



## Agenda

### Norvell Township Board of Trustees Meeting

Wednesday, March 13, 2024, 6:00 pm

1. Call to Order
2. Pledge of Allegiance
3. Additions to Agenda
4. Approval of Agenda (Action)
5. Public Comment – Limit to 3 minutes
6. Approval of Minutes for the February 14, 2024, Regular Meeting and the February 28, 2024 Special Meeting
7. Consent Agenda: Reports from; Clerk, Treasurer, Building Department, Fire Departments, Sewer (Action)
8. Other Reports
  - a. County Commissioner's Report
  - b. Tom Johns – Athletic Director, Napoleon Schools
  - c. Sheriff's Report – Jay Truchan
  - d. Construction Report
9. Pay Bills (Action)
10. Unfinished Business:
  - a. Inclement Weather and Emergency Office Closing Policy (Discussion/Action)
  - b. Accountant to Assist with General Ledger (Discussion/Action)
11. New Business:
  - a. Approval to Publish Master Plan for Public Comment (Discussion/Action)
  - b. Propane Contract for M-124 Lift Station (Action)
  - c. Sunrise Assessing Contract (Action)
  - d. Remote Access for Zoning Administrator
  - e. Job Description for Zoning Administrator/Code Enforcement Officer (Discussion/Action)
  - f. Disposition of 106 E. Commercial building (Discussion)
  - g. Contractor Registration Fee (Discussion/Action)
  - h. Matt Dame Ethics Complaints (Discussion/Action)
12. Public/Board Comment – Limit to 3 minutes
13. Adjournment

# **NORVELL TOWNSHIP**

## **Public Comment Policy**

### PUBLIC COMMENT

As required by PA 276 of 1976, The Open Meetings Act, there shall be a minimum of one (1) Public Comment period at any Open Meeting of Norvell Township government. Any member of the public wishing to address the public body will limit their comments to one (1) three (3) minute period during each period of Public Comment so that all members of the public wishing to address that body may have an opportunity to be heard. In cases where more than 30 members of the public are present at a meeting and wish to provide public comment, the Township Board limits the length of public comment made by an individual to two (2) minutes in duration during each period of Public Comment. The Chair, at their discretion, may extend that period. A member of the public not using the full three (3) minutes allotted, may not cede any unused time to another speaker. In the event that a group of more than three (3) persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson may be designated to express the group's concern and the spokesperson may be allotted up to ten (10) minutes to speak.

### MANNER OF ADDRESSING THE BOARD/COMMISSION

Upon recognition by the meeting Chair, each person addressing the Board/Commission is asked (but not required) to stand and give his/her name and address in an audible tone of voice for the record. All comments are to be addressed to the meeting Chair. No person other than members of the Board/Commission and the person recognized shall be permitted to enter into any discussion, either directly or through the members of the Board/Commission. No question shall be asked of the Board/Commission members except through the meeting Chair.

### BREACHING THE PEACE

Any person who breaches the peace may be requested to leave. Breaching the peace includes repeatedly speaking without being recognized, threatening harm to any person or property, or otherwise disrupting the orderly proceeding of the meeting. If an individual who is breaching the peace refuses to leave, law enforcement will be called to remove the subject.

### RECORDING OF TOWNSHIP MEETINGS

Any person shall have the right to record (either audio or video), broadcast or take pictures of the proceedings of an Open Meeting but shall not utilize the electric outlets of the Township without prior permission of the Township Clerk. Any recording device and picture taking device shall be kept a minimum of ten (10) feet from any Board member and may not be placed behind them. Said devices shall not be placed so as to impede the vision of other members of the public. All cords related to those activities are to be kept in a secure manner so as not to cause a trip/fall hazard.

Adopted 11/15/2023

**NORVELL TOWNSHIP**  
**106 E. Commercial St., P.O. Box 188**  
**Norvell, Michigan 49263**  
**(517)-536-4370**  
**Fax (517)-536-0110**

**Regular Meeting-February 14, 2024**

**Present:**

William Sutherland, Supervisor, Jeff Oswalt, Clerk, Deserre Sauers, Treasurer, Andrew Haystead, Trustee, Paul Francis, Trustee, Norvell Township, Jackson County

The Regular Meeting of the Norvell Township Board was called to order by Supervisor Bill Sutherland at 6:00 p.m. followed by the Pledge of Allegiance.

**APPROVAL OF AGENDA**

*A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the agenda for the February 14, 2024 Regular Norvell Township board meeting, as presented. Motion carried.*

**PUBLIC COMMENT**

Matt Dame – spoke to possible Ethics Policy issues.

**APPROVAL OF MINUTES**

*A motion was made by Trustee Francis, seconded by Trustee Haystead to approve the minutes of the January 10, 2024 regular meeting. Motion carried.*

**CONSENT AGENDA**

*A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve the Consent Agenda, as presented. Motion carried.*

**COUNTY COMMISSIONER REPORT**

County Commissioner Duckham spoke to the board, sharing information regarding the County Commissioner's activities for the month of January and answered board members questions.

**SHERIFF'S DEPARTMENT REPORT**

**Jackson County Sheriff, Gary Schutte**

Jackson County Sheriff Gary Schutte spoke to the issue of the upcoming Safety Millage, explaining the need and what it will be used for if the millage passes. He then answered questions from board members and the audience.

**Deputy Jay Truchan**

Sheriff's Deputy Jan Truchan spoke to the board, giving them the statistics and types of calls he handled during the month of January 2024 for Norvell Township.

**Construction Report**

Supervisor Sutherland gave an updated report of the status of the 300 Mill Road project, stating he had met with the builder today and everything is on target for the building to be used for the 2/27/2024 Presidential Primary Election.

**Outdoor Warning Sirens Report**

Supervisor Sutherland informed the board the outdoor warning sirens have been installed and waiting for activation to complete the project. Three sirens were installed with costs coming from

ARPA funds, and are located at 300 Mill Road, 2788 Sunset Drive (near the intersection of Wildwood), and Wamplers Heights Drive (across from Parcel #074-20-35-352-001-01).

### **PAYMENT OF BILLS**

Supervisor Sutherland and Clerk Oswalt made clarifications regarding the paid bills of \$240,324.83. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve payment of the following bills, Unpaid bills of \$25,964.85, Paid bills of \$240,324.93, and Payroll of \$13,508.60, totaling \$279,798.44. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Haystead and Francis. Nays: None.*

### **UNFINISHED BUSINESS**

#### **Painting of 300 Mill Rd. Interior & Polycarbonate Dividers**

Supervisor Sutherland stated the painting of the interior of 300 Mill Road had not been included in the original proposal due to the proposed cost of \$37,000. Since then, M-R Builders has come up with another quote at \$11,570.00. The original proposal did not include clear dividers needed between the hallways and offices (Treasurer, Clerk, Zoning & Building departments). These were to be included as a safety measure. The quote for those dividers is \$8,336.00. Supervisor Sutherland is asking the board to approve additional spending of \$20,000.00 to cover the painting and dividers. A short discussion followed. *A motion was made by Treasurer Sauers, seconded by Supervisor Sutherland to approve additional funding of \$20,000.00 to cover the costs of painting and polycarbonate dividers at 300 Mill Road. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Haystead and Francis. Nays: None.*

#### **Signage for 300 Mill Rd.**

Supervisor Sutherland informed the board of the status of signage at 300 Mill Road. He has applied for a grant from Consumers Energy, to be used toward a digital sign, The entry was made before the February 15, 2024 deadline, and finalists will be selected and notified by March 8, 2024. He is proposing the board hold off any action regarding the sign for 300 Mill Road until after the March 8, 2024 date.

### **NEW BUSINESS**

#### **Lakeshore Recycling Systems (LRS/Modern Waste) Service Agreement**

Supervisor Sutherland informed the board he has been working on an agreement for waste pick up at the 106 Commercial building. Now that the old Modern Waste Company has been sold to Lakeshore Recycling Systems, they are requiring a new agreement. He has also checked on any other waste hauling companies in the area and Emmons Service is the only other provider. The quote from Emmons is considerably higher and he is asking the board for a decision on provider. A short discussion followed. *A motion was made by Treasurer Sauers, seconded by Trustee Haystead to approve an agreement with Lakeshore Recycling Systems (LRS) for a 2-yard dumpster and one (1) pickup every other week at a cost of \$50.00 per month with any extra pickup costing an additional \$30.00. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Haystead and Francis. Nays: None.*

**Zoning Ordinance Text Amendment-ZTA24-01**

Supervisor Sutherland and Trustee Haystead spoke to the issue, explaining the reasoning and need for the Ordinance amendment to address commercial motor home, travel trailer and boat storage yards on properties within the township. Discussion followed, with the board members suggesting an addition in wording to Article VI Conditional Uses, Section 6.7 Additional Development Requirements for Certain Uses, DD-3 The words to be included are “and maintained” so that the sentence reads as follows: An opaque fence or buffer wall, a minimum of six (6) feet in height shall be utilized ***and maintained*** between the commercial boat storage use and a roadway, and adjacent property zoned for residential uses. *A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve Zoning Ordinance Amendment ZTA 24-01 Commercial Motor Home, Travel Trailer and Boat Storage, as amended. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Haystead and Francis. Nays: None.*

**Inclement Weather and Emergency Office Closing Policy**

Supervisor Sutherland informed the board of the need to revisit the Inclement Weather and Emergency Office Closing Policy due to our office closing policy being determined by Napoleon & Columbia School closings, and not always being due to unsafe road conditions, but for other reasons such as extreme cold. He is asking the board to come to the next board meeting with suggestions as to how to clarify the policy and whether the township hall should be closing when the schools reasoning doesn’t necessarily apply to the township hall being closed as well.

**Memorandum of Understanding – Vineyard Lake Sewer**

Supervisor Sutherland is asking the board to read and review a draft of the proposed Memorandum of Understanding between Cambridge, Norvell, and Columbia Charter Township for the Dissolution of the Common Fund (Vineyard Lake Sewer System). The township attorney has reviewed the document and made comments. He will bring this issue back to the board at the next board meeting.

**Retaining an Accounting Consultant**

Clerk Oswalt presented a proposal to hire an accounting consultant for Norvell Township, citing several reasons for doing so. Discussion followed, with board members asking questions regarding the need and what the job description would be. After continued discussion, this item will be on the agenda again for the next board meeting.

**PUBLIC/BOARD COMMENT**

Connie Lincoln – Commented on board members spending time looking through board packets during the meeting.

**ADJOURNMENT**

*A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to adjourn the meeting at 7:29 p.m. Motion carried.*

Respectfully submitted,

Jeff Oswalt,  
Norvell Township Clerk

Garnet Francis  
Deputy Clerk/Recording Secretary

DRAFT

**NORVELL TOWNSHIP**  
**106 E. Commercial St., P.O. Box 188**  
**Norvell, Michigan 49263**  
**(517)-536-4370**  
**Fax (517)-536-0110**

**Special Meeting-February 28, 2028**

**Present:**

William Sutherland, Supervisor, Jeff Oswalt, Clerk, Deserre Sauers, Treasurer, Andrew Haystead, Trustee, Paul Francis, Trustee, Norvell Township, Jackson County

The Regular Meeting of the Norvell Township Board was called to order by Supervisor Bill Sutherland at 9:00 a.m. followed by the Pledge of Allegiance.

**APPROVAL OF AGENDA**

*A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve the agenda, as presented. Motion carried*

**PUBLIC COMMENT**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**Resignation of Richard LaRowe, Township Zoning Administrator/Zoning Enforcement Officer**

Supervisor Sutherland spoke, informing the board of the resignation of Richard LaRowe as Norvell Township's Zoning Administrator/Zoning Enforcement Officer, effective March 6<sup>th</sup>, 2024. He further gave the board some history on Mr. LaRowe's reasons for the resignation. A short discussion followed. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to accept the resignation of Mr. Richard LaRowe as Norvell Township Zoning Administrator/, effective March 6, 2024. Motion carried on a roll call vote, as follows: Ayes-Sutherland, Oswalt, Sauers, Haystead, and Francis.*

**Retaining of Scott Pacheco of SP Urban Planning for Zoning Administrator**

Supervisor Sutherland informed the board that he had contacted Scott Pacheco of SP Urban Planning, Norvell Township Planner, regarding retaining him to provide Zoning Administrator services on a short-term basis for the township. He presented an amendment to the current agreement with SP Urban Planning for Planning Consulting Services, in which he has agreed to 1. Process Zoning Permits; 2. Answer Questions on the township's zoning ordinance; 3. Prepare reports on Variances Requested; 4. Work with existing staff to prepare ZBA notices and agendas; 5. Other Zoning Administrative duties as needed. All of these duties will be provided on an as needed basis at a cost of \$40.00 per hour, with any travel time to and from the office being charged at ½ the hourly cost (\$20.00 per hour). Scott has also agreed to help train the permanent new hire for the Zoning Administrator position. Discussion followed. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve the addendum to Norvell Township Planner Scott Pacheco, of SP Urban Planning's agreement which will hire Mr. Pacheco as the interim Norvell Township Zoning Administrator at a rate of \$40.00 per hour (travel time at \$20.00 per*

**Page 2**  
**Norvell Township**  
**Special Meeting 2-28-2024**

*hour, as presented. Motion carried on a roll call vote, as follows: Ayes-Sutherland, Oswalt, Sauers, Haystead, and Francis.*

**Resolution 2024-02 – Application for PAR Plan Grant – Security Cameras**

Supervisor Sutherland informed the board he is planning to apply for a PAR Plan Grant that the township is eligible for. The grant is for up to \$5,000.00 for risk reduction. He is applying to assist with the purchase of security cameras at the 300 Mill Road building. He ipresented a cost estimate from Red:Letter, in Addison MI, and a required resolution to be approved by the board before the application can be submitted. Discussion followed. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve Resolution 2024-02, Par Plan Risk Reduction Grant, as amended. Motion carried on a roll call vote, as follows: Ayes-Sutherland, Oswalt, Sauers, Haystead, and Francis.*

**PUBLIC/BOARD COMMENT**

Supervisor Sutherland commented on several items that will be on the agenda for the March 2024 Board Meeting

**ADJOURNMENT**

*A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to adjourn the meeting at 9:54 a.m. Motion carried.*

