

NORWICH TOWNSHIP BOARD MINUTES

DRAFT MINUTES

DECEMBER 10, 2025

The Norwich Township Board met at 7:00 P.M. on Wednesday, December 10, 2025 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: None

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

Motion to approve November 12, 2025 Draft minutes was made by Jennifer Kailing. 2nd by Stacie Langworthy. All Ayes. Motion carried.

COMMITTEE REPORTS

- Zoning Admin. Report- See attached
- Planning Commission - Jennifer reported to the Board that they talked about survey results. Phyllis will put the survey on web page. Dan Wanink appointed Ben Avery to fill the empty position on the Planning Commission.
- ZBA- None
- BOR- Meeting was cancelled

PUBLIC COMMENT

Deputy Vanderwall was present from Newaygo County Sheriff's department. He reported that there have been a lot of fallen trees and car deer accidents. There was a car fire without injury.

UNFINISHED BUSINESS

Great Lakes Energy- Dan reported that it is still a work in progress with the credits.

NEW BUSINESS

Contracts/Bids- Scott McCumbers and Bob Spedoske contracts are in effect until March 31, 2025. Bids are welcome for next season's shoveling and snow plowing. If interested in sending a bid, please mail to 7213 N. Cypress Ave. Big Rapids, MI 49307.

Stacie Langworthy brought the 2026 meeting dates to the Board for approval. Stacie Langworthy made a motion to approve 2026 meeting dates, 2nd by Dan Wanink. All Ayes. Motion carried.

Stacie Langworthy notified the Board that there could be 3 elections in 2026. She also informed them that we will need to set aside \$15,000 for voting equipment per the Board of Elections.

Stacie Langworthy brought shredding quotes to the meeting. Stacie and Phyllis will be doing record retention. The Board agreed to wait until we know how many boxes we have before we make a decision.

Stacie Langworthy created a Special Use permit and brought it to the Board. The Township will have this to use when future Special Use Permit applications are approved by the Township. The Township has not had one in the past and will prove to be beneficial for the Township and the applicant for record keeping.

Stacie Langworthy presented Resolution No. 2025-10 to adopt the Special Use Permit. The Board voted by roll call vote. AYES: Stephanie Morgan Trustee, Jennifer Kailing Trustee, Phyllis Carlson Treasurer, Dan Wanink Supervisor, Stacie Langworthy Clerk.

ALL Ayes. Motion adopted.

TREASURER'S REPORT

ROADS	103,694.28
EMS	44,641.18
FIRE	784.19
GEN. FUND	<u>256,214.91</u>
TOTAL \$	405,334.56

Motion to approve 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 #7742 through check #7763 to pay the bills was made by Stacie Langworthy, 2nd by Dan Wanink. All Ayes. Motion carried.

Motion to adjourn the meeting was made by Stacie Langworthy. 2nd by Stephanie Morgan. All Ayes. Motion carried.

Meeting adjourned at 7:34 PM

Stacie Langworthy, Clerk

Norwich Township

Zoning Administrator's Monthly Report November 2025

Nick Vawter

11-10-25

I received a call from a guy named Tim. He was looking at purchasing the Hungerford Lake property at 7293 E Hungerford Lake Dr. He wanted to know what our ordinances were regarding property use. I answered all his questions and he went ahead and purchased the property. He plans to do some major clean up in the Spring, removing the old trailer and makeshift bunk house.

11-21-25

I received a call from Joel Scott. He was inquiring about renovating an existing pole barn into a Barn-dominium. I instructed him to contact the Newaygo Co building Dept. I told him if they will allow it I would approve a Zoning Application.

Township of Norwich, County of Newaygo, State of Michigan
Presentation of Checks/Expenditures Draft Report: December 10, 2025

Accounts Payable

Check Date	Check #	Payee	Amount	Memo
12/10/2025	7742	Great Lakes Energy Cooperative	\$98.81	1. Utilities: Electric for Town Hall for Period 10/22/25 - 11/22/25 (\$42.75) 2. Utilities: Electric for Cemetery for Period 10/22/25 - 11/22/25 (\$56.06)
12/10/2025	7743	Truestream (Great Lakes Energy Cooperative)	\$73.99	Utilities: Internet for Town Hall (Billing Period: 12/01/25 - 12/31/25)
12/10/2025	7744	Ferris Printing Services	\$109.87	Invoice #: 25135 1. Treasurer Printing & Publishing: Winter Tax Bills (\$73.25) 2. Treasurer Printing & Publishing: Winter Tax Roll (\$36.62)
12/10/2025	7745	Transparent Accounting Solutions LLC (Dakota Jones)	\$210.00	Invoice #: 25-1201 Contracted Accounting Services (Billing Period: 11/09/25 - 12/10/25)
12/10/2025	7763	Freeman Propane	\$260.06	Invoice #: U0016591 / Utilities: Propane for Town Hall
Total Accounts Payable			\$752.73	

