

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

Virtual only (Zoom) Meeting

Thursday, May 13, 2021

6:00 pm

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

DRAFT MINUTES

MINUTES
Page 1 of 9
YS Board of Trustees –
Regular Meeting
May 13, 2021

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

PLEDGE OF ALLEGIANCE

INVOCATION

Roll Call: Present: Rob Heethuis at Lisa Lane, Deb Mousseau at Township Hall, Dave VanHouten at Rock Dr., Mike Cunningham at Township Hall, Larry Knowles at Beatrice.

Staff Present: Sandy Marcukaitis, John Frigmanski, Frank Fiala, Alice Jansma, Dennis Buist, Karen Kennedy, Dan Miller, Shana Bush.

Visitors: 8 via ZOOM

ZOOM HOST: John R. Smith

ADDITIONS/CHANGES TO AGENDA:

Motion by VanHouten with support from Heethuis to add an item to Board action items to Make a motion to allow the Veterans Committee to borrow funds from general fund and a correction to change the budget amount from \$18,000 to \$18,500. 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 accept the agenda. Roll Call Vote: Heethuis: yes; VanHouten: yes; Knowles: yes; Cunningham: yes; Mousseau: yes.

COMMENT/DISCUSSION ON MEETING AGENDAS, CONDUCT AND PURPOSE.

It was brought to the attention of the board through Public Comments that sometimes the board moves through items quickly and the audience wonders what they did. This is the only time the board has to do its business. The board is very involved with the Planning Commission and the Zoning Board of Appeals. The packet for tonight's meeting was 80 pages long and the board has reviewed and done their homework. When the item is brought up at the meeting there is time for discussion and if a board member wants to bring something up to the group they certainly will. Many times, we are ready to vote and move on to the next one. So we can take a pretty deep agenda and move through it and do our duty.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

ROLL CALL

ADDITIONS/CHANGES TO
AGENDA

MOTION TO ACCEPT
AGENDA

APPROVAL OF CONSENT AGENDA:

- Board Minutes: 4/8/2021 BOT Meeting and 4/7/2021 Special BOT Meeting
- April Accounts Payable: Checks #916303 through #916340; total amount: \$63,353.82
- April 30, 2021 Payroll Checks # 6977 through #6993 =\$12,941.96 net amount. April 2021 Fed P/R withholding \$3,396.00

MINUTES
Page 2 of 9
YS Board of Trustees –
Regular Meeting
May 13, 2021

Motion by Cunningham with support from Mousseau to approve the consent agenda as written. Discussion: There were several items going for fire related items and Knowles wondered if those were approved by the Fire committee. Per Cunningham, Dan orders the items needed and they are approved only by this Board. Knowles was questioning why these items were not approved in advance like the other items that are being approved tonight. Items typically come before the board as an invoice which is approved as part of the treasurer’s report or as part of the check register or a paid bill. Per VanHouten, the fire committee is working to improve the process of how items are coded before they come before the board. **Roll Call Vote:** VanHouten: yes; Mousseau: yes; Heethuis: yes; Cunningham: yes; Knowles: yes.

APPROVAL OF CONSENT
AGENDA

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

ACKNOWLEDGEMENT OF VISITORS:

Vivian Connor – County Commissioner. Highlighted what has been going on with Board of Commissioners: zoning changes in Irving township, Spectrum Pennock requested to build a community garden next to the jail and that was approved. Approved a request to replace a sheriff’s vehicle that was totaled in a single car accident. Upgrading the vital records software in the clerk’s office as well as the land records recording software in the Register of Deed’s office. Reviewed staffing changes that are taking place. Approved budget calendar for 2022. A budget amendment was done following contract negotiations. Updated the progress on the bidding for the renovation of the courts and law building. Drain commissioner staff increased hours. Approved to reimburse the eligible Barry County licensed food facilities for the food license fees paid to the Health Department. The Airport Board will be choosing a replacement for a board member when he retires. Solid waste oversight had a bid opening for a recycling coordinator. Reviewed planning commission activities. Prairieville Township has a new police chief and a new recycling coordinator. At the GLIB meeting they approved \$47,800 for herbicide and algaecide treatments. Conservation district meeting awarded a Board service award to Mark Bishop.

ACKNOWLEDGEMENT OF
VISITORS

PUBLIC COMMENT: (Limit 3 minutes)

Sally Smith: Volunteer on the renovation committee of the YST building. She complimented the staff who has worked in less-than-optimal conditions. After review of the previous architectural drawings and looking at other township buildings, those plans are not outrageous and she is hopeful that the township will move forward with the renovation soon. Required services provided by the township have increased as the number of residents and vacations homes have increased. The space has not increased. Looking at neighboring township buildings exemplifies ours as more than inadequate. She and the other members have spent more than 8 hours with the staff to get an understanding of their needs. Hopeful that the community will support the renovation and that the board will choose to do that renovation now

PUBLIC COMMENT

since there are so many needed repairs, safety issues, and space limitations that are present at this time. Complimented the board on reaching out to the community to include members of the community on the committees.