Respectfully submitted,

Jeff Oswalt,  
Norvell Township Clerk

Garnet Francis,  
Deputy Clerk/Recording Secretary



Bank Code	Description	Beginning Balance 02/15/2024	Total Debits	Total Credits	Ending Balance 03/13/2024
FLAGS	CAPITAL IMPROVEMENT FUND				
445	CAPITAL IMPROVEMENT FUND	(172,947.72)	110,000.00	218,286.74	(281,234.46)
	CAPITAL IMPROVEMENT FUND	<u>(172,947.72)</u>	<u>110,000.00</u>	<u>218,286.74</u>	<u>(281,234.46)</u>
CNB	COUNTY NATIONAL BANK				
206	FIRE FUND	60,954.81	0.00	0.00	60,954.81
	COUNTY NATIONAL BANK	<u>60,954.81</u>	<u>0.00</u>	<u>0.00</u>	<u>60,954.81</u>
CPFCU	CPFCU INVESTMENTS CD				
101	GENERAL FUND	(532.78)	0.00	0.00	(532.78)
	CPFCU INVESTMENTS CD	<u>(532.78)</u>	<u>0.00</u>	<u>0.00</u>	<u>(532.78)</u>
CPFCS	CPFCU SAVINGS				
101	GENERAL FUND	161,380.71	0.00	0.00	161,380.71
	CPFCU SAVINGS	<u>161,380.71</u>	<u>0.00</u>	<u>0.00</u>	<u>161,380.71</u>
FLAGF	FLAGSTAR GEN FUND FEE ACCT				
101	GENERAL FUND	26.71	816.38	133.00	710.09
	FLAGSTAR GEN FUND FEE ACCT	<u>26.71</u>	<u>816.38</u>	<u>133.00</u>	<u>710.09</u>
FLAG	FLAGSTAR GEN FUND SAVINGS				
101	GENERAL FUND	(134,462.95)	0.00	816.00	(135,278.95)
	FLAGSTAR GEN FUND SAVINGS	<u>(134,462.95)</u>	<u>0.00</u>	<u>816.00</u>	<u>(135,278.95)</u>
HUNT	GENERAL CHECKING ACCOUNT				
101	GENERAL FUND	(93,217.18)	189,837.64	294,748.71	(198,128.25)
206	FIRE FUND	(92,272.12)	63,099.16	0.00	(29,172.96)
249	CONSTRUCTION CODE FUND	38,613.51	835.00	1,377.02	38,071.49
750	PAYROLL	6,111.68	3,515.32	3,222.57	6,404.43
843	MUD LAKE WEED CONTROL	7,012.85	3,099.93	0.00	10,112.78
	GENERAL CHECKING ACCOUNT	<u>(133,751.26)</u>	<u>260,387.05</u>	<u>299,348.30</u>	<u>(172,712.51)</u>
MCLAS	MCLASS ACCOUNT				
101	GENERAL FUND	1,472,849.22	0.00	0.00	1,472,849.22
	MCLASS ACCOUNT	<u>1,472,849.22</u>	<u>0.00</u>	<u>0.00</u>	<u>1,472,849.22</u>
TAX	NORVELL TOWNSHIP TAX				
703	CURRENT TAX COLLECTION FUND	664,360.64	25,405.11	567,736.87	122,028.88
	NORVELL TOWNSHIP TAX	<u>664,360.64</u>	<u>25,405.11</u>	<u>567,736.87</u>	<u>122,028.88</u>

Bank Code	Description	Beginning Balance 02/15/2024	Total Debits	Total Credits	Ending Balance 03/13/2024
VLT&A	VINEYARD LAKE TRUST AND AGENCY				
597	VINEYARD LAKE SEWER	57,487.40	0.00	0.00	57,487.40
707	VINEYARD LAKE O & M	27,445.40	70.00	0.00	27,515.40
	VINEYARD LAKE TRUST AND AGENCY	<u>84,932.80</u>	<u>70.00</u>	<u>0.00</u>	<u>85,002.80</u>
WLT&A	WAMPLERS LAKE TRUST AND AGENCY				
490	WLS CAPITAL IMPROVEMENTS	37,175.38	59.69	0.00	37,235.07
706	WAMPLERS LAKE O & M	7,419.88	168.38	0.00	7,588.26
	WAMPLERS LAKE TRUST AND AGENCY	<u>44,595.26</u>	<u>228.07</u>	<u>0.00</u>	<u>44,823.33</u>
	TOTAL - ALL FUNDS	<u>2,047,405.44</u>	<u>396,906.61</u>	<u>1,086,320.91</u>	<u>1,357,991.14</u>

User: JOSWALT  
DB: Norvell

PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	02/29/2024	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Revenues								
101 189.000	OIL LEASE PAYMENTS	0.00	371.27		0.00		(371.27)	100.00
101 402.000	PROPERTY TAXES	122,000.00	114,829.88		49,374.01		7,170.12	94.12
101 412.000	PERSONAL DELINQUENT PROP. TAX	25.00	21.30		0.00		3.70	85.20
101 434.000	MOBILE HOME FEES	800.00	598.50		66.50		201.50	74.81
101 447.000	ADMINISTRATIVE FEE	57,000.00	60,720.14		5,896.82		(3,720.14)	106.53
101 450.000	WLS D OPERATING/MAINTENANCE	7,000.00	5,721.42		1,913.69		1,278.58	81.73
101 451.000	VLSD OPERATING/MAINTENANCE	11,355.00	7,351.96		2,324.34		4,003.04	64.75
101 456.000	STREETLIGHTS AT LARGE	0.00	848.42		848.42		(848.42)	100.00
101 456.100	WL STREETLIGHTS ASSESSMENT	9,220.00	5,438.80		3,830.11		3,781.20	58.99
101 456.200	HILLANLAKE STREETLIGHT ASSESSMENT	1,222.00	1,137.78		484.94		84.22	93.11
101 456.210	MOBLE HOME PARK STREETLIGHTS	848.00	2,781.96		0.00		(1,933.96)	328.06
101 456.300	NORVELL STREETLIGHTS ASSESSMENT	2,188.00	1,664.82		832.41		523.18	76.09
101 457.000	WAMPLERS HGTS RD IMPROVEMENTS	0.00	15,323.86		6,625.41		(15,323.86)	100.00
101 477.000	METRO ACT FUNDS	22,000.00	4,848.14		5,025.30		17,151.86	22.04
101 482.000	LANDSPLIT	900.00	500.00		0.00		400.00	55.56
101 483.000	ADDRESS	175.00	280.00		0.00		(105.00)	160.00
101 490.000	EVENT PERMIT FEE	100.00	0.00		0.00		100.00	0.00
101 573.000	LOCAL COMMUNITY STABILIZATION SHARE	450.00	371.63		371.63		78.37	82.58
101 576.000	STATE SHARED REVENUE	311,647.00	208,745.00		49,910.60		102,902.00	66.98
101 609.000	SUMMER TAX (SCHOOL FEES)	6,600.00	0.00		0.00		6,600.00	0.00
101 610.000	BOARD OF APPEALS HEARINGS	1,300.00	0.00		0.00		1,300.00	0.00
101 611.000	P.C. HEARINGS-CON USE & REZON	1,400.00	700.00		0.00		700.00	50.00
101 626.100	FOIA FEES	0.00	111.50		111.50		(111.50)	100.00
101 630.000	GRAVE OPENINGS	4,000.00	2,025.00		475.00		1,975.00	50.63
101 630.100	Grave Monument Foundation	2,000.00	1,138.75		0.00		861.25	56.94
101 643.000	CEMETERY LOTS	1,500.00	600.00		150.00		900.00	40.00
101 654.000	COPIES	0.00	91.16		0.00		(91.16)	100.00
101 664.000	INTEREST	75,000.00	32,034.51		0.00		42,965.49	42.71
101 664.100	INTEREST & PENALTIES	9,000.00	19,283.19		246.09		(10,283.19)	214.26
101 672.000	LIQUOR LAW ENFORCEMENT	0.00	5,438.34		0.00		(5,438.34)	100.00
101 672.300	LIQUOR LIC FEES	0.00	255.20		0.00		(255.20)	100.00
101 674.003	PAR FUND GRANTS	0.00	2,500.00		0.00		(2,500.00)	100.00
101 676.000	REIMBURSEMENTS	0.00	4,490.82		0.00		(4,490.82)	100.00
101 676.100	ELECTION REIMBURSEMENT	5,000.00	3,208.57		2,156.60		1,791.43	64.17
101 677.000	WLS DELINQUENT TAX	350.00	0.00		0.00		350.00	0.00
101 678.000	VLSD DELINQUENT TAXES	1,250.00	0.00		0.00		1,250.00	0.00
101 687.000	REFUNDS & REBATES	550.00	1,060.00		0.00		(510.00)	192.73
101 693.000	SALE OF FIXED ASSETS (CAR)	0.00	42,266.34		0.00		(42,266.34)	100.00
<b>TOTAL REVENUES</b>		<b>654,880.00</b>	<b>546,758.26</b>		<b>130,642.77</b>		<b>108,121.74</b>	<b>83.49</b>
Expenditures								
101 702.000	SALARIES & WAGES	103,045.00	66,678.43		7,973.30		36,366.57	64.71
101 702.100	DEPUTIES	25,820.00	11,742.53		1,631.18		14,077.47	45.48
101 702.300	CLEANING	2,100.00	711.90		143.90		1,388.10	33.90
101 702.400	MAINTENANCE	1,500.00	0.00		0.00		1,500.00	0.00
101 703.000	SEXTON	4,800.00	3,405.91		425.73		1,394.09	70.96
101 703.100	FOIA ADMINISTRATOR	3,700.00	2,627.52		328.44		1,072.48	71.01
101 704.000	SUPERVISOR/ASSESSOR	3,000.00	2,241.77		270.98		758.23	74.73
101 705.000	TREASURERS WAGES	4,000.00	2,839.54		354.96		1,160.46	70.99
101 707.000	ELECTION WORKERS	15,000.00	1,757.25		0.00		13,242.75	11.72
101 708.000	OFFICE MANAGER	9,360.00	9,089.68		1,117.97		270.32	97.11
101 711.000	ZONING ADMINISTRATOR	3,750.00	0.00		0.00		3,750.00	0.00
101 728.000	OFFICE SUPPLIES	5,850.00	2,482.45		604.28		3,367.55	42.44
101 730.000	POSTAGE	12,070.00	6,054.47		1,420.55		6,015.53	50.16

User: JOSWALT  
DB: Norvell

PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	(DECREASE)	NORMAL (ABNORMAL) BALANCE		
Fund 101 - GENERAL FUND								
Expenditures								
101 730.100	DLQT TAX POSTAGE	110.00	127.89	26.46		(17.89)	116.26	
101 745.000	NATURAL GAS	2,000.00	1,421.29	907.72		578.71	71.06	
101 775.000	REPAIR & MAINTENANCE SUPPLIES	5,500.00	1,117.74	20.66		4,382.26	20.32	
101 775.100	BUILDING MAINTENANCE	5,000.00	0.00	0.00		5,000.00	0.00	
101 775.500	METRO ACT FUNDS	5,385.00	5,385.05	0.00		1.95	99.96	
101 800.100	POST OFFICE BOX RENT	120.00	114.00	0.00		6.00	95.00	
101 801.000	PERSONAL SERVICES	52,700.00	36,691.47	4,230.00		16,008.53	69.62	
101 807.000	AUDIT FEES	8,100.00	9,850.00	0.00		(1,750.00)	121.60	
101 808.000	SUPPORT-COMPUTER PROGRAMS	8,240.00	7,383.16	3,761.80		856.84	89.60	
101 809.000	BANK FEES AND SERVICE CHARGES	2,000.00	1,143.76	133.00		856.24	57.19	
101 810.000	SERVICES	20,525.00	9,665.05	767.97		10,859.95	47.09	
101 810.100	COPIER SERVICES	90,500.00	51,574.62	59.31		38,925.38	56.99	
101 812.000	RECREATIONAL DEVELOPMENT	3,000.00	500.00	0.00		2,500.00	16.67	
101 816.000	SNOW REMOVAL	2,600.00	2,377.34	2,052.88		222.66	91.44	
101 817.000	GROUNDS MAINTENANCE & MOWING	27,700.00	21,640.00	0.00		6,060.00	78.12	
101 818.000	CONTRACTUAL SERVICES	75,735.00	51,150.87	25,310.00		24,584.13	67.54	
101 818.100	CEMETERY FOUNDATIONS	2,000.00	1,155.75	0.00		844.25	57.79	
101 825.000	EFTPS Late Penalty/interest	222.00	159.75	0.00		62.25	71.96	
101 826.000	LEGAL FEES	25,800.00	8,034.81	713.00		17,765.19	31.14	
101 826.100	ENGINEER FEES	1,200.00	1,180.00	0.00		20.00	98.33	
101 826.200	MDEQ WEED PERMIT FEE	1,775.00	875.00	0.00		900.00	49.30	
101 827.000	TAX ROLL PRINTING	920.00	250.50	0.00		669.50	27.23	
101 853.000	TELEPHONE & INTERNET	5,400.00	3,971.18	584.57		1,428.82	73.54	
101 853.100	WEB SITE	900.00	0.00	0.00		900.00	0.00	
101 853.200	INTERNET FEES	110.00	116.32	13.00		(6.32)	105.75	
101 853.300	PHONE MAINTENANCE	700.00	489.04	61.13		210.96	69.86	
101 860.000	LODGING & MEALS	2,775.00	1,180.26	30.00		1,594.74	42.53	
101 860.100	MILEAGE/CAR ALLOTMENT	5,033.00	3,659.31	176.47		1,373.69	72.71	
101 874.000	RETIREMENT-FICA	13,194.00	7,679.20	925.81		5,514.80	58.20	
101 874.100	RETIREMENT-PENSION	10,785.00	9,997.99	0.00		787.01	92.70	
101 874.200	RETIREMENT CONTRACT FEE	1,750.00	0.00	0.00		1,750.00	0.00	
101 890.000	CONTINGENCY RESERVES	39,800.00	0.00	0.00		39,800.00	0.00	
101 900.000	PRINTING PUBLISHING	7,385.00	3,881.37	97.50		3,503.63	52.56	
101 910.200	INSURANCE-WORKERS COMP	2,060.00	0.00	0.00		2,060.00	0.00	
101 911.000	INSURANCE TAX BOND	1,060.00	0.00	0.00		1,060.00	0.00	
101 912.000	LIABILITY INS	14,000.00	14,936.00	0.00		(936.00)	106.69	
101 921.000	ELECTRIC	11,700.00	7,513.70	1,180.47		4,186.30	64.22	
101 921.050	STREETLIGHTS LEDS	5,000.00	3,224.07	471.31		1,775.93	64.48	
101 921.100	STREETLIGHTS-TWP & AT LARGE	901.00	801.13	164.72		99.87	88.92	
101 930.000	REPAIR & MAINTENANCE	5,000.00	0.00	0.00		5,000.00	0.00	
101 935.100	TAX ADMIN FEES TO COUNTY	70.00	192.76	0.00		(122.76)	275.37	
101 955.000	MISCELLANEOUS	400.00	375.00	0.00		25.00	93.75	
101 957.000	REGION II PLANNING COMMISSION	800.00	756.00	0.00		44.00	94.50	
101 958.000	MEMBERSHIPS & DUES	4,825.00	5,215.90	796.00		(390.90)	108.10	
101 960.000	EDUCATION & TRAINING	4,250.00	2,285.50	0.00		1,964.50	53.78	
101 975.000	LAND/BLDGS AND IMPROVEMENTS	16,155.00	310,346.00	190,100.00		(294,191.00)	1,921.05	
101 978.000	COMPUTER SOFTWARE & EQUIPMENT	7,470.00	3,503.80	89.80		3,966.20	46.90	
101 980.000	OFFICE EQUIPMENT & FURNITURE	2,500.00	0.00	0.00		2,500.00	0.00	
101 984.000	EQUIPMENT	8,500.00	7,605.00	0.00		895.00	89.47	
TOTAL EXPENDITURES		707,650.00	709,157.03	246,944.87		(1,507.03)	100.21	

