

**Liberty Township Regular Meeting Minutes**

**December 11, 2024**

**Liberty Township Hall**

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

**Manton MI 49663**

- I. **Call to Order:** The meeting was called to order at 6:31 pm by Supervisor Swanson.
- II. **Roll Call:** Present: Supervisor Brad Swanson, Treasurer Cynthia Deibert, Clerk Amanda Kimbel-Sparks, Trustee/FOIA Coordinator Joe Hurlburt, Trustee Jim Heady.  
**Absent:** None
- III. **Approve Minutes:** Motion made by Deibert, second by Heady to approve November 11, 2024, minutes. All in favor
- IV. **Agenda:** A motion to approve Agenda made by Hurlburt 2<sup>nd</sup> by Heady. Four yay, Kimbel-Sparks Nay
- V. **Petitions/Communications:** None currently.
- VI. **Guest Speaker:** Update on Chris Grobel, WJPC Planner.
- VII. **Public Comment:** One member spoke about his happiness with the new cemetery water lines.
- VIII. **Accounts Payable:** Motion to approve and to pay bills and expenses as presented in the December expense report by Kimbel-Sparks, second by Heady. Roll Call: Hurlburt, yes; Heady, yes; Deibert, yes; Swanson, yes; Kimbel-Sparks, yes. Motion passed.
  - a. Motion to pay bills presented at the meeting to Wexford County Clerk for \$235.25 and Attorney Bauckham \$175.00 by Swanson, second by Deibert. Roll Call: Deibert, yes; Swanson, yes; Kimbel-Sparks, yes; Heady, yes; Hurlburt, yes. Motion passed.
- IX. **Introduction/Adoption of Ordinances or Resolutions:** None currently.
- X. **Reports**
  - a. **Supervisor's Report:** Update on Extreme Risk Protection Order meeting with Prosecutor Wiggins
  - b. **Clerk's Report:** Gave verbal report:
    - i. Motion to send deputy treasurer and deputy clerk to New Officials Training and to allow all board members to buy updated manuals and materials made by Hurlburt, seconded by Swanson. Roll Call: Deibert, yes; Heady, yes; Swanson, yes; Hurlburt, yes; Kimbel-Sparks, yes. Motion passed.
    - ii. Sara Swanson was named as the Deputy Clerk.
  - c. **Treasurer's Report:** Discussed report presented.
    - i. Motion to allow UHY to complete the ARPA reporting for Liberty Township made by Hurlburt, seconded by Heady. Roll call: Swanson, yes; Deibert, yes; Hurlburt, yes; Kimbel-Sparks, yes; Heady, yes.
    - ii. Tax collection day is December 26, 2024
    - iii. Treasurer to move general funds to Forest Area Federal Credit Union.
  - d. **FOIA Coordinator Report:** No FOIA to report. Swanson confirmed that there are no FOIA's or litigation at the attorney's office.
  - e. **Sexton Report:** Not present. Lee Diebert reported.
    - i. Wreaths Across America will be at the cemetery on December 14, 2024, at Noon.
    - ii. New lock on the gate. Lee Deibert will get the key to the cemetery gate to Swanson. Sexton O'Dell does not want a key.
    - iii. Motion to approve O'Dell Outdoor Services bid for snow removal for this year made by Deibert, seconded by Heady. Roll Call: Deibert, yes; Hurlburt, yes; Heady, yes; Kimbel-Sparks, no; Swanson, yes. Motion passed.
  - f. **Hall Manager Report:** Four parties this month and let O'Dell know of dates for plowing purposes.
  - g. **WJPC:** Kimbel-Sparks gave verbal report. Next meeting is December 16, 2024, at 6:30 in the Wexford County Road Commission building.
- XI. **Unfinished Business**

- a. **Blight training:** Put a hold on blight training for now.
- b. **Letter to Dept of Treasury** Swanson formed an Audit committee to consist of Supervisor Swanson, Treasurer Deibert and Clerk Kimbel-Sparks to address corrective action plan provided by UHY.
- c. **Budget adjustments**
  - i. Motion to approve budget adjustments as presented by Kimbel-Sparks, seconded by Heady. All in favor.
- d. **FOIA LOGS/Policy Costs:** Review FOIA policy next month.
- e. **Website designer:** Tabled for later date.
- f. **Video recording:** Board to pursue/investigate Microsoft Office Teams for livestreaming.

XII. **New Business:**

- a. **Letter to Attorney and Accountant** Supervisor informed the board of communications had between his office and the Attorney and Accountant.
- b. **Expense Reimbursement Policy**
  - i. Motion to approve Expense Reimbursement Policy made by Swanson, seconded by Kimbel-Sparks. Four Ayes, Deibert Nay. Motion passed.
- c. **Attorney Contact Policy**
  - i. Motion to approve Policy on Attorney Use made by Hurlburt, seconded by Deibert. Roll Call: Heady, yes; Hurlburt, yes; Deibert, yes; Kimbel-Sparks, yes; Swanson, yes. Motion passed.
- d. **BluTech sales tax:** When asked, Monroe said that she did not provide tax exemption status to BluTech Data. Kimbel-Sparks offered to complete the collection of sales tax incorrectly paid \$116.40 from BluTech and provide the sales tax exemption form.
- e. **WJPC appointment**
  - i. Supervisor Swanson appointed Clerk, Amanda Kimbel-Sparks as Liberty Townships representative to the Wexford Joint Planning Commission effective immediately seconded by Kimbel-Sparks. Roll Call: Hurlburt, no; Heady, yes; Kimbel-Sparks, yes; Swanson, yes; Diebert, no.
- f. **Board of Review:** Meeting between Colfax Township and Liberty Township scheduled for December 17, 2024, at Colfax Township Hall at 7pm.
- g. **Budget FY 2025-26:** Supervisor Swanson asked for budget reports for all cost centers for FY 2025-26 to be discussed at next month's meeting. Clerk Kimbel-Sparks offered to provide Treasurer and Hall manager five-year comparison reports for budget preparation.
- h. **Meeting schedule:**
  - i. Motion to move regular Liberty Township Board meeting to the third Tuesday of the month made by Swanson, second by Hurlburt. All in favor.
- i. **Hall Manager's Report format:** New form presented to Hall Manager, Mabel Barnes, and Treasurer to track hall rentals and deposits. Discussion on holding deposit at Hall Manager's home vs. depositing.
- j. **New Computers**
  - i. Motion to approve the purchase of new computers from the Computer Store for Treasurer and Supervisor made by Hurlburt, seconded by Deibert. Roll Call: Deibert, yes; Hurlburt, yes; Heady, yes; Swanson, yes; Kimbel-Sparks, yes. Motion passed.
- k. **Hall Managers' Hours** (Presented to Treasurer at the meeting)
  - i. Motion to approve Mable Barnes's three hours as Hall Manager made by Hurlburt, seconded by Heady. Roll Call: Deibert, yes; Hurlburt, yes; Heady, yes; Swanson, yes; Kimbel-Sparks, yes. Motion passed.

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

XIV. **Adjourn**

- a. Motion made by Heady, seconded by Hurlburt to adjourn at 9:29pm. All in favor.