

Liberty Township Regular Meeting Minutes
April 17, 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 6:30PM by Supervisor Swanson.
- II. **Roll Call:** Present: Supervisor Brad Swanson, Clerk Amanda Kimbel-Sparks, Treasurer Tanja McCane-Clark, Trustee Jim Heady, Trustee Brian Neihardt
- III. **Approve Agenda** Motion to approve agenda and add Flagpole bid under New Business made by Heady, seconded by McCane-Clark. All in favor.
- IV. **Approve Minutes of last meeting** Motion to approve minutes from March 18, 2025, made by Neihardt, seconded by Heady All in favor.
- V. **Petitions/Communications** None
- VI. **Guest Speaker** None
- VII. **Public Comment (3-minute limit)** None
- VIII. **Accounts payable**
 - a) Motion to approve accounts payable except for Colfax invoice of 246.16 made by Swanson, seconded by Heady. Roll Call vote: Swanson, yes; Kimbel-Sparks, yes; McCane-Clark, yes; Heady, yes; Neihardt, yes. All in favor.
 - b) Motion to purchase computer for Treasurer office for \$639 from Cadillac Computer made by Kimbel-Sparks, seconded by Swanson. Roll Call: Swanson, yes; Heady, yes; McCane-Clark, yes; Kimbel-Sparks, yes; Swanson, yes. All in favor.
 - c) Motion to approve reimbursement check of \$29.64 to Amanda Kimbel-Sparks for ceiling light repair made by Swanson, seconded by McCane-Clark. Roll call: McCane-Clark, yes; Swanson, yes; Kimbel-Sparks, yes; Heady, yes; Neihardt, yes. All in favor.
- IX. **Reports**
 - a) **Supervisor Report** Verbal
 - b) **Clerk's Report** Verbal
 - i) Motion to send the Clerk to the MAMC Conference in June for approximately \$1280 in Muskegon made by McCane-Clark, seconded by Heady. Roll Call: Heady, yes; Kimbel-Sparks, yes; McCane-Clark, yes; Neihardt, yes; Swanson, yes. All in favor.
 - c) **Treasurers Report** Written
 - i) Motion to authorize Treasurer Tanja McCane-Clark; Deputy Treasurer Sharon Godell-Lutke; Clerk Amanda Kimbel-Sparks, and Deputy Clerk Sara Swanson as signatories and authorized users on the General Fund Checking bank account at Forest Area Federal Credit Union and remove Cynthia Deibert and Ralph Lee Diebert; and to add Treasurer Tanja McCane-Clark and Deputy Treasurer Sharon Godell-Lutke to the Tax Account at Forest Area Federal Credit Union and remove Cynthia Deibert and Ralph Lee Diebert made by Kimbel-Sparks, seconded by McCane-Clark. Roll Call: Heady, yes; Kimbel-Sparks, yes; McCane-Clark, yes; Neihardt, yes; Swanson, yes. All in favor.
 - d) **FOIA Coordinator Report** None
 - e) **Sexton report** Verbal
 - i) Motion to approve Cemetery Celebration policy with one correction made by Neihardt, seconded by Heady. All in favor.

- ii) Motion to accept a bid from Thin Blue Line Farms LLC of \$600 to replace metal 30ft flagpole with new metal 30 ft flagpole made by McCane-Clark, seconded by Swanson. Roll Call: Heady, yes; Kimbel-Sparks, yes; McCane-Clark, yes; Neihardt, yes; Swanson, yes. All in favor.
- iii) Motion to approve Debit Card Policy made by Neihardt, seconded by Heady. All in favor.
- iv) Motion to purchase veteran's flags for the cemetery from Bostick's Drug for \$150 made by Kimbel-Sparks, seconded by Heady. Roll Call: Neihardt, yes; Heady, yes; McCane-Clark, yes; Kimbel-Sparks, yes; Swanson, yes. All in favor.
- f) **Hall Manager Verbal**
 - i) Motion to purchase digital doorknobs for front and rear entrance doors made by McCane-Clark, seconded by Heady. Roll call McCane-Clark, yes; Heady, yes; Kimbel-Sparks, yes; Neihardt, yes; Swanson, yes. All in favor.
- g) **Joint Planning Commission Report** Annual Meeting April 28, 2025, 6pm at WC Road Commission.

X. Unfinished Business

- a) **Treasurer's resignation/salary**
 - i) **Discuss Certified Letter from Deibert**
 - ii) **Discuss Attorney Email Regarding Pay for Treasurer Cyn Deibert**
 - iii) **Discuss Audit Report of Treasurer Deibert Files**
 - iv) **Discuss new Auditor**
- b) **Rekey Locks** discussed in Hall Managers report
- c) **ARPA Report** Clerk reported that the final report and funds have been completed,

XI. New Business

- a) **Website update** Still working on
- b) **Lawn mowing bid** Board to seek additional bids
 - i) Motion to approve Thin Blue Line Farms LLC for a spring cleanup of the cemetery and a one-time mowing of the cemetery and hall made by Kimbel-Sparks, seconded by McCane-Clark. All in favor.
- c) **Treasurer PO Box**
 - i) Motion to obtain a post office box for the treasurer's official address made by Kimbel-Sparks, seconded by Neihardt. All in favor.
- d) **Flyer/Info/Newsletter** Work in progress.
- e) **Memorial Day Ceremony - Guest Speaker May 26, 2025**
- f) **Twp Clean Up Day - Sat. May 3, 9a-1p** same weekend as prom
- g) **Post Audit Policy**
 - i) Motion to adopt the Post Audit policy made by Neihardt, seconded by Heady. All in favor.
- h) **Consent Agenda Policy**
 - i) Motion to adopt the Consent Agenda policy made by Heady, seconded by Neihardt. All in favor.
- i) **Collections Policy** presented as is.
- j) **Investment Policy** presented as is.

XII. Public Comment (3-minute limit) members spoke

XIII. Adjourn Motion made by Heady, seconded by McCane-Clark to adjourn at 9:05pm. All in favor.