

**YANKEE SPRINGS TOWNSHIP
BOARD OF TRUSTEES- Regular Meeting**
Virtual only (Zoom) Meeting
Thursday, April 8, 2021
6:00 pm
Yankee Springs Township Hall
284 N. Briggs Rd., Middleville, Michigan 49333

MINUTES
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YS BOT – Regular Mtg.
April 8, 2021

Meeting called to order at 6:00 p.m. by Supervisor Rob Heethuis

PLEDGE OF ALLEGIANCE
INVOCATION

PLEDGE
INVOCATION

Roll Call: Present: Heethuis at Lisa Lane, Cunningham at Township Hall, VanHouten at Rock Dr., Knowles at Beatrice Ave., Mousseau at Heritage Bay Dr.,
Staff Present: Dennis Buist, Frank Fiala, Karen Kennedy, Alice Jansma, John Frigmanski
Visitors: 6 via ZOOM
ZOOM HOST: John R. at Florida residence

ROLL CALL

ADDITIONS/CHANGES TO AGENDA:

Motion by Cunningham with support from Mousseau to accept adding review of the proposed COVID-19 policy to the agenda.

Roll Call Vote: VanHouten: yes; Mousseau: yes; Heethuis: yes; Cunningham: yes; Knowles: yes.
Yes: 5, No: 0. **MOTION CARRIED**

ADDITIONS/
CHANGES TO
AGENDA

Motion by Cunningham with support from VanHouten to adjust the invoice register to today's date, April 8, with an increase of the dollar amount to \$47,964.24.

Roll Call Vote: Mousseau: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; VanHouten: yes.
Yes: 5, No: 0. **MOTION CARRIED**

Motion by Cunningham with support from VanHouten to approve the agenda as amended.

Roll Call Vote: Cunningham: yes; Heethuis: yes; VanHouten: yes; Mousseau: yes; Knowles: yes.
Yes: 5, No: 0. **MOTION CARRIED**

APPROVAL OF CONSENT AGENDA:

Board Minutes: 3/11/21 BOT Meeting and 3/23/21 Special BOT Meeting
March Accounts Payable: Checks #916262 through #916302; total amount: \$40,305.51.
March 31, 2021 Payroll Checks # 6952 through #6976 = \$13,426.80 net amount. March 2021 federal payroll withholding \$3,621.05. State quarterly payroll withholding \$2,051.52.

Motion by Cunningham with support from Knowles to approve the consent agenda as written.

Roll Call Vote: VanHouten: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; Mousseau: yes.
Yes: 5, No: 0. **MOTION CARRIED**

MOTION TO APPROVE
CONSENT AGENDA

ACKNOWLEDGEMENT OF VISITORS:

Catherine Getty – County Commissioner.

ACKNOWLEDGEMENT
OF VISITORS:

TREASURER'S REPORT: By Deb Mousseau, Treasurer

- Reviewed March 2021 Financial Statement and Investment Report
- General fund unrestricted balance of \$1,552,575.61
- A CD that matured was moved from one bank to another and there will be more CD's coming up for renewal in May

Motion by Cunningham with support from VanHouten to accept Treasurer's Report as presented.

Roll Call Vote: Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.
Yes: 5, No: 0. **MOTION CARRIED**

PUBLIC COMMENT: (Limit 3 minutes)

None

CLERK'S REPORT: by Mike Cunningham, Clerk

- April 2021 current invoice register as of 4/8/21 for a total of \$47,964.24

Motion by Heethuis with support from VanHouten to approve the current invoice register.

Roll Call Vote: Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.
Yes: 5, No: 0. **MOTION CARRIED**

COMMITTEE REPORTS:

- Park Committee

Motion by Heethuis with support from Cunningham to approve making grant application for up to \$1,000 for planting trees. Discussion: This is a matching grant.

Roll Call Vote: Cunningham: yes; Mousseau: yes; Heethuis: yes; Knowles: yes; VanHouten: yes.
Yes: 5, No: 0. **MOTION CARRIED**

Motion by Heethuis with support from Cunningham to create a park maintenance position.

Discussion: The position would be a possibility of 26 weeks for a maximum of ten hours per week at a rate of \$12.50 per hour, up to a maximum amount of \$3,000 for the season. This may change later to a year-round position and include the Fire Station and the Township Hall but for now it is only for the Township park.

