

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

Thursday, April 13, 2023

6:00 pm

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

MINUTES

MINUTES
Page 1 of 7
YS Board of Trustees –
Regular Meeting
April 13, 2023

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

PLEDGE OF ALLEGIANCE

INVOCATION

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

Staff Present: Dennis Buist, Sandy Marcukaitis, Brad Williams, Frank Fiala

Visitors: 5

ADDITIONS/CHANGES TO AGENDA:

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

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

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

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

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

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

- Board minutes 03/09/23 Regular BOT Meeting & 03/23/2023 Special BOT Meeting
- March 2023 Accounts Payable: Checks #917335 through Check #917382 total amount \$166,730.22.
- March 31, 2023, Payroll Checks #7520 through Check #7544 = \$16,887.44 net amount; March 2023 Fed P/R withholding \$4,770.98; 1st quarter 2023 State withholding tax payment \$2,370.14.

ACKNOWLEDGEMENT OF VISITORS:

Greg Chandler, J-Ad Graphics

PLEDGE OF ALLEGIANCE

INVOCATION

ROLL CALL

MOTION TO AMEND AGENDA

MOTION TO ACCEPT AGENDA

MOTION TO APPROVE CONSENT AGENDA

ACKNOWLEDGEMENT OF VISITORS

PUBLIC COMMENT: (Limit 3 minutes)

None

PUBLIC COMMENT

**TREASURER'S
REPORT**

TREASURER'S REPORT: By Deb Mousseau, Treasurer

- March 2023 Financial Statement and Investment reports were reviewed.

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

**MOTION TO APPROVE
TREASURER'S
REPORT**

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

- 2022/2023 Fiscal Year Budget amendments:

Motion by Mousseau with support from Cunningham to adopt Budget Amendment #1 of the General Fund Budget Resolution #4-01-23 to amend Yankee Springs Township General Fund-101-Revenue to raise the REVENUE amount to \$2,866,503.00.

**MOTION TO ADOPT
BUDGETAMENDMENT
#1**

Roll Call Vote: Knowles: yes; Cunningham: yes; Heethuis: yes; VanHouten: yes; Mousseau: yes.

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

Motion by Mousseau with support from Cunningham to adopt Budget Amendment #1 of the General Fund Budget Resolution #4-02-23 to amend Yankee Springs Township General Fund-101-Expenditures to increase the EXPENDITURE amount to \$2,866,503.00.

**MOTION TO ADOPT
BUDGET AMENDMENT
#2**

Roll Call Vote: Cunningham: yes; Mousseau: yes; Knowles: yes; VanHouten: yes; Heethuis: yes.

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

- Mrs. Mousseau suggested the following meeting dates: Wednesday, June 14 at 6:00 PM for the budget workshop and budget adoption meeting Wed., June 28 at 6:00 PM.
 - The second meeting on the 28th will be a public hearing.
 - The board packet included information on the IPA and interest rate updates that will need to be considered at these meetings.

CLERK'S REPORT: By Mike Cunningham, Clerk

CLERK'S REPORT

- April 2023 Current Invoice Register as of 04/12/2023 \$360,367.60.

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

**MOTION TO APPROVE
INVOICE REGISTER**

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

- May 2, 2023, Wayland Schools Bond Proposal election: Precinct 1 and Precinct 2 will be consolidated at the Fire Station.
- Training/Education update and discussion
 - Asked that the PC and the ZBA be reminded that funds have been approved for

training and the members can, if they wish, turn in their time to be paid when attending classes either online or in person.

COMMITTEE REPORTS:

Recycling Committee:

- No meetings since the last board meeting. Next meeting will be Monday, May 1.
- The committee is planning to have a table at the recycling system, Saturday 4/22/2023 to provide information and to survey recyclers. Possibly other Saturdays as well.

**RECYCLING
COMMITTEE REPORT**

Park Committee:

- Activity update:
 - The Pickleball/Basketball Courts grant request has been submitted.
 - Also applying for a smaller Barry County grant.
 - The parking lot paving is scheduled for the first week of May.
 - Repairs to the park sprinkling system related to the parking lot project and additional sprinklers for the landscape feature are also scheduled.
- GFWC Summer reading program will take place on Monday mornings from June 12 through August 22nd at 10:00 AM.
- The kiosk has been installed and will be used to distribute information. A QR Code for the reservation form is available at the kiosk.
- Court nets have been installed. The tennis net needs to be replaced or repaired due to squirrel damage.
- 7/29 Fund raising event “Treasures of the Trunk” for the GFWC.

**PARK COMMITTEE
REPORT**

Motion by Heethuis with support from Mousseau to approve up to \$300 for the GFWC 2023 Summer Reading program at the Township Park. Roll Call Vote: Cunningham: yes; Mousseau: yes; VanHouten: yes; Heethuis: yes; Knowles: yes.

