

<p>YANKEE SPRINGS TOWNSHIP BOARD OF TRUSTEES <u>Joint Meeting Of</u> <u>Board of Trustees, Planning Commission and Zoning Board of Appeals</u> CAPITAL IMPROVEMENT REPORT (CIP) <u>At 7:00 p.m.</u> <u>Tuesday, May 22, 2018</u> Yankee Springs Township Hall 284 North Briggs Road, Middleville, Michigan 49333</p>	<p>FINAL MINUTES Page 1 of 10 YST Joint Meeting 5-22-18 Approved by Bd Trustees June 14, 2018</p>
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MINUTES

Meeting called to order at 7:01 pm by Supervisor Mark Englerth.

PLEDGE OF ALLEGIANCE

Roll Call: Board of Trustees: Present: A. Jansma, M. Englerth, S. VandenBerg.
Absent with Notice: J. Lippert, M. Boysen.
Professional Planner - Rebecca Harvey.
M. Englerth commented that Eric Thompson, PCI was not available tonight.
Planning Commission: C. Strickland (ZBA Rep), S. VandenBerg, Greg Purcell, F. Fiala, T. Knowles, R. Beukema, Paul Heystek.
Zoning Board of Appeals: C. Strickland (PC Rep), Ron Heilman.
Visitors: (2)

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 "5.22.18 Joint Meeting".

CALL TO ORDER

PLEDGE

ROLL CALL

Frank Fiala shared information he received recently from Sue Radwin of the MTA: *(Michael Boysen and Greg Purcell also attended this session at the MTA Conference held in April.) S. Radwin owns her own company called "Leading Edge Mentoring".* Fiala noted two things a township must have, by law: 1) CIP 2) Master Plan. "If you have public sewer or water, you must have a **CIP**. Reason: There is major capital, major down the road rebuilding, refurbishing of infrastructure and you take the major capital projects you have and identify when you are going to do some things to them and where the funds will come from, how much the projects will need for funding and how it fits into the overall scheme. For the **Master Plan** the reason is land use, and if you have Planning & Zoning, that whoever does the P & Z must create a Master Plan, and must update it in the new Planning and Zoning Enabling Act every five years. The PC (Planning Commission) is in the process of that right now. – It's a legal requirement."

1. **An Asset Management Plan is needed. (Projecting out about how long your assets will last, what you need to do to replace them, and where the capital is going to come from).** (For example, the buildings, township office, fire station, fire trucks, fire equipment). (Many assets are identified with our insurance policy/carrier.) (This fits within the CIP - the Asset Mgt. Plan is a "subset group of the CIP.)

2. **Strategic Planning** – Also mentioned was **SPOT** “Sitting on the top shelf and ignored, referring to a very detailed strategic plan that many people come up with and putting it on the shelf until the next year. Fiala commented that Radwin suggested “A plan for three or four years –about the duration of your office. Just bite off that much of the apple at the time.”
3. “And, sitting on top of the whole thing would be a **Mission Statement** – something simple like: ‘Moving Yankee Springs Township forward,’ ” noted Fiala.

Separate from S. Radwin, Fiala noted the Keynote Speaker commented, “As a board, look from above, like you are in a helicopter, looking at all the things. Be careful to not get down in the weeds.” Fiala commented, “Anytime you have a disagreement as a board, you go back to those plans that you have right there, you go back to the mission statement. If someone says I want to do that and someone says I don’t what to do that, ask “Is it consistent with the mission statement? Is it consistent with the strategic plan, with the things that we have. Yes or No?” It just helps to bring people together and to focus on the things that you agree on, the things that you are trying to do to serve the public.”

Fiala commented that the CIP committee hopes to get from those in attendance, especially the township board, what they think the ten projects should be and when they ought to be done. This will provide a working document that “we step through,” added Fiala.

R. Heilman asked if the Budget that the township has is the Asset Management Plan.

Fiala commented that the Asset Management is considered separate from the CIP. Information for the Asset Mgt. Plans may be obtained from the insurance policy, and from the budget, but the Asset Management Plan is not the budget.

