

**Liberty Township Regular Meeting Minutes**

**January 21, 2025**

**Liberty Township Hall**

**7478 N 41 Rd, PO Box 334**

**Manton MI 49663**

- I. **Call to Order:** The meeting was called to order at 7:30 pm by Supervisor Swanson.
- II. **Roll Call:** Present: Supervisor Brad Swanson, Clerk Amanda Kimbel-Sparks, Trustee Jim Heady,
  - a. Trustee Brian Neihardt arrived at 8:00**Absent:** Treasurer Cynthia Deibert,
- III. **Approve Minutes:** Motion made by Heady, second by Swanson to approve December 11, 2024, Regular Meeting minutes and January 7, 2025, Special meeting minutes. All in favor
- IV. **Agenda:** A motion to approve Agenda made by Kimbel-Sparks, 2<sup>nd</sup> by Heady. All in favor.
- V. **Petitions/Communications:** None currently.
- VI. **Guest Speaker:** None
- VII. **Public Comment:** One member spoke.
- VIII. **Accounts Payable:** Motion to approve and to pay bills and expenses as presented in the January expense report by Heady, second by Swanson. Roll Call: Heady, yes; Swanson, yes; Kimbel-Sparks, yes. Motion passed.
  - a. Motion to pay bills presented at the meeting to O'Dell Outdoor Service of \$400 and Superior Propane of \$554.44 by Kimbel-Sparks, second by Neihardt. Roll Call: yes; Swanson, yes; Kimbel-Sparks, yes; Heady, yes; Neihardt, yes. Motion passed.
- IX. **Introduction/Adoption of Ordinances or Resolutions:** None currently.
- X. **Reports**
  - a. **Supervisor's Report:** Gave verbal report.
  - b. **Clerk's Report:** Gave verbal report:
    - i. Motion to send clerk to MAMC Clerk Institute for \$1196 in Mount Pleasant made by Swanson, seconded by Neihardt. Roll Call: Heady, yes; Swanson, yes; Neihardt, yes; Kimbel-Sparks, yes. Motion passed.
    - ii. Motion to issue December's salary to Deputy Clerk Tanja McCane that was withheld by the treasurer made by Kimbel-Sparks, seconded by Swanson. Roll call: Neihardt, yes; Swanson, yes; Kimbel-Sparks, yes; Heady, yes. All in favor.
  - c. **Treasurer's Report:** Absent. Paper copy of report presented
    - i. Motion to pay Mabel Barnes' Hall manager hours presented at the meeting made by Heady, seconded by Swanson. Roll call: Neihardt, yes; Heady, yes; Swanson, yes; Kimbel-Sparks, no. Motion carried.
    - ii. Motion to approve Mabel Barnes' expenses presented at the meeting made by Kimbel-Sparks, seconded by Neihardt. Roll call: Swanson, yes; Kimbel-Sparks, yes; Heady, yes; Neihardt, yes. All in favor.
  - d. **FOIA Coordinator Report:** Kimbel-Sparks reported that the request for insurance information has been completed.
  - e. **Sexton Report:** Not present.
  - f. **Hall Manager Report:** No parties scheduled for January. Verbally requested Eric Westbrook's refund.
  - g. **WJPC:** Kimbel-Sparks gave verbal report. Next meeting is January 27, at 6:30 in the Wexford County Road Commission building.
- XI. **Unfinished Business**
  - a. **Board of Review alternative:** Clerk to mail out applications to those that have expressed interest.
  - b. **Blight training:** On hold.
  - c. **Audit Committee Report:** Swanson reported. Working on policies.
  - d. **Budget FY 2025-26/Salary resolutions:** Hall manager turned in her budget request.

- e. **Website designer:** Seeking updates on quotes.

XII. **New Business:**

- a. **FOIA Coordinator appointment:**
  - i. Motion to appoint Amanda Kimbel-Sparks as Liberty Township's FOIA Coordinator made by Swanson, seconded by Heady. All in favor.
- b. **Budget Meeting:** Budget hearing set for March 18<sup>th</sup>, 2025, during a regular meeting.
- c. **MTA Conference:** Tabled
- d. **Credit Card Policy:** Made edits.
- e. **Solar/Wind/Battery Storage Ordinance:** Tabled
- f. **ACH Policy:** Tabled

XIII. **Public Comment:** Members of the public spoke

XIV. **Adjourn**

- a. Motion made by Heady, seconded by Neihardt to adjourn at 9:50pm. All in favor.

Minutes prepared by Amanda Kimbel-Sparks, Clerk