

**YANKEE SPRINGS TOWNSHIP
BOARD OF TRUSTEES Regular Meeting**

Thursday, May 11, 2023

6:00 pm

**Yankee Springs Township Hall
234 N. Briggs Rd., Middleville, MI 49333**

MINUTES

MINUTES
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YS Board of Trustees –
Regular Meeting
May 11, 2023

Meeting called to order at 6:00 PM by Supervisor Rob Heethuis

PLEDGE OF ALLEGIANCE

INVOCATION

Roll Call: Deb Mousseau, Dave VanHouten, Rob Heethuis, Larry Knowles, Mike Cunningham (All Present)

Staff Present: Dennis Buist, Frank Fiala, Rich Beukema

Visitors: 6

ADDITIONS/CHANGES TO AGENDA:

Motion by VanHouten with support from Cunningham to add to the agenda a discussion about the purchase of a radio for the fire station. Roll Call Vote: Cunningham: yes; Mousseau: yes; Knowles: yes; VanHouten: yes; Heethuis: yes.

Yes: 5, No: 0. **MOTION CARRIED**

Motion by Heethuis with support from Mousseau to add the items in red text to the agenda. Roll Call Vote: Mousseau: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; VanHouten: yes.

Yes: 5, No: 0. **MOTION CARRIED**

Motion by Heethuis with support from Knowles to accept the agenda as amended. Roll Call Vote: Cunningham: yes; Heethuis: yes; VanHouten: yes; Mousseau: yes; Knowles: yes.

Yes: 5, No: 0. **MOTION CARRIED**

Motion by Heethuis with support from Cunningham to approve the consent agenda. Roll Call Vote: Mousseau: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; VanHouten: yes.

Yes: 5, No: 0. **MOTION CARRIED**

- Board minutes 04/13/23 Regular BOT Meeting.
- April 2023 Accounts Payable: Checks #917383 through Check #917432 total amount \$388,098.96.
- April 28, 2023 Payroll Checks #7545 through Check #7567 = \$16,301.86 net amount; April 2023 Fed P/R withholding \$4,729.31.

**PLEDGE OF
ALLEGIANCE**

INVOCATION

ROLL CALL

**MOTION TO AMEND
AGENDA**

**MOTION TO AMEND
AGENDA**

**MOTION TO ACCEPT
AGENDA**

**MOTION TO APPROVE
CONSENT AGENDA**

ACKNOWLEDGEMENT OF VISITORS:

Catherine Getty, County Commissioner: Gave an update on activity at the County.

**ACKNOWLEDGEMENT
OF VISITORS**

PUBLIC COMMENT: (Limit 3 minutes)

Frank Fiala (Lake Ridge Dr.): Shared that they will be asking the County Commissioners to extend the contract of Rachel Franz, Recycling Coordinator, for another year. About 100 tires were collected on the Yankee Springs Cleanup Day and last Sunday through a trail cleanup that was done. Looking for volunteer assistance with cleaning that up on Friday, June 2. The County Hazardous Waste collection event is June 3 and will also be happy to have volunteers on that day.

PUBLIC COMMENT

TREASURER’S REPORT: By Deb Mousseau, Treasurer

- April 2023 Financial Statement and Investment reports were reviewed.
 - ARPA funds report/update
 - IPA and interest rate update.
 - As the CDs mature, they are being invested at a much higher rate.

**TREASURER’S
REPORT**

Motion by Heethuis with support from Cunningham to accept the Treasurer’s Report. Roll Call Vote: Heethuis: yes; VanHouten: yes; Knowles: yes; Cunningham: yes; Mousseau: yes.

**MOTION TO APPROVE
TREASURER’S
REPORT**

Yes: 5, No: 0. **MOTION CARRIED**

CLERK’S REPORT: By Mike Cunningham, Clerk

- May 2023 Current Invoice Register as of 05/11/2023 is \$106,465.90.

