

**NORVELL TOWNSHIP**  
**106 E. Commercial St., P.O. Box 188**  
**Norvell, Michigan 49263**  
**(517)-536-4370**  
**Fax (517)-536-0110**

**Regular Meeting-April 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**

Supervisor Sutherland removed Item 11e, JK Services O&M Agreement for VLS from the agenda and added Item 11g, New Cleaning Service. *A motion was made by Treasurer Sauers, seconded by Trustee Haystead to approve the agenda as amended. Motion carried.*

**PUBLIC COMMENT**

Cierra Sowle, Jackson County Clerk – spoke to the board regarding her job responsibilities.  
A Member of the Public – commented on perceived ethics policy violations/issues.

**APPROVAL OF MINUTES**

*A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the minutes of the March 13, 2024 Regular meeting and the March 27, 2024 Special Meeting, as presented. Motion carried.*

**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**

County Commissioner Duckham reported on issues at the county level.

**SHERIFF'S DEPARTMENT REPORT**

Deputy Sheriff reported to the board on the issues he handled during March of 2024 in Norvell Township, and mentioned the assistance from Camp Liberty members and others in assisting the military widow in cleaning up her property and avoiding issues with the townships blight ordinance.

**CONSTRUCTION REPORT**

Supervisor Sutherland informed the board of the status of the remodel at 300 Mill, stating the outside doors are installed, an RFP has gone out for the parking lot, remaining drywall and trim work will be done, communication wiring to be done with costs from contingency fund, and a larger septic tank replacing the old damaged one at no additional cost. He also reported checking with both Jackson County and the State regarding 106 E. Commercial and whether it is listed as a historical building. So far there have been no records found to designate 106 E. Commercial as a historical building.

**PAYMENT OF BILLS**

*A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve the following bills: Unpaid bills, \$17,434.15, Paid bills, \$166,197.37. Payroll, \$13,205.16. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Haystead and Francis. Nays: None.*

**OLD BUSINESS**

**Correction to ZTA 24-01**

Supervisor Sutherland spoke to this issue, explaining Zoning Ordinance ZTA-24-01 was incorrectly titled when approved at the February 14, 2024 township board meeting. He is bringing the Ordinance back for re-approval with the correct title. *A motion was made by Treasurer Sauers, seconded by Trustee Haystead to approve the corrected zoning ordinance ZTA-24-01 as presented. Motion carried,*

**Ahrens Park – Napoleon Baseball**

Supervisor Sutherland explained this issue had come before the board at the March 13, 2024 meeting. A revised agreement has been written by township attorney, signed by Napoleon Baseball, and recommends approval contingent upon submission of proof of insurance. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswald to approve the agreement with Napoleon Baseball for use of Ahrens Park, contingent upon submission of proof of insurance. Motion carried.*

**NEW BUSINESS**

**Ahrens Park – Great Lakes Renegades Baseball**

Supervisor Sutherland introduced Brent Jarchow, Vice President and Field Manager of Great Lakes Renegades, who spoke to the board regarding his organization and their desire to use Ahrens Park whenever the baseball fields are available. The proposed agreement with Great Lakes Renegades has been signed and all of the required documentation received. The board now needs to vote on allowing usage at Ahrens Park for the Great lakes Renegades Baseball Team. After approval, Supervisor Sutherland will hold a meeting with Napoleon Baseball, Great Lakes Renegades Baseball, and Trackage Baseball to work out details of how the work of maintaining the baseball fields will be provided. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the agreement with Great Lakes Renegades Baseball for usage of Ahrens Park. Motion carried.*

**Perry’s Pinnacle Lawn Care Contract Renewal**

Supervisor Sutherland is requesting the board approve renewing the contract for mowing/lawn care services for the township, with the only change from last year’s contract being an additional cost of \$45.00 per mowing for Ahrens Park, all other costs to be the same as last year contract. *A motion was made by Clerk Oswald, seconded by Trustee Haystead to approve the renewal contract with Perry’s Pinnacle Lawn Care for the 2024-25 season. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Haystead and Francis. Nays: None.*

**UIS-SCADA Contract for Vineyard Lake Sewer**

Supervisor Sutherland presented a contract with UIS-SCADA for software that monitors the lift station and collects sewer information required by EGLE. This software is already installed, but now that the township is in charge of the Vineyard Lake Sewer System and lift station, it is

necessary to have our own contract with UIS-SCADA. A one-time cost for start-up and training will be \$3,287.00 as well as an annual fee of \$1,198.00. *A motion was made by Supervisor Sutherland, seconded by*