Fund 101 - GENERAL FUND:

PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
TOTAL REVENUES		654,880.00	546,758.26	130,642.77	108,121.74	83.49
TOTAL EXPENDITURES		707,650.00	709,157.03	246,944.87	(1,507.03)	100.21
NET OF REVENUES & EXPENDITURES		(52,770.00)	(162,398.77)	(116,302.10)	109,628.77	307.75

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PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 203 - WAMPLER HEIGHTS ROAD IMPROVEMENT						
Revenues						
203 457.000	WAMPLER HGTS RD IMPROVEMENTS	121,200.00	0.00	0.00	121,200.00	0.00
TOTAL REVENUES		121,200.00	0.00	0.00	121,200.00	0.00
Fund 203 - WAMPLER HEIGHTS ROAD IMPROVEMENT:						
TOTAL REVENUES		121,200.00	0.00	0.00	121,200.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		121,200.00	0.00	0.00	121,200.00	0.00

PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Revenues						
206 402.000	PROPERTY TAXES	174,000.00	158,434.56	63,099.16	15,565.44	91.05
TOTAL REVENUES		<u>174,000.00</u>	<u>158,434.56</u>	<u>63,099.16</u>	<u>15,565.44</u>	<u>91.05</u>
Expenditures						
206 818.000	CONTRACTUAL SERVICES	148,208.00	100,556.18	12,596.67	47,651.82	67.85
TOTAL EXPENDITURES		<u>148,208.00</u>	<u>100,556.18</u>	<u>12,596.67</u>	<u>47,651.82</u>	<u>67.85</u>
<hr/>						
Fund 206 - FIRE FUND:						
TOTAL REVENUES		174,000.00	158,434.56	63,099.16	15,565.44	91.05
TOTAL EXPENDITURES		<u>148,208.00</u>	<u>100,556.18</u>	<u>12,596.67</u>	<u>47,651.82</u>	<u>67.85</u>
NET OF REVENUES & EXPENDITURES		25,792.00	57,878.38	50,502.49	(32,086.38)	224.40

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PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	NORMAL	(ABNORMAL)	
Fund 219 - HILL & LAKE STREET LIGHTING FUND							
Revenues							
219 456.200	HILL & LAKE STREETLIGHT ASSESSMENT	1,222.00	0.00	0.00	1,222.00		0.00
TOTAL REVENUES		1,222.00	0.00	0.00	1,222.00		0.00
Fund 219 - HILL & LAKE STREET LIGHTING FUND:							
TOTAL REVENUES		1,222.00	0.00	0.00	1,222.00		0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		1,222.00	0.00	0.00	1,222.00		0.00



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PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 220 - MUD LAKE WEED CONTROL						
Revenues						
220 457.100	MUD LAKE WEED CONTROL	5,882.00	0.00	0.00	5,882.00	0.00
TOTAL REVENUES		<u>5,882.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,882.00</u>	<u>0.00</u>
Expenditures						
220 826.000	LEGAL FEES	1,311.00	0.00	0.00	1,311.00	0.00
220 826.200	MDEQ WEED PERMIT FEE	875.00	0.00	0.00	875.00	0.00
220 900.000	PRINTING PUBLISHING	1,181.00	0.00	0.00	1,181.00	0.00
TOTAL EXPENDITURES		<u>3,367.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,367.00</u>	<u>0.00</u>
Fund 220 - MUD LAKE WEED CONTROL:						
TOTAL REVENUES		<u>5,882.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,882.00</u>	<u>0.00</u>
TOTAL EXPENDITURES		<u>3,367.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,367.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		<u>2,515.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,515.00</u>	<u>0.00</u>

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PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 222 - MOBILE HOME PARK STREETLIGHTS						
Revenues						
222 456.210	MOBILE HOME PARK STREETLIGHTS	848.00	0.00	0.00	848.00	0.00
TOTAL REVENUES		<u>848.00</u>	<u>0.00</u>	<u>0.00</u>	<u>848.00</u>	<u>0.00</u>
Fund 222 - MOBILE HOME PARK STREETLIGHTS:						
TOTAL REVENUES		848.00	0.00	0.00	848.00	0.00
TOTAL EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		<u>848.00</u>	<u>0.00</u>	<u>0.00</u>	<u>848.00</u>	<u>0.00</u>

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PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 223 - NORVELL STREETLIGHTS ASSESSMENT						
Revenues						
223 456.300	NORVELL STREETLIGHTS ASSESSMENT	2,189.00	0.00	0.00	2,189.00	0.00
TOTAL REVENUES		<u>2,189.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,189.00</u>	<u>0.00</u>
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Fund 223 - NORVELL STREETLIGHTS ASSESSMENT:						
TOTAL REVENUES		2,189.00	0.00	0.00	2,189.00	0.00
TOTAL EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		<u>2,189.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,189.00</u>	<u>0.00</u>

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PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 224 - WAMP LK STREETLIGHTS ASSESSMENT						
Revenues						
224 456.100	WAMP LK STREET LIGHTS ASSESSMENT	9,217.00	0.00	0.00	9,217.00	0.00
TOTAL REVENUES		9,217.00	0.00	0.00	9,217.00	0.00
Fund 224 - WAMP LK STREETLIGHTS ASSESSMENT:						
TOTAL REVENUES		9,217.00	0.00	0.00	9,217.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		9,217.00	0.00	0.00	9,217.00	0.00

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PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 225 - WAMPLERS LAKE WEED CONTROL						
Expenditures						
225 801.000	PROFESSIONAL SERVICES	4,387.00	0.00	0.00	4,387.00	0.00
225 818.000	CONTRACTUAL SERVICES	2,817.00	0.00	0.00	2,817.00	0.00
TOTAL EXPENDITURES		7,204.00	0.00	0.00	7,204.00	0.00
Fund 225 - WAMPLERS LAKE WEED CONTROL:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		7,204.00	0.00	0.00	7,204.00	0.00
NET OF REVENUES & EXPENDITURES		(7,204.00)	0.00	0.00	(7,204.00)	0.00

User: JOSWALT

DB: Norvell

PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 249 - CONSTRUCTION CODE FUND								
Revenues								
249 478.000	BUILDING	19,308.00	11,520.00		1,010.00		7,788.00	59.66
249 479.000	ELECTRICAL	12,302.00	8,745.00		735.00		3,557.00	71.09
249 480.000	PLUMBING	4,038.00	2,930.00		220.00		1,108.00	72.56
249 481.000	MECHANICAL	9,460.00	6,315.00		385.00		3,145.00	66.75
249 482.000	ZONING COMPLIANCE PERMITS	390.00	195.00		65.00		195.00	50.00
249 664.100	INTEREST & PENALTIES	0.00	47.97		0.00		(47.97)	100.00
TOTAL REVENUES		45,498.00	29,752.97		2,415.00		15,745.03	65.39
Expenditures								
249 702.000	SALARIES & WAGES	1,200.00	800.00		100.00		400.00	66.67
249 702.500	INSPECTION SERVICES	30,000.00	24,230.00		2,735.00		5,770.00	80.77
249 708.100	OFFICE ADMINISTRATOR	9,360.00	3,788.82		466.03		5,571.18	40.48
249 710.000	PERMIT ADMINISTRATOR	6,500.00	5,000.02		554.57		1,499.98	76.92
249 808.000	SUPPORT-COMPUTER PROGRAMS	1,300.00	0.00		0.00		1,300.00	0.00
249 874.000	RETIREMENT-FICA	1,307.00	733.65		85.75		573.35	56.13
TOTAL EXPENDITURES		49,667.00	34,552.49		3,941.35		15,114.51	69.57
Fund 249 - CONSTRUCTION CODE FUND:								
TOTAL REVENUES		45,498.00	29,752.97		2,415.00		15,745.03	65.39
TOTAL EXPENDITURES		49,667.00	34,552.49		3,941.35		15,114.51	69.57
NET OF REVENUES & EXPENDITURES		(4,169.00)	(4,799.52)		(1,526.35)		630.52	115.12

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PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 445 - CAPITAL IMPROVEMENT FUND						
Revenues						
445 664.000	INTEREST	18.00	22.25	0.00	(4.25)	123.61
TOTAL REVENUES		<u>18.00</u>	<u>22.25</u>	<u>0.00</u>	<u>(4.25)</u>	<u>123.61</u>
Expenditures						
445 975.300	300 MILL BLDG	64,000.00	283,063.59	108,286.74	(219,063.59)	442.29
TOTAL EXPENDITURES		<u>64,000.00</u>	<u>283,063.59</u>	<u>108,286.74</u>	<u>(219,063.59)</u>	<u>442.29</u>
<hr/>						
Fund 445 - CAPITAL IMPROVEMENT FUND:						
TOTAL REVENUES		18.00	22.25	0.00	(4.25)	123.61
TOTAL EXPENDITURES		<u>64,000.00</u>	<u>283,063.59</u>	<u>108,286.74</u>	<u>(219,063.59)</u>	<u>442.29</u>
NET OF REVENUES & EXPENDITURES		(63,982.00)	(283,041.34)	(108,286.74)	219,059.34	442.38

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PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 490 - WLS CAPITAL IMPROVEMENTS						
Revenues						
490 664.000	INTEREST	84.00	113.84	0.00	(29.84)	135.52
TOTAL REVENUES		<u>84.00</u>	<u>113.84</u>	<u>0.00</u>	<u>(29.84)</u>	<u>135.52</u>
Fund 490 - WLS CAPITAL IMPROVEMENTS:						
TOTAL REVENUES		84.00	113.84	0.00	(29.84)	135.52
TOTAL EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		<u>84.00</u>	<u>113.84</u>	<u>0.00</u>	<u>(29.84)</u>	<u>135.52</u>



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PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 597 - VINEYARD LAKE SEWER						
Revenues						
597 618.000	BILLED ADMIN/SVC FEE VLS	0.00	2,394.14	96.96	(2,394.14)	100.00
597 629.000	BILLED LEONI TREATMENT	0.00	11,137.50	0.00	(11,137.50)	100.00
597 631.100	BILLED COLUMBIA TWP O M & R	0.00	14,071.59	636.24	(14,071.59)	100.00
597 631.300	BILLED NORVELL TWP R&R	0.00	7,553.65	339.36	(7,553.65)	100.00
597 664.100	INTEREST & PENALTIES	0.00	296.10	296.10	(296.10)	100.00
597 675.000	BILLED CAPITAL REVENUE	0.00	6,709.90	299.13	(6,709.90)	100.00
TOTAL REVENUES		0.00	42,162.88	1,667.79	(42,162.88)	100.00
Expenditures						
597 853.500	EMERGENCY CALL CENTER	0.00	340.00	170.00	(340.00)	100.00
TOTAL EXPENDITURES		0.00	340.00	170.00	(340.00)	100.00
Fund 597 - VINEYARD LAKE SEWER:						
TOTAL REVENUES		0.00	42,162.88	1,667.79	(42,162.88)	100.00
TOTAL EXPENDITURES		0.00	340.00	170.00	(340.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	41,822.88	1,497.79	(41,822.88)	100.00

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PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 703 - CURRENT TAX COLLECTION FUND						
Revenues						
703 541.000	QUALIFIED FOREST	0.00	313.33	0.00	(313.33)	100.00
703 664.000	INTEREST	2,000.00	2,496.05	0.00	(496.05)	124.80
TOTAL REVENUES		2,000.00	2,809.38	0.00	(809.38)	140.47
Fund 703 - CURRENT TAX COLLECTION FUND:						
TOTAL REVENUES		2,000.00	2,809.38	0.00	(809.38)	140.47
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		2,000.00	2,809.38	0.00	(809.38)	140.47

User: JOSWALT

DB: Norvell

PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 706 - WAMPLERS LAKE O & M						
Revenues						
706 664.000	INTEREST	87.00	58.82	0.00	28.18	67.61
TOTAL REVENUES		<u>87.00</u>	<u>58.82</u>	<u>0.00</u>	<u>28.18</u>	<u>67.61</u>
Expenditures						
706 809.000	BANK FEES AND SERVICE CHARGES	0.00	140.78	0.00	(140.78)	100.00
TOTAL EXPENDITURES		<u>0.00</u>	<u>140.78</u>	<u>0.00</u>	<u>(140.78)</u>	<u>100.00</u>
<hr/>						
Fund 706 - WAMPLERS LAKE O & M:						
TOTAL REVENUES		87.00	58.82	0.00	28.18	67.61
TOTAL EXPENDITURES		<u>0.00</u>	<u>140.78</u>	<u>0.00</u>	<u>(140.78)</u>	<u>100.00</u>
NET OF REVENUES & EXPENDITURES		87.00	(81.96)	0.00	168.96	94.21

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 707 - VINEYARD LAKE O & M						
Revenues						
707 664.000	INTEREST	350.00	301.49	0.00	48.51	86.14
TOTAL REVENUES		<u>350.00</u>	<u>301.49</u>	<u>0.00</u>	<u>48.51</u>	<u>86.14</u>
Fund 707 - VINEYARD LAKE O & M:						
TOTAL REVENUES		350.00	301.49	0.00	48.51	86.14
TOTAL EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		<u>350.00</u>	<u>301.49</u>	<u>0.00</u>	<u>48.51</u>	<u>86.14</u>

User: JOSWALT

DB: Norvell

PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 708 - VINEYARD LAKE SPECIAL ASSESSMENT						
Revenues						
708 664.000	INTEREST	27.00	0.00	0.00	27.00	0.00
TOTAL REVENUES		27.00	0.00	0.00	27.00	0.00
Fund 708 - VINEYARD LAKE SPECIAL ASSESSMENT:						
TOTAL REVENUES		27.00	0.00	0.00	27.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		27.00	0.00	0.00	27.00	0.00

REVENUE AND EXPENDITURE REPORT FOR NORVELL TOWNSHIP  
 PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2024	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 750 - PAYROLL								
Revenues								
750 664.000	INTEREST	5.00	0.00		0.00		5.00	0.00
750 664.100	INTEREST & PENALTIES	0.00	6.18		0.00		(6.18)	100.00
TOTAL REVENUES		5.00	6.18		0.00		(1.18)	123.60
Fund 750 - PAYROLL:								
TOTAL REVENUES		5.00	6.18		0.00		(1.18)	123.60
TOTAL EXPENDITURES		0.00	0.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		5.00	6.18		0.00		(1.18)	123.60