Roll Call Vote: Cunningham: yes; Mousseau: yes; VanHouten: yes; Heethuis: yes; Knowles: yes.
Yes: 5, No: 0. **MOTION CARRIED**

Motion by Heethuis with support from VanHouten to approve up to \$2,500 for new soccer nets, bases, playing lines for the soccer and baseball fields and pickleball court usage rules signs.

Discussion: Ray Eister will take charge of painting the lines for this season. It's possible that this will be part of the custodian's position later on.

Roll Call Vote: Heethuis: yes; Knowles: yes; Mousseau: yes; VanHouten: yes; Cunningham: yes.
Yes: 5, No: 0. **MOTION CARRIED**

- ZBA Report

- One variance was requested on Crystal Way Court to build an outbuilding and the variance was granted.

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TREASURER'S
REPORT

PUBLIC COMMENT

CLERK'S REPORT

COMMITTEE
REPORTS

MOTION TO APPROVE
GRANT APPLICATION

MOTION TO CREATE
PARK MAINTENANCE
POSITION

MOTION TO APPROVE
UP TO \$2,500 FOR
PARK ITEMS

ZBA REPORT

• **PC Report**

- PCI March 2021 Report
- March 2021 Complaint Log
- Short Term Rental Application

PC REPORT

Motion by Knowles with support from Cunningham to approve the short-term rental application as presented to the Board.

Roll Call Vote: Cunningham: yes; Mousseau: yes; Knowles: yes; VanHouten: yes; Heethuis: yes. Yes: 5, No: 0. **MOTION CARRIED**

MOTION TO APPROVE SHORT TERM RENTAL APPLICATION

Motion by Heethuis with support from Knowles to appoint Mike Cunningham to work with the planning commission on the Capital Improvement Plan.

Roll Call Vote: Cunningham: yes; VanHouten: yes; Knowles: yes; Heethuis: yes; Mousseau: yes. Yes: 5, No: 0. **MOTION CARRIED**

MOTION TO APPOINT BOARD MEMBER TO WORK ON CIP

• **Fire/EMS report**

- March 2021 Yankee Springs Township Fire/Emergency Medical Responses
- Working on the budget and breaking items down and will be coming up with a budget recommendation

FIRE/EMS REPORT

• **Water Advisory report**

- Water Advisory Committee report
- GLASWA report for March 2021

WATER ADVISORY REPORT

Motion by Knowles with support from Mousseau to approve the Water Advisory Board terms: Greg Purcell (water utility customer) term expiring 12/31/2022; Rich Beukema (water utility customer) expiring 12/31/2023; Mike Peiffer (water utility customer) expiring 12/31/2024, Todd Delamar (not a water utility customer) expiring 12/31/2024, Alice Jansma (not a water utility customer) expiring 12/31/2021.

Roll Call Vote: Cunningham: yes; Knowles: yes; Mousseau: yes; Heethuis: yes; VanHouten: yes. Yes: 5, No: 0. **MOTION CARRIED**

MOTION TO APPROVE WATER ADVISORY BOARD TERMS

Motion by Heethuis with support from Cunningham to allow the Water Advisory Board to contact the attorney and the engineer.

Discussion: Would be coordinated through Larry Knowles.

Roll Call Vote: Mousseau: yes; Heethuis: yes; Knowles: yes; VanHouten: yes; Cunningham: yes. Yes: 5, No: 0. **MOTION CARRIED**

MOTION TO ALLOW WATER ADVISORY BOARD TO CONTACT ATTORNEY AND ENGINEER

Motion by Heethuis with support from Cunningham to update the water ordinance and fee structure at a cost of \$1,600 which would include attorney fees.

Amended motion by Cunningham with support from Knowles to update the water ordinance and fee structure at a cost not to exceed \$2,000 which would include attorney fees.

Discussion: This is an estimated amount from the attorney.

Roll Call Vote: Knowles: yes; Cunningham: yes; Heethuis: yes; VanHouten: yes; Mousseau: yes. Yes: 5, No: 0. **MOTION CARRIED**

MOTION TO UPDATE WATER ORDINANCE AND FEE STRUCTURE

• **Veterans Committee Report**

Motion by Heethuis with support from Cunningham to re-establish the Veterans Memorial Committee.