CLERK’S REPORT

Motion by Mousseau with support from VanHouten to approve the May 2023 Current Invoice Journal. Roll Call Vote: Mousseau: yes; Heethuis: yes; Knowles: yes; VanHouten: yes; Cunningham: yes.

**MOTION TO APPROVE
INVOICE REGISTER**

Yes: 5, No: 0. **MOTION CARRIED**

- May 2, 2023 Wayland Schools Bond Proposal election: 392 voters (28% turnout). The bond passed in our township by 18 votes and was passed overall in the district.
- Road Maintenance special assessment districts:
 - There have been questions by three people regarding road maintenance SADs for this year.
 - No SADs have officially been requested yet.
 - The SAD process needs to be started by June or July at the latest for approval in time for 2023 paving.

COMMITTEE REPORTS:

Recycling Committee:

- May 8 meeting.
 - Discussed the survey that was taken on Saturday, 04/22/2023.
 - 27 recyclers were surveyed in 3-1/2 hours out of less than 55 total recyclers for

**RECYCLING
COMMITTEE REPORT**

- the day.
- Four of the recyclers were not from YS township and were informed that the recycling bins are for residents only.
- Another survey event will be held on Saturday, 05/20/2023.

Park Committee:

- Parking lot paving was done Tuesday, 5/9/2023. Landscaping is still being done.
- A new tennis net has been purchased and installed. The damaged net is being repaired for use as a spare.
- A second pitchers' mound has been installed.
- A Barry County Parks and Recreation Mini-Grant application has been submitted.
 - The grant would be used to purchase a youth picnic table and a pet waste bag dispenser to encourage pet owners to clean up after their pets.
 - The total cost is estimated to be \$2,410.00 and the grant request is for a total of \$1,960.00.

**PARK COMMITTEE
REPORT**

Zoning Board of Appeals:

- Meeting held 4/11/2023.
 - Property owner on Archwood requested to build a 2,464-foot pole barn and that was denied as the maximum allowed for the lot size is 2,000 square feet.
 - Second one was a property owner on Parker Drive requesting a side yard setback variance to allow the building of an addition and that was approved.
- Regular meeting May 9, 2023
 - Applicant requesting relief from lakeside setbacks to allow their already constructed deck which exceeded the lakeside setback requirements. They were requesting an 8' variance and this was denied because it was a self-created hardship due to the action of the applicant and not relating to the property itself. A one-foot variance was approved to allow a small 4' second-story deck for safety reasons.
 - Requested that the master agenda format include two lines that would read "Are there any issues that need to be referred to the PC?" and "Are there any issues that need to be referred to the Board of Trustees?" to improve communication between the committees and the Board.

ZBA REPORT

Planning Commission:

- PCI April 2023 report in packet.
- April 2023 Complaint log in packet.
- Regular meeting held 04/20/2023.
 - Approved an SEU for an outbuilding on Heritage Bay Drive.
 - Continued to work on a few ordinances:
 - A public hearing will be held on the side setback ordinance next Thursday, 05/18/2023. The planning commission is trying to make the ordinance clearer and addressing allowing air conditioners and generators in the side yard, and addressing determination of lakefront property width, and readdressing the residential side yard requirement. Right now, the requirement is 5' or 10% and they are entertaining removing the percentage and just having a minimum.
- Next meeting 05/18/2023.

PC REPORT

Fire/EMS Report:

- April 2023 Fire/Emergency Medical response in packet.
- The Fire Department lost one of their radios last year and while it may be possible to make an insurance claim that has not been done yet.

FIRE/EMS REPORT

- The company that provides the radio service offered an opportunity to buy a display model radio for \$1,500 that has a value of \$3,000. The next year's model price is expected to be \$5,000.

Motion by VanHouten with support from Cunningham that we approve up to \$1,500 for the purchase of a replacement radio. Roll Call Vote: Cunningham; yes; VanHouten: yes; Mousseau: yes; Heethuis: yes; Knowles: yes.