User: JOSWALT

DB: Norvell

PERIOD ENDING 02/29/2024

FUND ACCOUNT	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 843 - MUD LAKE WEED CONTROL						
Revenues						
843 458.000	MUD LAKE WEED CONTROL	5,000.00	7,869.93	3,099.93	(2,869.93)	157.40
843 664.100	INTEREST & PENALTIES	0.00	3.34	0.00	(3.34)	100.00
TOTAL REVENUES		5,000.00	7,873.27	3,099.93	(2,873.27)	157.47
Expenditures						
843 818.000	CONTRACTUAL SERVICES	2,100.00	2,055.35	0.00	44.65	97.87
TOTAL EXPENDITURES		2,100.00	2,055.35	0.00	44.65	97.87
Fund 843 - MUD LAKE WEED CONTROL:						
TOTAL REVENUES		5,000.00	7,873.27	3,099.93	(2,873.27)	157.47
TOTAL EXPENDITURES		2,100.00	2,055.35	0.00	44.65	97.87
NET OF REVENUES & EXPENDITURES		2,900.00	5,817.92	3,099.93	(2,917.92)	200.62
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		1,022,507.00	788,293.90	200,924.65	234,213.10	77.09
TOTAL EXPENDITURES - ALL FUNDS		982,196.00	1,129,865.42	371,939.63	(147,669.42)	115.03
NET OF REVENUES & EXPENDITURES		40,311.00	(341,571.52)	(171,014.98)	381,882.52	847.34

# Permit List

02/28/2024

Permit #	Address	Category	Applicant Name	Date Issued	Date Expires	Amount Billed
PP24-0001	1753 WAMPLERS HGTS DR	remodel	Brooklyn Plumbing & Heating	02/05/2024	08/03/2024	\$220.00
PB24-0003	11770 SHARON VALLEY RD	Roof	Billy White Roofing, LLC	02/05/2024	08/03/2024	\$90.00
PZ24-0001	11570 CADY RD	Fence	DUVAL ASHLEY & TRISHA	02/05/2024		\$65.00
PB24-0004	1753 WAMPLERS HGTS DR	Remodel/Repair	Rick Shore Builders	02/12/2024	08/10/2024	\$160.00
PB24-0005	11831 LAWRENCE RD	Roof	Wrozek, Jason	02/12/2024	08/10/2024	\$95.00
PE24-0009	1791 WAMPLERS HGTS DR	Electrical	JOHNSON SCOT E	02/12/2024	08/10/2024	\$285.00
PB24-0006	1635 GREENWOOD CT	Res, Addition	Blue Zone Spaces LLC	02/12/2024	08/10/2024	\$420.00
PB24-0007	2029 PARKWOOD CT	Roof	Quality Construction LLC	02/13/2024	08/11/2024	\$90.00
PB24-0008	1342 LAKESHORE DR	Foundation	Foundation Systems of Michigan, In	02/14/2024	08/12/2024	\$155.00
PE24-0010	1753 WAMPLERS HGTS DR	Res, Alteration	Reliable Electric	02/21/2024	08/19/2024	\$155.00
PM24-0008	7501 PIERCE RD	Mechanical	Accurate Comfort Systems Inc	02/21/2024	08/24/2024	\$230.00
PM24-0009	1753 WAMPLERS HGTS DR	Mechanical	Brooklyn Plumbing & Heating	02/26/2024	08/24/2024	\$155.00
PE24-0011	2638 VINEYARD LN	Res, New Home	Gregory Krozyston	02/27/2024	08/25/2024	\$230.00

**Number of Permits:** 13

**Total Billed:** \$2,350.00

Population: All Records

Permit.Status = ISSUED AND

Permit.DateIssued Between 2/1/2024 12:00:00 AM AND

2/29/2024 11:59:59 PM



# End Of The Month

Cambridge Township Fire Department (2024-02-01 00:55 to 2024-02-29 01:00)

Incident Number	Incident Date & Time	Incident Type	District Name
24131	02/25/2024 04:32:33	[321] EMS call, excluding vehicle accident with injury	Norvell Township
2493	02/03/2024 11:11:23	[321] EMS call, excluding vehicle accident with injury	Norvell Township
24108	02/13/2024 12:12:05	[321] EMS call, excluding vehicle accident with injury	Norvell Township
24130	02/24/2024 19:02:04	[321] EMS call, excluding vehicle accident with injury	Norvell Township
24123	02/22/2024 08:06:33	[321] EMS call, excluding vehicle accident with injury	Norvell Township
24100	02/05/2024 13:28:31	[321] EMS call, excluding vehicle accident with injury	Norvell Township
24126	02/23/2024 19:42:18	[321] EMS call, excluding vehicle accident with injury	Norvell Township
24117	02/20/2024 19:03:21	[321] EMS call, excluding vehicle accident with injury	Norvell Township
24115	02/17/2024 11:42:30	[321] EMS call, excluding vehicle accident with injury	Norvell Township
24103	02/07/2024 10:58:58	[321] EMS call, excluding vehicle accident with injury	Norvell Township

# Memo

## Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: March 13, 2024

Re: Leoni Waste-Water Treatment Plant Inspection

---

This is an e-mail that I received from Mike Jester, Township Manager for Leoni Township, along with the attachment.

*“LRUA Members,*

*Attached above is a letter from EGLE outlining the results of their inspection of the plant on February 1st. They did not find any violations and I thought that the member communities should be updated.*

*If you have any questions, please let me know.*

*Thanks*

*Michael L. Jester*

*Township Manager*

*913 Fifth Street*

*Michigan Center, Michigan 49254*

*(517) 764-4694”*

Norvell Township is a member of the LRUA and the Leoni Waste-Water Treatment Plant is the plant servicing the Vineyard Lake Sewer system.



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY  
JACKSON DISTRICT OFFICE



PHILLIP D. ROOS  
DIRECTOR

February 15, 2024

VIA EMAIL

Howard Linnabary, Township Supervisor  
Leoni Township  
913 Fifth Street  
Michigan Center, Michigan 49201

Dear Howard Linnabary:

**SUBJECT:** National Pollutant Discharge Elimination System (NPDES)  
Reconnaissance Inspection  
NPDES Individual Permit No. MI0045942  
Designated Name: Leoni Twp WWTP

On February 1, 2024, staff of the Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), conducted a NPDES, Reconnaissance Inspection at the Leoni Township Wastewater Treatment Plant (WWTP), located at 8401 Page Avenue, Jackson County, Michigan. The purpose of the inspection was to evaluate the facility's compliance with Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), MCL 324.3101 et seq., and the Administrative Rules promulgated thereunder being 2006 AACS R 323.2101 et seq., as amended; and NPDES Permit No. MI0045942.

Ken Baker and James Green, both with Fleis and Vandenbrink (F&V), participated in the inspection, which included a discussion of overall operations, a site walkthrough of the WWTP and the septage receiving station. WRD would like to thank you for your time and assistance during the inspection.

Leoni Township WWTP is authorized to discharge treated municipal wastewater from monitoring Point 001A through Outfall 001, which discharges to an unnamed tributary to the Grand River. The WWTP has a 3.0 MGD design flow and consists of the following treatment: initial grit removal and fine screening, anoxic (pre-anoxic) basins, anaerobic basins, membrane bioreactor (MBR) filtration (trains 1, 3, 5), ultraviolet disinfection, and cascade aeration.

Operators Ken Baker and James Green took WRD staff on a site tour from the Emergency Use Lagoon/ Influent to the effluent. Additionally, a tour of the septage receiving station was observed since the facility currently has a Part 41, Sewerage Systems permit application in process for septage receiving station upgrades and five

Howard Linnabary  
Leoni Township  
Page 2  
February 15, 2024

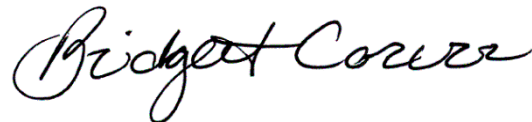
new flow meters to the main force mains that discharge to the WWTP. For additional information see Part 41, Sewerage Systems permit application (Submission #: HQ0-2BNJ-GWYPM, version 1).

During the inspection the influent and effluent samplers were checked and appeared to be at the correct temperature with a thermometer inside the fridge. At the time of the inspection all treatment units were in operating condition and the plant appeared to be maintained well and no violations were found during the evaluation.

Lastly, a discussion was had about the forthcoming correction request letter regarding the ACO-05553 submission for 3.2, the Flow Meter Installation Plan. For more information regarding this correction letter via MiEnviro, please see the ACO-05553 Compliance and Enforcement Action Documents tab for "ACO SOC Correction Request (3.2)".

We appreciate your efforts to maintain compliance with NPDES Permit No. MI0045942. If you have any questions or comments regarding this letter, please contact me at 517-257-7380; [CarverB@Michigan.gov](mailto:CarverB@Michigan.gov); or EGLE, WRD, Jackson District Office, 301 East Louis Glick Highway, Jackson, Michigan 49201-1535.

Sincerely,



Bridgett Carver  
Environmental Quality Analyst  
Water Resources Division

cc: Ken Baker, F&V (via email)  
James Green, F&V (via email)



# JACKSON COUNTY

## OFFICE OF THE SHERIFF

212 W. Wesley St. Jackson, MI. 49201 Telephone (517) 768-7900

Gary R. Schuette  
Sheriff

Christopher A. Simpson  
Undersheriff

### NORVELL TOWNSHIP ACTIVITY REPORT

FEBRUARY 2024

ACTIVITY	MONTH	YEAR TO DATE
Total Hours Worked	172	357
Patrol Miles	720	1,582
Norvell Township Complaints	40	76
Case Narrative Reports	40	76
Arrests	-	-
Fraud/Use of Financial Transaction Device	2	2
Domestic/Assaults	-	1
Breaking & Entering	-	1
Narcotic/VCSA	-	-
Civil	1	6
Larceny	1	1
Ordinance Complaints	3	4
Citations Issued	-	1
Liquor Inspections	1	1
Motorist Assists	2	9
Suspicious Situations	8	10
MDOP	-	-
Assists to Other Departments	6	13
Property Inspections	17	43
Warrant	-	-

Submitted by:  
Norvell Township Sheriff Deputy  
Jay Truchan



# JACKSON COUNTY

## OFFICE OF THE SHERIFF

212 W. Wesley St. Jackson, MI. 49201 Telephone (517) 768-7900

Gary R. Schuette  
Sheriff

Christopher A. Simpson  
Undersheriff

Norvell Township Board Members

106 East Commercial Drive

Norvell, MI 49263

Dear Board Members,

The following are highlights of activity performed by the Jackson County Office of the Sheriff within Norvell Townships Detachment for the month of February 2024:

### FEBRUARY 6<sup>TH</sup>

1153hrs

Deputy Truchan responded to Beech Road in reference to a suspicious situation report.

1354hrs

Deputy Truchan responded to Austin Road in reference to a suspicious situation report.

1723hrs

Deputy Truchan responded to Mill Road in reference to a business license inspection.

### FEBRUARY 7<sup>TH</sup>

1145hrs

Deputy Truchan responded to Mill Road in reference to a suspicious situation report.

### FEBRUARY 8<sup>TH</sup>

1153hrs

Deputy Truchan responded to Shoreline Drive in reference to a civil dispute and traffic hazard.



# JACKSON COUNTY

## OFFICE OF THE SHERIFF

212 W. Wesley St. Jackson, MI. 49201 Telephone (517) 768-7900

1322hrs

Deputy Truchan responded to Idle Hills Road in reference to a property inspection.

FEBRUARY 10<sup>TH</sup>

1300hrs

Deputy Truchan responded to the Vineyard Lake County Park for a property inspection.

1505hrs

Deputy Truchan responded to the Ahrens Norvell Township Park for a property inspection.

1528hrs

Deputy Truchan responded to Mill Road in reference to a suspicious situation report.

FEBRUARY 13<sup>TH</sup>

1114hrs

Deputy Truchan responded to Pink Street in reference to a trespassing complaint.

1200hrs

Deputy Truchan responded to Idle Hills Road in reference to a suspicious situation report.

FEBRUARY 14<sup>TH</sup>

0852hrs

Deputy Truchan responded to Kappler Drive in reference to a property inspection and follow up case investigations regarding a rental property.

FEBRUARY 15<sup>TH</sup>

1110hrs

Deputy Truchan responded to Cady Road in reference to a suspicious situation report.

1221hrs

Deputy Truchan responded to Waterman Road in reference to a suspicious situation report.

FEBRUARY 17<sup>TH</sup>

1146hrs

Deputy Truchan responded to Lakeshore Drive in reference to a rescue call.



# JACKSON COUNTY

## OFFICE OF THE SHERIFF

212 W. Wesley St. Jackson, MI. 49201 Telephone (517) 768-7900

### FEBRUARY 20<sup>TH</sup>

1000hrs

Deputy Truchan responded to Austin Road in reference to an online bank fraud report.

1027hrs

Deputy Truchan responded to Shady Lane in reference to a larceny report, solely involving property being taken from unlocked vehicles within this community area.

### FEBRUARY 21<sup>ST</sup>

1620hrs

Deputy Truchan responded to Austin Road in reference to a motorist assist.

### FEBRUARY 22<sup>ND</sup>

0953hrs

Deputy Truchan responded to Ladd Road in reference to a conservation report.

### FEBRUARY 27<sup>TH</sup>

1007hrs

Deputy Truchan responded to Ladd Road in reference to an online bank fraud report.

1246hrs

Deputy Truchan responded to Sharon Valley Road in reference to a civil dispute.

1446hrs

Deputy Truchan responded to Ladd Road in reference to an ordinance violation complaint.

### FEBRUARY 29<sup>TH</sup>

1212hrs

Deputy Truchan responded to Carpenter Road in reference to an ordinance violation complaint.

Submitted by:  
Norvell Township Sheriff Deputy

Jay Truchan



# Memo

## Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: March 13, 2024

Re: Construction Report

---

The voting area for the 2/27/2024 Presidential Primary was made available on time. We received many favorable comments on the progress of the building as well as the overall structure.

The project management has now shifted to Todd Haskell (Rob Alldaffer informed me that once the interior work begins, Todd takes over).

Todd informed me that M-R Builders is providing the interior wall sound insulation to the Township at no additional cost.

- The majority of the exterior finish is installed
  - We are waiting on delivery of the exterior doors
  - The vertical steel siding needs to be installed
- We deleted the stone fascia on the front porch and substituted it for 2 weatherproof display cases on the exterior of the building for legal notices
- A mail slot was installed in the exterior wall into the Treasurers office
- The drywall installation in the office area is underway

Todd and I discussed priorities. We both feel that the communication wiring needs to be installed prior to the installation of the drop ceiling. Todd and I are working together to determine if we have enough funds left in the contingency to cover those costs.

The next project that needs to be addressed is the parking lot/exterior walkways. I will work with Rob Alldaffer to develop an RFP so that we can begin getting bids on that portion of the project.

