

<p style="text-align: center;">YANKEE SPRINGS TOWNSHIP BOARD OF TRUSTEES</p> <p style="text-align: center;"><u>VIRTUAL Special Board Meeting COVID 19</u></p> <p style="text-align: center;"><u>Monday, December 28, 2020</u></p> <p style="text-align: center;">3:00 p.m.</p> <p style="text-align: center;">Yankee Springs Township Hall 284 N. Briggs Rd., Middleville, Michigan 49333</p> <p style="text-align: center;">MINUTES</p>	<p>FINAL MINUTES Page 1 of 3 YS BOT – Special Mtg. December 28, 2020</p>
<p>Meeting called to order at 3:01 p.m. by Supervisor Rob Heethuis</p> <p><u>PLEDGE OF ALLEGIANCE</u></p> <p><u>Roll Call:</u> Present: Cunningham at Yankee Springs Township office, Van Houten at Rock Dr., Knowles at Beatrice Ave., Mousseau at Yankee Springs Township office, Heethuis at Lisa Ln.</p> <p><u>Visitors:</u> 2 via ZOOM</p> <p>ZOOM HOST: John R. Smith at Beatrice Ave.</p>	<p>CALL TO ORDER</p> <p>PLEDGE</p> <p>ROLL CALL</p>
<p><u>PURPOSE OF MEETING (PER POSTED NOTICE):</u> <u>Meeting was set at the BOT Meeting of 12/10/2020.</u></p> <p>Open Sexton Bids and Choose a New Township Sexton</p> <p>Cunningham opened the one sealed bid that he received from Josh Wickham. No other bids were received. Short delay while he scanned and emailed bid to each board member.</p> <p>Previous contract was for \$15,000 per year paid in twelve equal monthly installments. Bid from Wickham is asking for \$20,900.</p> <p>\$525 for grave openings plus \$100 extra on weekends, holidays, or winter \$200 for cremation openings with same upcharges Foundation price of \$.37 per square inch</p> <p>Cunningham stated that board was expecting that Roush’s price was low and was expecting an increase when contracting a new sexton. The board reviewed the details that were provided by Wickham with his bid, including equipment list, references, etc. (Document will be attached to board minutes.)</p> <p>Knowles asked about the term of the contract. Cunningham said the contract has been for one year (fiscal year of July 1 to June 30) but is suggesting we start the contract January 1- June 30 and then can be a full year after that.</p> <p>Wickham gave background that his family has been in the business for 75-80 years, he has been active for approximately 20 years and works at 18 other townships. He highlighted the equipment</p>	

and crew (staff) that they will use to fulfill the contract.

He did point out the bid would not include extensive storm damage but would include normal spring and fall clean up. Also pruning, weed prevention, trim, mow, weed with special attention around holidays such as Memorial Day, Labor Day, etc. Single wired flowers are typically removed the second week in November. They are able to do funerals all year round (no holds during the winters).

Cunningham asked about frequency and Wickham said they would plan on weekly mowing (keeping the grass at 3 to 3-1/2 inches) possibly less frequently if the weather is very dry and would be on a regular schedule. Trimming is done on a bi-weekly schedule. They continue to visit each cemetery weekly throughout the winter, empty trash, snow removal, take care of anything that needs to be done. One crew of two or three guys is the usual schedule, may be more in the spring.

Funeral homes directly contact sexton about the burials and he sends the township an invoice and all permits monthly for all work performed and the township would pay the invoice. If the township prefers, the funds can go directly from the funeral homes to Wickham. Cunningham clarified that the set up with the Roush family was only for the maintenance and the funeral homes paid him directly for the grave opening and other services. Wickham said that is fine with them to proceed that way. Cunningham and Mousseau discussed leaving it as is and not wanting the township to be involved in the process of paying for the grave openings. Mousseau asked if the township would still need the trash services contracted through Republic and Wickham said yes, they do need that service. They will just make sure all trash is in the dumpster.

Van Houten asked Wickham if they have insurance certificates for liability and workers comp that would name Yankee Springs Township and was told yes, his insurance agent would send over paperwork naming Yankee Springs Township on the day the contract was signed.

Van Houten asked about which cemetery was referred to as the "Catholic" cemetery and Cunningham clarified that is owned by the Arch Diocese of Grand Rapids and is maintenance only (no new burials). Knowles said that it is not the one on Duffy Road, it's the one on Wildwood Road just west of Yankee Springs.

Van Houten mentioned that the sheet provided by Wickham is more detailed than the old contract that YST used which is very general and suggested using Wickham's format. Cunningham said his plan was to use the existing format with just the name changes, dollar amounts, etc., on the old contract for now and then updating it for the July renewal. Van Houten asked to add Item Number 7 that Wickham provide the insurance certificate with Yankee Springs Township named as additionally insured.

Wickham said he has general contracts with other townships and he will provide a copy to Cunningham. Cunningham stated that normal procedure would be to approve the contract at the Board meeting but since they do not have the contract ready he asked for one motion to accept the bidder, and then a separate motion to allow Cunningham and Heethuis to execute and sign a contract by year end.

Van Houten asked if this price would stay in effect through 2022 since the Township is only contracting for half year this time. Wickham said they usually do a three year and do not generally ask for any increase in that time frame. Cunningham said there's no reason not to do a three year contract.

Knowles made a motion to accept the bid and write up a three year contract; seconded by Van Houten. Roll call vote: Yes: 5, No: 0. Motion Carried

Cunningham congratulated Wickham on accepting the bid and he and Heethuis will work on the contract tomorrow to get in place by the end of the year. Wickham will email a copy of the contract and have insurance agent fax over the insurance paperwork showing YST as additional insureds.

Wickham will meet up with current sexton on Thursday to receive record keeping documents. Cunningham and Josh will set up a meeting in the township office next week to get records set up.


Knowles mentioned that there have been some scam emails from the township (Rob's email address) and to be on the lookout for such. Heethuis, Mousseau and Cunningham will meet about that tomorrow.

Full audio recording of this meeting has been downloaded to the township office computer system on 12/29/2020.

ADJOURNMENT:

Motion by Knowles with support from Van Houten to adjourn at 3:40 p.m. Roll Call Vote: Yes: 5, No: 0. Motion Carried.

Respectfully submitted:
Betsy Frigmanski
Recording Secretary 12/29/2020

Date: 12/29/2020
Approved: 
Michael S. Cunningham, Township Clerk

FINAL MINUTES

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ADJOURNMENT