Fiala commented that “Thought leaders” in the community was mentioned by S. Radwin as well. The PC, ZBA, Board of Review, Parks Committee, Fire Committee, and Non-Motorized Trail committee could be considered a set of thought leaders. Each group should have a township board person who takes ownership in these groups.

A. Jansma mentioned that the budget is not the asset management plan, and the township really needs one (Asset Management Plan).

G. Purcell commented that strategic planning is important. “The Township has set goals and objectives and is showing progress of achieving in the progress of the Veterans’ Memorial right now. As far as strategic planning, Purcell asked (referring to an inquiry at the recent MTA conference), ‘Can a township really do this on their own?’ The answer was: “You really need to bring one (advisor/professional) from the outside. One that doesn’t have a dog in the fight. They are not going to push an agenda or specific project. It costs a little money, probably not a fortune.” G. Purcell referred to Rebecca Harvey, Professional Planner, or possibly someone Rebecca could refer the township to, to lead our township into strategic planning. “If the township did that, I think we would all be benefited. I think we would have a clearer idea of where we are trying to go... Sometimes we are thinking differently and we haven’t arrived at where we communally think is important in where we what to go and try to achieve. That creates a little bit of difficulty which can lead to animosity, and finger pointing. And I think it does on occasion. I think it might be a way to

help us develop a consensus in terms of goals, and the mission, as Frank has stated for Yankee Springs Township.” G. Purcell commented that this was the advice that was received from the experts (at MTA Conference). Purcell commented that he would like to recommend that we put it on the agenda and try to consider it in the future. “We’re trying to come back from the MTA conference and give you the best thoughts and ideas we had,” commented G. Purcell.

F. Fiala began reviewing the CIP report giving a general view of the whole report. Copies of the CIP were distributed to those in the audience.

Discussion began on page 4 of the CIP:

R. Heilman commented that the Veterans’ Memorial is really not a “township” expense because of donations.

G. Purcell commented that the CIP is inclusive of all things happening at the township, not necessarily that the township is funding them. Purcell commented that the Memorial was from volunteer donations and labor and it’s not a township expense, but it’s happening on township property.

Jansma also commented that it was put in with the township park plan –“it’s not stand alone on this.” Jansma also commented that maybe Fire Protection and the Ambulance/Emergency Services possibly should be switched as far as items in the CIP.

M. Englerth inquired, “Some of this is like a wish list?”

Fiala commented that it’s a plan, that the PC and from the CIP committee presenting to the board, of things that the committee feels should be implemented with time frames and costs. Also, Fiala commented regarding the CIP that it is somewhat like the Master Plan which says to the Board, “Here is what we want to do, what we want to develop, and we want the board to “digest” that and give their thoughts on it.” Referring to the CIP, Fiala commented that it is more of a working document as opposed to just “diving in way over our heads.”

Purcell commented that it’s (CIP) a list of things that they wish to do, to get these things accomplished. Further discussion took place. Discussion took place regarding the most recent township survey.

Fiala commented that every year “We give you (the Township Board) a plan. In 2017 there was some thought that there should be some changes made to it. My suggestion was because the clock keeps ticking and we’re in 2018 and we have to make a new one, let’s go forward and make the new one as best as we can.”

Englerth commented on the fire trucks and replacement should be considered.

Purcell commented that this is addressed on top of page 8, in the CIP.

Heystek commented regarding a new system that’s a modular concept. As specs change, you can change the various components, (of trucks) but keep the frame. “With the use of our vehicles (not heavy use), it might be a smarter way to go, with a frame that they are looking for,” added Heystek.

Englerth commented on dry hydrants locations mentioning Turner Lake and previous plans of a dry hydrant at the subdivision near S & S Market.

Jansma commented on putting it (dry hydrants) on the plan under Fire.

