

YANKEE SPRINGS TOWNSHIP
Board of Trustees
Facilities Meeting/Workshop
Thursday, October 29, 2015 at 6:00 p.m.
Yankee Springs Township Hall
284 North Briggs Road, Middleville, Michigan 49333

FINAL MINUTES
 Page 1 of 5
APPROVED: Nov. 12,
2015 as presented

MINUTES

Meeting called to order at 6:09 p.m. by Supervisor Englerth.
PLEDGE OF ALLEGIANCE

PLEDGE
CALL TO ORDER
ROLL CALL

Roll Call: Present: Jerkatis, Lippert, Rottschafer, Englerth.

Absent: Campbell (B. Campbell joined the meeting at 6:18 p.m. Campbell apologized for being late.)

Also Present: Sandy Marcukaitis, Frank Fiala, Marge VanderMeyden, Nancy Near

Visitors: Constance Cheeseman, Reporter

PURPOSE OF MEETING: To provide a work session to discuss and plan for the remodeling of the township office and hall facility. Other items regarding the Fire Station and YS Twp. Park will be discussed at the end of the meeting.

PURPOSE OF
MEETING

Initial Discussion:

Jan Lippert and Nancy Near visited Rutland Twp. Office Building. It was noted that Rutland Charter Twp. was a school building at one time. J. Lippert commented on the issues that Rutland had with a second voting precinct. \$210,000 was mentioned as the contracted amount for Rutland's recent office addition. C. Cheeseman commented on the addition of Rutland being an approximate 30' x 40' (roughly).

Hastings Twp. offices are done very well according to R. Rottschafer.

Report was read by J. Lippert that was written by M. VanderMeyden in 2010.

Attachment "A"

Discussion occurred regarding the relocation of Precinct 1 & 2 (voting precincts) of Yankee Springs to the Fire station.

Rental was mentioned of larger local facilities as a possibility.

Englerth questioned what amount the group was thinking of spending and what time frame for the project they were looking at. "A clean, respectable working space for our employees is Job One," commented Englerth.

Jerkatis, Treasurer suggested whiting out the current (attached) plan for the existing footprint of the building and having everyone draw something up and then meet to come up with a sketch/plan from everyone's ideas.

Rottschafer made an additional suggestion to work within the existing footprint of the township office/hall and put offices into the hall as well as the receptionist area, creating a meeting/conference room in the existing office along with a large work area and offices for the Supervisor and Zoning Administrator.

It was the consensus of the Board to stay within the existing footprint of the building and plan within that footprint.

Attachment "A"
(2 pages)

Mark Englerth sketched the plan of having the Treasurer's and Assessor's Office in the Township hall. The Supervisor's office would go into the old Treasurer's office. The Clerk's office would go into the old Assessor's office.

Rottschafer added that Jan's "old" office could become a meeting room. The receptionist desk would be next to the kitchen area. The new entry with pillars would be the main entrance, with public being able to use the restrooms. The hallway outside the restrooms would be the lobby area.

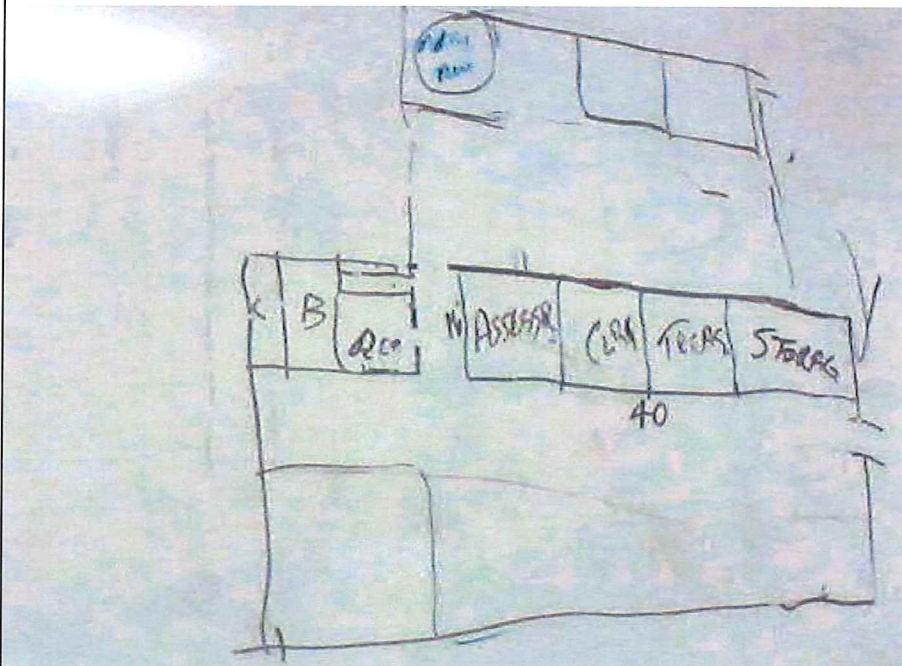
Constance Cheeseman asked if there was any consideration of emergency accessibility for residents in the township's remodeling plans. Discussion occurred on the fire station having a generator for emergency purposes such as a warming area. A generator is said to be on the wish list for the township hall.

