

<p style="text-align: center;"> YANKEE SPRINGS TOWNSHIP BOARD OF TRUSTEES <u>Joint Meeting Of</u> <u>Board of Trustees, Planning Commission and Zoning Board of Appeals</u> <u>Continuation of</u> CAPITAL IMPROVEMENT PLAN REPORT (CIP) <u>At 6:30 p.m.</u> Tuesday, June 19, 2018 Yankee Springs Township Hall 284 North Briggs Road, Middleville, Michigan 49333 MINUTES </p>	<p> FINAL MINUTES Page 1 of 9 YST Joint Meeting 6-19-18 Minutes Dist. Via email 7-10-18 jcl Approved Aug. 9, 2018 By Bd Trustees </p>
<p>Meeting called to order at 6:40 pm by Supervisor Mark Englerth.</p> <p><u>PLEDGE OF ALLEGIANCE</u></p> <p><u>Roll Call: Board of Trustees:</u> Present: A. Jansma, M. Englerth, S. VandenBerg, J. Lippert, M. Boysen</p> <p><u>Absent with Notice:</u> Jacob Welch, ZBA, Dave VanHouten, ZBA.</p> <p><u>Planning Commission:</u> Present: C. Strickland (ZBA Rep), S. VandenBerg, Pat Jansens, F. Fiala, T. Knowles, R. Beukema, P. Heystek.</p> <p><u>Zoning Board of Appeals:</u> C. Strickland (PC Rep), Ron Heilman, Michael Boysen (Bd. Rep).</p> <p><u>Staff Present:</u> Sandy Marcukaitis- P & Z Assistant, Chuck Biggs-Constable</p> <p><u>Not in attendance:</u> Rebecca Harvey Prof. Planner, Eric Thompson PCI/ZA</p> <p><u>Visitors:</u> (0)</p> <p><i>Full audio recording of this meeting which is to accompany the written minutes (for this meeting) has been downloaded and is accessible at the Township under "6.19.18 CIP/Joint Meeting".</i></p> <p>PUBLIC COMMENT: NONE</p>	<p>CALL TO ORDER</p> <p>PLEDGE</p> <p>ROLL CALL</p>
<p>Clerk Lippert administered Oath of Office To:</p> <p>Cathy Strickland/ Planning Commission – Three (3) year term expires June 2021</p> <p>Patrick Jansens/ Planning Commission – Three (3) year term expires June 2021</p> <p>Shane VandenBerg/ Planning Commission - One Year term</p> <p>Michael Boysen/ Zoning Board of Appeals - One Year term</p>	<p>PUBLIC COMMENT</p>
<p>Frank Fiala of the CIP Committee referred to minutes of the last CIP Joint Meeting on May 22nd for a summary of the following: CIP, Asset Management Plan, Strategic Plan, and a Mission Statement. Fiala mentioned that at the very last meeting, he thought it was commented, “The really best thing we could do, is all work together as a township, especially the township board, in having a <u>strategic plan</u> identifying these 6 or 7 or 8 things that you want to do over the next half a dozen years.”</p> <p>F. Fiala referred to the MTA Handbook, entitled: <u>Authorities & Responsibilities of Michigan Township Officials, Boards and Commissions.</u> (Also referred to as “The Little Red Book from MTA”). From the <u>Roles and Responsibilities of the PC section:</u></p>	

The PC (Planning Commission) shall annually prepare a capital improvement program of public structures and improvements. The program shall prioritize the recommended projects that in its opinion are needed and can be accomplished within the ensuing six (6) year period. Upon request of the PC, those in charge of the project shall furnish the PC with lists, plans, estimates of times and costs of proposed improvements. The foregoing are only mandatory for a township that owns or operates a water supply or sewage disposal system individually or jointly with another unit or units of government. The foregoing does not preempt the township board's authority with regard to capital improvements.

Chart of Items/Projects for Strategic Planning: (Fiala reviewed and summarized items below).

Fiala commented that his hope for the meeting was to talk about the list, and talk about maybe setting on top of that –**a strategic plan**. The strategic plan being a handful of things the township board wants to do over a reasonable time frame, usually for a term of office. The next step would be to prioritize those 4, 5 or 6 or so projects and assign who is going to do what. Assigning to a board member a project or “birdogging” was mentioned by Fiala as a way of successfully completing projects. Fiala started the prioritizing discussion by noting that he kind of combined the top two items together (#1 Fire Protection & #2 Ambulance).

