

**NORWICH TOWNSHIP BOARD MINUTES
DRAFT MINUTES
May 13, 2026**

The Norwich Township Board met at 7:00 P.M. on Wednesday, May 13, 2026 at the Norwich Township Hall.

The following Board members were present: Supervisor Daniel Wanink, Clerk Stacie Langworthy, Treasurer Phyllis Carlson, Trustee Jennifer Kailing, Trustee Stephanie Morgan.

Absent: None

Staff present: Nick Vawter

Dan Wanink called the meeting to order at 7:00 P.M. and led the attendees in the Pledge of Allegiance.

Motion to approve April 8, 2026 Draft Minutes was made by Stephanie Morgan, 2nd by Jennifer Kailing. All Ayes. Motion carried.

COMMITTEE REPORTS

- Zoning Admin. Report- See attached
- Planning Commission - None
- ZBA- None
- BOR- None

PUBLIC COMMENT

Reminder that Clean-Up Day is June 13, 2026.

The Board would like to thank Steven and Scott McCumber for their clean up efforts in the back yard at the Township Hall.

UNFINISHED BUSINESS

Dan went to the MTA Conference and attended the Data Center Seminar last month. He shared information with the Board tonight and will continue his fact finding and report back next month at the June meeting.

The Board received information that the ADA compliance deadline for the webpage has been moved to April 26, 2028.

NEW BUSINESS

Stacie informed the Board that the Apex software is going up 10% effective May 1, 2026. Stacie will reach out to Brian Story to see if this is software that he really needs.

Gabridge and Co. engagement letter was tabled to the June meeting.

TREASURER'S REPORT

ROADS	190,603.23
EMS	74,378.82
FIRE	29,831.64
GEN. FUND	<u>274,701.29</u>
TOTAL	\$ 569,514.98

A motion to approve the Treasurer's report was made by Stacie Langworthy, 2nd by Stephanie Morgan. All Ayes. Motion carried.

PRESENTATION OF CHECKS

Treasurer Phyllis Carlson presented the following checks for approval:

SEE ATTACHED PRESENTATION OF CHECKS/ EXPENDITURES REPORT

Motion to approve check #7832 through check #7854 to pay the bills was made by Dan Wanink, 2nd by Stacie Langworthy. All Ayes. Motion carried.

Motion to adjourn the meeting was made by Dan Wanink, 2nd by Jennifer Kailing. All Ayes. Motion carried.

Meeting adjourned at 7:50 PM

Stacie Langworthy, Clerk

Norwich Township

Zoning Administrator's Monthly Report April 2026

Nick Vawter

4-06-26

I received a call from Chad with Turmning Point Builders. He was inquiring about a Zoning application for a new residence at 9500 N Locust Ave for property owner Michael Fortin. I reviewed his application and approved the permit.

4-08-26

I received a Matthew Knight who was requesting a Zoning Permit to construct a residence on his property at 5004 N Cypress Ave. I reviewed his application and approved his permit.

4-20-26

I received an email from a Rowenna Paller who works for Zoneomics. She was requesting our entire Zoning Ordinance along with a Zoning Map. I emailed both items to her.

4-30-26

I received an email from a Corey Near with Roosien & Associates a Civil Engineering Co in Grand Rapids. He was requesting a copy of our Zoning map. I emailed him a copy.

**Township of Norwich, County of Newaygo, State of Michigan
Presentation of Checks/Expenditures Draft Report: May 13, 2026**

