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## THE TOWNSHIP OF NORVELL

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Gloria J. Hubbell, Clerk  
Pamela Johnson, Trustee

Eric Johnson, Supervisor

Deserre Sauers, Treasurer  
Matt Dame, Trustee

### MINUTES OF THE REGULAR MEETING OF THE NORVELL TOWNSHIP BOARD

Wednesday, 6:00 pm July 10, 2019, 106 E. Commercial St, Norvell, MI 49263

Present: Supervisor Eric Johnson, Clerk Gloria J. Hubbell, Treasurer Deserre Sauers, Trustee Pamela Johnson, and Trustee Matt Dame.

- 1.-2. The meeting was called to order by Supervisor Johnson at 6:00 pm. The Pledge of Allegiance was given and a moment of silence for township residents who have passed away.
3. **Changes to the Agenda**. Change the date of the minutes to be approved from May 8, 2019 to June 12, 2019 and add the June 12, 2019 budget work session minutes.
4. **Agenda Approval** Moved by Clerk Hubbell seconded by Treasurer Sauers to approve the Agenda as changed. Ayes: All. Nays: None. Motion carried.
5. **MINUTES- June 12, 2019, June 12 Budget Work Session, June 26, 2019 Public Hearing**  
Moved by Trustee Johnson, seconded by Treasurer Sauers the minutes of the June 12, 2019 regular board meeting be approved with the correction of Jolene and Walter Habern last name and the addition of the word "Motion" page 3d, Lot Split 19-01. Ayes: All. Nays: None. Motion carried.

Moved by Trustee Johnson, seconded by Treasurer Sauers the minutes of the Budget/Work Session meeting June 12, 2019 be approved as presented. Ayes: All. Nays: None. Motion carried.

Moved by Trustee Johnson, seconded by Clerk Hubbell the minutes of the Budget Public Hearing held June 26, 2019 be approve as presented. Ayes: All. Nays: None. Motion carried.

6. **PUBLIC COMMENT** – A neighbor spoke positive comments about the Hollerfest Large Gathering. A resident would like to see more code enforcement on junk cars and tall grass. Positive comments on the new playground equipment installed at Ahrens Park.

**7. CONSENT AGENDA REPORTS**

- a. Building Report
- b. Zoning Report - None
- c. Fire Reports
- d. Village of Brooklyn Sewer Report – June
- e. Assessor's Report - Yes
- f. Planning Commission Minutes – Trustee Johnson stated the planning commission meetings have been changed to the third Wednesday of the month at 6:00 pm. They are not meeting in July and not sure yet about August. It will be posted.

8. Moved by Trustee Johnson, seconded by Clerk Hubbell to approve the Consent Agenda Reports as presented. Ayes: All. Nays: None. Motion carried.

**9. OTHER REPORTS**

- a. County Commissioner Report- None
- b. Sheriff Report – given by Deputy Jay Truchan.
- c. Financial Report – Treasurer Sauers – Presented balances in the Tax and Trust and Agency accounts and Special Tax Accounts.
- d. Clerk's Report – Clerk Hubbell presented the tentative year end budget amendment adjustments. Motion by Treasurer Sauers, seconded by Trustee Johnson to approve the Fiscal Year 2018/2019-year end budget amendments as presented. Roll call vote. Ayes: All. Nays: None. Motion Carried.

**10. UNFINISHED BUSINESS**

- a. Large Gathering Permit - Hollerfest - ~~Kathy~~, Catherine, Bill and ~~Matt~~ Ken King were present, representing Hollerfest. The Large Gathering Permit Application for Hollerfest, was presented to the board for review and discussion along with the large gathering section from our township zoning ordinance. Several emails supporting the function were presented. The board had questions in regards to reports of findings and recommendations in writing to the board according to our ordinance from the Jackson County Health Department., the Police or Sheriff's Department, Fire Department access to the grounds, security, updated liability insurance, potable water, insurance bond, what is the plan if it gets too big, do people camp all summer, did Cambridge Fire Dept review the property last year, will the board get an updated application as the one submitted was from 2018 last year.

