

YANKEE SPRINGS TOWNSHIP
BOARD OF TRUSTEES Regular Meeting

Thursday, March 9, 2023

6:00 pm

**Gun Lake Community Church
12200 W M-179 Hwy, Wayland, MI 49348**

MINUTES

MINUTES
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YS Board of Trustees –
Regular Meeting
March 9, 2023

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

PLEDGE OF ALLEGIANCE

INVOCATION

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

Staff Present: Rich Beukema, Sandy Marcukaitis

Visitors: 4

PLEDGE OF ALLEGIANCE

INVOCATION

ROLL CALL

ADDITIONS/CHANGES TO AGENDA:

Motion by Cunningham with support from Knowles to add the items in red text to the agenda – significant among these are motions to adopt Resolution 03-09-2023 (for the park grant), purchase snow bars and a file cabinet for the assessor’s office and discussion of the MTA virtual conference to the agenda. Roll Call Vote: Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.

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

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

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

- Board minutes 02/09/2023 Regular BOT Meeting and 02/23/23 Joint Meeting
- February 2023 Accounts Payable: Checks #917285 through Check #917334 total amount \$90,380.93.
- February 28, 2023 Payroll Checks #7498 through Check #7519 = \$14,402.67 net amount; February 2023 Fed P/R withholding \$4,078.42.

ACKNOWLEDGEMENT OF VISITORS:

Greg Chandler, J-Ad Graphics

MOTION TO AMEND AGENDA

MOTION TO ACCEPT AGENDA

MOTION TO APPROVE CONSENT AGENDA

ACKNOWLEDGEMENT OF VISITORS

Catherine Getty, County Commissioner: shared news from the county including an overview of the board appointments made since the last meeting.

Representatives of the Park Committee (Catherine Getty, Sandy Marcukaitis, Rich Beukema)

PUBLIC COMMENT: (Limit 3 minutes)

None

PUBLIC COMMENT

TREASURER'S REPORT: By Deb Mousseau, Treasurer

- February 2023 Financial Statement and Investment reports were reviewed.

**TREASURER'S
REPORT**

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

**MOTION TO APPROVE
TREASURER'S
REPORT**

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

- Mrs. Mousseau also shared information regarding the upcoming MTA Annual Conference (virtual) on April 18. The early bird registration date is March 20. All board members expressed an interest in attending.

CLERK'S REPORT: By Mike Cunningham, Clerk

CLERK'S REPORT

- March 2023 Current Invoice Register as of 3/09/2023 \$127,033.55.

Motion by Heethuis with support from Knowles to approve the March 2023 Current Invoice Journal as of 3/9/2023 totaling \$127,033.55. Roll Call Vote: Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.

**MOTION TO APPROVE
INVOICE REGISTER**

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

- May 2, 2023 Wayland Schools Millage Proposal election: Precinct 1 and Precinct 2 will be consolidated at the Fire Station.
- Absentee ballot applications have gone out and are starting to come back in to the office.

COMMITTEE REPORTS:

Recycling Committee:

**RECYCLING
COMMITTEE REPORT**

- 02/13/2023 and 02/27/2023 remote meetings
 - Have not scheduled the next meeting yet.
 - The committee maintained a vendor table at the 2/18/2023 Winterfest. This provided some visibility about YST recycling. We answered questions and provided handouts.
 - The committee is planning to have a similar table at the recycling system, Saturday 4/22/2023 to provide information and survey recyclers. Probably other Saturdays as well.
 - The recycling committee has received 3,000 informational post cards for mailing or handing out with information customized for our recycling system. These postcards were available through an EGLE grant. EGLE partners with a printer.

We work through the printer to customize, print and ship the post cards and they invoice EGLE.

Park Committee:

**PARK COMMITTEE
REPORT**

- The 5-year plan has been approved by the DNR.
- Fleis & Vandenbrink created the grant conceptual estimate at no cost vs the up to \$1,500 approved.
- The conceptual estimate is \$156,000 for 4 new pickleball courts and turning the current half-court basketball court and 2 pickleball courts into 1 full court basketball court. We are gaining half a basketball court and 2 pickleball courts with this grant.
- The grant being requested is a 75/25 matching grant. YST would need to pay 25% = \$39,000 and any actual costs in excess of the approved grant.
- Resolution to apply for a DNR Recreation Passport grant.
 - Approval of this resolution indicates that the board will accept this matching grant if approved provided that the scope and cost and township financial position remain substantially the same as when approved by the BOT.
 - Approval of the grant request by the DNR is not expected until late 2023.
 - The township will need to sign a grant agreement in early 2024 when/if the grant request is approved.