1. **Fire Protection**
2. **Ambulance/Emergency Services**
3. **Township Facilities Improvements**
4. **Township Roads**
5. **YS Water Service**
6. **Township Park/Veterans Memorial**
7. **Sewer Service**
8. **Information Technology**
9. **Non-Motorized Paths**
10. **Boat Wash**

List from CIP
Report

Fiala would like to start to prioritize the 10 items above. Fiala commented that some municipalities go to an outside firm to do the prioritizing. Our township doesn't do that. We are following the Zoning Enabling Act noted Fiala.

Heilman commented that we will need money to do these things.

Fiala commented that in the budget, the dollars are identified to the particular items.

Heilman commented, “So you are saying we could start tomorrow with all these items?”

Treasurer Jansma commented on the items of the CIP that are on a six (6) year plan, and referred to the items on the township budget. Jansma commented that some items are spread out over six (6) years.

Englerth commented that this is a process to put these items on the radar. There are items to be monitored. On some items the township will not take a leading role, such as the boat wash, but it will be supportive of it. Englerth referred to a recent step to have Geoff Moffat do a study on non-motorized trails for our township. Englerth noted the Veterans Memorial does not come from township funds – it is funded from donations.

J. Lippert asked about Roads on the CIP.

Boysen asked why Orangeville went to a millage for its roads and if Fiala thinks YS Twp. needs a millage (for roads in YS Twp).

Fiala, also of the Barry County Road Commission, commented that the thing that is encouraged is to look at the roads, keep them at a certain level and do the right thing at the right time.

Jansma commented that YS township doesn't levy any millage for itself. "We have an operational millage that we use that is allocated by the county." Jansma also noted the biggest part of our budget comes from state revenue sharing. This was noted at the budget hearing.

Fiala commented that we are blessed to have the high SEVs for property (along with Thornapple Township). Therefore, lots of taxes come from the school which helps our General Fund.

Englerth commented regarding asking the questions of priorities to give us a base foundation. "We need a collaborative effort all together." Englerth also spoke of "S & M" – Support and Monitor. Englerth commented on many of the ten items on the list and how they are being dealt with.

Fiala asked if there is any big thing that the CIP board missed.

Englerth commented that he would like to see the township park and non-motorized path go together because a non-motorized path is a linear park.

Boysen commented on having the fire and ambulance together calling the whole thing "Emergency Services".

Jansma commented "The Water System is an enterprise system that we work with which is run by GLASWA".

Boysen mentioned the building (township hall/office) and that maybe some money should be allocated to flesh this out and discuss it. Boysen has talked to other townships about the process. "Having a more learned approach is better than just spit balling it," noted Boysen.

P. Heystek commented that the drawings and plans have already been done for the facilities improvement. It was passed to have it all done. "There's no sense in rebuilding the wall if it is already there." Heystek added that maybe due to the time frame for this, it might not be right at this time.

Boysen mentioned that he knew that part of the work had been done, "I guess what I'm adding to that is a clean sheet."

Englerth commented on all being in agreement that all the issues are important. Englerth commented on combining Fire and Ambulance and the Parks and Trails. "If you take from one, you rob from another," noted Englerth. Englerth commented on being a little bit conscious of not having a boat wash (proposed) or siren on any other lakes, except Gun Lake. "I don't want this to be just the 'Gun Lake Township,' added Englerth. Englerth referred to the Library district as well. Englerth referred to the list as not the Bible. "This isn't the Ten Commandments. It's best guess, right Frank?"

Fiala commented "At the end of the month when your budget is completed for the next fiscal year, in the next week, once that is done, we use that as a spring board, and we take that data, project that out five years, and make the modifications we talked about here. We plan to do that and get that buttoned up in the next 90 days or so. This 2017 (CIP) got pushed back for a number of reasons, but would just like to do that, and present that to you. Just for thinking, for input, for whatever to be an assistance to you folks, the township board."

S. Vandenberg commented that he was under the assumption that the GLPA (Gun Lake Protective Association) was heading up the boat wash. Vandenberg commented that he wasn't sure about the funding coming from the township. (Jansma pointed out the money from the township (budgeted) was one time only of \$5,000).

Heystek likened the boat wash to the weather alert siren. The Township didn't lead the charge on the siren.

