

**Liberty Township Regular Meeting Minutes**  
**August 19, 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, Absent: Trustee Brian Neihardt
- III. **Agenda**
  - a) Motion by Kimbel-Sparks to move item XI.c. Hall Use Attorney meeting to before the first public comment, and to approve agenda seconded by McCane-Clark. Motion carried.
- IV. **Minutes of last meeting**
  - a) Motion by Heady to approve minutes from July 15, 2025, seconded by Kimbel-Sparks. All in favor.
  - b) Motion by Swanson to add MOTION MADE BY NEIHARDT TO ALLOW LIBERTY LADIES AID ITEMS TO STAY IN THE HALL SECONDED BY HEADY. NO VOTE TAKEN to July 29, 2025, Special Meeting minutes seconded by Heady. 3 Yes, Kimbel-Sparks, nay. Motion carried.
  - c) Motion by Heady to approve minutes from June 29, 2025, with the addition listed above seconded by Swanson. 3 Yes, Kimbel-Sparks, nay. Motion carried.
- V. **Minutes of Special Meeting, July 29, 2025,** Motion by Heady to approve the Special Meeting minutes of July 29, 2025, seconded by Swanson. 3 Yes, Kimbel-Sparks, nay. Motion carried.
- VI. **Petitions/Communications**
  - a) Anonymous letter read aloud.
- VII. **Guest Speaker** None
- VIII. **Public Comment (3-minute limit)** Members of the public spoke.  
**XIc. Hall Use Attorney Meeting** Attorney recommended creating a committee consisting of two members of the board and two members of the Liberty Ladies aid to create a contract for Hall rentals and storage of items on township property.
  - a. Supervisor Swanson appointed Tanja McCane-Clark, Brian Neihardt and one member of the public, Eleanor Sosenko, a Liberty township resident.
  - b. Liberty Ladies Aid declined to appoint two members from their group until next month's regular meeting.
- IX. **Accounts payable**
  - a) Accounts Payable
    - i) Motion by McCane-Clark to approve the August and July expense report, seconded by Heady. Roll call: McCane-Clark, yes; Heady, yes; Kimbel-Sparks, yes; Swanson, yes. All in favor
- X. **Reports**
  - i) **Supervisor Report** Verbal
    - (1) Motion by Swanson to allow Supervisor Brad Swanson to attend the Supervisor's retreat hosted by the MTA in Frankenmuth for \$367 registration, two-night stay in a hotel and milage, seconded by Kimbel-Sparks. Roll Call: McCane-Clark, yes; Heady, yes; Kimbel-Sparks, yes; Swanson, yes. Motion carried.
  - ii) **Treasurers Report** Verbal
  - iii) **Clerk's, FOIA Coordinator, Sexton, Hall Manager report** Verbal
    - (1) **Budget vs Actual Report** Discussion and review. Will add Budget Adjustments to next month's Agenda

XI. **Unfinished Business**

- a) **660 Audit Report** – Assessor is finalizing the report for submission.
- b) **WJPC – Start the process over**
  - i) Motion by Kimbel-Sparks to pay the invoice from WJPC of \$3341.89 for the FY 25/26, seconded by McCane-Clark. Roll call: Heady, yes; McCane-Clark, yes; Kimbel-Sparks, yes; Swanson, yes. Motion carried.
- c) **Hall Use** Moved up in the agenda
- d) **Inventory/Assets Management**
  - i) Supervisor Swanson requested an inventory of assets from each cost center for next meeting as well as a policy for disposal of property.

XII. **New Business**

- a) **MERS** Motion by Kimbel-Sparks to allow Liberty Township employees to participate in MERS program, seconded by McCane-Clark. Motion carried.
- b) **Live Stream update** Not pursuing currently.

XIII. **Public Comment** (3-minute limit) Members spoke.

- a) Motion by Swanson to close the public comment, seconded by McCane-Clark. Motion carried.

XIV. **Adjourn** Motion made by Heady, seconded by McCane-Clark to adjourn at 9:25pm. Motion carried.

Minutes prepared by *Amanda Kimbel-Sparks, Clerk*