*Treasurer Sauers to approve the contract for the set-up and ongoing subscription for UIS SCADA at a total cost of \$4,485.00 as a one-time fee and the additional years annual fee of \$1,198.00. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Haystead and Francis. Nays: None.*

**Conditional Use Permit for 13150 Wamplers Lake Rd.-Commercial Boat Storage**

Supervisor Sutherland addressed the issue of the request for a Conditional Use Permit for 13150 Wamplers Lake Road for Commercial Boat Storage. He reminded the board that they had just recently approved a zoning ordinance (ZTA-24-01) to allow boat storage yards within the Township, as a conditional use. He further stated the Planning Commission has recommended approval of this permit with several conditions. Board discussion followed, with several board members expressing their concerns as to whether the owners of this site would in fact adhere to those conditions if this permit was approved, The owner of the property and the company operator were in attendance, and assured the board they would do so. It was agreed that one of the conditions of approval be the requirement that the conditions be met by August 1, 2024. There was further board discussion, with a wording change in condition 1., changing the wording from “when available” to “as required”. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve the Conditional Use Permit for 13150 Wamplers Lake Road for Commercial Board Storage, with the following conditions:*

- 1. All boats or other items stored on the property shall be operating and functional. NO inoperable, dismantled, and /or partially dismantled boats, motor homes, travel trailers, watercraft, boat lifts or trailers shall be stored on the premises. Items stored on the site must be currently registered with the State of Michigan, as required.*
- 2. The applicant shall repair or replace the fence where needed so that it is a minimum of 6 feet in height and opaque between the boat storage and a roadway, an adjacent property with a residential use, or an adjacent property zoned for residential uses. Mesh fencing may be used.*
- 3. The areas outside of the fencing and/or in front of the existing building on the site shall not be used as part of the boat storage use.*
- 4. The project shall comply with all requirements of section 6.7 item DD Outdoor Commercial Motor Home, Travel Trailer and Boat Storage. This includes but is not limited to, the activities associated with the storage use shall be conducted within the fenced in area, all items delivered to the site shall be dropped off to an area within the fenced in area, no on-site mechanical repairs shall be permitted on site, items stored on the site shall not be occupied, no storage of hazardous, toxic, or explosive materials shall be permitted, lighting shall meet the requirements of the code, the fencing and site shall be maintained appropriately.*
  - The above-named conditions shall be met by August 1, 2024.*

*Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Haystead and Francis. Nays: None.*

**Cellphone for Supervisor**

Supervisor Sutherland is requesting the board approve a cell phone for the Supervisor's office to allow the public's accessibility to his office during off office hours. He asked for pricing from Verizon AT&T, Comcast, & T-Mobile. He only received responses from Verizon and AT&T, with Verizon was the best offer and coverage. Discussion followed. *A motion was made by Treasurer Sauers, seconded by Trustee Haystead to approve the purchase of a cell phone and service plan as presented from Verizon at a cost to not exceed \$300.00. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Haystead and Francis. Nays: None.*

**New Cleaning Service**

Supervisor Sutherland informed the board that the township's cleaning service had resigned, and he has been searching for a new company. He has found it difficult to find a company that provides this service at a reasonable cost. He has interviewed a company called Chorze Cleaning and shown them around 106 E. Commercial (the current township office) and 300 Mill Road (the future township office). The company is insured, their references were checked, and they received good reviews. The company is willing to clean the township offices at a rate of \$40.00 per hour, with a 3-hour minimum. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve hiring Chorze Cleaning on a bi-weekly basis, at \$40.00 per hour with a 3-hour minimum, supplying all their own cleaning equipment and supplies. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Haystead and Francis. Nays: None.*

**PUBLIC/BOARD COMMENT**

A Member of the Public – commented again on perceived policy and ethics violation issues.  
Sylvia Kay, Norvell resident – commented negatively on the Lawrence Road regravelling project.  
Several Lawrence Road residents commented negatively on the Lawrence Road regravelling project.

Treasurer Sauers expressed concern over the Lawrence Road regravelling project issue  
Clerk Oswald mentioned JDOT doesn't inform the township of when a project will begin.  
Supervisor Sutherland stated he has been in contact with JDOT regarding the Lawrence Road regravelling project issue.

**ADJOURNMENT**

*A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to adjourn the meeting at 7:28 p.m. Motion carried.*

Respectfully submitted,

Jeff Oswald,  
Norvell Township Clerk

Garnet Francis,  
Deputy Clerk/Recording Secretary