

**NORWICH TOWNSHIP BOARD MEETING**  
**AUGUST 14, 2024**  
**APPROVED MINUTES**

The Norwich Township Board met at 7:00 PM on Wednesday August 14, 2024.

The following members were present: Clerk Stacie Langworthy, Treasurer Phyllis Carlson, and Trustees Dan Wanink and Jennifer Kailing.

Absent: Supervisor Tim Boerma.

Public Present: Nick Vawter. Clerk Stacie Langworthy appointed Dan Wanink to lead the meeting and the Board approved by Roll Call Vote: Phyllis Carlson and Jennifer Kailing all Ayes.

Dan Wanink called the meeting to order at 7:03 PM and led the attendees with the Pledge of Allegiance.

Motion to Approve July Draft minutes was made by Stacie and seconded by Phyllis. All Ayes. Motion carried.

**OLD BUSINESS**

Dan gave the following update on the Bids for the town hall: He has 2 guys that are going to give bids. The bid is to tear everything off the outside of the hall and replace the windows. They are to spray foam insulate the outside and apply OSB board and vinyl siding. Possibly fascia and soffit.

Dan gave the following update on the Bids for the tree work at the cemetery: He currently is waiting for 2 bids on removing 2 large oaks, 3 spruce trees and raising the canopy for mowing to 12 feet. They are also supposed to remove some growth on the south east side. There are 2 township residents that will clean up the wood when the trees are cut down.

Jennifer gave the update on the Special Use Permit for Chris Herrera's small engine shop from the July 17, 2024 Special Planning Commission Meeting. The Planning Committee approved the Special Use Permit, which was presented to this Board for approval.

The Board approved the Special Use Permit with a Roll Call Vote: Stacie Langworthy, Phyllis Carlson, Jennifer Kailing and Dan Wanink all Ayes.

Phyllis gave an update regarding the CD which matured and was rewritten into a CD for approximately 6 months.

The Sexton position was discussed. Stacie provided a copy of the ordinance for everyone to look at and have on hand. Mark would like the Board to find someone who is serious about the position. It was tabled until next month. Board members will continue to search for someone who is interested in the position.

Stacie gave information on some items that were not on the Agenda that came up after it was completed and sent out. The items were as follows:

Sams.gov: Stacie is currently jumping through the hoops to get Administrator access to fill out reports. She went to the bank today and had some papers notarized and emailed to Sams.gov. The Board will be in noncompliance until Sams gets things done on their end. Stacie was told that it will not be a problem.

There was a Township resident that was inquiring as to who is responsible for making sure that yards are mowed and cleaned up. It was said that there is not an ordinance specifically for that. If people have concerns, they should come to the meeting and speak at public comment time.

Cemetery: There have been quite a few compliments on how nice the cemetery has looked this year. However, someone asked why it had not been mowed and the weeds were tall which was not normal this summer. They were told that the Board stated at the last meeting, it is to be mowed every 3 weeks. Due to the amount of rain, it is growing more than normal. Township needed to cut back the amount of money being spent on mowing.

Stacie informed the Board that new Driver's licenses are coming out in October of this year. The current scanner used at Elections will no longer work. She contacted April at the County Clerk's office and found out what type of scanner needed to be purchased before the November election. The Board agreed to the purchase which Stacie advised would be approximately \$30.00. A new scanner will be ordered..

## **NEW BUSINESS**

BHS insurance Policy- Stacie informed the Board that she worked with Tim on some changes and he was satisfied with the policy. She also stated that the insurance for the Clerk and Treasurer to be Bonded is in this policy. It expires at a different time, but there will not be any additional charge at the renewal time. The price is included in this policy renewal.

### **Budget Amendments:**

The following budget Amendments were made:



- \$1800.00 from GF to Cemetery professional services. Stacie made a motion and Phyllis seconded it. All Ayes. Motion carried.
- \$140.00 from GF to the Clerk's training and \$140.00 from GF to the Treasurer's training. It will consist of 4 hours of training for the new QuickBooks program at \$35.00 an hour provided by Dakota. Phyllis made a motion and Stacie seconded. All Ayes. Motion carried.

