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| <p style="text-align: center;"> YANKEE SPRINGS TOWNSHIP BOARD OF TRUSTEES Special Board Meeting Regarding Facilities Wednesday, August 15, 2018 6:00 p.m. Yankee Springs Township Hall 284 N. Briggs Rd., Middleville, Michigan 49333 MINUTES </p> | <p> FINAL MINUTES Page 1 of 3 YST Bd Trustees 8.15.18 Draft Circulate/jcl Approved 9/13/2018 </p> |
| <p> Meeting called to order at 6:01 p.m. by Supervisor Mark Englerth. <u>PLEDGE OF ALLEGIANCE</u> <u>Roll Call:</u> Present: Jansma, J. Lippert, Englerth, Boysen. <u>Absent with Notice:</u> VandenBerg <u>Staff Present:</u> Sandy Marcukaitis <u>Visitors:</u> 1 (not including staff present) Larry Knowles </p> | <p> CALL TO ORDER PLEDGE ROLL CALL </p> |
| <p> <u>Purpose of Meeting:</u> To Discuss Facilities (Township Office) and immediate repairs needed. Mark Englerth mentioned trying to open a window for A. Jansma for fresh air and now having to replace it. Englerth noted that painting of walls and ceilings in main office had to be done, and replacement of carpet. Windows in the assessor's and clerk's offices are seal-failed as well. Discussion took place regarding having a working office while having remodel/repair work done. Desks, phones and computers will be moved in the hall. Continued discussion took place. <u>The following were some of the items discussed:</u> <ul style="list-style-type: none"> • Bidding and one RFP (Request for Proposal). • Mike Boysen will write up RFP for work that needs to be done to be published. • Time needed to move out of the main office, have work done, and move back in. • Jansma noted that nothing can be done until Sept. 21st (taxes due on 14th). • It was noted Dan Scheuerman's office is currently very busy. • Also noted: "If you are tripping on carpet, you can cut it out in a few minutes," commented M. Boysen. • A. Jansma mentioned having the windows -done as well. • Noted by A. Jansma: Security is an issue. • M. Boysen commented that the building doesn't serve the needs of the community. • Englerth commented that residents in the community can use the hall and it won't take away from the private sector. • Mention was made of possibly selling the current township hall and office and moving location to the fire station location. </p> | |

Some of the discussion items: (continued)

- J. Lippert commented that the community does use the township hall, just as the park is used by the community.
- When putting an ad out for bids – we need to have one specific list for all bidders – in order to have “apples for apples” bids.
- Discussion took place on whether or not to have a General Contractor.
- Carpet tiles are more expensive vs. roll carpet.
- Hiring local trades?
- PCI information from Tom Thompson regarding remodel was given to A. Jansma and she passed the information on to M. Boysen.
- Bidding out depends on scope of project, and if an engineer or GC is in charge.
- Door frame on Treasurer’s office needs replacement.
- Being a good steward of public funds was noted.
- M. Boysen ballparked the dollar figure of the remodel at \$10,000 - \$15,000 (closer to \$10K).
- Speed of completing project is important.
- Work dates for project: Friday thru Wednesday. Thursdays are for meetings.
- What is the comfort level for finding local persons on this vs. an RFP situation?
- Englerth will get the numbers for the carpet. (Carpet prices).
- Putting expectations in ink is needed.
- Advertising and doing due diligence. Ad to say: YS Twp. is doing some light remodeling which includes: moving out furniture, removing and re-installing new carpet, and painting. If interested, please contact: M. Boysen or A. Jansma.
- Jansma commented that she’d rather have “we” the board be in charge rather than Alice being in charge.
- Boysen commented that he could handle phone calls.

The board committed to lay carpet and paint the walls.

Motion by Lippert with support from Englerth that A. Jansma and M. Boysen will be in charge of the project. All Ayes. MOTION CARRIED.

J. Lippert commented that the Gun Lake Women’s Club Directory has ads in it (for remodel work).

PUBLIC COMMENT:

L. Knowles commented that M. Englerth’s email (today) eluded that Englerth was going to address (at this meeting) the upcoming Water Meeting with Fleis & VandenBrink scheduled for Sept. 6. There is a conflict with that meeting date (Sept. 6) and the GLASWA board meeting scheduled for the same date/time. L. Knowles wanted to know if GLASWA is supposed to be involved in the Sept. 6 meeting and if the Water Advisory Board is taking care of it. L. Knowles wanted to know what was going to be discussed and what the meeting was for: the Water Rate Study? Specifications?

Englerth commented “I think the meeting is a lot of things, and we are certainly not going to accomplish everything at one meeting. That this is the first step of many.”

FINAL MINUTES

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**MOTION TO HAVE
JANSMA & BOYSEN
IN CHARGE OF
PROJECT.**

L. Knowles asked if Englerth had any idea what the first meeting was going to be about.
(L. Knowles needed to know if he (Knowles) should be at the (Sept. 6) meeting.)

Englerth commented that he mentioned three different things, “and we’re not going to have those things all done at one meeting. But the rate increase, and the contract with the Sewer Authority, the 70%, I’m pulling numbers out of the air, of rate increase that Rural Water suggested that we do to our customer base, and then take a look at that- what their intentions were and are there pieces and parts of that – that we do not have to immediately do, but should do in the future. So the township board really needs to wrap their arms around all of those responsibilities and go from there. The specifications there isn’t any immediate need because the agreement between the subdivision and the township is already been agreed upon. And the engineer blessed the permit that went into the DEQ that just went in the other day. So there’s no immediacy to that.

A. Jansma asked Englerth, “What specifications are you talking about?”

Englerth commented, Fleis and VandenBrink approved the design of the water main in that subdivision.

A. Jansma commented, “Whose design?”

Englerth commented “Our township engineer’s.”

Jansma commented, “Not the engineer for Shane’s company?”

Englerth commented, “The engineer drawings for the developer’s property was put together by the developer’s engineer. Fleis & VandenBrink overseen them, and then critiqued them, and then blessed them.”

Jansma commented, “That’s what I was asking. Thank you. Because I know that they were different. That Fleis’ were different.

Englerth commented, “Just little pieces.”

Jansma commented that water rate hasn’t been looked at since 2006.

A. Jansma noted that she will not be able to be at the Sept. 6 meeting.

**After lengthy discussion, it was determined that Englerth would contact Fleis & VandenBrink and try to re-schedule the meeting with them, currently set for Sept. 6th.*

ADJOURNMENT:

Motion by Lippert with support from Boysen to adjourn at 7:07 p.m. Approved by all. Motion Carried.

Respectfully submitted:
Deb Mousseau
Recording Secretary 8.15.18

Approved: Board of Trustees Sept. 13, 2018

Approved : _____
Janice C. Lippert, Township Clerk

ADJOURNMENT