

**Liberty Township Regular Meeting Minutes**  
**October 21, 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 Treasurer Tanja McCane-Clark, Trustee Brian Neihardt, Clerk Amanda Kimbel-Sparks, Trustee Jim Heady Absent: None
- III. **Public Comment:** Several members spoke.
- IV. **Agenda**
  - a) Motion by Neihardt to approve agenda seconded by Heady. All in favor.
- V. **Guest Speaker-** None
- VI. **Action Items**
  - a) **WJPC – Discuss allowing Board to reach out to the attorney to discuss the Public Hearing Monday, November 10, 2025, at 6:30pm** Discussion. No motion.
  - b) **Decide if the Board wants the Attorney at the Public Hearing** Motion by Kimbel-Sparks to have Cindy Wotila attend our public hearing on November 10, 2025, seconded by Heady. Roll call: Kimbel-Sparks, yes; McCane-Clark, yes; Heady, yes; Swanson, yes; Neihardt, yes. All in favor.
  - c) **Determine if Liberty will rent out storage space and cost** Postpone
  - d) **Discuss/Edit/Approve new Hall Rental Agreement** Discussion
    - i) **Determine if the Attorney should review new Hall Rental Agreement** Motion by Swanson to run the Liberty Township Rental agreement contract by the attorney for review and comment, seconded by Kimbel-Sparks. Roll call: McCane-Clark, yes; Kimbel-Sparks, yes; Heady, yes; Swanson, yes; Neihardt, yes. All in favor.
  - e) **Discuss Liberty Ladies Aid Draft Contract** Liberty Ladies Aid delivered two draft contracts for Liberty Township's consideration and two FOIA requests. Mary Hallet spoke.
  - f) **Approve Property Management Policy** Motion by Neihardt to approve Property Management Policy, seconded by Heady. All in favor.
  - g) **Budget Centers to provide inventory** Forms submitted by Kimbel-Sparks.
  - h) **Create/Discuss Zoning/Planning Board for Liberty Township** Postpone
  - i) **Discuss and approve Early Voting Agreement with Wexford County** Motion by Swanson to approve the Early Voting Agreement, seconded by Heady. All in favor.
  - j) **Discuss and Decide Cemetery open hours (currently 8a-8p, May 1-Oct 1.)** Change hours of operations to 30 minutes after sunrise until 30 minutes before sunset. Present in November regular meeting.
  - k) **Discuss Cemetery Quiet Hours** Add Quite hours of Friday at 5pm through Sunday at sunset. Present at November meeting.
  - l) **Discuss Snow Removal Contract/Lawn Maintenance Contract** Motion by Swanson to hire KT Moore Lawn for fall clean up and brush hog service, seconded by Kimbel-Sparks. Roll call: Swanson, yes; Kimbel-Sparks, yes; Heady, yes; Neihardt, yes; McCane-Clark, yes. Motion carried.  
Motion by Swanson to approve the bids presented for Lawn Care and Snowplowing services from KT Moore Lawn, seconded by McCane-Clark. Roll call: Kimbel-Sparks, yes; Neihardt, yes; Swanson, yes; McCane-Clark, Heady, yes. Motion carried.
- VII. **Approve Minutes of September 16, 2025, Regular Board Meeting including closed session** Motion by McCane-Clark to approve regular September 16, 2025, minutes, seconded by Heady. All in favor. Motion by Neihardt to approve the closed session minutes of September 16, 2025, seconded by Heady. All in favor.
- VIII. **Budget vs Actual Report** Reports were presented and discussion was had.

IX. **Consent Agenda (All can be approved with one motion)**

a) Accounts payable

b) Officer's Reports

i) Supervisor's Report Note\* Fire Protection Open meeting at Colfax Township Hall on October 22, 2025, at 7PM.

ii) Treasurer's Report

iii) Trustee's Report

iv) Clerk's Report

v) Sexton

vi) Hall Manager

vii) FOIA Coordinator

(1) Motion made by Kimbel-Sparks to approve the consent agenda, seconded by Swanson. All in favor.

(2) Motion by Swanson to approve expenses presented at the meeting; BMB Irrigation, Thin Blue Line Farms, McCurdy, Wotila & Porteous, MTA online subscription and Supervisor Expenses, seconded by Heady. Roll call: Heady, yes; Neihardt, yes; McCane-Clark, yes; Swanson, yes; Kimbel-Sparks, yes. All in favor.

X. **Public Comment (3-minute limit)** One member spoke.

XI. **Adjourn** Motion to adjourn made by Neihardt, seconded by McCane-Clark at 9:00pm. All in favor.

Minutes prepared by *Amanda Kimbel-Sparks, Clerk*