**MOTION TO APPROVE
PAYING \$300 TO GFWC
FOR THE SUMMER
READING PROGRAM**

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

Motion by Cunningham with support from Mousseau to approve the use of the township park Saturday, 7/29/2023 from 10:00 AM to 2:30 PM for the GFWC Fund Raising event. Roll Call Vote: Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.

**MOTION TO APPROVE
USE OF THE PARK
FOR GFWC
FUNDRAISING EVENT**

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

Zoning Board of Appeals:

- Meeting held 3/14/2023.
 - Two cases were heard. First to rebuild a portion of a home on Perch Cove that sits 38’ from the lake and the variance was approved.
 - Second was a side yard and road setback variance on Shady Lane to build a new house and that was approved.
- Meeting held 4/11/2023.
 - Property owner on Archwood requesting 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.
 - The 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.

ZBA REPORT

Planning Commission:

- PCI March 2023 report in packet.
- March 2023 Complaint log in packet.
- Regular meeting held 03/16/2023.
 - Continuing to work on the side setback. Plan to hold a public hearing on May 18 after further discussion at next week’s meeting. Rebecca Harvey will be providing some revised language. It was found that there is a confusing part in the ordinance regarding lakefront property widths and needs to have that clarified.
 - Also, will address the side yard setback rule with whether it should be based on the lot size or a fixed number.
- Next meeting 04/20/2023

Fire/EMS Report:

- March 2023 Fire/Emergency Medical response in packet.
- Have gotten quotes for an AED for the new fire truck.

Motion by VanHouten with support from Cunningham to approve up to \$1500 to add an AED to the new fire truck. Roll Call Vote: Mousseau: yes; Heethuis: yes; Knowles: yes; Cunningham; yes; VanHouten: yes.

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

Water Advisory Committee:

- No meeting. Next one will be the first Tuesday in May.
- GLASWA meeting was held 04/06/2023.
 - Looking at updating the Articles of Incorporation.
 - This will take some time to complete.

Veterans Memorial Committee:

- The meeting was held on Wednesday, 04/12/2023.
- Memorial Day Observance 5/28/2023 at 4:00 PM.
 - Bricks will continue to be sold and there will also be a donation jar.
 - Thanks to Julie Fox from the Curly Cone who volunteered to donate hot dogs and French fries at the event.
- Michigan Trucks Unlimited will hold their annual caravan. Lineup starts at 2:30 at the Gun Lake Church and they would like to have a fire truck participate again this year.

Board Action Items:

- Mr. Heethuis recognized the committee that worked hard for this renovation.
 - Township Residents: Marsha Clark, Diane Gaertner, Kelly Robbins, Sally Smith
 - Township Staff: Alice Jansma, Sandy Marcukaitis, Deb Mousseau, Dan Scheuerman, Marge VanderMeyden, Mike Cunningham
- Office/Hall Renovation Project update:
 - Project progress meetings were held 3/14/2023 & 3/30/2023 (progress review and punch list walk through).
 - The final building inspection was passed on Wednesday 4/5/2023.
 - Reception area furnishings were installed 4/7/2023.

MINUTES
Page 4 of 7
YS Board of Trustees –
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PC REPORT

FIRE/EMS REPORT

MOTION TO APPROVE \$1,500 TO ADD AED TO THE NEW FIRE TRUCK

WATER ADVISORY COMMITTEE REPORT

VETERANS MEMORIAL COMMITTEE

OFFICE RENOVATION PROJECT UPDATE

- Used office furniture was located in a closed travel agency in Grand Rapids for no cost. The furniture had to be removed from that office by the end of March. On Tuesday March 28th a convoy consisting of 2 trucks (Rob & Brad) and 4 trailers (Joe, Tim, Barb & Mike) traveled to GR and returned with the furniture which is now stored in Donna Cook’s pole barn until we are ready to move it into the office. If this furniture works out, the savings will be around \$5,000.
- All meetings in April and beyond will be held in the township hall.
- Even though we have occupancy, work does continue as numerous small details get finished.
- We hope to have all the costs associated with this project (other than loan payments) included in the current fiscal year.

**MOTION TO APPROVE
REPAIR AND
REINSTALLATION OF
LAWN SPRINKLING
EQUIPMENT**

Motion by Cunningham with support from Mousseau to approve \$4,137 for the repair and reinstallation of lawn sprinkling system equipment at the township office. Roll Call Vote:
Mousseau: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; VanHouten: yes.

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

**MOTION TO APPROVE
PURCHASE OF NEW
BLINDS AND
REINSTALLATION OF
OLD BLINDS**

Motion by Heethuis with support from Cunningham to approve \$939.98 for the purchase of blinds for the treasurer’s office service window, and for the reinstallation of the old blinds in the renovated old office. Roll Call Vote: *Knowles: yes; VanHouten: yes, Heethuis: yes; Mousseau: yes; Cunningham: yes.*

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

**MOTION TO APPROVE
PURCHASE OF TV FOR
THE HALL**

- The township has received a quotation from our IT company for an 86-inch TV to be installed on the wall in the hall for presentations.

