

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

Thursday, December 8, 2022

6:00 pm

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

MINUTES

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YS Board of Trustees –
Regular Meeting
December 8, 2022

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

PLEDGE OF ALLEGIANCE

INVOCATION

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

Staff Present: Dennis Buist, Rich Beukema, Frank Fiala, Sandy Marcukaitis

Visitors: 5

ADDITIONS/CHANGES TO AGENDA:

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

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

- Board minutes 11/10/2022 Regular BOT Meeting and 11/22/2022 Special Meeting.
- November 2022 Accounts Payable: Checks #917129 through Check #917177 total amount \$198,188.34.
- November 30, 2022 Payroll Checks #7414 through Check #7455 = \$18,883.28 net amount; November 2022 Fed P/R withholding \$4,760.76.

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

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

PUBLIC COMMENT: (Limit 3 minutes)

None

TREASURER'S REPORT: By Deb Mousseau, Treasurer

- November 2022 Financial Statement and Investment reports were reviewed.
 - Payroll checks were higher for November due to the election.
 - Talking to someone from a credit union about making a presentation to the board as they have higher interest rates on CDs, but they were not able to attend the meeting tonight.

**PLEDGE OF
ALLEGIANCE**

INVOCATION

ROLL CALL

**MOTION TO ACCEPT
AGENDA**

**MOTION TO APPROVE
CONSENT AGENDA**

PUBLIC COMMENT

**TREASURER'S
REPORT**

- Huntington agreed to a higher interest rate on the FDIC checking.
- Winter tax bills were mailed Thursday, 12/1/2022 and are due on Tuesday 2/28/2023. The office will be open from 9:00 AM until 5:00 PM on Thursday, 12/29/2022 and until noon on Friday, 12/30/2022 to assist those wishing to pay in 2022.
- Audit was completed with no significant changes from prior years.

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

MOTION TO ACCEPT
TREASURER’S
REPORT

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

CLERK’S REPORT: By Mike Cunningham, Clerk

CLERK’S REPORT

- December 2022 Current Invoice Register as of 12/8/2022 is \$193,047.04. The Mugen pay application is included in that number. Also included is the partial payment for the park parking lot.

Motion by Knowles with support from Heethuis to approve payment. **Roll Call Vote:** Heethuis: yes; VanHouten: yes; Knowles: yes; Cunningham: yes; Mousseau: yes.

MOTION TO APPROVE
INVOICE REGISTER

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

- COVID coordinator resignation: Mike Cunningham will no longer be serving in that position as it is not required.

COMMITTEE REPORTS:

Recycling Committee:

RECYCLING
COMMITTEE REPORT

- Two meetings were held preparing the committee structure for the meeting tonight.
- Also looking at some grant opportunities through the county and EGLE.

Motion by Cunningham with support from VanHouten to approve the recycling committee structure as presented. **Roll Call Vote:** Cunningham: yes; VanHouten: yes; Knowles: yes; Heethuis: yes; Mousseau: yes;

MOTION TO APPROVE
RECYCLING
COMMITTEE
STRUCTURE

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

ACKNOWLEDGEMENT OF VISITORS:

ACKNOWLEDGEMENT
OF VISITORS

Catherine Getty, County Commissioner: Reviewed the disbursement of bonuses that will be paid from the ARPA funds to County employees. This is being done in an effort to retain employees. Decisions on the remaining ARPA funds will not take place until the new Board members are seated in January. Mr. Knowles inquired if there was still a possibility of the County granting any ARPA funds to the water system and Ms. Getty said she believes it is still a consideration. There is interest in the Board sitting down with Ms. Getty and the new commissioner, Mark Doster, to review the request from the Water Board.

The Board also expressed condolences to Ms. Getty on the recent passing of her mother.

Park Committee:

- Parking lot expansion project update:
 - The paving base course was re-scheduled a couple times and had to be put on hold due to winter weather.
 - We are paying \$44,177.80 for the work that has been completed. The contract cost will not increase due to the delay.
 - The parking lot may be used for parking this winter but there will not be any plowing because of probable damage to the gravel base and especially to the sidewalk surrounding the parking lot.
- The draft 5-year plan has been completed and is available on our website and at the office.
- The plan must be approved to be presented in a required public hearing in January 2023.
- Then would be passed on to the Township’s engineers to look at grants for 2023.

Motion by Heethuis with support from Mousseau to approve the draft park 5-year plan for public hearing at the 1/12/2023 BOT meeting. Discussion: Updated copies will be on the website and available in the office for review. **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 Park Committee structure as presented. **Roll Call Vote:** Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.