Phyllis gave an update on her computer. She was able to get it fixed instead of purchasing a new one.

Letter from Dakota- should have been taken off agenda. Stacie forgot to remove. Will have information at the September meeting.

Phyllis gave information on the MTA learning webcasts: There is a lot of good information on there. She gave a list of the trainings that are there and a hand out as well. This led to a discussion on having a TV at the hall to possibly do some trainings with hot spot or maybe a download and then play on the TV. Dan is going to do some checking on this. There was also the internet discussion again. This will be discussed at a later time.

Stacie gave an update on the Library proposal- The Library millage did not pass. There have been some questions about this, so she thought she should clear up a few items. The Township will not be reimbursing anyone for a library card nor will the County. Also, it cannot go on the November ballot. The deadline has already passed to put items on the ballot.

## **ZONING ADMIN REPORT**

See attached

## **PUBLIC COMMENT**

No public comment

## **TREASURERS REPORT**

EMS \$ 51,047.91

FIRE \$ 27,576.41

ROADS \$ 71,132.41

GENERAL FUND \$ 294,461.87

TOTAL \$ 444,218.60

Stacie made a motion to approve the Treasurer's Report and Jennifer seconded. All Ayes.  
Motion passed.

## **PRESENTATION OF CHECKS**

Treasurer Phyllis Carlson presented the following checks for approval:

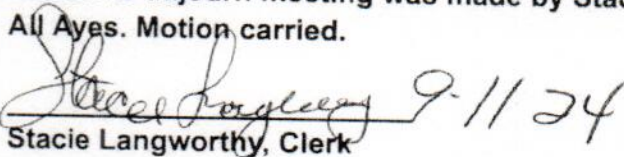
7424 City of Big Rapids	\$ 27,256.92 EMS, FIRE
7425 D & B Brine	\$ 1,820.00 Brining Roads
7426 Freeman Propane	\$ 162.27 Hall
7427 Mike's Dumpsters	\$ 1,300.00 Clean up Day
7428 Pioneer	\$ 116.10 Notices
7429 James Dennis	\$ 680.00 Lawn care Hall/Cem.
7430 Great Lakes Energy	\$ 149.80 Hall/ Cemetery
7431 BHS Ins.	\$ 5,302.00 Property INS.
7432 Richelle Boerma	\$ 90.98 Plng. Brd. Elect. Assist.
7433 Phyllis Carlson	\$ 186.93 Reimbursement
7434 Jill Gregory	\$ 237.53 multiple
7435 Marla Estes	\$ 217.50 Elect. Worker
7436 VOID	void
7437 Stacie Langworthy	\$ 149.48 reimb. Mileage
7438 RuthScott	\$ 85.42 Pln. Comm. Sec.
7439 Marcia Stroko	\$ 37.44 Pln. Brd
7440 Jennifer Kailing	\$ 39.25 Pln. Brd
7441 Ezra Scott	\$ 37.44 Pln. Brd
7442 Joel Schultz	\$ 194.04 Elect.. BOR
7443 Angela Barnes	\$ 265.75 Elect/ Pln Brd
7444 Elery Barnes	\$ 183.67 BOR/ Elect.

Dan made a motion to approve the checks and pay the bills Jennifer seconded. All Ayes.  
Motion carried.

## **PUBLIC COMMENT**

No Comment

Motion to adjourn meeting was made by Stacie and seconded by Jennifer at 8:03 PM.  
All Ayes. Motion carried.

 9-11-24  
Stacie Langworthy, Clerk

Norwich Township

Zoning Administrator's Report July 2024

Nick Vawter

07/17/24

At an impromptu Planning meeting a Special Use permit was approved and issued to Chris Herrera for a home business. I provide Chris with a Zoning application for the construction of his new building.

07/26/2024

I received a call from a Terri. She was looking into buying some hunting property in Norwich township and wanted to know the size requirements for a cabin. I provided her with the Ordinances requirements.

07/30/24

I received an email from Cassie Ash from Schlicht Ponds requesting ordinances on pond construction. I referred her to the County and the DNR.

07/30/24

I received a Zoning Application from Michael Morgan for a detached garage at his home on 6976 Polk St. His request was conforming and I approved.