Roll Call Vote: Knowles: yes; Mousseau: yes; Cunningham: yes; VanHouten: yes; Heethuis: yes. Yes: 5, No: 0. **MOTION CARRIED**

MOTION TO ESTABLISH VETERANS COMMITTEE

Motion by VanHouten with support from Knowles to appoint Committee members Larry Knowles, Frank Fiala, John Frigmanski, Greg Purcell, Bruce Campbell, Ron Heilman, and Sandy Marcukaitis and also Dan Miller as the Fire staff and Dave VanHouten.

Discussion: The committee has selected a chairperson and this does not need to be approved by the Board.

Roll Call Vote: Cunningham: yes; VanHouten: yes; Mousseau: yes; Heethuis: yes; Knowles: yes. Yes: 5, No: 0. **MOTION CARRIED**

MOTION TO APPOINT MEMBERS OF THE VETERANS COMMITTEE

ACKNOWLEDGEMENT OF VISITORS:

Vivian Conner – County Commissioner. Board meetings are now being held in person. They approved a resolution to support small businesses which will be forwarded to Governor Whitmer. Approved the purchase of a 2021 215 Scout XSF Vessel and Phoenix trailer which will be used extensively on Gun Lake. Approved a resolution for the issuance of 2021 Capital Improvement and Refunding Bonds on the Thornapple Manor Care Facility project.

COUNTY COMMISSIONER'S REPORT

Approved a tentative agreement with the Barry County Courthouse Employees Association. The same things will be offered to the non-representative department heads and the change in benefits to the elected officials. Reappointments were made to the Barry County Community Mental Health Board, the Tax Allocation Board, and the Zoning Board of Appeals.

The Planning Board approved sending a map change request in Irving Township zoning change to the Board of Commissioners for final approval. Airport Board – approved a renewal of contract for the airport manager with no changes. The bid opening was held for the Courts and Law Building project. They hope to start that project within the next two weeks.

Gun Lake Improvement Board held officer elections. This is the last year of the three-year assessment period so there will be a public hearing held in June with a new budget and assessment roll. The board also approved their meeting schedule for the year. The RFPs will also be done for consulting services and weed treatment services.

Attended Orangeville Township meeting and there was discussion about the American Rescue Plan monies coming to the townships and the buoy request from Yankee Springs.

BOARD ACTION ITEMS:

- Blood Drive will be at the Fire Station on April 28th 2:30 PM- 6:30 PM
- Newsletter Update and Action. \$887 was estimated for newsletter and mailing. Will be mailed in the month of April.

BOARD ACTION ITEMS

BLOOD DRIVE UPDATE

Motion by Cunningham with support from Knowles to approve up to \$1,000 for the newsletter.

Roll Call Vote: VanHouten: yes; Mousseau: yes; Knowles: yes; Heethuis: yes; Cunningham: yes. Yes: 5, No: 0. **MOTION CARRIED**

MOTION TO INCREASE BUDGET FOR NEWSLETTER

- Buoy update and action: A partnership has been set up to include all the townships, the Gun Lake Protective Association, and Kyle Ribble of Gillette's who will be the person putting in the buoys. Yankee Springs will be putting in \$1,000 contribution and takes care of the maintenance of the buoys. Orangeville and Wayland township will each put in \$200 and Martin \$100. Gun Lake Protective Association chipped in by placing a full-page ad for Kyle and his business. The buoys will be put in before

Memorial Day and taken out after Labor Day.

Motion by Cunningham with support from Knowles to approve the plan to do the annual buoy placement on the lakes in Yankee Springs Township with a contribution from Yankee Springs Township of \$1,000 plus storage and maintenance.

Discussion: This is a joint effort for Gun Lake, not other lakes in the township. Other townships would not be able to contribute to work on other lakes in Yankee Springs Township.

Amended motion by Cunningham with support from Knowles to approve the plan to do the annual buoy placement on Gun Lake with a contribution from Yankee Springs Township of \$1,000 plus storage and maintenance.

Roll Call Vote: VanHouten: yes; Mousseau: yes; Knowles: yes; Heethuis: yes; Cunningham: yes. Yes: 5, No: 0. **MOTION CARRIED**

MOTION TO APPROVE
PLAN FOR BUOY
PLACEMENT

- Yankee Springs Township 2021 Spring Cleanup will be April 24. This is a partnership with the DNR.
 - The DNR will furnish a dumpster at the Fire Station which will be put in on Thursday, April 22 and picked up on Monday, April 26.
 - Start time will be 9:00 AM, meeting at the Fire Station.
 - An announcement will be put in the newspaper, the township website, posted in the window of the Township Hall and on the sign at the Fire Station.
 - Cleanup will hopefully include the target practice range on Yankee Springs Road.