Motion by Heethuis with support from Cunningham to adopt Resolution 03-09-2023 to apply for a \$117,000 Department of Natural Resources 2023 Recreational Passport Grant Program, 25% (\$39,000) (which would be the township's portion) matching grant to convert the existing half court basketball court and two pickleball courts into a full court basketball court and construct four new pickleball courts for a total estimated cost of \$156,000. Discussion: This will make a total of four pickleball courts. This is not a full commitment on the part of the township but by passing it the township states their intention to move forward as long as there are no substantial changes to the financial picture. All the new facilities will be fully ADA compliant. **Roll Call Vote:** Cunningham; yes; Heethuis: yes; VanHouten: yes; Mousseau: yes; Knowles: yes.

**MOTION TO ADOPT
RESOLUTION 03-09-
2023 TO APPLY FOR A
\$150,000 DNR GRANT**

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

Zoning Board of Appeals:

ZBA REPORT

- Meeting was held 02/14/2023.
 - One case was heard and a variance requested for a homeowner with a four-season porch that was sinking and separating for the house.
 - The variance was approved for 4-1/2 feet to reconstruct the porch on a proper foundation. It will stay right in the existing footprint.
- The next scheduled regular meeting is 03/14/2023.

Planning Commission:

PC REPORT

- PCI February 2023 report in packet.
- February 2023 Complaint log. *Not available.*
- Regular meeting held 02/16/2023.
 - Continued working on the side yard setback changes. The public hearing for that will be next week's meeting 03/16/2023.
 - Also approved a commercial site plan for Gabby's on M-179.

- Next meeting 03/16/2023

Fire/EMS Report:

- February 2023 Fire/Emergency Medical response in packet.
- 03/08/2023 meeting
- 2022 Par Plan backup cameras grant payment of \$3,000 received
- New fire truck update:
 - 29 line items on Change Order #1. Some are additions and some deletions generated from the pre-construction meeting.
 - First payment on the truck will be January or February 2024.

Motion by VanHouten with support from Cunningham to approve ten additions to the fire truck contract: Items 9, 10, 11, 15, 17, 18, 20, 20, 23 and 27 for a total of \$11,725 increase in the total contract price to \$766,679.00. Discussion: There may be another change order coming at a later time but this order is under the amount originally approved for changes. **Roll Call Vote:** Cunningham; yes; Mousseau; yes; Heethuis; yes; Knowles; yes; VanHouten: yes.

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

- The fire services contract has been approved by the city of Wayland. It is a five-year agreement.
- Brush truck: The Fire Department decided against accepting the truck due to costs that would be incurred.
- The EMS Annual Meeting was held on 03/08/2023.
 - The annual budget is set at this meeting. The amount each township pays relates to population and number of runs. Our population has increased so our base amount has also increased.
 - The EMS had already requested an additional amount of \$5,000 from each municipality to be set aside for a new vehicle purchase.
 - A salary increase of 9% and an improvement in the health care plan was approved.
 - Our anticipated share for 2023 will be about \$26,469.26 and is expected to be paid in April.

Water Advisory Committee:

- 03/07/2023 meeting cancelled.
- GLASWA 03/02/2023 minutes in packet.
- Water system expansion grant request update: The county is putting together a “basket of needs” and will include GLASWA expansion.
 - If grant money is received it would be an 80% grant with a 20% match.
 - There are different possibilities for funding the 20%.

Veterans Memorial Committee:

- A meeting will be held 03/15/2023.

Board Action Items:

- Office/Hall Renovation Project update: Project progress meetings were held 02/14/2023 and 02/28/2023.
 - The project is ahead of schedule at this point. Occupancy permit for the hall/office is currently scheduled for the first week in April 2023.