Yes: 5, No: 0. **MOTION CARRIED**

- The City of Wayland has approved a \$1.00 per hour raise for their firefighters effective July 2023 and they will also receive another \$1.00 per hour increase in the 2025 budget.
- Bob Hess, manager of the Wayland Ambulance Service, is stepping down in September and will be replaced as manager by the current supervisor. This will be voted on at the July meeting.

Water Advisory Committee:

- Meeting held 05/02/2023. Members are continuing with online classes by completing one session at each meeting.
- GLASWA meeting 05/04/2023.
 - Up to \$40,000 has been approved for rewriting the Articles of the Constitution.
 - This is being worked on and is expected to be completed later this year.
 - Each township board will be asked to approve.

Veterans Memorial Committee:

- Memorial Day Observance 5/28/2023 at 4:00 PM.
 - There will be Girl Scouts, Boy Scouts, music, a great speaker and nice weather is on order.
 - Curley Cone has donated hot dogs and fries and there will also be pop and water supplied.

Board Action Items:

- Office/Hall Renovation Project update:
 - No more project progress meetings are scheduled.
 - Two used desks, overhead bins and file cabinets were installed 04/29/2023 in the Treasurer's office. A used desk and file cabinets were installed 05/04/2023 in the Planning office for the Zoning Administrator.
 - The Zoning Assistant and Code Enforcement Officer have relocated to the Planning Office.
 - Used desk furnishings from the old reception area will be installed in the assessor's office 05/11/2023. An old desk from the assessor's office will be used in the work area for a "public" desk.
 - There should be enough used desk sections leftover for one more desk or for a work surface on the conference room north wall.
 - Three used file drawers/shelf units and a few leg supports were purchase to make good use of the used office furniture we obtained.
 - This concludes the agreement for professional installation by township resident Adam Seifert.
 - The new conference room and table is getting a lot of use already.

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MOTION TO APPROVE \$1,500 FOR THE PURCHASE OF A RADIO FOR THE FIRE DEPARTMENT

WATER ADVISORY COMMITTEE REPORT

VETERANS MEMORIAL COMMITTEE

OFFICE RENOVATION PROJECT UPDATE

- Storage Shed Replacement:
 - The 10' x 14' storage shed behind the office was built in 1971 and is now in very bad condition.
 - We have a quote for a replacement shed made of wood with a metal roof for \$6,048 from Michigan Dutch Barns Inc.
 - We will be getting additional prices from Home Depot and Lowes by our June meeting along with the cost to remove the old shed.
 - Purchase and installation expense would be in our next fiscal year.
 - No decision is needed at this meeting.
- Receptionist Pay Increase
 - Deb McKenna was hired 06/07/2021 at the Office Staff Level 2 rate of \$14/hour.
 - On 07/01/2021 there was an across-the-board increase of 3% raising her pay to \$14.42/hour.
 - On 11/01/2021 she was awarded a merit increase to Office Staff Level 3 at a rate of \$16.33/hour.
 - On 7/1/2022 there was an across-the-board rate increase of 8% raising the pay to \$17.64 /hour.
 - A merit pay increase is being proposed to increase pay to Office Staff Level 4 as of 6/1/2023 to a rate of \$18.34/hour.
 - Deb McKenna has learned very quickly, is reliable and fits in well, and is now a very important part of our office staff.

Motion by Cunningham with support from Mousseau to raise Deb McKenna to the Office Staff Level 4 rate of \$18.34/hour starting 06/01/2023. Roll Call Vote: Knowles: yes; Cunningham; yes; Heethuis: yes; VanHouten: yes; Mousseau: yes.