Englerth also commented “Some of the things you look at are some of the things easily achieved.” Englerth spoke of the walkable trail. “We know everybody wants it - it has great push and shove. However that is a 3,800 lb. hog and after a couple of years wrestling with it I don’t care how much money we put in the kitty, \$100,000 don’t put a dent in it....You put a \$100,000 ten times and you’re not going to have a dent in it.” ... Maybe it takes a couple years to come to the understanding.” Englerth mentioned the Road Commission, and if our township could continue to take money out of the General Fund for road work. “Can we continue to do that forever?” asked Englerth. “A lot of townships have millages. Even if we took a half a mill and put a little money at it, is that the right thing to do? What is best for the road commission may not be necessarily best for the township.” Englerth continued to comment regarding the BCRC working on primary roads vs. subdivision roads.

C. Strickland commented “That’s more of a strategic plan, this CIP is meant to say after the next five years, we feel that the township is going to have to spend some money on some different things. Actual tangible items like fire trucks. So this is like an advance warning to your budget that there could be an expense coming up in the future. And not have you say, ‘Why didn’t anyone tell us?’...”

C. Strickland commented, “Those items on the wish list should go into a strategic plan. They should not go into this document (CIP). This should be actual things that we have to pay for now. Non-motorized paths, boat washes and that kind of stuff would go into a strategic plan for the future.” C. Strickland noted that non-motorized paths and boat washes are things that we do not currently have (as a township).

VandenBerg asked if the GLPA (Gun Lake Protective Association) was involved with the Boat Wash.

G. Purcell commented that the boat wash should be part of a strategic plan and spoke of those involved in supporting the boat wash, including the Gun Lake Tribe, and the GLPA.

Fiala commented that prior to now, we have not had a strategic plan. “We are just trying to get things identified and be as specific as we could about costs and time frames,” added Fiala.

Englerth commented on the “greater good” mentioning the weather alert siren (on Gun Lake)...Englerth also commented, “Conversation is key. We are not always going to agree. Somebody’s always going to have a better idea...”

Strickland commented “The point I was making is we didn’t have any place to put these two items. We don’t have a strategic plan. They should be moved out of this into a strategic plan that we should have.”

Jansma commented when they started working on it they did what they could with what they had. Jansma mentioned the lack of a mission statement as well. Anything that Jansma has been involved in has had a mission statement.

Fiala commented, while being on the topic of mission statement, on trying something simple as far as a mission statement such as, "Moving Yankee Springs forward."

G. Purcell commented on coming up with a goal to have a mission statement, not trying to come up with a mission statement tonight. Brief discussion took place on looking at other townships and what they have as far as mission statements.

Regarding Township Hall Facilities Improvements:

P. Heystek commented that plans were approved previously by another (previous township) board. "Nothing happened. It kind of got waylaid. Focus is important." Heystek talked about the raw data. "Ninety percent (90%) of anything in the survey about the trails is negative. Maybe you need a survey for trails. Find out if people really want it before you spend your time and energy on it." Heystek feels that the facility is a top priority.

Jansma commented that the previous board spent quite a bit on engineering and "the plans (for facility renovation) are still here."

VandenBerg commented on getting a set of plans from an engineering firm (for approximately \$20,000), and he knows "guys that can draw it up for a couple grand." He feels that using taxpayers' money is a disservice.

Englerth commented that his obligation when he came on board was, "We owned a park, and you have to maintain it and take care of it. And it's baby steps, baby steps, baby steps." Englerth listed park items that needed repair and upkeep. Englerth talked about what is being done for recycling today, five years from now it will be obsolete. "Kind of like the bag cell phone," added Englerth. "I think you look at the positives and where you move forward...I think we go home and chew on this. And actually break down some positive energy things on where you want to go..."

Strickland commented on information technology and township hall improvements being put together. Strickland commented on the township being way behind on technology, noting stacks of paper, boxes of stuff in the basement and not being able to find something right away. Strickland commented, "That (upgrade info. technology) is something we can do which improves the township facility as much as knocking a hole in the wall to make a door into your office (M. Englerth's)." Strickland commented on a software system that she and Larry Knowles wanted to have in the Planning Department. "It was great. We would have everything on the computer. It would all be scanned. No boxes in the basement. We would be able to communicate with each other. Looking at plans back and forth. It was fabulous. Could we have it? No. But we needed it. Anyhow, I think those two things (Information Technology (IT) and Township Hall/Office Improvements) go together."

