Shores, and is working on a new project and would be glad to answer any questions.

APPROVAL OF MINUTES

A motion was made by Treasurer Sauers, seconded by Trustee Francis to approve the minutes of the December 13, 2024 Regular meeting and the December 20, 2024 Special meeting, as presented. Motion carried.

CONSENT AGENDA

Treasurer Sauers commented that on her Treasurer's Report, the Special Tax amount is correct. *A motion was made by Treasurer Sauers, seconded by Clerk Oswalt to approve the Consent Agenda, as amended. Motion carried.*

Marge Walz, County Commissioner, spoke to the board, informing them of several issues the county commissioners are working on. She also mentioned the County is looking to hire a Senior Accountant.

SHERIFF'S DEPARTMENT REPORT

Deputy Jay Truchan spoke, giving the board details of Decembers activity, also mentioning he had given out donated Christmas gift cards to residents in need, commented on a serious injury accident on Austin Road, and briefly mentioned the incident on Case Road when a car spun out in front of his vehicle and he had to take evasive action. Board members commented on the incident.

CONSTRUCTION REPORT

Supervisor Sutherland reported on the status of the 300 Mill Rd. reconstruction. He stated the interior demolition and reconstruction has begun and the exterior construction has begun with walls and trusses delivered, as well as siding and windows removed from the old portion of the building. M-R Construction has assured him the building will be ready as a voting location for the February 27, 2024 Presidential Primary Election.

INTER-MUNICIPALITY COMMITTEE REPORT

Supervisor Sutherland reported on the December 2023 Inter-Municipality meeting, and stated the board would be asked to adopt the Greater Irish Hills Recreation Plan later in this meeting. This committee has been working on the recreation plan, which will enable participants to apply for grant funding for parks in their respective jurisdictions.

NAPOLEON FIRE DEPARTMENT – JEREMY HOLBROOK, ASST. FIRE CHIEF

Assistant Fire Chief Holbrook spoke, informing the board that the Napoleon Fire Department had handled 100 calls in Norvell Township for 2023. He further mentioned the department is installing new software which will allow them to divide up fire calls by type. He plans to attend board meetings on a quarterly basis, keeping the board informed of calls and types of calls. He was asked to provide a comparison of number and types of calls for the last two years. He further mentioned the fire department appreciates the presence of Deputy Truchan being on call and available for emergencies in Norvell Township. Supervisor Sutherland thanked the Napoleon Fire Department for their presence at the community-wide Halloween Gathering at Ahrens Park this year.

ANNUAL AUDIT REVIEW – SCOTT MCLANE

Mr. Scott McLane, from Markowski & Company presented details of the township’s audit for year ending June 30, 2023, stating the township is in excellent financial condition, and answered questions from board members.

PAYMENT OF BILLS

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to pay the following bills: paid bills of \$10,962.72, unpaid bills of \$23,879.95, and payroll of \$12,527.26, totaling \$47,369.93. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Haystead and Francis. Nays: None.

OLD BUSINESS

OFFICE CLOSING SCHEDULE/PAID HOLIDAYS 2024

Supervisor Sutherland explained the need to revisit this issue. Due to the township office no longer being open on Fridays, there are two paid holidays to be removed from the Office closing/Paid Holiday Schedule for 2024, namely Good Friday and the day after Thanksgiving, of which both occur on a Friday, and suggested adding January 1, 2025 to the list. He is requesting the board to approve this revision. *A motion was made by Treasurer Sauers, seconded by Clerk Oswald to approve the revised 2024 Office Closing/Paid Holidays Schedule as presented. Motion carried.*

NEW BUSINESS

PRESERVATION OF FARMLAND APPLICATION-P.A. 116

Clerk Oswald presented the Preservation of Farmland Application (P,A, 116) that was received in his office on December 16th 2023. This application was submitted by Emily Foley & Edwin King,

11615 Beech Rd, Brooklyn MI, for property ID #000-20-25-200-002-02. The applicants are requesting a period of 15 years on 24.8 acres of their parcel. Clerk Oswald further explained this application, if approved will be sent to the State of Michigan for approval. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the Preservation of Farmland Application on Property ID #000-20-25-200-002-02 for a period of 15 years, as presented. Motion carried.*

RESOLUTION 24-01 IRISH HILLS RECREATION PLAN

Supervisor Sutherland reminded the board that Norvell Township is a part of the Greater Irish Hills Inter-Municipality Committee and they have contacted Region 2 Planning Commission to develop a recreation plan for the entire greater Irish Hills area. This plan will allow jurisdictions who are members of the committee to apply for grants for parks. The plan has been completed and now we need to adopt it. *A motion was made by Trustee Francis, seconded by Trustee Haystead to adopt Resolution 24-01, the Irish Hills Recreation Plan as stated. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Haystead and Francis. Nays: None.*

REVISED PLANNING AND ZONING FEE SCHEDULE

Supervisor Sutherland presented a revised fee schedule he has been working on with zoning and building personnel. This schedule was last updated in 2012, and in many ways is very complicated and confusing. This update is an effort to simplify costs to both make it easier to work with and for applicants to understand. It has been recommended by our planner, Scott Pacheco that we move to an escrow-based system, so that all costs associated with processing the more complicated applications will be borne by the applicant and not the township. Discussion followed, with two minor changes/clarifications being made. *A motion was made by Treasurer Sauers, seconded by Clerk Oswald to approve the revised Planning and Zoning Fee Schedule, with corrections. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Haystead and Francis. Nays: None.*

BUDGET AMENDMENTS – -2ND QUARTER

Supervisor Sutherland presented a detail of needed budget amendments for the 2nd quarter of the 2023-24 fiscal year. *A motion was made by Clerk Oswald, seconded by Trustee Francis to approve the 2nd quarter 2023-24 budget amendments as presented. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Haystead and Francis. Nays: None.*

PURCHASE OF MUNICIPAL CIVIL INFRACTION TICKETS

Supervisor Sutherland is asking the board to approve the purchase of ticket books to be used now that the board has adopted a Municipal Civil Infraction Ordinance. The form presented for purchase is the one the 12th Circuit Court has asked us to use, is highly specialized, and made by very few printing companies. He has found a company named PrintCarta, located in Lansing. The cost for 10 ticket books is \$625.00 plus shipping and handling. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to purchase 10 Municipal Civil Infraction Ticket books at a cost of \$625.00 plus shipping for the purpose of enforcing municipal civil infraction ordinance violations. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Haystead and Francis. Nays: None.*

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PUBLIC/BOARD COMMENT

Matt Dame – presented the Supervisor with paperwork regarding 4 items he considered violations of the townships Ethics Policy by an employee.

Treasurer Sauers – reminded residents of an upcoming storm this weekend and to be careful on potentially slippery streets.

ADJOURNMENT

A motion was made by Treasurer Sauers, seconded by Haystead to adjourn the meeting at 7:07 p.m. Motion carried.

Respectfully submitted,

Jeff Oswalt,
Norvell Township Clerk

Garnet Francis,
Deputy Clerk/Recording Secretary