J. Lippert mentioned that the boat wash is a joint effort of the four townships involved in Gun Lake.

Heilman mentioned other boat washes in the state and their costs are far more than \$5,000. You are looking at just to do the facility just to start at \$35,000 - \$40,000," added Heilman.

Englerth mentioned that state park is talking about sewer rights. Evasive species and weeds were mentioned by Englerth as well.

Boysen commented that the Veterans Memorial is not funded by the township, and whether it should it be on the list.

Fiala commented that a bunch of energy has been put in to the Veterans Memorial. Recycling was mentioned as maybe it should be on the list. "It is the right thing to do, but it takes money," added Fiala.

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Fiala reviewed what was addressed under Informational Technology in the CIP Report. Fiala mentioned that he would like to see bills and other items projected on the screen during Board meetings to communicate to the public.

Boysen commented on possibly getting line items for technology.

Jansma commented on having a place (facility) to work with new technology.

VandenBerg commented that there are quite of few things that could be done to clean the facility (township hall/office) up (spruce up) that wouldn't cost a large amount of money.

Boysen, regarding the township hall/office, commented on gazing into the crystal ball and saying "When is enough, enough? When do we stop throwing money at something at what point will it not meet our needs?" Boysen noted that he appreciated the opinions of other boards (PC & ZBA) as well regarding the facilities remodel.

Heilman commented on having a way to support a new facility. Heilman mentioned that events use to take place at the building and it was income. Heilman added that maybe insurance was a deterring factor.

VandenBerg commented that the events being held in the hall were also community service.

Boysen commented that he agrees with R. Heilman. "The community owns it and they should have access to it," added Boysen.

Jansma mentioned Englerth saying that an event held at the hall could compete against local businesses (our neighbors who make a living from events).

Englerth commented that people that go to Baypointe spend \$15-, 20-, and 30,000 dollars. Englerth mentioned that he spoke to the owner of Bowens Mill (where weddings and larger events are held). Englerth commented that he was in support of the township building being used for small occasions, such as a graduation or anniversary party.

Lippert mentioned that sometimes events are held at the hall by non-profit organizations.

Fiala mentioned that DNR uses the facility on occasion.

Heystek commented on informational technology/township websites and expanding into the business community as well.

Boysen mentioned already pursuing a township Facebook page.

Heystek mentioned being able to put a survey on Facebook, and getting the pulse of the residents/taxpayers.

Jansma noted that the township has difficulty maintaining things that it already has.

Discussion turned to the Non-Motorized Trails, and getting the pulse of the community.

Boysen commented “Most of it is sales, do it like Mark says “In steps”, chewable bits. At the end of the day, we have to lead in a lot of these things.”

Jansma mentioned, “The demographics of the township are changing so fast. It’s changed daily now. It’s unbelievable.” **Jansma** referred to how different things were ten years ago and how different things are today.

Boysen commented, “It’s part of what happens. They don’t have to sell any more, because people just expect it.”

After Discussion/Prioritizing, the New List is:

**New List –
After discussion**

- 1. Emergency Services (Fire & Ambulance)**
- 2. Township Facilities Improvements/Technology**
- 3. Roads within Township**
- 4. Walkable Communities (Non-Motorized Trails) and Park -**
- 5. Informational Technology**
- 6. Water System (Enterprise Fund)**
- 7. Sewer System**

Fiala commented, “I think we’ll have a committee, and we’ll take what slight changes that they’ve made here. We’ll do that and spread the budget, and then have a regular meeting or whatever you want to do.

Fiala commented that it’s (CIP) not to be perfect, it just is to comply with our Zoning Enabling Act .

Fiala also mentioned the ease of just being to update it every year. The plan needs to be updated on an annual basis.

Heilman noted that if the CIP is updated every year, then progress can be evaluated on the projects.

C. Strickland commented on doing the CIP starting in 2010.

It was noted that the Park Plan has been done by Cathy Strickland and Sandy Marcukaitis with amounts for fiscal years.

VandenBerg commented that Geoff Moffit is already working on the Trails study and that G. Moffit has already walked it.

Heilman commented on Patterson Rd. going to be a problem with the Trail because property encroachment will be an issue.