Payroll & Employee Reimbursements

Check Date	Check #	Payee	Amount	Memo
05/13/2026	7832	David Adams	\$37.43	ZBA Member Per Diem for 04/15/2026 Meeting (\$42.50) - Payroll Deductions (\$5.07)
05/13/2026	7833	Angela Barnes	\$186.71	1. Election Training Wages (1.5 Hrs @ \$15/Hr = \$22.50) + 2. Election Worker Wages (11.5 Hrs @ \$15/Hr = \$172.50) - Payroll Deductions (\$8.29)
05/13/2026	7834	Elery Barnes	\$58.98	1. Election Training Wages (1.5 Hrs @ \$15/Hr = \$22.50) + 2. ZBA Member Per Diem for 04/15/26 Meeting (\$42.50) - Payroll Deductions (\$5.07)
05/13/2026	7835	Richelle Boerma	\$89.77	1. Election Training Wages (1.5 Hrs @ \$15/Hr = \$22.50) + 2. Election Worker Wages (4.75 Hrs @ \$15/Hr = \$71.25) - Payroll Deductions (\$3.98)
05/13/2026	7836	Timothy Boerma	\$21.54	Election Training Wages (1.5 Hrs @ \$15/Hr = \$22.50) - Payroll Deductions (\$0.96)
05/13/2026	7837	Chuck Bonning	\$39.24	ZBA Member Per Diem for 04/15/26 Meeting (\$42.50) - Payroll Deductions (\$3.26)
05/13/2026	7838	Phyllis Carlson	\$92.51	1. Election Training Wages (2 Hrs @ \$15/Hr = \$30.00) + 2. Election Worker Wages (5 Hrs @ \$15/Hr = \$75.00) - Payroll Deductions (\$12.49)
05/13/2026	7839	Judith Davis	\$97.50	1. Election Training Wages (1.5 Hrs @ \$15/Hr = \$22.50) + 2. Election Worker Wages (5 Hrs @ \$15/Hr = \$75.00) - Payroll Deductions (\$0.00)
05/13/2026	7840	Jill Gregory	\$204.83	1. Election Training Wages (1.5 Hrs @ \$15/Hr = \$22.50) + 2. Election Worker Wages (8 Hrs @ \$15/Hr = \$120.00) + 3. ZBA Member Per Diem for 04/15/2026 Meeting (\$42.50) + 4. Hall Janitor Per Diem for 04/01/2026 Rental (\$25.00) - Payroll Deductions (\$5.17)
05/13/2026	7841	Stacie Langworthy	\$627.37	1. Election Assistant Wages (24.5 Hrs @ \$17/Hr = \$416.50) - Payroll Deductions (\$49.56) 2. Reimbursement: Elections: Postage (\$78.00) 3. Reimbursement: QuickBooks Software [Clerk & Treasurer Split Expense] (\$115.00 / 2 = \$57.50 each) 4. Reimbursement: QuickBooks Software [Clerk & Treasurer Split Expense] (\$115.00 / 2 = \$57.50 each) 5. Reimbursement: Elections: Transportation - Mileage Reimbursement (93 miles @ \$.725/mile = \$67.43)
05/13/2026	7842	Stephanie Morgan	\$89.77	1. Election Training Wages (1.5 Hrs @ \$15/Hr = \$22.50) + 2. Election Worker Wages (4.75 Hrs @ \$15/Hr = \$71.25) - Payroll Deductions (\$3.98)
05/13/2026	7843	Joel Schultz	\$100.54	1. Election Training Wages (2 Hrs @ \$15/Hr = \$30.00) + 2. Election Worker Wages (5 Hrs @ \$15/Hr = \$75.00) - Payroll Deductions (\$4.46)

**Township of Norwich, County of Newaygo, State of Michigan
Presentation of Checks/Expenditures Draft Report: May 13, 2026 (continued)**

Payroll & Employee Reimbursements (continued)

Check Date	Check #	Payee	Amount	Memo
05/13/2026	7844	Daniel Wanink	\$632.54	1. Supervisor Training Wages for MTA Conference Attendance in Traverse City (18 Hrs @ \$17/Hr = \$306.00) - Payroll Deductions (\$23.41) + 2. Reimbursement: Supervisor Transportation: Mileage Reimbursement for MTA Conference in Traverse City (205 Miles @ \$0.725/Mile = \$148.63) + 3. Reimbursement: Supervisor Lodging: Hotel for MTA Conference in Traverse City [The Baywatch Resort from 04/20/2026 - 04/22/2026] (\$201.32)
05/13/2026	7845	Janet Wenger	\$81.49	ZBA Secretary Per Diem for 04/15/2026 Meeting (\$92.50) - Payroll Deductions (\$11.01)
05/13/2026	7846	Patricia Wentland	\$93.36	1. Election Training Wages (1.5 Hrs @ \$15/Hr = \$22.50) + 2. Election Worker Wages (5 Hrs @ \$15/Hr = \$75.00) - Payroll Deductions (\$4.14)
05/13/2026	7847	Ezra Scott	\$37.43	Replacement check issued for lost check #7748 dated 12/10/2025
05/13/2026	7854	Phyllis Carlson	\$173.02	1. Reimbursement: Treasurer: Office Supplies - Staples (\$148.37) 2. Reimbursement: Treasurer: Transportation - Mileage to W.C. for Training on 04/27/2026 (31 miles @ \$0.725 = \$22.48) 3. Reimbursement: Elections: Transportation - Mileage (3 miles @ \$0.725 = \$2.17)
Total Payroll & Reimbursements			\$2,664.03	

Accounts Payable

Check Date	Check #	Payee	Amount	Memo
05/13/2026	7848	Great Lakes Energy Cooperative	\$94.42	1. Utilities: Electric for Town Hall for Period 03/22/2026 - 04/22/2026 (\$36.37) 2. Utilities: Electric for Cemetery for Period 03/22/2026 - 04/22/2026 (\$58.05)
05/13/2026	7849	Trustream (Great Lakes Energy Cooperative)	\$73.99	Utilities: Internet for Town Hall (Billing Period: 06/01/2026 - 06/30/2026)
05/13/2026	7850	Freeman Propane	\$285.37	Invoice #: U0017654 / Utilities for Town Hall: Propane (Delivery Date: 04/29/2026)
05/13/2026	7851	TruGreen Commercial	\$64.41	Invoice #: 222451070 / Town Hall Building & Grounds (Service Date: 04/09/2026)
05/13/2026	7852	BS&A Software	\$518.00	Invoice #: 167710 / Annual Assessing System Service/Support Fee per Contract (Coverage Dates: 05/01/2026 - 05/01/2027)
05/13/2026	7853	City of Big Rapids	\$29,500.37	FIRE FUND EXPENSE / Invoice #: 15519 / Contracted Fire Protection Services for FYE26
Total Accounts Payable			\$30,536.56	

Total Accounts Payable & Payroll Expenditures \$33,200.59