# Memo

## Norvell Township

To: Township Board  
From: Jeff Oswalt, Clerk  
CC:  
Date: March 13, 2024  
Re: Payment of Bills

---

I respectfully request board approval to pay the following:

Unpaid Bills: \$ 27,323.73

Paid Bills: \$390,194.66

Payroll: \$ 19,372.98

Total \$436,891.37

,

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
2023 6892	NORVELL TOWNSHIP 2023 PILT PAYMENT 101-000.000-654.000	02/14/2024 JOSWALT	02/20/2024	61,705.35	0.00	Paid	Y 02/20/2024
	COPIES			61,705.35			
5 6893	SCOTT J PACHECO JAN 2024 PLANNING SERVICES 101-701.000-801.000	01/31/2024 JOSWALT	02/29/2024	855.00	0.00	Paid	Y 02/20/2024
	PERSONAL SERVICES			855.00			
FEB 24 6894	COMCAST FEB 24 300 MILL PHONE & INTERNET 101-103.000-853.000	02/01/2024 JOSWALT	02/22/2024	201.32	0.00	Paid	Y 02/20/2024
	TELEPHONE & INTERNET			201.32			
1387 6895	JACKSON COUNTY DEPARTMENT OF TRANSP PAVING PROJECT FINAL PAYMENT 101-446.000-818.000	01/29/2024 JOSWALT	02/22/2024	24,510.00	0.00	Paid	Y 02/20/2024
	CONTRACTUAL SERVICES			24,510.00			
28531 6896	THE EXPONENT MINUTES PUBLISHING 101-101.000-900.000	01/16/2024 JOSWALT	02/16/2024	97.50	0.00	Paid	Y 02/20/2024
	PRINTING PUBLISHING			97.50			
27796 6897	THE EXPONENT ENVELOPES 101-103.000-728.000	12/05/2023 JOSWALT	01/05/2024	95.00	0.00	Paid	Y 02/20/2024
	OFFICE SUPPLIES			95.00			
JAN24 6898	QUADIENT FINANCE USA INC JAN 2024 POSTAGE 101-103.000-730.000	02/07/2024 JOSWALT	03/06/2024	39.00	0.00	Paid	Y 02/20/2024
	POSTAGE OFFICE			39.00			
JAN24 6899	FLAGSTAR BANK JAN 2024 CREDIT CARD 101-215.000-728.000 101-265.000-816.000 101-103.000-853.200	01/31/2024 JOSWALT	03/03/2024	80.02	0.00	Paid	Y 02/20/2024
	OFFICE SUPPLIES			58.05			
	SNOW REMOVAL			8.97			
	INTERNET FEES			13.00			
139337 6900	VC3 OFFICE 365 101-103.000-978.000	02/14/2024 JOSWALT	02/29/2024	89.80	0.00	Paid	Y 02/20/2024
	COMPUTER SOFTWARE & EQUIPMENT			89.80			
JAN24 6901	THE BARTLOW CORPORATION JAN 2024 BIDG INSP 249-372.000-702.500	02/12/2024 JOSWALT	02/29/2024	720.00	0.00	Paid	Y 02/20/2024
	INSPECTION SERVICES			720.00			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
24-6855 6902	ELECTION SOURCE BALLOT MARKING PENS 101-262.000-728.000	02/19/2024 JOSWALT OFFICE SUPPLIES	02/29/2024	60.32 60.32	0.00	Paid	Y 02/20/2024
JAN24 6903	REBECCA BURNETT JAN 2024 CLEANING 101-265.000-702.300	02/01/2024 JOSWALT CLEANING	02/01/2024	68.90 68.90	0.00	Paid	Y 02/20/2024
46107-46108 6904	LESTER BROTHERS PORTABLE TOILETS 101-567.000-810.000 101-751.000-810.000	02/10/2024 JOSWALT SERVICES SERVICES	02/25/2024	290.00 145.00 145.00	0.00	Paid	Y 02/20/2024
222769 6905	PRINTING SYSTEMS SPECIAL TAX CHECKS 101-253.000-728.000	02/20/2024 JOSWALT OFFICE SUPPLIES	02/29/2024	114.35 114.35	0.00	Paid	Y 02/20/2024
31945 6906	WEST SHORE SERVICES, INC WEATHER WARNING SIRENS 101-265.000-975.000	02/14/2024 JOSWALT LAND/BLDGS AND IMPROVEMENTS	03/14/2024	80,100.00 80,100.00	0.00	Paid	Y 02/20/2024
24-3 6916	NORVELL TOWNSHIP TRANSFER TO CAP IMP FUND 101-265.000-975.000	02/28/2024 JOSWALT LAND/BLDGS AND IMPROVEMENTS	02/28/2024	110,000.00 110,000.00	0.00	Paid	Y 02/28/2024
2023-1 6917	LRUA TREASURER 2023 LRUA DUES 101-537.000-958.000	02/28/2024 JOSWALT MEMBERSHIPS & DUES	02/28/2024	398.00 398.00	0.00	Paid	Y 02/28/2024
2024-1 6918	LRUA TREASURER 2024 LRUA DUES 101-537.000-958.000	02/18/2024 JOSWALT MEMBERSHIPS & DUES	07/31/2024	398.00 398.00	0.00	Paid	Y 02/28/2024
0190958 6919	ROTARY MULTIFORMS INC CIVIL INFRACTION CITATION 101-704.000-728.000	02/13/2024 JOSWALT OFFICE SUPPLIES	03/13/2024	97.42 97.42	0.00	Paid	Y 02/28/2024
FEB24 6920	REBECCA BURNETT FEB 2024 CLEANING 101-265.000-702.300	02/26/2024 JOSWALT CLEANING	02/26/2024	75.00 75.00	0.00	Paid	Y 02/28/2024

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
1130 6921	UNITS STORAGE UNIT RENTAL 101-265.000-810.000	02/22/2024 JOSWALT	03/08/2024	199.00	0.00	Paid	Y 02/28/2024
	SERVICES			199.00			
FEB24 6922	CONSUMERS ENERGY FEB 2024 UTILITIES 101-265.000-921.000	02/22/2024 JOSWALT	03/15/2024	821.80	0.00	Paid	Y 02/28/2024
	ELECTRIC			263.81			
	NATURAL GAS			464.38			
	ELECTRIC AHENS PARK			63.96			
	ELECTRIC CEMETERY			29.65			
FEB24 6923	HILLSDALE COUNTY INSPECTION NATIONAL ELECTRIC CODE BOOK 101-704.000-728.000	02/01/2024 JOSWALT	03/01/2024	179.14	0.00	Paid	Y 02/28/2024
	OFFICE SUPPLIES			179.14			
878228 6924	FOSTER SWIFT COLLINS & SMITH P.C. JAN 2024 LEGAL FEES 101-101.000-826.000	02/01/2024 JOSWALT	03/01/2024	713.00	0.00	Paid	Y 02/28/2024
	LEGAL FEES			506.00			
	LEGAL FEES			207.00			
3 6925	M-R BUILDER, INC 300 MILL RD DRAW #3 445-901.000-975.300	02/19/2024 JOSWALT	02/29/2024	108,286.74	0.00	Paid	Y 02/28/2024
	300 MILL BLDG			108,286.74			
# of Invoices:	25	# Due:	0	Totals:	390,194.66	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					390,194.66	0.00	

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			281,187.92	0.00		
	249 - CONSTRUCTION CODE FUND			720.00	0.00		
	445 - CAPITAL IMPROVEMENT FUND			108,286.74	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	000.000 - UTILITARIAN			61,705.35	0.00		
	101.000 - TOWNSHIP BOARD			603.50	0.00		
	103.000 - TOWNSHIP OFFICE			438.12	0.00		
	215.000 - CLERK			58.05	0.00		
	253.000 - TREASURER			114.35	0.00		
	262.000 - ELECTIONS			60.32	0.00		
	265.000 - BLDG, & GRDS.			191,180.06	0.00		
	372.000 - BUILDING INSPECTOR			720.00	0.00		
	446.000 - HIGHWAYS, RDS. & BRIDGE			24,510.00	0.00		
	537.000 - VINEYARD LAKE SEWER DIS			796.00	0.00		
	567.000 - CEMETERY			174.65	0.00		
	701.000 - PLANNING COMMISSION			1,062.00	0.00		
	704.000 - ZONING ENFORCEMENT			276.56	0.00		
	751.000 - PARKS & RECREATION			208.96	0.00		
	901.000 - CAPITAL OUTLAY			108,286.74	0.00		

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/06/2024	HUNT	EFT91	HUNT	3,222.57	3,222.57	0.00	Open
03/05/2024	HUNT	31398	BONDY, MICHELLE A	162.00	149.61	0.00	Open
03/05/2024	HUNT	31399	BROWN, NANCY C	120.00	105.72	0.00	Open
03/05/2024	HUNT	31400	CHARLONG, LYNN A	262.50	231.25	0.00	Open
03/05/2024	HUNT	31401	FRANCIS, PAUL	135.00	98.68	0.00	Open
03/05/2024	HUNT	31402	HOLEK, MILLIE M	97.50	85.90	0.00	Open
03/05/2024	HUNT	31403	HOOPER, KIMBERLY	283.50	249.49	0.00	Open
03/05/2024	HUNT	31404	HUDSPETH, LINDA K	236.25	208.13	0.00	Open
03/05/2024	HUNT	31405	KELLEY, PATRICIA C	225.00	198.23	0.00	Open
03/05/2024	HUNT	31406	LEONARD, LORI	288.00	253.00	0.00	Open
03/05/2024	HUNT	31407	MARTIN, JACKELYN	45.00	39.65	0.00	Open
03/05/2024	HUNT	31408	MCGORMLEY, DEAN R	120.00	105.72	0.00	Open
03/05/2024	HUNT	31409	MORTON-GORMLEY, CHELSEA	135.00	118.93	0.00	Open
03/05/2024	HUNT	31410	PE'RO, SHARON M	262.50	231.25	0.00	Open
03/05/2024	HUNT	31411	SHEUFELT, CLARENCE F	112.50	99.11	0.00	Open
03/05/2024	HUNT	31412	SHEUFELT, GLORIA J	112.50	99.11	0.00	Open
03/05/2024	HUNT	31413	STEUSLOFF, BRADLEY L	225.00	198.23	0.00	Open
03/05/2024	HUNT	31414	WITHROW, TAMMY	105.00	92.51	0.00	Open
02/29/2024	HUNT	31380	FRANCIS, PAUL	440.00	321.64	0.00	Open
02/29/2024	HUNT	31381	HAYSTEAD, ANDREW D	440.00	387.64	0.00	Open
02/29/2024	HUNT	31382	OSWALT, JEFFREY R	2,138.33	1,577.87	0.00	Open
02/29/2024	HUNT	31383	SAUERS, DESERRE L	2,138.33	1,710.07	0.00	Open
02/29/2024	HUNT	31384	SUTHERLAND, WILLIAM E	1,680.00	1,453.58	0.00	Open
02/29/2024	HUNT	31385	TAYLOR, MARTIN J	100.00	88.10	0.00	Open
02/28/2024	HUNT	31394	CORWIN, JANICE M	792.00	600.74	0.00	Open
02/28/2024	HUNT	31395	FRANCIS, GARNET SUE	1,381.50	989.48	0.00	Open
02/28/2024	HUNT	31396	LAROWE, RICHARD J	720.00	634.32	0.00	Open
02/28/2024	HUNT	31397	STONE, MARION R	450.00	374.53	0.00	Open
02/14/2024	HUNT	31362	CORWIN, JANICE M	792.00	600.76	0.00	Open
02/14/2024	HUNT	31363	FRANCIS, GARNET SUE	999.00	736.47	0.00	Open

Check Register Report For Norvell Township  
For Check Dates 02/14/2024 to 03/13/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/14/2024	HUNT	31364	LAROWE, RICHARD J	720.00	634.32	0.00	Open
02/14/2024	HUNT	31365	STONE, MARION R	432.00	360.47	0.00	Open
Totals:			Number of Checks:	032	19,372.98	16,257.08	0.00
Total Physical Checks:			31				
Total Check Stubs:			1				



Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
320214-322215 6926	DBI BUSINESS INTERIORS OFFICE SUPPLIES 101-262.000-728.000 101-253.000-728.000 101-103.000-728.000 101-215.000-728.000	02/20/2024 JOSWALT	03/20/2024	252.90 81.22 85.98 70.49 15.21	252.90	Open	N 03/04/2024
78916 6927	SPECTRUM PRINTERS, INC VOTE TEST DECKS 101-262.000-900.000	02/29/2024 JOSWALT	03/29/2024	240.00 240.00	240.00	Open	N 03/04/2024
SB301424 6928	AT&T GLOBAL SERVICES, INC LINE MAINT CONTRACT 101-103.000-853.300	02/26/2024 JOSWALT	03/26/2024	61.13 61.13	61.13	Open	N 03/04/2024
MAR24 6929	CAMBRIDGE TOWNSHIP FIRE CONTRACT 206-336.100-818.000	02/29/2024 JOSWALT	03/15/2024	6,950.00 6,950.00	6,950.00	Open	N 03/04/2024
MAR24 6930	NAPOLEON TOWNSHIP MAR 2024 FIRE CONTRACT 206-336.200-818.000	02/29/2024 JOSWALT	03/15/2024	5,646.67 5,646.67	5,646.67	Open	N 03/04/2024
11236 6931	RENEGADE PEST CONTROL QRT PEST TREATMENT 101-265.000-818.000	02/26/2024 JOSWALT	03/26/2024	109.00 109.00	109.00	Open	N 03/04/2024
78621 6932	SPECTRUM PRINTERS, INC AV APP RETURN ENVELOPE 101-262.000-900.000	02/26/2024 JOSWALT	03/26/2024	318.99 318.99	318.99	Open	N 03/04/2024
FEB24 6933	B & B HARDWARE/KELLY FUELS TAPE & POWER STRIP FOR ELECTION 101-262.000-984.000	02/26/2024 JOSWALT	03/16/2024	41.67 41.67	41.67	Open	N 03/04/2024
367340 6934	AMERICAN OFFICE SOLUTIONS COPIER SERVICES 101-103.000-810.100	03/01/2024 JOSWALT	03/31/2024	82.18 82.18	82.18	Open	N 03/04/2024
25186 6935	JACKSON COUNTY TREASURER MAR 2024 POLICE CONTRACT 101-101.000-810.100	01/31/2024 JOSWALT	03/01/2024	7,448.00 7,448.00	7,448.00	Open	N 03/04/2024