Englerth mentioned going down Chief Noonday from McDonald's and getting down to the Sand Bar where you can go down to the state park. "Then all those people are going to be looking for an opportunity. And that probably can be done in two weekends with a special assessment district siding it. I mean how are you going to fund it?...Another piece is that we realize as a board unless you have got somebody that's going to work 45 hours a week for the next year and a half, you're not going to be able to implement it, all we're going to do is talk."

Fiala commented, "You got to have a sponsor. You've got to have somebody there with their skin in the game that's a sponsor....Somebody that's going to grab on to that thing, throw everything else aside and just go do it...It's tough work."

VandenBerg commented, "It's not tough if you pay somebody to do it."

Regarding a REVISIT Date: **Fiala** commented on having the PC formulate a committee to work on the CIP (because the CIP is an annual requirement) and have ready after the Board finishes the Budget and then there will be new numbers available as well.

J. Lippert suggested waiting until after the August 7th Election to go over the CIP, the millage will be on the ballot, and Lippert added that July is busy with tax bills.

It was noted that M. Boysen will sit on the new committee (sub committee) of the CIP to revamp the CIP with the changes that have been made. Boysen will be the board rep on the CIP.

M.Boysen encouraged everyone to go through the CIP, read it and mark it up.

Englerth commented that he had a report from the Water Advisory Report from G. Purcell and it was distributed to all board members. Englerth asked that the report be reviewed before the meeting of June 26th.

Jansma commented that she would like the township board to have a mission statement.

Fiala asked if the CIP committee could propose one (mission statement) to the board?

VandenBerg commented on advertising and have the community get involved and send in what they think would be good for a mission statement. VandenBerg commented on possibly awarding a prize for the winning suggestion.

MOTION TO
RESCIND
ACCEPTANCE
OF THE
MASTER PLAN
from the PC.

CONSENSUS
FOR iPad
COVER
PURCHASE

OTHER BUSINESS:

VandenBerg commented on talking about the last Board meeting, and the **Master Plan**. VandenBerg commented the board should have sent back the Master Plan to the PC with modifications, after looking at the red book (*MTA Handbook, entitled: Authorities & Responsibilities of Michigan Township Officials, Boards and Commissions*). C. Strickland brought it to VandenBerg's attention that the board should have taken a few days to review it.

Boysen asked to hold off a little bit to go through it before sending it (Master Plan) out to the public.

Motion by Boysen with second by Englerth to rescind the Master Plan to be distributed to the public. ROLL CALL VOTE: Englerth: Yes, Boysen: Yes, VandenBerg: Yes, Lippert: Yes, Jansma: Yes. Yes: 5, No: 0. MOTION CARRIED.

*****Board will review the MASTER PLAN and re-submit at meeting of July 10th*****

IPADS for BOARD – INFO:

The Board issued iPad is up and going for M. Boysen and plans are for this weekend for S. VandenBerg to work on getting his iPad ready.

J. Lippert will be setting up a meeting for the township iPads in July. An evening time was a preference for Boysen.

It was noted that Trustee Boysen also has pricing on protective covers for the iPads.

CONSENSUS of Board of Trustee Members was to approve iPad covers (between \$50 - \$100 each). Englerth/Boysen will be working on this purchase.

Planning Commission Voting for Officers – was mentioned by VandenBerg– and if it could take place this evening due to another board meeting scheduled on Thursday night.

Strickland commented that it (voting for officers) is a housekeeping issue and would make it easier for Thursday night's PC meeting and Public Hearing on Lot coverage.

Fiala commented on in the past having a nominating committee and also mentioned "a committee as a whole approach" instead of the Chairman doing all of the heavy lifting.

There is a special BOT meeting coming up Thursday night (at the fire station), the same night and time of the PC (June 21, 2018).

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ADJOURNMENT

Because of the meeting schedule conflict on Thursday, 6/21/18, Englerth commented, "With that I would like to adjourn our meeting and let the Planning Commission work through this to where everybody walks out the door happy and you can do whatever you want."

ADJOURNMENT: Motion by Jansma with support from Lippert to adjourn meeting at 8:24 p.m.

Respectfully submitted:
D. Mousseau
Recording Secretary
6/19/18

Approved Date: Approved Aug. 9, 2018 By Bd Trustees

Janice C. Lippert, Clerk _____

Tressa Knowles, Secretary Plan Commission: _____

Ron Heilman, Secretary Zoning Board of Appeals: _____