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

Zoning Board of Appeals:

- Regular meeting was held on 11/18/2022.
- Two requests: One was to build a pergola and deck that failed to meet lakeside setbacks in the Gun Lake Residential district and that was approved.
- Next one was to build a deck on a lot zoned Gun Lake Residential Lakefront that failed to meet lakeside setbacks and maximum lot coverage. The request was denied. The project was started without obtaining a building permit and was about 95 percent completed.
- Next meeting will be 12/13/2022.

Planning Commission:

- PCI November 2022 report in packet.
- November 2022 Complaint log in packet.
- Regular meeting held 11/17/2022
- ZBA text changes being brought in front of the Board tonight for setback table, Chief Noonday setback changes, and private roads.
- The side yard setbacks are not included as that it is still being worked on.
- PC asked Rebecca Harvey to give directions for revised outbuilding size schedule and that hearing will be at the December meeting
- Next meeting 12/15/2022
- CIP update: Team has been set and everything will be put together next week.

Fire/EMS Report:

- November 2022 Fire/Emergency Medical response report came in late today.
- New fire truck update: The new truck order was placed with Spencer on 11/23/2022 after

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PARK COMMITTEE REPORT

MOTION TO APPROVE DRAFT 5-YEAR PLAN FOR PUBLIC HEARING ON 1/12/2023

MOTION TO APPROVE PARK COMMITTEE STRUCTURE

ZBA REPORT

PC REPORT

FIRE/EMS REPORT

the approval at the 11/22/2022 Special Meeting. 12/19/2022 pre-construction meeting 8:30 AM at the Fire Station.

- Fire Service contract will be reviewed by the fire committee in January 2023 and updates provided to the board in February for review/approval.
- DNR Brush Truck will also be reviewed in January to provide a recommendation to the board in February.
- Training fire hydrant: Lobbezoo Construction says the project will be completed in December.

Water Advisory Committee:

- 12/6/2022 meeting was cancelled. 11/14/2022 meeting minutes in packet. The tour of the wellhouse and the water tower took place at that time.
- GLASWA 12/7/2022 minutes in packet. The proposed budget for 2023 was approved.
- GLASWA has been hacked and hackers took ownership of their email and tried to transfer money from the bank account.
- New bank accounts have now been put in place. The email situation has been resolved.

Veterans Memorial Committee:

- Veterans Day Ceremony:
 - Attendance was up 50% over last year.
 - There was good feedback on the speaker and the program.
 - The walk was not well attended.

Board Action Items:

- Office/Hall Renovation Project update:
 - A project progress meeting was held 12/6/2022. The next scheduled meeting is Tuesday, 12/20/2022 at 9AM.
 - The project seems to be on schedule for phase 1 (new office) completion & move-in mid-January, about 2 weeks behind the original schedule (after the January 12 board meeting).
 - Windows should be installed the week of 12/12/2022. Interior doors & trim also the week of 12/12/2022. The entry door is still delayed but should be installed around the first of the new year.
 - We are continuing to work on plans for the hall renovation (2nd phase of the project) when we will need to completely remove everything from the room. We are also discussing how to replace the hall furnace without freezing the water pipes.
 - The electrical equipment has been received. The switchover is now scheduled for Friday, 12/16/2022. The office will be closed all day.
 - Ceiling tile grid and some ceiling tile has been installed. Lighting and HVAC fixtures are being installed in the grid. The ceiling will then be inspected, and the remaining grid installed.
 - The recent heavy snow resulted in a large amount of snow sliding down the north facing roof and bending the new gutter. A 42-foot snow bar is being recommended to prevent this in the future.
 - A future change order will be to add humidifiers (approximately \$1,102) to the two HVAC units in the basement and a water line to supply water. An estimate for this is being created.
 - An estimate has been received to install hard surface trim caps on the reception area half walls has been requested.
 - We are contacting window dressing suppliers for blinds for all of the windows.

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**WATER ADVISORY
COMMITTEE REPORT**

**VETERANS
MEMORIAL
COMMITTEE**

**OFFICE RENOVATION
PROJECT UPDATE**

- We are starting to work with office furniture suppliers for design and estimate of new & replacement furniture (desks/file cabinets etc.).
- The initial move will involve moving almost all of the existing furniture since the lead time for new furniture is about 2 months. This should allow us time to determine what is really needed.
- An estimate has been received from Mugen to build a custom work surface for the reception area. We will also be getting an estimate from the office furniture company for a similar work surface.

**MOTION TO APPROVE
INSTALLATION OF
SNOW BAR ON OFFICE
ROOF**

Motion by Cunningham with support from Mousseau to approve up to \$1,500 to install a 42-foot snow bar on the north facing office roof. Discussion: This should have been included in the original quote but it was not, so it needs to be added now. **Roll Call Vote:** Mousseau: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; VanHouten: no.