**MOTION TO APPROVE
PAY INCREASE FOR
RECEPTIONIST**

Yes: 5, No: 0. **MOTION CARRIED**

- 2023/2024 Insurance Policy Renewal
 - Application has been submitted to Burnham Flowers.
 - We should have the renewal policy/premium for our 06/08/2023 meeting.
- Coman Cemetery Drive Maintenance
 - The driveway is in poor shape and needs repair to continue to be usable.
 - The township received a proposal from our sexton to remove 3" on average of the existing full length/width of the drive. It includes the cost to crown the remaining base, install asphalt millings, and roll the surface.
 - The drive length is 950' to 1,000' and the drive width is 13'6".
 - The \$7,200 is about \$7.20/lineal foot compared to about \$16/lineal foot paid for the new wider and better Robbins Cemetery drive in 2021.

Motion by Cunningham with support from Knowles to approve contracting with Wickham Cemetery Care LLC to repair the Coman Cemetery driveway for \$7,200.00. Discussion: The board discussed the depth of the asphalt millings that would be put down and if there would be future issues with weeds if it is not deep enough. **Roll Call Vote: Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.**

**MOTION TO APPROVE
REPAIR OF THE
COMAN CEMETERY
DRIVEWAY FOR \$7,200**

Yes: 5, No: 0. **MOTION CARRIED.**

- Yankee Springs Township Cleanup Day
 - Everything went very well. Thanks to everyone who participated!

- 2023 Township Newsletter Update
 - The deadline for submitting articles to Sandy Marcukaitis is June 15.
 - The goal is to mail the newsletter by July 1st.
- 06/14/2023 Budget Meeting needs to be rescheduled due to a conflict with a meeting of the Cobb Lake Association.

Motion by Mousseau with support from Knowles to move the meeting to 3 PM. Roll Call Vote:
VanHouten: yes; Mousseau: yes; Heethuis: yes; Cunningham: yes; Knowles: yes.

**MOTION TO MOVE
THE 06/14/2023 BOARD
MEETING TO 3:00 PM**

Yes: 5, No: 0. **MOTION CARRIED**

- Two more blood drives are scheduled for Tuesday, June 20, and Tuesday, August 22, 2023.
- Barry County Hazardous Household Waste Collection Event will be June 3 from 9 AM to 1 PM at the Barry Expo Center.

PUBLIC COMMENT:

PUBLIC COMMENT

A community resident thanked the board for the respect shown opening the meeting and thanked everyone who worked on the renovation – it looks wonderful and professional. Complimented the Board on the great job they do and for taking care of Yankee Springs Township.

Jeff Lawson and Kathy Lawson (1288 Quail Run Dr): Expressed they're thanks to Mike Cunningham and to the Board for considering and approving the work to be done at Coman Cemetery. Also agreed that the Board meeting was very professional.

Catherine Getty: Great job on the hall and offices as well as the use of the existing furniture. There is a Blue Zones event on June 14th at the Expo Center that is open to the public and will provide information on the Blue Zones. There will be food and giveaways, bike helmet fitting, etc. The Commission on Aging has a new director and there are a lot of new events going on so check them out online and on Facebook. Expressed her regret at missing the Memorial Ceremony this year.

BOARD COMMENT:

BOARD COMMENT

Cunningham: None.

Knowles: Finishing the renovation is great and feels that so much has been done in 28 months. Very proud of the group and what the community has come together and done.

Mousseau: Thanks for the nice public comments. Thanks to everyone for getting the office furniture situated.

VanHouten: Appreciated hearing the nice comments from the public tonight. Complimented Deb on the great job she does on moving the investments and getting good rates. Mentioned the plans for the Christmas Tree Ceremony and if anyone is interested, they can volunteer to help with that event in November.

Heethuis: Shared that Deb Mousseau hooked a 100 plus pound tarpon on her recent vacation in Florida.

ADJOURNMENT:

Motion by Cunningham to adjourn the meeting at 7:17 pm. Approved by all. Motion Carried.

Approved by:  Date: 6/15/2023
Michael S. Cunningham, Township Clerk

Respectfully submitted by:
Betsy Frigmanski, Recording Secretary
May 12, 2023

ADJOURNMENT