Bill Medendorp, of Vista Drive commented, "What do you guys think of Orangeville Township? They're only one-fourth of the lake where you guys say you're three-fourths. Isn't that a nice facility?" Medendorp mentioned seeing all the old tables in the YS Twp Hall. "I would not even let my kids eat on them. My opinion. So what I was just sayin' is should Orangeville out do us in the township hall when we should be able to have a township hall that looks nice with a nice table where all you people could be right there in line with a

sound system.. because of technology. Wouldn't that make sense... That's up to you guys. But I'm telling you, we're part of the community too. And we'd like a nicer facility too. But, I wanna say one thing, whatever you guys decide, I have to back you up. Because that's your job.... Just remember 3/4^{ths}, 1/4th. If you're gonna be 3/4ths of Gun Lake why don't you let the Gun Lake Community see something decent. That's my opinion. I hope I didn't offend somebody."

Purcell commented "What you do here (township hall) reflects on what you think of your township. I also think that people's behavior and decorum and how we interact with government officials depends on the environment." Purcell gave an example of a nicely appointed courtroom and judge's bench. Purcell also complimented Orangeville's township hall. "It sets the decorum for how you are going to behave," added Purcell.

Purcell referred to Rebecca Harvey at this point, and asked if R. Harvey would possibly chime in regarding the dialog and how to move forward in "a positive, constructive manner".

R. Harvey commented that not all communities have strategic plans, "but it is a great idea. And I agree that you need a facilitator to do that. There are a lot of people in the area through the MSU extension that do that ... and they're really helpful... guiding boards. If you had one, it would make your CIP process easier for you. It's a natural blend. You use your strategic plan and your Master Plan to create your CIP. It is a standard process." "The asset management approach is very new and is being driven statewide. It focuses on roads and infrastructure. But they are trying to get communities to start with that process... That might be the first step, personally."

TOWNSHIP ROADS:

Fiala commented that maybe we need to have a group that focuses on this (township roads). Fiala commented on the PASER system that is available. Everything that is paved (not gravel) is on the PASER report. There is a 1 – 10 rating on all roads paved. Discussion occurred regarding road issues such as millages, donations of other townships towards roads, primary roads, local roads, and current road funding and repair costs.

R. Heilman commented on costs of engineers and studies with projects, and asked should non-motorized paths and boatwashes even be on the CIP right now? "We're never going to figure out how we're going to do this unless we have a millage," commented Heilman.

Fiala commented on speaking about the topic of funding at the MTA conference with M. Boysen, "A question that M. Boysen had, was if we are going to collect it, maybe we should spend it and do the services for our community; and if we are not going to do those, maybe we should not be collecting it." Fiala commented that the township has a pretty significant fund balance right now. Fiala commented (and referred to the same previous comment made by M. Boysen) "We are not a bank." Fiala commented on having some funds and that's the reason for getting into the strategic plan now and "doing some things. Just plain doing them." Fiala quoted a sign Jim Brown in Hastings Township has that says, "Even the brave make decisions sometimes."

Purcell commented “If you have a big fund balance, and ask taxpayers for more money, that’s not the way to go about winning friends and influence people. Better to have used the money and used it properly for things that people appreciate. Then if you need it then you can go out and ask them.”

Jansma commented, “This last year, the two millages that we received as a township, one of them is allocated ...that comes from the county. That’s rolled back. We can have one mill, but we don’t because it gets rolled back. Last year, the present year we’re in, it was rolled back to .8848. That’s not even a full mill. The other millage that we have that people pay as a millage, is the fire millage, and this year it was a half-mill because it’s expiring. It was rolled back to .4939. We don’t levy millages. The biggest share of our money comes from state revenue sharing (sales tax). And that’s the biggest part of our budget. That’s where it comes from. We have to be realistic. We’re not asking for a lot of millage. We just don’t.”
Brief discussion occurred on Headlee rollback with G. Purcell and A. Jansma.