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
2265 6936	UNIVERSAL MECHANICAL SERVICES FEB MECH INSP 249-375.000-702.500	03/03/2024 JOSWALT INSPECTION SERVICES	04/02/2024	260.00 260.00	260.00	Open	N 03/04/2024
FEB24 6937	TT PLUMBING LLC FEB 2024 PLUMB INSP 249-374.000-702.500	03/01/2024 JOSWALT INSPECTION SERVICES	03/31/2024	130.00 130.00	130.00	Open	N 03/04/2024
11815 6938	MARK FISH FEB 2024 ELEC INSP 249-373.000-702.500	03/01/2024 JOSWALT INSPECTION SERVICES	03/31/2024	715.00 715.00	715.00	Open	N 03/04/2024
FEB24 6939	WILLIAM SUTHERLAND FEB 2024 MILAGE & FOOD REIMBURSEME 101-171.000-860.100 101-262.000-860.000	03/01/2024 JOSWALT MILEAGE/CAR ALLOTMENT LODGING & MEALS	03/31/2024	84.61 55.61 29.00	84.61	Open	N 03/04/2024
FEB24 6940	JEFFREY OSWALT FEB 2024 MILAGE 101-215.000-860.100	03/01/2024 JOSWALT MILEAGE/CAR ALLOTMENT	03/31/2024	67.80 67.80	67.80	Open	N 03/04/2024
FEB24 6941	GARNET FRANCIS FEB 2024 ELECTION MILAGE 101-262.000-860.100	03/01/2024 JOSWALT MILEAGE/CAR ALLOTMENT	03/31/2024	23.58 23.58	23.58	Open	N 03/04/2024
FEB24 6942	RICHARD LAROWE FEB 2024 MILAGE 101-704.000-860.100	03/01/2024 JOSWALT MILEAGE/CAR ALLOTMENT	03/31/2024	107.20 107.20	107.20	Open	N 03/04/2024
6103 6949	RESTORATIVE LAKE SCIENCES, LLC 2ND QTR CONSULTING CONTRACT 101-534.000-801.000	03/01/2024 JOSWALT PROFESSIONAL SERVICES	04/01/2024	1,411.00 1,411.00	1,411.00	Open	N 03/06/2024
353-2024 6950	SUNRISE ASSESSING SERVICES ASSESSING SERVICES 101-257.000-801.000	03/05/2024 JOSWALT PROFESSIONAL SERVICES	04/05/2024	3,375.00 3,375.00	3,375.00	Open	N 03/06/2024
# of Invoices:	19	# Due:	19	Totals:	27,324.73	27,324.73	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					27,324.73	27,324.73	

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			13,623.06	13,623.06		
	206 - FIRE FUND			12,596.67	12,596.67		
	249 - CONSTRUCTION CODE FUND			1,105.00	1,105.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	101.000 - TOWNSHIP BOARD			7,448.00	7,448.00		
	103.000 - TOWNSHIP OFFICE			213.80	213.80		
	171.000 - SUPERVISOR			55.61	55.61		
	215.000 - CLERK			83.01	83.01		
	253.000 - TREASURER			85.98	85.98		
	257.000 - ASSESSOR			3,375.00	3,375.00		
	262.000 - ELECTIONS			734.46	734.46		
	265.000 - BLDG, & GRDS.			109.00	109.00		
	336.100 - CAMBRIDGE TOWNSHIP			6,950.00	6,950.00		
	336.200 - NAPOLEON TOWNSHIP			5,646.67	5,646.67		
	373.000 - ELECTRICAL INSPECTIONS			715.00	715.00		
	374.000 - PLUMBING INSPECTIONS			130.00	130.00		
	375.000 - MECHANICAL INSPECTOR			260.00	260.00		
	534.000 - WL WEED CONTROL			1,411.00	1,411.00		
	704.000 - ZONING ENFORCEMENT			107.20	107.20		

# Memo

## Norvell Township

To: Norvell Township Board of Trustees

From: Jan Corwin

Date: March 14, 2024

Re: Office Closing Policy – Surrounding Townships

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At the request of Supervisor Sutherland, I looked into the Office Closing Policy for the surrounding Townships.

Below is a comparison of what I found.

In summary, I could find no comparable policies in the neighboring Townships.

<b>Township</b>	<b>Criteria for Closing</b>	<b>Paid/Optional Days</b>	<b>Closing of office decision made by ???</b>
Norvell	Both Columbia and Napoleon School Closed	Paid based on school closing days	N.A.
Napoleon	No set criteria	Optional day decided yearly by Board	Office management the day prior
Columbia	No set criteria	2 days	N.A.
Grass Lk Twp	No set criteria	Paid *	Supervisor
Manchester City	No set criteria	None**	N.A.
Cambridge	12" or more of snow	None**	N.A.

\* If the employees come in to work when the office is closed, they are paid in comp time hours (to be used at the employees discretion) along with their hourly pay for the hours worked.

\*\* Employee can use PTO or choose to not be paid

# Memo

## Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: March 13, 2024

Re: Retaining an Accountant for General Ledger Work

---

As a follow-up to the February 14, 2024, Board meeting, I contacted Scott McClane from the auditing firm for Norvell Township, Markowski & Company, regarding assistance in finding an accountant to assist the Township with updating the General Ledger.

Scott informed me that there is great difficulty in finding qualified CPA's to perform the type of work that the Township is seeking. He said that he knew of an individual that might be able to help us and that he would reach out to that person to see if they were interested or available. I am waiting to hear back from him.

If that person is not available, I will broaden the search.

# Memo

## Norvell Township

To: Norvell Township Board

From: Trustee Haystead – Planner Pacheco

Date: Monday March 5<sup>th</sup>, 2024

Re: Masterplan and future land use map move to board for distribution approval

---

As the board may know, updating the Masterplan and future land use map has been in progress for some time now. With the hiring of Scott Pacheco as the Township Planner, he has assisted the planning commission in their review of the Draft 2024 Master Plan which has been prepared by Carlisle Wortman.

At the December 22, 2023, Planning Commission meeting, the commissioners received the initial draft of the 2024 Norvell Township Master Plan and were tasked with reviewing and providing edits to the draft prior to the January 25, 2024, Planning Commission meeting. The recommended edits were sent to Carlisle Wortman for incorporation into the draft as they were received.

At the January 25, 2024, Planning Commission meeting, the commission received the draft master plans with their edits and discussed the future land use map. At this meeting the Commission made additional recommended revisions to the future land use map for the Planning Consultant.

At the February 28, 2024, Planning Commission meeting, the John Enos from Carlisle Wortman presented the 2024 draft Master Plan with the updated future land use map. Following a discussion and suggestions from the commissioners, more changes were recommended for the future land use map to ensure it maintains the rural characteristics of Norvell Township, in alignment with the Master Plan survey. The following were the suggested changes recommended at the Feb 28, 2024 Planning Commission meeting:

- 1) The properties within the township owned by the state, other governments agencies and other preserves used to preserve open space or as park lands should be shown on the future land use map as conservation.
- 2) The properties shown as industrial off of Lawrence Rd near Wamplers Lake should be shown as Low Density not industrial.
- 3) The two Mobile Home Park (MHP) zoned areas within Norvell Township should be shown as Medium Density and the MHP zoning should be moved from Low Density to Medium Density in the chart in the Master Plan.
- 4) The properties that will take access off of the south side of Ladd Road should have a future land use designation of Rural Residential not Low Density.
- 5) The properties with a future land use designation of Low Density on the south side of Owen Road from Hardcastle to Lawrence and the west side of Lawrence from Owen south to a point equal to the agricultural future land use district off of the east side of Hardcasle should have a future land use designation of rural residential.
- 6) The Properties bordered by Fishville, Eausades, and Lammon should have a future land use designation of Agriculture.
- 7) The Agricultural future land designation should be associated should be with the AG-1 and future RR zoning not the RS-1 zoning.

The recommended changes have been made to the Draft Master Plan and the Future Land Use Map (Attachment A).

At the February 28, 2024 planning commission meeting the commission made a motion to recommend that with the proposed revisions that the Township Board should approve the distribution of the proposed master plan as required in section 41 of the MPEA.

Next Steps:

- 1) If the Township Board approves the distribution of the draft master plan it shall notify the secretary of the planning commission, and the secretary of the planning commission shall send, in the manner provided in section 39(3), a copy of the proposed master plan, for review and comment, to all the required agencies.

2) Once the plan has been sent to the required agencies, these agencies have 63 days to provide comment to the Township. Comments from these agencies are advisory only.

3) After the 63 day review period the Township should make any changes they find necessary to the draft Master Plan and schedule a Planning Commission Public Hearing to review the final draft of the Master Plan.

4) Because the Norvell Township Board has passed a resolution asserting its right to be the approving body for the Master Plan, the Planning Commission will only make a recommendation to the Township Board on the approval of the Master Plan.

5) The Township Board will then need to vote to adopt the plan by a majority vote.

As the board representative to the planning commission, I present the Master plan and future land use map to the township board for consideration. The board can approve the distribution of the draft Master plan for the 63-day comment period.



# Memo

## Norvell Township

To: Norvell Township Board of Trustees

From: Jan Corwin

Date: March 13, 2024

Re: Propane for M-124 Lift Station – Vineyard Lake Sewer

---

With the ending of the Common Fund Agreement and the transfer of ownership of the M-124 lift station, Norvell Township will now be responsible for costs related to the operation of that station.

There is a back-up generator for that lift station in the event of a power outage. It is fueled by LPG (Liquified Petroleum Gas) supplied from a 330-gallon tank that is supplied by Avery Oil & Gas. There is currently an agreement that was entered into by Columbia Township. We need to either enter into our own agreement with Avery or switch providers.

Current usage appears to is less than 500 gallons per year although that can vary based on power outages.

	<b>Avery Oil &amp; Gas</b>	<b>Ferrellgas</b>	<b>Corrigan Propane</b>
Purchase Tank	\$1,800		\$2,341
Rental	\$165 per year if less than 500 gallons used	No cost	\$75 per year
Fuel Cost	\$2.149 per gallon	\$2.89 per gallon	2.049 per gallon
Other costs		\$129 tank install	\$335 Misc. part & Labor (if needed)
	Current contract ends 3/31/2024	\$15 fuel delivery charge	

# Memo

## Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: March 13, 2024

Re: Renewal of Assessing Contract with Sunrise Assessing

---

Sunrise Assessing has been providing services to Norvell Township for the past 3 years. They have been very responsive to residents and staff alike.

When we originally entered into an agreement, we found that it is very difficult to find an assessor and that Sunrise was the most cost-effective option.

As such, I propose that we renew our agreement with Sunrise Assessing without seeking competitive bids.



**Sunrise Assessing Services, LLC**

PO Box 370

Spring Arbor, MI 49283

rscott@sunriseassessingservices.com

Bus: 517-740-9666

February 12,2024

Mr. William Sutherland  
Supervisor, Norvell Township  
Norvell Township Board of Trustees:

Attached please find our proposed contract for the period covering April 1, 2024 though March 31, 2029. We have enjoyed working with you over the past couple of years and hope you are happy with the service we have been able to provide.

The only thing that has been changed in the contract is to the cost structure, to include increases in the event of higher CPIs. We wouldn't anticipate we would see the kind of inflation that we have had over the past two years, but we must take that possibility into consideration so that we are not eroding our ability to perform the duties as outlined.

Thank you for taking the time to review this proposal. We hope to continue this relationship into the future. If you have any concerns or issues you would like to discuss, please reach out to us.

Kindest Regards,

Ruth Scott, MMAO  
CEO, Sunrise Assessing Services

Jessica Casler, MAAO  
COO, Sunrise Assessing Services

# **AGREEMENT FOR PROFESSIONAL CONTRACTOR SERVICES**

**THIS AGREEMENT** (“Agreement”), made and entered into this 1<sup>st</sup> day of April 2024, by and between the **NORVELL TOWNSHIP**, 101 W. Main St., Norvell, MI 49284, hereinafter referred to as “**TOWNSHIP**,” and **SUNRISE ASSESSING SERVICES, LLC**, 1732 Little Dr. Horton, MI 49246, hereinafter referred to as “**CONTRACTOR**.”

## **WITNESSETH:**

**WHEREAS**, it is the intent of the Township to retain Contractor to perform the duties as its certified assessor as an independent contractor; and

**WHEREAS**, Contractor retains qualified personnel with the proper State certification to act in that capacity for and on behalf of the Township; and

**WHEREAS**, the parties wish, by this Agreement, to define their respective rights and responsibilities during the term of this Agreement.

**NOW, THEREFORE**, for and in consideration of the mutual covenants herein expressed, **IT IS HEREBY AGREED** by and between the parties hereto as follows:

## **SECTION I: BASIC SERVICES OF THE CONTRACTOR**

The following are deemed services or requirements included in the compensation of the Contractor under Section III - Payment unless otherwise stated:

### **1.1 Performance By Appointed Assessor:**

By approving this Agreement, the Township Board of Trustees is appointing Ruth A. Scott as the Township Assessor. It is the parties’ intent that Ms. Scott be employed solely by Contractor. The Contractor shall ensure that Ms. Scott has and maintains assessor certification of Michigan Master Assessing Officer (MMAO) during the term of this Agreement.

### **1.2 General Duties:**

The Contractor shall be required to perform all duties of an assessor pursuant to Michigan statutes and laws, and all other rules and guidelines established for the proper performance of said position, and as same may be from time to time amended, while this agreement is in effect, and shall conduct and perform same in accordance with all applicable standards of professional conduct required of such assessors. Said duties shall include, but not be limited to, any and all requirements made effective or promulgated under Michigan Public Act 415 of 1994. In the event material changes in the laws, statutes, rules, guidelines during the term of this Agreement result in a substantial additional work burden on the Contractor, then the Contractor and Township shall renegotiate the compensation paid pursuant to the terms and provisions of this Agreement. For purposes of this paragraph, the term “substantial additional work burden” shall be determined to exist by mutual agreement of the parties to this Agreement, provided, in the event the parties cannot agree as to whether a substantial additional work burden has been imposed upon the Contractor, then the parties shall select a mutually agreeable mediator who shall make such determination and whose determination shall be final, however, said mediator shall not have authority to establish the amount of additional compensation, if any.

### **1.3 Office Hours:**

Two options are available to the Township:

During the term hereof, the Contractor shall maintain three (3) office hours every week at the NORVELL Township Hall at the above address, as follows:

The Contractor shall maintain a minimum three (3) hours every week to maintaining office hours at the Township office for public appointments. The parties shall specifically agree upon a regular schedule for the maintenance of such office hours.

If specified office days of the Contractor fall on a day recognized as a holiday to Township employees, then it will be recognized as a holiday by the Contractor, however, an alternate day agreeable to both parties may be substituted.

Days spent at the Small Claims Division of the Michigan Tax Tribunal shall not count as office days.

### **1.4 Public Relations/Customer Service:**

The Contractor shall work with and advise property owners in the ad valorem taxation system in an attempt to eliminate adversarial situations and establish positive public relations. The parties acknowledge that holding specific office hours for the public is valuable in the process of providing high quality customer service. The Township wants to ensure that members of the public and Township staff that need information from the Contractor, or wish to speak to the Contractor, are able to do so on a convenient basis. In that regard, in addition to the hours specified in Paragraph 1.3, the Contractor agrees to meet with or contact residents and Township staff members beyond normal office hours as appropriate to address their tax assessment-related concerns. Phone calls and answers to e-mails and faxes will be responded to in a timely manner, expected within 24 hours of receipt by the Contractor.