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

**MOTION TO ADD
SOLID SURFACE CAPS
ON THE RECEPTION
AREA HALF WALLS**

Motion by Cunningham with support from Knowles to add about 38” x 6” solid surface caps on the top of each reception area half wall for \$671.00. **Roll Call Vote:** Mousseau: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; VanHouten: yes.

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

- Office copier replacement discussion.
 - Current copier was acquired in November 2014 and has a maintenance contract with Applied Innovation.
 - The last (4) quarterly costs totaled \$6,157 for toner, maintenance, support, and overages on the number of copies made.
 - Applied Innovation has given the township a proposal for a new copier and the township will be getting a price from a second vendor.
 - This will be discussed further in January.
- Proposed zoning ordinance amendments.
 - Four different areas are being amended:
 1. Amending the language for the Board of Appeals stating how they hear cases and states the six difficulties that are considered. It was discussed that this should be included in the zoning appeal application.
 2. Private roads standards have been completely overhauled. It opens up private roads to all zoning districts. A private road connecting to a paved road must be paved. A private road connecting to a gravel road may be paved or gravel. A 1250’ length requires two exits. A 50’ minimum running surface for the cul-de-sac. Described what the road base has to be if it is a paved road and what it has to be if it’s not a paved road and described the asphalt. Prior to the approval of the proposed road, they shall submit to the Township a set of deed restrictions acceptable to this board and suitable for recording which will provide the creation of the private road easement. The applicant will submit a document being recorded with the Barry County Register of Deeds stating the homeowner’s association shall be responsible for the upkeep and a maintenance agreement recorded signed by all owners of the right of way assuring that the road will be properly maintained at their cost. Land divisions companion to a private road improvement will not be approved

until a final private road permit is filed so any properties being divided after that. There were some concerns about whether extensions would be allowed to current private roads. An existing private road can be improved but cannot be extended without fixing the existing road. Mr. VanHouten inquired if a private road built to these standards would be up to county road standards and Mr. Fiala said it would not.

3. Chief Noonday Corridor Overlay District: taken out some of the setback requirements and made the zoning ordinance more readable. We removed the 75' of frontage requirement and changed it to 35' for the front. The back will be reduced as well. Parking lots have to be 40' from the pavement.
4. Taking all of the setbacks and lot coverages and combining the tables and making the table format part of the ordinance. The part dealing with the side setbacks is coming yet.

Motion by Heethuis with support from Knowles to approve Ordinance No. 12-08-2022 to amend the Yankee Springs Township Zoning Ordinance to regulate private roads; to revise setback and other regulations; to amend requirements for the Chief Noonday Corridor Overlay District; to revise Zoning Board of Appeals authorities and standards; to repeal all ordinances or parts of ordinances in conflict herewith and to provide an effective date. Roll Call Vote: Cunningham: yes; Knowles: yes; Mousseau: yes; Heethuis: yes; VanHouten: yes.

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

- DK Landscape Management brought this proposal to the Board for a two-year contract.
 - The contract includes a 10.6% increase for 2023 and holds the same price for 2024.
 - If accepted now the Township will not put it out for bid.

Motion by Cunningham with support from Heethuis to accept the proposal from DK Landscape for township mowing and landscaping services for the 2023 and 2024 seasons. Roll Call Vote: VanHouten: yes; Mousseau: yes; Heethuis: yes; Cunningham: yes; Knowles: yes.

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

- Planning Commission and Zoning Board of Appeals Reappointments. One term will be for two years to improve staggering of terms.

Motion by Heethuis with support from Knowles to appoint Greg Purcell to a new PC 3-year term ending 12/31/2025. Roll Call Vote: Knowles: yes; Cunningham: yes; Heethuis: yes; VanHouten: yes; Mousseau: yes.

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

Motion by Heethuis with support from Knowles to appoint Frank Fiala to a new PC 3-year term ending 12/31/2025. Roll Call Vote: Cunningham: yes; VanHouten: yes; Mousseau: yes; Heethuis: yes; Knowles: yes.

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

**MOTION TO ADOPT
ORDINANCE NO. 12-08-
2022 TO AMEND THE
YST ZONING
ORDINANCE**

**MOTION TO ACCEPT
PROPOSAL FROM DK
LANDSCAPE FOR
TOWNSHIP MOWING
AND LANDSCAPING
SERVICES FOR 2023
AND 2024 SEASONS**

**MOTION TO APPOINT
GREG PURCELL TO
THE PLANNING
COMMISSION**

**MOTION TO APPOINT
FRANK FIALA TO THE
PLANNING
COMMISSION**

**MOTION TO APPOINT
JAKE WELCH TO THE
ZONING BOARD OF
APPEALS**

Motion by Heethuis with support from VanHouten to appoint Jake Welch to a new ZBA 2-year term ending 12/31/2024. 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 VanHouten to appoint Ron Heilman to a new ZBA 3-year term ending 12/31/2025. Roll Call Vote: VanHouten: yes; Mousseau: yes; Knowles: yes; Heethuis: yes; Cunningham: yes.