Englerth commented on sitting down and having another workshop, asking F. Fiala if that was what Frank wanted to do.

VandenBerg commented that the CIP is a starting point, as Englerth had commented earlier.

M. Englerth commented, “I started making notes. Let’s just plan another four (4) weeks out to sit down one more time. I think the working relationship and things are going to improve. We talk about plans and budgets... If we can improve the relations and how we communicate here, with the PC, and the ZBA, ... I think that’s a big step. ... That communication is key. We all know we have a struggle. We all know we can do better....Are the fire trucks worn out today? No. Have they serviced the township for 15 years? Yep... It isn’t like there is anything in turmoil. We need to take steps, and steps, and steps. The only thing that we can do is not take any at all. And certainly if we can’t build a walkable community tomorrow, does that mean we never talk about it again? I don’t think so.”

Purcell commented that he had several points that he wanted to communicate so that they are some place on the agenda for discussion at some point. Items mentioned: Wind and Solar – and the PC would like some direction on this.

Englerth commented that there’s an individual putting together a meeting on Wind and Solar. “Greg Moore is a public relations person for Consumer’s Power. G. Moore will be coming in June, hopefully, for a public informational meeting as to what the law says, what you can do, what you can’t do, what’s pushing the agenda and what are the hot spots.”

Purcell continued that short term rentals was another item that the PC would like to have conversation on. R. Heilman has requested discussion of this. The PC has commented informally that maybe a nuisance ordinance instead of a zoning ordinance may be a more appropriate way to address this issue. Another item the PC is dealing with is lot coverage. The PC has a draft amendment being done by R. Harvey on that.

The PC has completed its recommendation to the board of the Master Plan and it will be coming to the township board. The PC would like to get the board’s ok on the Master Plan.

By doing so, that sends the plan off to adjacent governmental units for a 63 day window to make comments back to the PC on the plan.

Two topics on water:

1) Doing a systematic campaign to encourage people to have water testing, but to do that you have to send out a flyer to everyone to the township. Purcell commented that it doesn't make sense to send out a flyer on just one topic, but maybe sending it out with a township newsletter. 2) The YS Contract with GLASWA to operate the water utility expires on May 31st. Purcell commented that he knew the board wanted to do some more work on that, but felt it would be professional and beneficial to send GLASWA a letter indicating that the board would like more time to discuss and negotiate this and for GLASWA to continue to provide service to the township for whatever period the board would like, to keep the contract in place to continue to have operation of the water utility.

Discussion took place regarding the water testing kits that Purcell has, and what the newsletter might say regarding water testing for residents, with time and temperature being key components. M. Englerth commented on waiting six months for a report regarding nitrates. Purcell would like an indication if it's (water testing) going to move forward so Purcell will know whether he should spend more time and effort on it. Englerth commented that this has to go before the board. Purcell commented that this would also need an authorization for expenditure and would like it on the June board meeting agenda.

R. Heilman mentioned that he would like to make a comment from the ZBA to the PC requesting that the PC look into rural subdivisions as to whether or not they are having to have a paved road. Purcell explained that the PC addressed this at the last meeting. Rebecca Harvey had given the PC information on the private road ordinance and clustered land development. And at the last meeting, the PC thought, at this point, it had a lot on its plate and will have to think about this.... It will be coming back in the PC agenda in the June or July meeting. Purcell suggested putting comments and thoughts from the ZBA in writing.

NEXT JOINT/CIP MEETING will be: June 19th - Tuesday, at 6:30 p.m. The agenda will be the ongoing discussion and process of what the group is in right now (at this meeting) of the CIP.

Englerth requested that maybe those involved in the Joint meeting might get information a little bit ahead of time. Englerth commented, "If we can improve communication, can we improve relations?"