FIRE/EMS REPORT

**MOTION TO APPROVE
ADDITIONS TO THE
FIRE TRUCK
CONTRACT**

**WATER ADVISORY
COMMITTEE REPORT**

**VETERANS
MEMORIAL
COMMITTEE**

**OFFICE RENOVATION
PROJECT UPDATE**

- A new/larger capacity generator and switch will not be installed as part of this project. We recently learned that the hall would also not have power for lighting or receptacles in a power outage. The contractor and architect were informed that this was not acceptable, and the contractor has added a small panel in the furnace room to provide generator power for the hall lights & receptacles. There is concern that under some conditions this could overload the generator.
- Reception area furnishings are expected to be installed on 4/7/2023.
- We will need to relocate the treasurer's office furnishings and contents to the treasurer's office and move the Zoning Administrator, Zoning Assistant & Code Enforcement officer into the zoning office. The timing of these moves depends on the exact occupancy date for the treasurer's office.
- We need to acquire 3 desks to furnish the zoning office. We are considering used desks to get the desks sooner and save money. There will probably be additional furnishings such as file cabinets needed to complete this office.
- At the current time the project is under budget, but there are costs such as IPA loan interest, furniture, security system, moving, and other miscellaneous items not included.
- The generator installed in 2018/2019 has a large dent in the housing that was caused by falling ice sometime prior to 2021. We now have the HVAC unit located in the same area. It is recommended to install two 8' sections of snow bar to protect this equipment.

MOTION TO APPROVE
ADDITION OF SNOW
BARS

Motion by Cunningham with support from Mousseau to approve the addition of two 8' sections of snow bars to protect the generator and HVAC unit from falling snow and ice for \$1,029.00. 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 Mousseau to purchase one fireproof file cabinet for the Assessor's office not to exceed \$3,648. Discussion: This will include delivery and setting up the cabinet. The township is also getting a quote from Custer Furniture so it's possible the cost will be less than this amount. **Roll Call Vote: Cunningham; yes; Mousseau: yes; Knowles: yes; VanHouten: yes; Heethuis: yes.**

MOTION TO
PURCHASE
FIREPROOF FILE
CABINET FOR
ASSESSOR'S OFFICE

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

MASTER PLANNING
PROCESS DISCUSSION

- Master Planning Process Discussion
 - The Michigan Planning Enabling Act (MPEA) authorizes the creation of a master plan, outlines the components of the master plan, and specifies the procedures for master plan adoption.
 - The Yankee Springs Township current master plan was recommended to the Board of Trustees at the 1/17/2019 Planning Commission public hearing and adopted by the board 2/14/2019. There were only 2 members of the public present at the public hearing.
 - The MPEA gives communities the authority to adopt a master plan to address land use and infrastructure issues and may project 20 years or more into the future. The 2019 master plan states the intention to provide direction for the next 20 years.
 - The MPEA requires communities to review their master plan every 5 years to determine whether amendments are needed or if a new plan should be developed. It has now been 4 years since the current master plan was adopted.

What input/involvement does the board want to have in the upcoming master plan review to ensure that we have a plan that can provide real direction for the future?

- The Planning Commission has it on their agenda to review the plan. We need to make sure it is a usable document. It's an important part of the planning and zoning process. While some townships hire an outside service to develop their plan our committee feels that it can be accomplished in-house with assistance from Planner Rebecca Harvey.
- The PC should provide updates to the Board as the process is being done.

Motion by Heethuis with support from Mousseau to set the date for the 2023 Township Cleanup Day as Saturday, April 22, 2023. Roll Call Vote: Knowles: yes; Mousseau: yes; Cunningham; yes; VanHouten: yes; Heethuis: yes.

MOTION TO SET DATE
FOR THE 2023
TOWNSHIP CLEANUP
DAY

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

- The DNR will provide gloves and bags. We will meet at the Fire Station at 9:00 AM.
- The next blood drive will be Monday, April 3 from 2:00 PM-6:00 PM at the Fire Station.

PUBLIC COMMENT:

None

PUBLIC COMMENT

BOARD COMMENT:

Heethuis: Amazed at what has been done and the group's energy is incredible.

BOARD COMMENT

VanHouten: Wanted to recognize the Fire Committee for doing a great job: Jim Stoddard, Dan Miller, Deb Mousseau, Alice Jansma, Frank Fiala, Greg Purcell, Rich Beukema and Ron Vandenberg. Also would like to form a Christmas Committee with the goal of having a tree lighting ceremony in the township. He is willing to chair the committee.

Mousseau: A little manpower may be needed to help with the move when the new section is complete.

Knowles: Expressed thanks to the church for allowing us to hold meetings here.

Cunningham: The Spring Cleanup and the Blood Drives are the kind of things that make the community (not the government). It's what the people in the community do to contribute.

ADJOURNMENT:

Motion by Mousseau with support from Cunningham to adjourn the meeting at 7:20 pm.
Approved by all. Motion Carried.

ADJOURNMENT

Approved by:  Date: 4/20/2023
Michael S. Cunningham, Township Clerk

Respectfully submitted by:
Betsy Frigmanski, Recording Secretary
March 13, 2023