- Hall Renovation Project update
 - The advertisement for community committee members was run for one week in the newspaper. It was also advertised on the Township website.
 - Four people responded with interest in serving: Diane Gaertner, Sally Smith, Kelly Robbins, and Marsha Clark. Phone interviews were conducted with each applicant.
 - Meetings will be set up starting the week of April 19th.

SPRING CLEANUP
UPDATE

HALL RENOVATION
PROJECT UPDATE

Motion by Heethuis with support from Cunningham to appoint the four community members to the Township Renovation Committee.

Roll Call Vote: Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes. Yes: 5, No: 0. **MOTION CARRIED**

MOTION TO APPOINT
RESIDENT
COMMITTEE
MEMBERS

- Township Purchasing Policy Discussion

Motion by Heethuis with support from Cunningham to create a purchasing policy development work group.

Discussion: Larry Knowles has put together some information in the meeting packet and would like to be part of that work group.

Amended motion by Heethuis with support from Cunningham to create a purchasing policy development work group consisting of Larry Knowles and Mike Cunningham.

Roll Call Vote: VanHouten: yes; Mousseau: yes; Heethuis: yes; Cunningham: yes; Knowles: yes. Yes: 5, No: 0. **MOTION CARRIED**

MOTION TO CREATE
POLICY
DEVELOPMENT
WORK GROUP

- Discussion of mission and values statement for the Township.
 - Heethuis' recommendation is to table this to a time in the future, possibly at a special meeting, when there is time to address this.
 - Meeting(s) will be scheduled as time allows.

DISCUSSION OF
MISSION & VALUES
STATEMENT

- Discussion of a COVID-19 policy for the Township.
 - A sample plan was taken from the MTA and the Board did not approve that plan at the special meeting.
 - Work was done today to develop a less restrictive plan and the streamlined plan was emailed to the Board members earlier today.

Motion by Cunningham with support from Mousseau to approve the modified plan as rewritten.

Roll Call Vote: Knowles: yes; Cunningham: yes; Heethuis: yes; VanHouten: yes; Mousseau: yes. Yes: 5, No: 0. **MOTION CARRIED**

MOTION TO ADOPT
COVID-19 POLICY

PUBLIC COMMENT: (Limit 3 minutes)

PUBLIC COMMENT

Catherine Getty: Applauded the efforts of the Parks committee. Thornapple Township worked on their mission and vision statement and had help from a facilitator and that was very helpful in the process. Suggested that the board consider scanning in the board meeting packets and having them available on the website to provide transparency to the residents. Thanks for all the work that is being done.

John R. Smith: Appreciates how prepared everyone is and how civil the board is to the township and to each other. Great job!

Sally Smith: She is looking forward to being on some of the committees and appreciates all the work that is being done to make the Township a better place.

BOARD COMMENT:

BOARD COMMENT

VanHouten: Please remember he is on vacation on Saturday, through Monday, April 19.

Cunningham: It's spring, and talking about Yankee Springs cleanup, I really like living in a nice community and neighborhood and feels in general everyone else does too, so let's assist in the cleanup and also year round as it's important to keep our community nice looking.

Mousseau: Thanks as always to John R. Smith for hosting and thanks to the new Township Renovation Committee members Kelly Robbins, Diane Gaertner, Sally Smith and Marsha Clark. We appreciate your interest and your time.

Knowles: Thanks to the new committee members as well for stepping up and thanks for all the work that has already been done on the other committees. Rob did a really nice job getting everyone together to get the buoys in and out and once again thanks for John for hosting this meeting.

Heethuis: Likes the enthusiasm by all the people and the excitement of the newest members who want to step up for the Renovation committee. It's really good stuff! The next time to rally will be on the 24th and let's recruit a group and make Yankee Springs even a better place to live. Thanks to John R. and to Betsy.

ADJOURNMENT:

*Motion by Cunningham with support from Knowles to adjourn at 7:24 p.m. Approved by all.
Motion Carried.*

Respectfully submitted:
Betsy Frigmanski
Recording Secretary 4/9/21

Date May 13, 2021

Approved



Michael S. Cunningham, Township Clerk

A full audio recording of this meeting has been downloaded to the township office computer system on 4/9/21.

ADJOURNMENT