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

Motion by Heethuis with support from VanHouten to appoint Mike Boysen to a new ZBA 3-year term ending 12/31/2025. Roll Call Vote: Knowles: yes; Mousseau: yes; Cunningham: yes; VanHouten: yes; Heethuis: yes.

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

Motion by Mousseau with support from VanHouten to collect 50% of the 2023 Wayland Union School tax levy at a cost of \$2.50 per parcel. Roll Call Vote: Cunningham: yes; Heethuis: yes; VanHouten: yes; Mousseau: yes; Knowles: yes.

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

Motion by Cunningham with support from Mousseau to approve the township 2023 meeting schedule. Roll Call Vote: Mousseau: yes; Heethuis: yes; Knowles: yes; VanHouten: yes; Cunningham: yes.

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

- 2023 Board of Trustees - Planning Commission – Zoning Board of Appeals Joint Meeting

Motion to set the 2023 Joint Meeting date as Thursday, February 23, 2023 @6PM. Roll Call Vote: VanHouten: yes; Mousseau: yes; Heethuis: yes; Cunningham: yes; Knowles: yes.

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

- Planning and Zoning Administrator Search Committee update:
 - A letter to township residents informing them about the position opening was mailed the week of 11/28/2022. The cost for the mailing was \$1,376.33.
 - There have been very favorable comments on the letter and there has already been some interest in the position.
 - The job description and employment application are on our website and available in the office.
 - Will move forward on this after the holidays.
- Discussion about installing security cameras at the fire station:
 - This equipment would help protect the fire station building and equipment.
 - We now have an inventory of diesel fuel that could be a target for thieves.
 - Election security will be enhanced through the use of the cameras.
 - The existence of cameras can be a deterrent to crime.

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**MOTION TO APPOINT
RON HEILMAN TO
THE ZONING BOARD
OF APPEALS**

**MOTION TO APPOINT
MIKE BOYSEN TO THE
ZONING BOARD OF
APPEALS**

**MOTION TO COLLECT
50% OF THE
WAYLAND UNION
SCHOOL TAX LEVY**

**MOTION TO APPROVE
THE TOWNSHIP 2023
MEETING SCHEDULE**

**MOTION TO SET DATE
FOR JOINT MEETING**

**PLANNING AND
ZONING
ADMINISTRATION
SEARCH UPDATE**

**MOTION TO INSTALL
SECURITY CAMERAS
AND RECORDING
EQUIPMENT AT THE
FIRE STATION**

Motion by Cunningham with support from VanHouten to approve up to \$3,500 to install 4 security cameras and recording equipment at the fire station. Roll Call Vote: Cunningham: yes; Mousseau: yes; VanHouten: yes; Heethuis: yes; Knowles: yes.

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

- Required annual review of the Township Attorney contact policy.

Motion by Cunningham with support from Mousseau to not make any changes to the current Township Attorney contact policy. Roll Call Vote: Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.

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

PUBLIC COMMENT:

None

BOARD COMMENT:

Mousseau: Thanked Larry for giving Mike and I a tour of the well house and water tower, it was very informative. Also thanked Dave and everyone who helped with the Veteran’s Day Ceremony. Also, the tax bills did go out.

VanHouten: Two years on the board have now been completed. Commented on how terrible the property on M179 at the end of South Payne Lake Road is looking and asked Brad Williams what can be done about it.


Knowles: Great job on the Veterans Ceremony.

Cunningham: It’s been busy. The Road Commission wants to set a meeting date so that will need to be done.

Heethuis: Thanked Sandy for the Santa hat and wished the Board and the citizens a very Merry Christmas and Happy Holidays.

ADJOURNMENT:

Motion by Knowles with support from Mousseau to adjourn the meeting at 7:33 pm. Approved by all. Motion Carried.

Approved by:  Date: 1/26/2023
Michael S. Cunningham, Township Clerk

Respectfully submitted by:
Betsy Frigmanski, Recording Secretary
December 14, 2022

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**MOTION TO NOT
CHANGE THE
TOWNSHIP
ATTORNEY CONTACT
POLICY**

PUBLIC COMMENT

BOARD COMMENT

ADJOURNMENT