Frank Fiala commented briefly about hostile environments and cautionary measures that could be taken if deemed necessary. Using a buzzer/ or buzzer system to allow people into the building was brought up. Use of a keypad was mentioned.

Discussion went into having the receptionist area take up a large portion of the existing kitchen.

S. Marcukatis commented on contacting TK High School and have students do a CAD drawing of the plans for the township hall/office.

After lengthy discussion, it was determined to take the drawing, and John Jerkatis will be working on a more detailed drawing of it and Mark Englerth will tape it out into the township hall.



was determined that the next meeting regarding the remodeling of the township office/hall would be held at 8:00 a.m. on Thursday, Nov.12.

The meeting discussion on the township hall portion of the facilities came to a close at 7:48 p.m.

Fire Station Power Wash Cleaning Approval:

Regarding the Fire station: R. Rottschafer moved to clean/wash the fire station roof, driveway (cement pads in front of truck bays) and building with support from Campbell for the amount of \$925.00. Roll Call vote: Jerkatis: yes, Lippert: yes, Englerth: yes, Rottschafer: yes, Campbell: yes, All yes: (5), No: (0). MOTION CARRIED.

Recycling grant discussion occurred. Approval is needed by the board to obtain up to \$6,500 for a container but the township will recoup \$3,000 from a recycling grant of \$1,500 from the Barry County Solid Waste Oversight Committee, and \$1,500 from the Barry County Foundation.

Motion by B. Campbell with support from Englerth to allow up to \$6,500 for a metal recycling container for the township with the understanding that \$3,000 will be received back to the township via the above-mentioned grants. Roll Call Vote: Jerkatis: No, Lippert : No, Campbell: yes, Englerth: yes, Rottschafer: yes. Yes: 3, No: 2. MOTION CARRIED.

Discussion occurred on metal theft, signage, and cameras.

Brief Recess: 8:13 p.m. Resume: 8:15

It was noted that the lights are off on the tower Payne Lake Rd. Mark has been in contact.

Electric at the YS Twp. Park has been quoted at \$3,500.00 - 16 trees were recently put in the park and flower beds are being maintained at the park. The General Federation of Women's Clubs- Gun Lake Chapter is currently watering the plants in the park.

Running the Sewer was quoted at the park at \$4,600.00.

Discussion occurred. Jerkatis requested plans to look at. Tying the Twp. Park into the Veteran's Memorial was mentioned. It was suggested having the Park layout and Veteran's Memorial put together as one whole plan and noting how the sewer and electric proposed ties into the Park/Veteran's Memorial plan.

ADJOURNMENT:

Motion to adjourn by Roger Rottschafer with support from John Jerkatis at 8:32 p.m. All ayes. MOTION CARRIED.

Approved by: Janice Lippert, Township Clerk: Draft Date 11-04-15

Approved: Nov. 12, 2015

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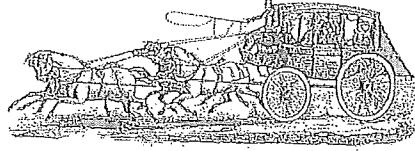
Motion to approve \$925 to wash/clean fire station. Motion Carried.

Motion to allow up to \$6,500 for a metal recycling bin. Motion Carried.

ADJOURNMENT

Deb Mousseau
Recording Secretary
October 29, 2015

Presented
10.29.15
Spe Mtg.



Yankee Springs Township

284 N. BRIGGS ROAD- MIDDLEVILLE, MICHIGAN 49333
269-795-9091 / FAX 269-795-2388

ATTACHMENT
"A"
2 PAGES

Office of the Clerk

The Township hall and offices were constructed in 1971. Since then the population has increased considerably, along with the services that are provided to the residents by the office staff. During this time, the community has changed from a cottage (summer residents) to a year-round community.