### **1.5 New Construction/Loss Adjustment:**

During the term of this Agreement, the Contractor shall physically observe all new construction and real estate improvements through cooperation with the Zoning/Building Administrator and will review all building permits. The Contractor shall obtain copies of the building permits from the Building Department. Likewise, the Contractor shall physically observe damaged or destroyed properties with respect to the making of any loss adjustments as shall be necessary in the performance of her duties. To assist with this requirement, the Township shall also supply the Contractor with a copy of all fire calls involving improved properties with permanent parcel number attached.

### **1.6 Economic Condition Factors (ECF):**

During the term hereof, the Contractor shall review and prepare new land values and economic condition factors (ECF) by areas and apply these factors to property records so that the current assessment is reflected as 50% of true cash value on the assessment record.

### **1.7 “Proposal A” Requirements:**

The requirements of Michigan Public Act 415 of 1994 and all related property tax reform legislation amendments and updates shall be followed and monitored as required. This includes by example, but is not limited to, the filing of all associated reports and forms to fulfill the following requirements:

- A. Approve or deny homestead and agricultural exemptions;
- B. Track property transfer affidavits, matching them with deeds within 45 days of being filed;
- C. Apportion the homestead portion of a combination-use building;
- D. Determine the homestead status of parcels resulting when homestead parcels are split or combined; and
- E. Calculate both assessed and tentative taxable values for all parcels, taking into consideration losses, new construction and replacement in any given year.

**1.8 Assessment Roll Preparation and Records:**

The Contractor shall enter the assessments onto the Ad Valorem assessment roll, specific tax rolls (IFTs, OPRAs, PILTs, TIFs, Tool & Die Renaissance Recovery Zone, Outside District Fire Roll, etc.), and special assessment rolls or other special assessment rolls and prepare the warrant authorizing the collection of taxes by the Township Treasurer. Contractor shall prepare, obtain and maintain, as necessary or desirable, such property cards, photographs, measurements, sketches, records and documents to meet all requirements set by the Township and/or the State of Michigan regarding such assessment rolls and shall organize same on a basis that will provide easy access and comprehension of the information contained in each respective file and regarding each respective roll.

**1.9 Annual Reports:**

The Contractor shall prepare a report annually summarizing the entire year that shall advise the Township of the overall activities, progress, problems and corrective measures regarding the various aspects of the duties of the Contractor under this Agreement. The Township shall have the right at any time to require the Contractor to make available to the Township, within 48 hours of notice being provided, all records and documents developed and maintained by the Contractor under the terms of this Agreement for review and audit. All time spent in the preparation and presentation of such reports or in gathering and making information available to Township by the Contractor shall be deemed a part of the services contracted under the terms and provisions of this Agreement.

**1.10 Board of Review:**

The Contractor shall have staff available for each of the two (2) March Board of Review sessions. (In the event the Township chooses to hold additional meetings, the Contractor may choose to have a certified staff member in attendance in their absence.) March Board of Review sessions shall be scheduled per availability of the contractor and as provided in the Township's resolutions, within the time limits prescribed by law.

For Governmental Units with less than 2500 parcels, if the Contractor holds adjacent unit contracts and the possibility of a joint Board of Review exists the Township will agree to hold Joint Board of Review sessions.

The Contractor shall provide adequate information to the Board of Review members as to how the assessments, capped and taxable values were determined to allow them to determine how best to decide a taxpayer's appeal; such information, to the extent possible, shall include the following:

- A. Land Value & ECF calculations
- B. Sales "comparable" book to include the following:
  - 1. Current picture
  - 2. Sales price versus assessment at time of sale
  - 3. Building permits issued before or after the sale.

The Contractor shall also attend the July and December Boards of Review in person or virtually. If the Contractor is unable to attend these two sessions, however, the Contractor must supply the Township Clerk with a written agenda for the Board of Review that contains the reasons for all recommended adjustments.

**1.11 Sales and Appraisal Studies:**

The Contractor shall prepare sales studies using available data and evaluate all equalization and/or appraisal studies and respond as appropriate.

**1.12 Forms:**

The Contractor shall file all forms fully completed with the Jackson County Equalization Department, State Tax Commission and other agencies and entities, as required, in a timely manner.

**1.13 Defense of Appeals:**

This Section shall apply to real and personal, IFT and ad valorem property tax appeals.

The Township shall retain ultimate control of all litigation and settlement negotiations and Contractor shall operate under the direction of the Township in any litigation regarding a tax appeal, including appeals to the Small Claims Division.

Any appeal to the Tax Tribunal may result in the Township obtaining competent legal counsel at its expense. If counsel shall desire the assistance of the Contractor in the defense of such appeals, additional fees for preparing necessary appraisals and/or consultation shall be reviewed in advance by the Township and agreed upon on a case-by-case basis. The Township may choose to retain the Contractor to prepare this report or may employ another firm to prepare a supportable and defensible report for an additional fee.

The Contractor shall defend all appeals to the Small Claims Division of the Michigan Tax Tribunal. This shall include, but not be limited to, filing necessary petitions, preparing and submitting such material, statistics and other information as is necessary to properly defend any such appeal, and appearing at all hearings and meetings as are required for the purpose of defending said appeal. Township hereby authorizes Contractor, subject to approval by the Township Supervisor, to settle where Contractor deems it appropriate or advisable any appeal. All the foregoing regarding appeals to the Small Claims Division is deemed to be included the services compensated pursuant to the terms and provisions of this Agreement.

In all other potential appeals to the Michigan Tax Tribunal (Entire Tribunal) or State Tax Commission, the Township shall obtain Legal Counsel to shepherd the case and handle negotiations. Contractor shall provide as part of the services included under the terms and provisions of this Agreement such time and effort as is necessary to properly provide to Township information, documents, analysis and advice as may be required in the determination of the Contractor or the Township to forestall the formal filing of an appeal or to settle a disputed case up to the date of the filing of a petition appealing a decision of the Township or any of its agencies or boards to the Michigan Tax Tribunal or State Tax Commission. After the filing of said petition, the Contractor shall make the appointed assessor available to the Township for such further assistance as is required by the Township in the defense of such appeal. Mileage expenses for out-of-Township travel required for appearance at Tax Tribunal hearings or State Tax Commission hearings shall be reimbursed at the rate per mile recognized by the Internal Revenue Service's allowance for business use of an automobile. In the event of the termination of this Agreement and the necessity for the services of the Contractor for purposes of consulting, review of information,

analysis after the date of termination, the Contractor shall make the appointed assessor available, notwithstanding the termination of this Agreement, for assistance in the defense of such appeals, provided, same shall not apply to appeals filed in the Small Claims Division of the Michigan Tax Tribunal. Contractor shall keep the Township Supervisor informed of appeals and provide the Township Supervisor with any recommendation regarding said proceedings, the manner in which same are to be handled, any proposed settlement and like advice if needed.

The provisions of Paragraph 1.13 regarding appeals shall be and are hereby incorporated regarding any appeal of a personal property tax assessment.

**1.14 Reappraisal Program:**

This contract shall include annual inspection of 20% of the properties in each class. Should the Township desire all properties to be re-inspected in less than a 5 year timeframe, there may be additional charges as well as a contract addendum pursuant to Section 5.1.

**1.15 Personal Property Statements, Canvas and Audits:**

The Contractor shall prepare and maintain the mailing list for personal property tax statements and maintain records for personal property including data entry and calculation of depreciated values and their extension within each statement. The Contractor shall conduct a personal property canvas to ensure equity among business owners within the Township.

**1.16 Equalization Increases:**

The Contractor shall strive to eliminate across-the-board increases in property values by applying any increases received through the Jackson County Equalization Department to appropriate areas by using the economic condition factors hereinabove described, by adjustment of individual property assessments to 50% of true cash value, or as required by the State Tax Commission, in order to achieve maximum equity by class, and in accordance with the latest laws and regulations then in force. The Contractor shall represent the Township when requested by the Township Supervisor by attending any annual Jackson County equalization meetings.

**1.17 Land Division Applications:**

The Contractor shall assist in the land division process, reviewing land division applications for compliance with the Land Division Act and processing all Land Divisions or Combinations approved by the Township Land Division Process.

**1.18 Transportation and Equipment:**

The Contractor shall provide all necessary transportation and field equipment to perform the services and meet the requirements of this Agreement.

**1.19 Indemnification/Employment:**

The parties hereto acknowledge that all personnel, except any current employees of the Township, that may or might be utilized by the Contractor in the performance of its duties hereunder shall, for all purposes, be considered employees of the Contractor and not employees of the Township. The Contractor shall be responsible for Workers' Compensation, Unemployment Compensation, state and federal withholding and payment of personnel. The Contractor shall indemnify the Township and hold the Township harmless from any claim, cause of action or other liability that may or might arise by virtue of any claim of any employee of the Contractor relating to his/her employment by Contractor.



**1.20 Tax Increment Finance Authority:**

The Contractor shall be responsible for the recording of any property value changes, new or loss, on the specific tax rolls (IFTs, LDFA, Commercial Rehab. District OPRAs, PILTs, TIFs, Tool & Die Renaissance Recovery Zone, Outside District Fire Roll, etc.) and special assessment rolls relating to the designation of properties as within the Downtown Development Authority (DDA) District boundaries.

**1.21 Security of Information:**

If any documents, data, drawings, specifications, photographs, property cards, summaries, accounts, reports, software applications or other products or materials are held in the possession of the Contractor outside of the Township offices, then Contractor shall be under an affirmative duty to provide adequate security to safeguard said materials from fire, theft and other hazards of a like nature or type, while same are in possession of the Contractor. Said security measures shall be deemed a part of the Basic Services to be provided hereunder as part of the costs to be born by the Contractor.

**1.22 Additional Services:**

The Contractor is responsible to assist with the creation of special assessment rolls for Township projects such as sewer, street, sidewalk, drain, etc.

**SECTION II: TERM OF AGREEMENT**

**2.1 Contract Period:**

The Contractor shall commence performance of the services herein required on April 1<sup>st</sup>, 2024. Unless sooner terminated, this Agreement shall, by its terms, expire March 31, 2029.

**2.2 Mutual Right of Termination:**

Either party may terminate this Agreement upon ninety (90) days written notice to the other. This right of termination is specifically exercisable at the sole discretion of either party, and requires no just cause or other reason or justification for the exercise thereof. The effective date of such termination shall be ninety (90) days from the date of mailing of such notice by certified mail/return receipt requested.

**2.3 Termination for Cause or Breach:**

Notwithstanding anything to the contrary on this Agreement, either party may, in writing, immediately terminate this Agreement in the event of material breach by the other. In such case, either party may seek such remedies as shall be available, at law or equity.

**2.4 Notice of Termination:**

Upon receipt of notice of termination or upon termination of this Agreement by expiration of its term, the Contractor shall immediately deliver to the Township copies of all data, paper and computer files, drawings, specifications, reports, value estimates, summaries and other information and materials as may have been accumulated by the Contractor in performing the Agreement, whether completed or in process and same shall be in unaltered form, readable by the Township. In the event of the failure or refusal of the Contractor to forthwith deliver the above referenced materials, documents and files, Township may seek a Circuit Court order compelling the production

of same forthwith, and the Contractor herein expressly waives notice of hearing thereon agreeing that a mandatory injunction may immediately issue due to the fact that the failure to receive the stated materials, documents and files will result in irreparable harm to the Township without leaving the Township an adequate remedy at law, thereby entitling the Township to an immediate judgment in its favor in this regard.

**2.5 Amendment/Renegotiation:**

Nothing herein contained shall be construed to limit or abrogate the rights of the parties to modify or amend this Agreement at any time hereafter, provided however, that no such amendment or modification shall be effective unless in writing and duly executed by both parties hereto, through their authorized representatives.

If the Agreement is not renewed or extended prior to its expiration date, and the Township desires to have the Contractor continue on a month-to-month basis, the fee will be negotiated at that time.

**SECTION III: PAYMENT**

**3.1 Compensation for Basic Services:**

During the term of this Agreement, which shall be from April 1st, 2021 - March 31, 2024, unless sooner canceled or terminated under the provisions of Section II herein, the Township agrees to pay to the Contractor for performance of the Basic Services set forth in Section I of this Agreement as follows:

During the period of April 1, 2024 through March 31, 2025, the sum of \$43,600 at a rate of \$ 3633 per month, payable monthly at the beginning of the month.

For each successive year of this contract, annual fees will increase by the Consumer Price Index as calculated by the federal government, with a minimum of 3% and will commence on April 1<sup>st</sup> each year.

**3.2 Proration of Payments on 90-Day Termination:**

In the event this Agreement is terminated pursuant to Paragraph 2.2, Township shall pay Contractor to the date of termination on a prorated daily basis for any part of a month for which services have been rendered by Contractor and for which no compensation has been received.

**SECTION IV: TOWNSHIP RESPONSIBILITIES**

**4.1 Basic Data:**

The Township shall provide access to Contractor to property description files as currently exist as of the date of execution of this Agreement, containing initial information such as property number, legal description, owner and address information, as well as all data that the Township may possess concerning such properties (i.e. measurements, sketches, photographs, etc.). The Contractor shall be provided digital parcel maps.

**4.2 Office Equipment:**

The Township shall provide the Contractor with appropriate tax parcel maps, office space and furniture, telephone, personal computer, printers, copying machine, fax machine, and office supplies (as defined in Paragraph 4.5) as reasonably needed during the duration of this Agreement.

Contractor acknowledges that some of the equipment (i.e. fax, printers, copying machine) is shared among all administrative office personnel, and the Contractor will not have exclusive use of such equipment.

The Contractor shall have remote access to the Township's computer network if possible for the use of the following software products: BS&A Equalizer Assessing & Tax Modules, GIS, Apex sketching and Microsoft Office applications. The Township's Internet website will also have available on-line to the Contractor and the public the property record cards, digital photographs and tax payment information. The Contractor shall not use any other software within the Township's network or download or upload any software to the Township's network, except with the Township's prior written approval. The Contractor shall be liable for any adverse consequence upon the Township's computer network or function caused by any software introduced in the network by the Contractor without prior written consent of the Township.

The Contractor agrees that Township equipment shall be used only for the purposes of fulfilling Contractor's obligations under this Agreement and shall not be used for personal reasons or to conduct other business not authorized under this Agreement.

**4.3 Computer:**

The Township shall supply computer hardware, software and peripherals necessary to fulfill the Contractor's duties under this Agreement. The Township will maintain the hardware, software and peripheral equipment through a regular maintenance program. The Township will back up the system on a daily basis. Any data loss not due to the negligence of the Contractor as a result of hardware or software malfunction will be replaced at the Township's expense.

**4.4 Assessment Notice and Personal Property Statement Printing:**

The Contractor shall assume the responsibility for preparing the assessment notices. In consultation with appropriate Township Officials, Personal Property Statements and Assessment Notices shall be printed and mailed using a company of the Contractors choosing which will print and mail the assessment change notices and Personal Property Statements during the term of this Agreement. The Township will be responsible for printing and postage costs.

**4.5 Office Supplies:**

The Township shall provide the Contractor with office supplies, including computer paper, file folders, hanging folders, assessment notices and forms, postage and such other supplies as shall be necessary for the performance of Contractor's responsibilities hereunder.