The police have not driven back on the property. There are no written reports. The health department will issue their permit in August, shortly before the function. They have a medical doctor on the premises the entire time. Their insurance agent is working on

preparing the bond. They do not serve alcoholic beverages, but allow people to bring their own. The space will limit the festival from getting too large or they may have to ask people to pre-register. They have several workshops for children. They have an Arborist to discuss organically grown items. The camping is temporary just for the weekend. They notified Sand Lake Fire Dept last year but realize it should be Cambridge Fire Department. The signature page of the application will be redone with the correct year. The board needs to be reassured that an ambulance and/or fire trucks can get back to the area. The board needs a written report from our Sheriff's Deputy Jay Truchan, a letter from Cambridge Fire Department, insurance liability, an insurance bond, a new updated signature on the application, and any Jackson County Permits (health, camping etc.). This is postponed until such time as we receive the six items listed above. At such time we can have a special meeting to review them and make a determination on the permit.

## 11. **NEW BUSINESS**

### a. Hardcastle Property Split 19-04 Hardcastle Road

The property has approximately 100 acres located on Hardcastle Road that they want split into six parcels for future sale. Surveys are submitted with the application. The lot setbacks for the oil well, water well, septic, and building are not shown on the application. Moved by Treasurer Sauers, seconded by Clerk Hubbell to approve the survey split as presented to the board. Ayes: All. Nays: None. Motion carried.

### b. Cash Asset Transfer from General Fund to Capital Improvement Fund

We can't find the signed copy of the Resolution dated in 2015 that established the 401 Capital Improvement Fund. The previous auditor recommended the 401 CIF several years ago and that accounting number was not the correct number. It should have been a 445 Public Improvement Fund.

Moved by Trustee Johnson, to eliminate the 401 Capital Projects Fund and Establish a 445 Public Improvement Fund. Seconded by Treasurer Sauers. Discussion. It was suggested to bring in our new auditor to clarify before we make a decision. The auditor, Doug Atkins, told the clerk by telephone conference that before he makes any recommendations to the board as to what we should do, he would like to come to the township and review the books. Moving or expending the money out of the 401 CIF then becomes a legal issue if the fund was improperly set up.

Trustee Johnson withdrew her motion. MTA advice is in order to establish a capital improvement fund we should come up with a plan, come up with costs, have public hearings and get feedback and if the consensus is let's do it, then we put the money in the fund and do it.

Moved by Trustee Johnson, seconded by Treasurer Sauers that the supervisor be charged

with contacting the township attorney and the auditor to set up a joint meeting with the township board to discuss the correct way to set up this account. Ayes: All. Nays: None. Motion carried.

c. MTA Training – Hot Topics in Planning & Zoning

Moved by Treasurer Sauers, seconded by Clerk Hubbell that the board approve any planning, zoning or township board member wanting to attend the MTA Training, Hot Topics in Planning and Zoning. Discussion. Trustee Johnson asked the board to approve going to the August 20<sup>th</sup> training, as the closest one in Kalamazoo is on our August board meeting night, August 14. Roll Call Vote. Ayes: Trustee Johnson, Trustee Dame, Treasurer Sauers, Clerk Hubbell, Supervisor Johnson. Nays: None. Motion carried.

Moved by Clerk Hubbell to reimburse each official for meals, mileage, and hotel room for which ever training they attend. Motion died for lack of support.

d. Daschke Performance Bond – 11560 Cady Road

Moved by Trustee Johnson, seconded by Clerk Hubbell the board approve Stanley Daschke to live in his home while his new home is being built contingent upon receiving a bond assuring the old home is removed in the amount as stipulated by R & L Trucking Company. The bond needs to be in the office prior to construction. The insurance company estimates the cost to around \$25,000 bond. Ayes: All. Nays: None. Motion carried.

12. **PUBLIC/BOARD COMMENT** – A resident thanked the board for approving training for the planning commission. Suggestion that the time line on the large gathering application needs to be reviewed.

13. **PAYMENT OF BILLS** - Moved by Trustee Johnson, seconded by Clerk Hubbell to pay the bills \$63,300.49 and payroll in the amount of \$1349.50 plus monthly payroll not listed, totally \$11,103.49. (checks 28249-28295). The clerk will bring the listed checks to the next board meeting. Ayes: Trustee Dame, Trustee Johnson, Treasurer Sauers, Clerk Hubbell, Supervisor Johnson. Nays: None. Motion Carried.

Meeting Adjourned. 8:04 pm

Respectfully submitted,  
Gloria Hubbell, Township Clerk