Motion by Cunningham with support from Knowles to purchase and install an 86” TV for a cost of \$1,070.00. Roll Call Vote: *Knowles: yes; Mousseau: yes; Cunningham: yes; VanHouten: yes; Heethuis: yes.*

- The township has received a PCI 2022 Invoice for the time that Mark Thompson spent doing work as township administration for the 2022 year.
- Our contract with P.C.I. allows P.C.I. to bill us for “Zoning activity not related to building permits” and for attendance at PC and ZBA meetings. This work is to be billed at \$50/HR.
- P.C.I. did bill the township monthly in 2018 for a total of \$7,125.
- P.C.I. did not bill the township for these services in 2019 & 2020.
- P.C.I. billed the township for \$256.12 in 2021.
- In late 2021 or early 2022 the township requested more attention/assistance from P.C.I. to improve the preparation for PC and ZBA meetings etc.
- The township was informed 2/3/2023 that P.C.I. would be submitting an invoice for \$20,025 for 2022 Zoning activities.
- PCI agreed to a 10% discount and the township received an invoice 3/9/2023 for \$18,022.50 for 2022 Zoning activities.

**MOTION TO APPROVE
PAYMENT TO PCI FOR
\$18,022.50**

Motion by Heethuis with support from Cunningham to approve payment of the PCI Invoice for 2022 zoning administration totaling \$18,022.50. Roll Call Vote: *VanHouten: no; Mousseau: no; Heethuis: no; Cunningham: no; Knowles: yes.*

Yes: 1, No: 4. **MOTION FAILED**

Discussion: Should part of the approval be an assurance that they will not bill us further for any past work?

Motion by Knowles with support from Cunningham to approve payment of the PCI Invoice for 2022 zoning administration totaling \$18,022.50 to get us paid up to date as of today. Roll Call Vote: Cunningham: yes; VanHouten: yes; Knowles: yes; Heethuis: yes; Mousseau: yes;

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

- Discussion on formalization of communications between BOT/ZBA/PC
 - Our attorney made it clear that the Board liaison to each of these committees is responsible to communicate to the PC and ZBA and also to communicate back to the BOT when the committees need guidance, information, etc., even if board members are attending meetings.
 - Mr. Knowles for the PC and Mr. VanHouten for the ZBA are responsible for making sure the communication is clear between these committees and the Board; as well as the PC rep to the ZBA keeping the communication open between the committees.
 - Members of these committees are also welcome at Board meetings as committee members and as township residents.

- Current/developing township issues – update
 - Potential gravel mining conflicts: Calls have been received at the office and are being investigated. No current activity/issues have been observed but it will continue to be monitored.
 - A violation of the Township Ordinance regarding junkyard cars is being looked at regarding the lot at 11987 M179. The township has opened communication with that individual and our attorney on that subject and has had phone calls and in-person meetings. Our attorney has instructed us for the action to be followed.

- Christmas committee discussion:
 - An exploratory meeting was held on April 4.
 - The group was extremely hopeful that an annual event could be started.
 - Discussion as to whether it should be fully funded by private donations or if they will be coming to the Board with a request for funds at some point.
 - Tentative plans are for Christmas tree lighting, refreshments, etc.

- 04/22/2023 Cleanup Day – Saturday, 04/22/2023 9:00 AM at the Fire Station.
 - The DNR will provide a small dumpster at the Fire Station and there will be a large one in the game area.
 - The Women’s Club will be working with the township that day.

Motion by Heethuis with support from Knowles to approve up to \$2,000 for one 2023 newsletter to be mailed during the summer season. Roll Call Vote: Cunningham: yes; Mousseau: yes; Heethuis: yes; Knowles: yes; VanHouten: yes.

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

**MOTION TO APPROVE
\$2,000 FOR
NEWSLETTER**

PUBLIC COMMENT:

PUBLIC COMMENT

Scott Havens, Gun Lake Sprinkling owner: Thanked the Board for approving payment of the

repairs at the township hall. The repairs have been done at the Fire Department and will be completed at the park soon.

Sandy Marcukaitis: The Women’s Club is asking if they might be able to start having their board meetings at the township hall.

BOARD COMMENT:

Cunningham: Glad to see the project winding down and getting back to normal. Our meeting hall use is back to normal, and we’ve already had one small group sign up to use the conference room which can be used during business hours.

Knowles: Again, thanked the renovation groups.

VanHouten: Amazing how smoothly everything went.

Mousseau: Gave Mike 97.5% of the credit for all his attention to the details and all the hard work.


Heethuis: When we work together great things happen.

ADJOURNMENT:

Motion by Mousseau with support from Cunningham to adjourn the meeting at 7:27 pm.

Approved by all. Motion Carried.

Approved by: _____


Michael S. Cunningham, Township Clerk

Date: _____

5/18/2023

Respectfully submitted by:

Betsy Frigmanski, Recording Secretary

April 14, 2023

BOARD COMMENT

ADJOURNMENT