

**NORWICH TOWNSHIP PLANNING COMMISSION MEETING**

**WEDNESDAY, December 4th 2024 7pm**

**7213 North Cypress Ave, Big Rapids, MI 49307**

**Approved Meeting Minutes**

**Call To Order:** Meeting called to order at 7:00pm

**Pledge of Allegiance.**

**Attendance:** Jill Gregory, Richelle Boerma, Ezra Scott, Jennifer Kailing, Ruth Scott, Angela Barnes

**Absent:** Marcia Stroko

**Public Attendance:** None

**Approval of Minutes**

1. September 18, 2024 meeting minutes: motion made by Jill Gregory to approve seconded by Angela Barnes. Motion carried.

**Zoning Administrators Report:** emailed out by Richelle Boerma on December 1, 2024

**Unfinished Business:**

- Resident survey
  - Tax bills due to go out June 9th, total of 466 tax bills
  - There will be residents that receive multiple tax bills thus multiple surveys
    - How should we word in the survey - 1 returned per household
  - Require names to avoid multiple surveys from same resident/non-residents
  - Offering a prize incentive? \$100-150 donation gift card, maybe multiples
  - Require surveys to be returned by the last week of August so we have results prior to the September 3rd meeting and we would do the drawing for the incentive the day of the meeting.
  - Ruth Scott to email Ryan Coffey 1) how to word for one survey/resident 2) any concerns with incentive
- Sexton job description and job salary
  - Dan Wanink is interested in the position and he would plan on doing this for a long period of time
  - Pay: recommendation \$1500 annual cap. 20\$/hour at 75 hours. Quarterly payment of \$375 regardless. Recommended turning in hours on a quarterly basis.
  - Recommendation Sexton does the opening and closing of the grave or at least coordinates it - fees are covered by family or funeral home.
  - Changes will be made to the ordinance a rough draft will be made for the Township board to review

**Public Comment:**

- None

**New Business:**

- None

**Public Comment:**

- None

**Adjournment:** made a motion for adjournment Jen Kailing, seconded Jill at 7:50pm

Respectfully submitted,



Ruth Scott, Secretary