Building Safety Concerns:

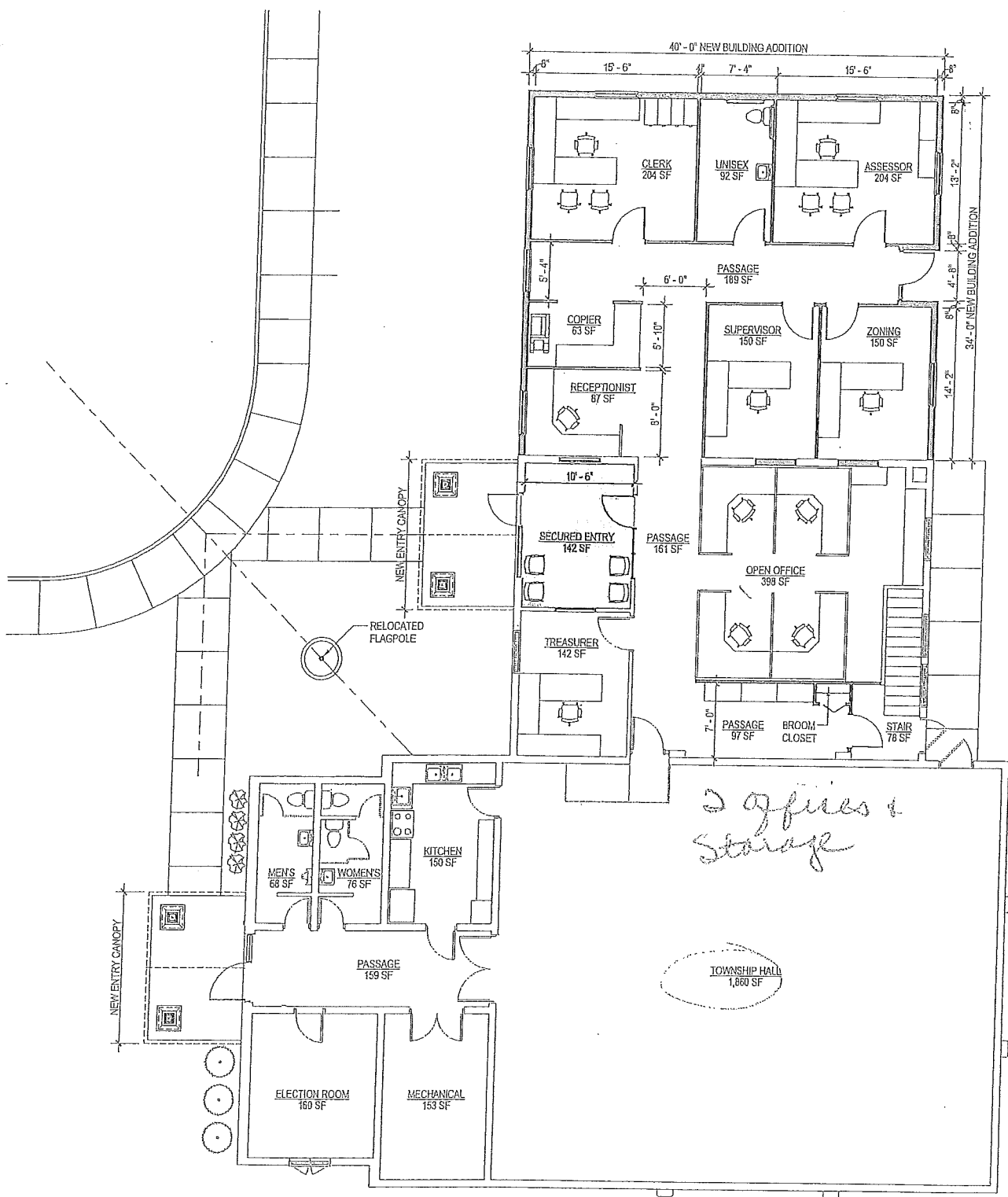
1. Mold growth in walls.
2. Floor is collapsing.
3. Load bearing is limited.
4. There is no security for personal safety.
5. Records, documents and conversations are not secure.

Recommended elements to be included:

1. Larger office for assessor; files to be placed on concrete.
2. Alleviate crowded conditions, especially during tax time and election time.
3. Private office for zoning administrator: needs adequate physical space, and privacy when dealing with legal issues.
4. Conference Room
5. Reception area; including adequate work space and waiting area for clients.
6. Handicap Restroom.
7. Need storage of vital records.
8. Concern for theft of personal and township property.
9. ~~Deputy~~ Treasurer has his back to the entry door when posting taxes.
10. Security Barrier to Offices.
11. Noise Mitigation.
12. Need work room and service area.
13. Need ADA compliant entry doors.
14. Need space for Election preparation and Absentee Ballot Processing.
15. There is no Confidentiality available when employees are dealing with sensitive matters on phone conversations with the lawyer or residents.
16. Stimulus funds possibly available.

2013 - ZONING ADMINISTRATOR HAS
WEDNESDAY EVENING HOURS AND
SATURDAY 9AM - NOON

(M. VANDERMEYER)
2010



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