**4.6 Legal Counsel:**

The Township shall supply legal counsel, at its expense, for Small Claims and full Tax Tribunal hearings, should the need arise.

**4.7 Staffing Levels:**

All assessing staff necessary for the fulfillment of this contract shall be provided by the contractor.

## SECTION V: REAPPRAISAL AND OTHER NON-BASIC SERVICES

### **5.1 Additional Services (Pricing/Reappraisal):**

In the event that the Township desires to implement some or all of the recommendations made by the Contractor as herein contemplated, the Township may request and the Contractor shall provide such services as are desired by the Township, provided however, an addendum to this Agreement, reduced to writing and executed by both parties, shall set forth the terms and provision under which the additional services shall be rendered. Such addendum shall specify the nature, extent and timetable for the performance of such additional services and establish the rate of compensation therefor.

### **5.2 Implementation/Responsibility:**

The parties acknowledge that it shall be the sole responsibility of the Township to determine the nature and extent of implementation of the Contractor's recommendations under this Section or any other additional, non-basic services. To that end, the Township assumes responsibility for defense of any claim, cause of action or other proceeding that may or might be instituted by the Michigan State Tax Commission, or other entity, arising from any failure, or alleged failure, to implement such recommendations.

## SECTION VI: MISCELLANEOUS PROVISIONS

### **6.1 Relationship Between Township and Contractor:**

In the fulfillment of the services provided herein the Contractor and its employees, agents and officers shall at all times be deemed in a relationship of independent contractor to the Township.

### **6.2 Indemnification/Insurance:**

The Contractor shall secure and maintain general liability and property damage, unemployment, errors and omissions, workers' disability compensation, automobile liability and any other insurance required by law for the Contractor, or its employees, agents or officers as will protect him and the Township from claims (including claims under the Workers' Compensation Acts) for bodily injury, death or property damage that may arise from its negligence or that of its employees in the performance of services under this Agreement or failure to properly perform its duties as described herein. The Contractor shall save the Township harmless and defend and indemnify the Township from any claims for bodily injury, death or property damage that may arise due to its acts or negligence or that of its employees in the performance of services under this Agreement or that arise from his error or omission to properly perform its duties as described herein. Contractor shall, however, have no liability arising out of adjustments to assessments or other actions by Contractor, the Township's Board of Review and/or the Michigan Tax Tribunal if such adjustments or actions result from honest differences of opinion regarding the value of the subject property and if the Contractor established the assessment pursuant to professional assessment standards. The insurance policies shall be in such minimum amounts as shall from time to time be acceptable to the Township or as set by the Township.

A Certificate of Insurance incorporating such requirements and naming the Township (and its officers and employees) as an Additional Insured Party and Certificate Holder along with a certificate showing its premium has been paid and a copy of the policy shall be filed each year with the Township Clerk. Any such insurance policy shall provide that the Township will be given at least thirty (30) days advance notice before cancellation of the policy. The coverages provided by

the General Liability and Automobile Liability policies of the Contractor shall be primary to any insurance maintained by the Township.

**6.3 Non-Assignability:**

The parties to this Agreement acknowledge that, inasmuch as the Agreement is in the nature of a Personal Services Contract, and as the Township's decision to contract with the Contractor is based in part on the perceived expertise and ability of the Contractor, it is agreed that the Contractor's duties and obligations hereunder may not be assigned, transferred nor conveyed without the advance written approval of the Township. Nothing in this Agreement shall prevent the Contractor from employing such employees or agents, as Contractor shall deem reasonably necessary to assist it in the performance of its obligations under this Agreement. Also, in the event that vacation, illness, injury or incapacity in any form, whether elective or imposed, should cause the appointed assessor to be unable to personally fulfill the terms and obligations of this Agreement for a period exceeding three (3) calendar weeks (21 days), Contractor shall provide the Township, at its expense, an appropriately certified Contractor to perform any and all such functions as required by this Agreement for the complete term of the appointed assessor's absence or incapacity. The Township reserves the right to approve or reject, without cause and at its sole discretion, any Contractor designee named to "fill-in" for the contracted assessor for a period exceeding two (2) calendar months (60 days).

**6.4 Professional Standards:**

The Contractor shall be responsible, to the highest levels of competency presently maintained by other practicing professional assessors and appraisers, for the professional and technical soundness, accuracy and adequacy of property valuations, drawings, property inspection data and all other work and materials furnished under this Agreement. At the time of commencement of performance and throughout the term of this Agreement, Contractor shall be properly certified, equipped, organized and financed to perform the services required by this Agreement. Subject to compliance with the requirements of this Agreement, the Contractor shall work independently. The Township and Contractor agree this Agreement is entered subject to the charter and ordinances of the Township and the applicable laws of the State of Michigan.

**6.5 Ownership of Documents:**

All documents, data, drawings, specifications, photographs, property cards, summaries, accounts, reports, software applications and other information, products or materials produced or held by the Contractor, of whatsoever nature or type, in connection with this Agreement shall be the sole property of the Township with the Township having sole and exclusive right, title and interest in any and all records, compilation, documents, papers, maps or manuscripts pertaining to or prepared pursuant to this Agreement. All of the foregoing shall be forwarded to the Township at its request and may be used by the Township as it sees fit. The Township agrees that if any of the foregoing prepared by the Contractor are used for purposes other than those intended by this Agreement, the Township does so at its sole risk and agrees to hold Contractor harmless for such use. All services performed under this Agreement shall be conducted solely for the benefit of the Township and will not be used for any other purpose by Contractor without written consent of the Township. Any information relating to the services shall not be released without the written permission of the Township. The Contractor shall act and preserve the confidentiality of all Township documents and data accessed for use in Contractor's work products to the extent allowed or required by law. Any requests for information under the Freedom of Information Act shall be immediately forwarded to the Township Supervisor for a proper determination of the response to be provided.

**6.6 Attorney's Fees:**

In the event of material breach of this Agreement by either party, it is agreed that the non-defaulting party shall be permitted to recover, in addition to any other remedies as may be available to it, at law or at equity, all reasonable attorney's fees and costs incurred as a direct result or consequence of such breach.

**6.7 Validity:**

If any paragraph or provision of this Agreement shall be determined to be unenforceable or invalid by any court of competent jurisdiction, such provision shall be severed and the remainder of this contract shall remain in force.

**6.8 Survival:**

All express representations, indemnifications or limitations of liability made in or given in this Agreement shall survive the completion of all services of Contractor under this Agreement or the termination of the Agreement for any reason.

**6.9 Controlling Law/Venue:**

This Agreement is to be governed by the laws of the State of Michigan. It is mutually agreed that, in the event of any proceeding, at law or at equity, arising under this Agreement or breach thereof, that the venue of any such action shall be in the County of Jackson and the State of Michigan.

**6.10 Authorization:**

The respective signatories hereto expressly acknowledge that this Agreement is made and entered into with full authority of the Township of Norvell and Sunrise Assessing Services. and that the persons executing this Agreement on behalf of the respective parties have been duly authorized and empowered to make and enter into this Agreement by said Township Board of Trustees and said Contractor.

**6.11 Covenant Not To Discriminate:**

Contractor agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status and to comply with all other State and Federal laws, including but not limited to the Americans with Disabilities Act. Contractor further agrees that any services, programs and activities delivered pursuant to this Agreement shall be delivered without discrimination on the basis of disability, in accordance with the Americans with Disabilities Act and Rules promulgated pursuant thereto.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals the day and year first above written.

**Township of NORVELL:**

By: \_\_\_\_\_

William Sutherland, Township Supervisor

By: \_\_\_\_\_

Jeff Oswalt, Township Clerk

**Sunrise Assessing Services, LLC:**

By: \_\_\_\_\_

Ruth A. Scott, Owner

By: \_\_\_\_\_

Jessica Casler, Owner

# Memo

## Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: March 13, 2024

Re: Remote Access to the Township Network/Server

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The recently contracted Zoning Administrator, Scott Pacheco has requested that the Township configure a workstation so that he can access the Township network and server from a remote location.

I am working on obtaining information and pricing from VC3 on getting that set-up. I am working on getting that prior to the Board Meeting.



# Memo

## Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: March 13, 2024

Re: Job Description for Zoning Administrator/Code Enforcement Officer

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With the resignation of Richard LaRowe, and the search to find a replacement, the Permit Administrator and I have drafted a Job Description for that position.

Attached is that draft for Board review and discussion.

## ZONING ADMINISTRATOR/CODE ENFORCEMENT

### Job Description

#### General Supervision:

The Zoning Administrator is an employee of the government, appointed by the legislative body. They are responsible to the legislative body. The Township Supervisor, however, shall be considered their immediate supervisor. The Zoning Administrator is also subject to the rulings, policies, and contracts of the governing body, as they affect all the employees of the government.

#### **Essential Functions and Responsibilities:**

##### A. Zoning Administration

1. Must become thoroughly familiar with the Norvell Township Zoning Ordinance and appropriate forms.
2. Responsible for the overall administration and enforcement of the Zoning Ordinance.
3. Accepts and reviews zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the application.
4. Reviews pre-application for Land Divisions and/or Boundary Line Adjustments for zoning compliance. Communicates those findings with the Land Division Committee and/or applicant.
5. Conducts a review to ensure proposed land use changes are in compliance with the Zoning Ordinance and Future Land Use Map (Master Plan).
6. Identifies, inventories, and monitors nonconforming uses.
7. Conducts technical reviews, site inspections, and generates staff reports to the Planning Commission, Zoning Board of Appeals and Board of Trustees on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances, and appeals. Attends same meetings as needed. Evening meetings can be expected.
8. Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms; and may propose solutions to any problem encountered in administering the Zoning Ordinance.

## B. Municipal Code/Zoning Enforcement

1. Investigates alleged violations of the Zoning Ordinance and/or Civil Infractions. Advises landowners/applicants of necessary corrective measures. Keeps an inventory of said violations, including dated photographs and/or other evidence.
2. Coordinates the enforcement of the Zoning Ordinance and/or Civil Infractions with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.
3. Submits a written report to the legislative body and planning commission of Zoning Violations/Civil Infractions and status of violations.

## C. Office Administration

1. Administers and follows procedures and policies established for the office.
2. Distributes Zoning Ordinances to Planning Commission Members, Zoning Board of Appeals, and to the public as needed.
3. Keeps the zoning map, text, and office records up to date by recording all amendments and retaining all official documents; and makes copies of the zoning ordinance available to the public.
4. Works with the appropriate staff or offices (such as but not limited to, Township Clerk, Planning Commission, Board of Appeals, secretary) to prepare, publish, post, send and/or deliver public notices and/or meetings and hearings.
5. Ability to write with clarity, to carry basic communications with permit applicants, related government agencies and other offices as necessary.

## D. Public Relations, Assistance, Personal Development

1. Ability to work and communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy.
2. Assists the public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Directs the individual(s) to the proper agency/agencies for other needed permits.
3. Attends professional schools, seminars, webinars and/or conferences as needed to stay up to date on laws, zoning trends, and other information pertinent to zoning.
4. Be accessible to the public with established hours at the Township Hall.

## E. Other

1. Performs other duties as may be specified by the Zoning Ordinance.
2. Accepts other responsibilities as may be directed by the (Planning Commission, Zoning Board, legislative body, Supervisor) as applicable.

## **Employment Qualifications**

### **1. Education**

- A. An employee in this class, upon appointment, should have the equivalent of the following training and experience:
  - 1. Graduation from an accredited high school or GED equivalent with drafting and/or site plan and blueprint reading skills.
  - 2. A deductive, logical system of thought common in reading and interpreting legal documents.
  - 3. An ability to read legal descriptions and similar pertinent documents to zoning administration.
  - 4. Optionally, an associate's or higher degree in planning, geography, economics, or a related field.
- B. Some basic computer skills and knowledge in use of word processing, database, and computer operating systems.

### **2. Experience:**

- A. Prefer individuals who have working knowledge of zoning law or previous experience as a Zoning Administrator.

### **3. Necessary Knowledge, Skills, and Abilities:**

- A. Ability to work and communicate with other elected and appointed officials and the public with appropriate etiquette and diplomacy (written and oral).
- B. Telephone etiquette and skills.
- C. Ability to speak before groups and organizations.
- D. Knowledge of construction and construction terms as appropriate to zoning reviews.
- E. Ability to pay close attention to details.
- F. Must possess good organizational skills
  - 1. Prioritize and schedule workload appropriately.
  - 2. Be able to work independently with little supervision.
  - 3. Meet deadlines.
- G. Must have current, valid Michigan vehicle operator's license and provide own transportation.

H. Physical Requirements:

1. Sitting at a desk to operate computers, review applications and site plans, and meet with public.
2. Prolonged walking over uneven terrain, on stairs, hand grip to pull oneself over obstacles in order to conduct site inspections, perform site inspections, specific studies, and evaluations.
3. Periodic bending, stooping, and kneeling to move items weighing up to 60 pounds from the floor/ground to overhead to obtain stored records, books, files, move objects in the field and to operate various field equipment (soil auger, shovel, tape measure, etc.).
4. Operating a vehicle (including at night) to attend various meetings, site inspections, and other functions.

**4. Working Conditions/Environmental Factors**

- A. Work inside in office conditions some of the time.
- B. Work outside some of the time.
- C. Regularly travel to locations throughout the Township.
- D. Subject to irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible.
- E. Subject to work related calls after hours.

**5. Selection Guidelines**

- A. Formal application, rating of education and experience, oral interview, and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The hours of work and compensation shall be set by the Township Board and reviewed yearly.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Upon termination of contract/employment, the zoning administrator will, within seven (7) days, return to employing government unit all material associated with the zoning administrator position and are the possessions of the Township.

# Memo

## Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: March 13, 2024

Re: Disposition of the 106 E. Commercial Building (current Township Hall)

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As the renovation and construction of the 300 Mill Road building continue and we grow closer to moving the Township offices into that building, the Board needs to begin planning for the future of the current Township Hall.

I am asking the members of the Board to be prepared to discuss ideas on what might be done with that building.

# Memo

## Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: March 13, 2024

Re: Contractor Registration Fee

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Currently, the Township charges a \$10 fee to register a contractor that works in the Township (this is checked/charged when the contractor pulls a permit). The fee is to cover a 3-year period. That period is by calendar year.

This can be problematic. If the contractor's license expires during that period, they are charged the \$10 fee again when their license is renewed.

The permit administrator has suggested several ways that we handle this moving forward,

- Charge the fee only when a contractor registers for the first time with the Township (no renewal fee)
- Run the registration fee concurrently with the contractor's license
- Eliminate the fee

# Memo

## Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: March 13, 2024

Re: Matt Dame Ethics Complaints

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At the February 14, 2024, Norvell Township Board of Trustees meeting, Matt Dame submitted complaints against the Supervisor and Clerk for alleged violations of the Norvell Township Purchase Policy and the Norvell Township Ethics Policy (which he subsequently emailed to all members of the Board).

The Board needs to discuss these allegations.