

Liberty Township Special Meeting Minutes
March 6, 2025
Liberty Township Hall
7478 N 41 Rd, PO Box 334
Manton MI 49663

Call to Order: The meeting was called to order at 9:00am by Supervisor Swanson.

Roll Call: Present: Supervisor Brad Swanson, Clerk Amanda Kimbel-Sparks, Trustee Jim Heady, Trustee Brian Neihardt.

Absent: Treasurer Cynthia Deibert-hand delivered resignation dated March 5, 2025, stating effective April 7, 2025

Agenda: A motion to approve Agenda and adding Public Comment made by Kimbel-Sparks, 2nd by Neihardt. All in favor. Motion passed.

Public Comment: One member spoke.

Purpose of the meeting

- 1. Westbook Electric, Thin Blue Line Farm and Staples invoices**
 - a. Motion to void check #6612 to Westbrook Electric and reissue replacement check for \$242.00 made by Kimbel-Sparks, 2nd by Heady. Roll call vote: Neihardt, yes; Heady, yes; Swanson, yes; Kimbel-Sparks, yes. Motion passed.
 - b. Motion to pay Staples and Thin Blue Line Farms LLC invoices made by Neihardt, 2nd by Heady. Roll call vote: Swanson, yes; Kimbel-Sparks, yes; Heady, yes; Neihardt, yes. Motion passed.
- 2. Board of Review Alternate** Swanson gave verbal update
- 3. Audit Committee update**
 - a. Motion to dissolve Audit Committee made by Kimbel-Sparks, 2nd by Swanson. All in favor. Motion passed unanimously.
- 4. Paychex vs. QuickBooks**
 - a. Motion to stay with Paychex for payroll processing made by Neihardt, 2nd Heady. Roll call vote: Swanson, yes; Kimbel-Sparks, yes; Heady, yes; Neihardt, yes. Motion passed.
- 5. Treasurer Administrative Fee/Split parcel fee**
 - a. Motion to ~~table~~ POSTPONE the Administrative Fee made by Neihardt, 2nd by Heady. All in favor. Motion passed unanimously.
 - b. Motion to allow assessor to charge \$50 for split parcels service to the property owner made by Kimbel-Sparks, 2nd Heady. Roll call vote: Swanson, yes; Kimbel-Sparks, yes; Heady, yes; Neihardt, yes. Motion passed unanimously.
- 6. Deputy policy**
 - a. Motion to approve the new Deputy policy presented made by Heady, 2nd Swanson. All in favor. Motion passed unanimously.
- 7. Hall Manager/Sexton appointment/salary**
 - a. Motion to adopt Hall Manager/Assistant Hall Manager job descriptions with the correction of creating the Hall Manager salary as \$100 per month and Assistant Hall Manager as \$16/hourly made by Neihardt, 2nd Heady. All in favor. Motion passed

unanimously.

- b. Motion to adopt Sexton/Assistant Sexton job descriptions with the correction of creating the Sexton salary as \$100 per month and Assistant Sexton as \$16/hourly made by Neihardt, 2nd Hedy. All in favor. Motion passed unanimously.
- c. Motion to appoint Amanda Kimbel—Sparks as the Hall Manager and Sexton and to assume the duties of the approved job descriptions and salaries made by Swanson, 2nd Hedy. Roll call vote: Swanson, yes; Neihardt, yes; Kimbel-Sparks, yes; Hedy, yes. All in favor. Motion passed unanimously.

8. Salary Resolutions

- a. Motion to accept salary resolution for Trustee office to \$3000 a year paid monthly, effective April 1, 2025, made by Kimbel-Sparks, 2nd Hedy. Roll call vote: Swanson, yes; Hedy, yes; Neihardt, no; Kimbel-Sparks, yes. Motion passed.
- b. Motion to accept salary resolution for Supervisor office to \$8676 a year paid monthly effective April 1, 2025, made by Kimbel-Sparks, 2nd Hedy. Roll call vote: Neihardt, no; Hedy, yes; Swanson, no; Kimbel-Sparks, yes. Tie vote. Motion fails.
- c. Motion to accept salary resolution for Clerk's office to \$18,600 a year paid monthly effective April 1, 2025, made by Swanson, 2nd Hedy. Roll call vote: Swanson, yes; Hedy, yes; Neihardt, no; Kimbel-Sparks, yes. Motion passed.

9. Budget discussion All items covered.

Public Comment: Members of the public spoke

Adjourn

Motion made by Hedy, seconded by Neihardt to adjourn at 12:07pm. All in favor. MOTION PASSED.

Minutes prepared by Amanda Kimbel-Sparks, Clerk