

**Liberty Township Regular Meeting Minutes**  
**February 18, 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 6:30 pm by Supervisor Swanson.
- II. **Roll Call:** Present: Supervisor Brad Swanson, Clerk Amanda Kimbel-Sparks, Treasurer Cynthia Deibert, Trustee Jim Heady, Trustee Brian Neihardt.  
Absent: None
- III. **Approve Minutes:** Motion made by Heady, second by Neihardt to approve January 18<sup>th</sup>, 2025, Regular Meeting minutes. Four Yays, Deibert abstained.
- IV. **Agenda:** A motion to approve Agenda and adding Budget Adjustments, Snow Bids, Westbrook Electric Check, Split Parcels charge, and Admin fee on Tax Collections 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.
  - a. **Accounts Payable:** Motion to approve and to pay bills and expenses as presented in the February expense report by Neihardt, second by Heady. Roll Call: Deibert, yes; Swanson, yes; Kimbel-Sparks, yes; Heady, yes; Neihardt, yes. Motion passed.
  - b. **Budget Adjustments:** Motion to approve budget adjustments by Deibert, seconded by Swanson. Roll Call: Deibert, yes; Swanson, yes; Kimbel-Sparks, yes; Heady, yes; Neihardt, yes. Motion passed.
- VIII. **Introduction/Adoption of Ordinances or Resolutions:** None currently.
- IX. **Reports**
  - a. **Supervisor's Report:** Gave verbal report.
  - b. **Clerk's Report:** Gave verbal report:
  - c. **Treasurer's Report:** Paper copy of report presented
    - i. Tax Collection on February 28, 2025 7am-6pm
  - d. **FOIA Coordinator Report:** None to report.
  - e. **Sexton Report:** Flagpole needs to be replaced.
  - f. **Hall Manager Report:** No parties scheduled for February. Mabel Barnes has resigned as Hall Manager.
    - i. Motion to approve Thin Blue Line Farm LLC for the remainder of the winter season 2025 made by Kimbel-Sparks, seconded by Neihardt. Roll Call: Deibert, yes; Swanson, yes; Kimbel-Sparks, yes; Heady, yes; Neihardt, yes. Motion passed.
  - g. **WJPC:** No report. Next meeting is February 24, 2025, at 6:30 in the Wexford County Road Commission building.
- X. **Unfinished Business**
  - a. **Board of Review alternate:**
    - i. Motion to accept Lillian Judy Heady as our Board of Review representative made by Swanson, seconded by Deibert. All in favor. MOTION PASSED.
  - b. **Audit Committee Report:** Swanson reported. Working on policies.

- c. **Paychex access** Motion to approve Clerk, Amanda Kimbel-Sparks as Super Administrator access at Paychex by Kimbel-Sparks, seconded by Neihardt. Swanson, Neihardt, Kimbel-Sparks yay; Deibert and Heady nay. Motion passed.
- d. **Budget FY 2025-26/Salary resolutions:**
  - i. Motion to have a Special meeting on March 6, 2025 at 9am to discuss:
    - 1. Salary Resolutions
    - 2. Budget discussion
    - 3. Hall Manager appointment/salary
    - 4. Deputy policy
 Made by Deibert, seconded by Kimbel-Sparks. All in favor. MOTION PASSED.
- e. **Website designer:** Motion to approve quote from Allpro made by Heady, seconded by Neihardt. Roll Call: Deibert, yes; Swanson, yes; Kimbel-Sparks, yes; Heady, yes; Neihardt, yes. Motion passed.
- f. **Credit Card Policy:** Motion to approve the Credit Card Policy with corrections made by Swanson, seconded by Neihardt. Four yays, Deibert, no. Motion passed.
- g. **ACH Policy:** Motion to accept the ACH policy with the addition of Treasurer and Clerk will reciprocate all information in a timely manner made by Deibert, seconded by Heady. All in favor. MOTION PASSED.
- h. **Solar/Wind/Battery Storage Ordinance:** Tabled
- i. **MTA Conference March 31-April 4, 2025** Motion to send those that are able to the MTA 2025 Conference in Grand Rapids made by Swanson, seconded by Deibert. Roll Call: Deibert, yes; Swanson, yes; Kimbel-Sparks, yes; Heady, yes; Neihardt, yes. Motion passed.

XI. **New Business:**

- a. **Deputy policy** tabled
- b. **Microsoft Office subscription**
  - i. Motion to upgrade Microsoft Office to a five users package made by Swanson, seconded by Kimbel-Sparks. All in favor. MOTION PASSED.
- c. **Hall Manager Position** tabled
- d. **Budget meeting March 18, 2025**
- e. **Waste hauler for Cleanup day (May 3, 2025, 9a-1p)** Neihardt to reach out for quotes.
- f. **Split parcels fee** tabled
- g. **Fire Contract** – tabled
- h. **Admin fee for tax collection** tabled

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

XIII. **Adjourn**

- a. Motion made by Heady, seconded by Neihardt to adjourn at 9:38pm. All in favor. MOTION PASSED.