

**Liberty Township Regular Meeting Minutes
December 16, 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:**
 - a) Present: Supervisor Brad Swanson, Trustee Brian Neihardt, Clerk Amanda Kimbel-Sparks, Trustee Jim Heady, *Treasurer, Tanja McCane-Clark.*
 - b) Absent: ~~Treasurer Tanja McCane-Clark~~ None
 - c) Cynthia Wotila of McCurdy, Wotila and Porteous, Liberty Township Attorney
- III. **Public Comment:** ~~Several members spoke.~~ *Motion by Swanson to cancel first public comment to be respectful of everyone's time and jump into Action Items a. and b. then to the guest speaker Jeff Anderson of MiClass, seconded by Kimbel-Sparks. All in favor.*
- IV. **Agenda**
 - ~~a) Motion by Heady to approve agenda adding under VI. Action Items g) MI Class and h) Veteran Speaker for Wreaths Across America seconded by Neihardt. All in favor.~~
 - a) *Motion by Swanson to approve agenda with edits, seconded by Neihardt. All in favor.*
- V. **Action Items**
 - a) **Discuss/Edit/Approve new Hall Rental Agreement**
 - i) *Motion by Heady to approve Hall Rental Agreement with edits, seconded by Neirhardt.*
 - ii) *Motion by Kimbel-Sparks to incorporate Hall Use Agreement and begin collecting rent immediately. No second. Motion failed.*
 - iii) *Motion by Kimbel-Sparks to incorporate the Hall Use Agreement and begin collecting rent from Liberty Ladies Aid and all parties on January 1, 2026, seconded by Swanson. Roll call: Swanson Yes; Heady, yes; Neihardt, no; McCane-Clark, yes; Kimbel-Sparks, yes. Motion passed.*
 - b) **WJPC – Create findings documents with attorney**
 - i) *Motion by McCane-Clark to approve and accept the written Facts of Finding presented by attorney, seconded by Heady. Roll Call: Kimbel-Sparks, yes; Neihardt, yes; McCane-Clark, yes; Heady, yes; Swanson, yes. All in favor.*
- VI. **Guest Speaker-** Jeff Anderson of MiClass
- V. **Action items cont. (Trustee Neihardt excused departure)**
 - c) **Increase prices in Cemetery**
 - i) *Motion by Kimbel-Sparks to raise the full burial price from \$550 to \$650, seconded by Swanson. All in favor.*
 - d) **Approve 2026 Meeting Schedule**
 - i) *Motion by McCane-Clark to approve schedule, seconded by Heady. All in favor.*
- VII. **Approve Minutes of November 18, 2025, Regular Board Meeting** ~~Motion by Neihardt to approve the October 21, 2025, regular board meeting minutes, seconded by Heady. All in favor.~~

c) *Motion by Swanson, seconded by McCane-Clark to approve November 18, 2025, regular board meeting minutes. All in favor.*

VIII. **Approve Minutes of Public Hearings on November 10, 2025, and December 9, 2025**

c) *Motion by Kimbel-Sparks to approve minutes from public hearings on November 10, 2025 and December 9, 2025, seconded by McCane-Clark. All in favor.*

IX. **Budget vs Actual Report** ~~Reports were presented and budget adjustments next month.~~

c) *Motion by McCane-Clark to approve budget adjustments, seconded by Heady. Roll call: McCane-Clark, yes; Heady, yes; Swanson, yes; Kimbel-Sparks. All in favor.*

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

c) **Accounts payable**

d) **Officer's Reports**

i) **Supervisor's Report** Emailed

ii) **Clerk's Report Sexton, Hall Manager, FOIA Coordinator** Emailed

(1) *Motion made by Kimbel-Sparks to approve the consent agenda, seconded by Swanson. Roll call: Neithard, yes; Kimbel-Sparks, yes; Swanson, yes; Heady, yes; All in favor.*

(2) ~~*Motion by Swanson to approve expenses presented at the meeting: KT Moore Lawn for \$672 and Municipal Underwriters for \$7480, seconded by Kimbel-Sparks. Roll call: Kimbel-Sparks, yes; Swanson, yes; Neihardt, yes. Heady, yes; All in favor.*~~

XI. **Public Comment (3-minute limit)** ~~One~~ members spoke.

c) *Motion by Swanson to close public comment, seconded by McCane-Clark. All in favor.*

XII. **Adjourn** Motion to adjourn made by Heady, seconded by ~~Neihardt~~ Swanson at ~~8:21pm~~ 8:14pm. All in favor.

Minutes prepared by *Amanda Kimbel-Sparks, Clerk*