New Board tablet (iPad) inquiry came from Greg Purcell. Jansma brought her new board iPad in from her office. It was noted that Tressa Knowles needs an adaptor/cord to connect the projector to her home computer/laptop. Englerth commented that the iPads were one thing that the board was trying to use to do a better job.

Jansma commented that a booster is needed because internet wasn't available in the building for the iPads. The booster will be sent for no extra charge.

Englerth commented at looking at this “At what is best for the township and what is best for the Road Commission.” Englerth commented about last summer doing Yankee Springs Road that goes from Thornapple down into Orangeville....You take Chief Nooday Road.. It never got brought up to the state standards because it doesn’t have to- it’s a Heritage Trail....So when we (VandenBerg added, “Not ‘we’, the township board or the Planning Commission”) we put in the new Family Dollar (*Dollar General?*), you will see that MDOT says ‘We want people safe’. So you have to have two exits, a right and a left turn lane, **and** one entrance, three. We put these in, commercial, all over. But now we take, Parker, I really don’t know if it’s two lanes wide, and the traffic keeps getting greater, and greater, and greater. The church and casino keep getting bigger. It’s 65 mph. Yet we haven’t improved those accesses on Parker...is that where we should be spending the dollars? Are we effectively putting the money that we have whether it’s the fire millage, whether it’s the money for the township hall, Do we want Yankee Springs Rd. so that you can go from Thornapple down to Prairieville- improved? Or would you want 179 improved? And ultimately, it’s something for the whole board to decide.”

Purcell referred to the PASER rating and have F. Fiala come into the township and help with identifying “what roads to look at in terms of making your decisions..”

Englerth commented, “I’m telling you something that you can go look at.” Englerth continued to comment on looking at Dollar General with three lanes. Englerth referred to Archwood, a narrow street that doesn’t meet state standards, and then we allow the condos to go down there,... and you have to have a turn off lane to go off onto Bayview. That was necessary, but we didn’t improve the entrance on 179. So anyway, some of my thoughts.”

VandenBerg asked Fiala regarding Kent County’s secondary roads. “They don’t use any state money at all to repair and replace secondary roads, in like Kent County or Ottawa County?”

Fiala commented that Yankee Springs Road was done at no charge to you folks (YS Twp). There’s county traffic that goes through there, they made a decision to do that, the county, with none of YS funding. #2) If the question was, some road commission and counties do things differently, what some of them do is do everything on the primary roads.” Fiala commented that each of the counties do some things a little bit differently. Fiala commented on Barry County’s requirements.

VandenBerg commented, “Some counties are doing things much differently. They are spending money in different ways. All we’ve been talking about is spending money.”

Fiala commented, referring to the PASER readings, that our roads are superior to all the ones around us.

VandenBerg commented, “So residential roads in Barry County, to a certain extent, are just going to dwindle, dwindle and dwindle...”

Fiala commented that there is zero being spent on subdivision roads per the township's four year plan.

Englerth commented, "Maybe the township needs to steer a little more." Englerth referred to Jim Brown of Hastings Township saying "This is how much we've got. You spend it."

R. Heilman commented regarding Patterson Road. Fiala explained how the county line road is divided up. Allegan considers it a primary road.

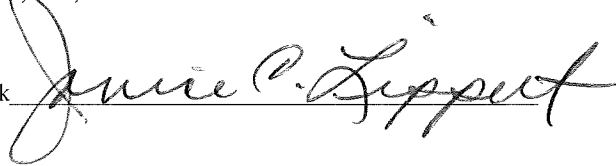
Jansma commented, "In our CIP, we had two things. We had primary and subdivision roads."

ADJOURNMENT: At 8:49 p.m., Hielman motioned to adjourn with support from VandenBerg. Approved by all.

Respectfully submitted:
D. Mousseau
Recording Secretary
5.22.18

Approved Date: June 14, 2018, Board of Trustees

Janice C. Lippert, Clerk



Greg Purcell, Chairman of PC: _____

Jacob Welch, ZBA Chairman: _____

ADJOURNMENT