Payroll & Employee Reimbursements

Check Date	Check #	Payee	Amount	Memo
12/10/2025	7746	Brian Story	\$2,202.50	1. Assessor Quarterly Salary for FYE26-Q3 (\$2,500.00) 2. - Deductions (\$297.50)
12/10/2025	7747	Angela Barnes	\$63.25	1. Planning Board Chairperson Per Diem for 12/03/25 Mtg (\$52.50) 2. - Deductions (\$6.25)
12/10/2025	7748	Ezra Scott	\$37.43	1. Planning Board Member Per Diem for 12/03/25 Mtg (\$42.50) 2. - Deductions (\$5.07)
12/10/2025	7749	Joshua Cline	\$37.43	1. Planning Board Member Per Diem for 12/03/25 Mtg (\$42.50) 2. - Deductions (\$5.07)
12/10/2025	7750	Jennifer Kailing	\$370.46	1. Trustee Quarterly Salary for FYE26-Q3 (\$378.00) 2. + Planning Board Member Per Diem for 12/03/25 Mtg (\$42.50) 3. - Deductions (\$50.04)
12/10/2025	7751	Stephanie Morgan	\$333.01	1. Trustee Quarterly Salary for FYE26-Q3 (\$378.00) 2. - Deductions (\$44.99)

12/10/2025	7752	Daniel Wanink	\$2,202.19	1. Supervisor Quarterly Salary for FYE26-Q3 (\$1,825.00) 2. + Cemetery Manager Quarterly Salary for FYE26-Q3 (\$378.00) 3. + Supervisor Training Wages for MTA Supervisor's Conference in Frankenthuth (14.5 hrs @ \$17 hr = \$246.50) - 4. - Deductions (\$291.49) 5. + Reimbursement: Building & Grounds: Batteries for Town Hall Sensor (\$8.47) 6. + Reimbursement: Building & Grounds: Clock for Town Hall (\$35.71)
12/10/2025	7753	Phyllis Carlson	\$2,308.22	1. Treasurer Quarterly Salary for FYE26-Q3 (\$2,500.00) 2. + Website Manager Quarterly Salary FYE26-Q3 (\$120.00) 3. - Deductions (\$311.78)
12/10/2025	7754	VOIDED	\$0.00	VOIDED
12/10/2025	7755	Ruth Scott	\$81.49	1. Planning Board Secretary Per Diem for 12/03/25 Mtg (\$92.50) 2. - Deductions (\$11.01)
12/10/2025	7756	Jill Gregory	\$107.14	1. Hall Janitor Per Diem for 11/27/25 Rental (\$25.00) 2. + Hall Janitor Per Diem for 11/29/25 Rental (\$25.00) 3. + Planning Board Member Per Diem for 12/03/25 Mtg (\$42.50) 4. - Deductions (\$11.01) 5. + Reimbursement: Building & Grounds Supplies: Paper Towel, Toilet Paper & Scrub Sponges (\$25.65)
12/10/2025	7757	Timothy Boerma	\$115.63	1. Deputy Supervisor Quarterly Salary for FYE26-Q3 (\$131.25) 2. - Deductions (\$15.62)
12/10/2025	7758	Dakota Jones	\$115.63	1. Deputy Clerk Quarterly Salary for FYE26-Q3 (\$131.25) 2. - Deductions (\$15.62)
12/10/2025	7759	Nick Vawter	\$965.52	1. Zoning Admin Quarterly Salary for FYE26-Q3 (\$964.69) 2. + Deputy Treasurer Quarterly Salary for FYE26-Q3 (\$131.25) 3. - Deductions (\$130.42)
12/10/2025	7760	VOIDED	\$0.00	VOIDED
12/10/2025	7761	Stacie Langworthy	\$2,700.49	1. Clerk Quarterly Salary for FYE26-Q3 (\$2,500.00) 2. - Deductions (\$297.50) 3. + Reimbursement: Elections Operating Supplies: Transfer Bag (\$29.52) 4. + Reimbursement: Clerk Office Supplies: Binders (\$84.78) 5. + Reimbursement: Clerk Office Supplies: Binder Tabs (\$16.51) 6. + Reimbursement: Clerk's Operating Expense: QuickBooks (\$54.28) 7. + Reimbursement: Treasurer's Operating Expense: QuickBooks (\$54.27) 8. + Reimbursement: Building & Grounds: Enclosed Bulletin Board for for Town Hall (\$258.63)

12/10/2025	7762	Daniel Wanink	Reimbursements Check: 1. Reimbursement: Building & Grounds Mileage: Open Town Hall for 55+ Meeting on 09/09/2025 [5 miles @ \$0.70/mi] (\$3.50) 2. + Reimbursement: Supervisor Mileage: Land Use Committee Meeting on 09/09/2025 [30 miles @ \$0.70/mi] (\$21.00) 3. + Reimbursement: Supervisor Mileage: Township Officials Meeting on 09/18/2025 [44 miles @ \$0.70/mi] (\$30.80) 4. + Reimbursement: Cemetery Mileage: Cemetery Maintenance on 09/22/2025 [6 miles @ \$0.70/mi] (\$4.20) 5. + Reimbursement: Building & Grounds Mileage: Open Town Hall for 55+ Meeting & Sensor Set-up on 09/23/2025 [5 miles @ \$0.70/mi] (\$3.50) 6. + Reimbursement: Building & Grounds Mileage: Purchase Batteries for Sensor on 10/02/2025 [18 miles @ \$0.70/mi] (\$12.60) 7. + Reimbursement: Supervisor Mileage: Planning Board Meeting on 12/03/2025 [5 miles @ \$0.70/mi] (\$3.50) 8. + Reimbursement: Supervisor Mileage: Land Use Steering Committee Meeting on 12/09/2025 [30 miles @ \$0.70/mi] (\$21.00)	\$100.10
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Total Payroll & Reimbursements **\$11,740.49**

Total Accounts Payable & Payroll Expenditures **\$12,493.22**