Kelly Robbins: Also a member of the renovation committee. Thanked the board for the opportunity to participate and have community input. From her perspective the process that was followed to review the wants and needs that the township had and the current configuration and resources (or lack of resources) that people have; there were many questions and the township people were more than willing to answer questions. After visiting other township offices and compared with what Yankee Springs is requesting versus what other townships already have, the smaller townships already have what Yankee Springs is asking for. The committee was able to give input on the list of needs. The discussions were very transparent, open and honest. They were able to adjust the needs and wants based on the input and it is felt that the things they are requesting are reasonable and logical to help them to function to do their jobs better. The whole process has given a lot of confidence in what is happening, and reassurance that the township is asking for reasonable things and they are doing their due diligence and following a good process. Whatever is decided will address the current needs and address what they may need in the future.

Frank Fiala: As the Barry County Road Commission representative on the solid waste oversight committee and reported that household hazardous waste took place last Saturday and was very successful. This is a way to dispose of all the things that are not wanted in the land fill. Really appreciated Yankee Springs Township participating and volunteering at the event, particularly with the collection of motor oil. We are looking for a recycling coordinator to help with this event for outreach county wide. All of them are challenged and hoping to help with an outreach coordinator and education and getting a grant for electronics disposal. Thank you for bringing batteries down and helping to point people in the right direction. The collection of narcotics and pharmaceuticals was also really successful. There will be a formal report of all that at a later date.

TREASURER'S REPORT: By Deb Mousseau, Treasurer

- The first three receipts and the last items will be explained by Alice in a separate report. Those are items that we receive those from our delinquent payoff from the County.
- Reviewed the balances from the Financial reports. Changes were made according to the budget amendment that was done in March.
- General fund unrestricted balance of \$1,461,723.25
- The end of June is the end of the fiscal year so there are some budget meetings set up; one for June 15 at 3:00 pm and then the budget adoption meeting on June 22 at 6:00 pm (both on Tuesdays).
- Reviewed the Investment and Depository Resolution – there are 3 banks listed and that needs to be updated. Chemical Bank needs to be updated to TCF and show Mike Cunningham as the clerk.

TREASURERS REPORT

Motion by Mousseau with support from Knowles that we adopt the Investment and Depository Resolution 05-01-21 for Yankee Springs Township funds. Roll Call Vote: Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.

MOTION TO ADOPT
INVESTMENT AND
DEPOSITORY
RESOLUTION 05-0-21

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

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

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

- Reviewed Tax Collection Report. Approximately 5% of the total tax collected stays in the Township.
- Reviewed the American Rescue Fund Plan: Our Township is supposedly going to get \$440,000 from the federal government and one of two payments is expected any day now. A separate account has been set up for this money. The township will be very cautious about spending the funds as there is not very clear guidance at this point and we have until the end of 2024 to use the funds.

CLERK'S REPORT: By Mike Cunningham, Clerk

- The current invoice register through 5/12/21 is \$28,463.61.

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

Roll Call Vote: VanHouten: yes; Mousseau: yes; Knowles: yes; Heethuis: yes; Cunningham: yes.

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

- A review was given of the short term and long term needs list that has been developed for the township hall. Some of these items have been finished already.
- The long term needs list would mostly be included in the Township renovation project.
- Reviewed the situation regarding the pilasters on the outside of the building.
- Would like approval to have Fleis & Vanderbrink come out to do an official evaluation of the floor at a cost of \$500. Answering this question might help with the planning for the larger renovation.
- Shared a proposal for a new shelving project for improved document storage. This could be considered as part of the capital budget plan.
- Also reviewed a process for "digitization" of records and an estimated cost. This could be a project that could be spread over a number of years.
- Estimates are being gathered to strip and wax the township floor.
- Nancy Near is retiring so an ad has been put in the paper for a receptionist/secretary with a deadline for application of next Friday. Someone will be chosen from the applicants to fill that spot.
- Robbins Cemetery road update – Surveyor has been out and it has been staked. On schedule to have the road in at the end of May or early June.
- Gun Lake Improvement Board report was submitted by Jan Lippert.

MINUTES
Page 4 of 9
YS Board of Trustees –
Regular Meeting
May 13, 2021

**MOTION TO ACCEPT
TREASURERS REPORT**

CLERK'S REPORT

**MOTION TO APPROVE
INVOICE REGISTER**

**PARK COMMITTEE
REPORT**

COMMITTEE REPORTS:

MINUTES
Page 5 of 9
YS Board of Trustees –
Regular Meeting
May 13, 2021

Park Committee

- Discussion about the park maintenance position: The position was Okayed but no one has been hired yet. It was suggested that Ray Eister be compensated as the interim person until someone is hired. An ad will be put in the paper next week.

**MOTION TO PAY A
CONTRACTOR FOR PARK
MAINTENANCE**

Motion by Cunningham with support from Mousseau to allow a contractor to be hired on a temporary basis until we hire a person to do it for the summer. Roll Call Vote: VanHouten: yes; Mousseau: yes; Heethuis: yes; Cunningham: yes; Knowles: yes.

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

- Field lining, etc., is moving forward. The number one item on the wish list for the committee is a second parking lot. They are working on a long-range plan and it is expected that the committee will be coming to the board with a request to have Fleis and Vandenbrink draw up new plans for where things would go.

ZBA REPORT

ZBA Report

- No April meeting. The May 11 meeting will be addressed next month.

PC REPORT

Planning Commission Report

- One SEU request was tabled twice due to a lack of site plan.
- Did approve an SEU request from the Curly Cone to add pickleball courts and site improvements.
- Approved the waterfront setbacks that are coming to the Board tonight.
- Approved the Chief Noonday Corridor language that the Board will see tonight.
- Does the board want the PC to address Gun Lake funneling? After some discussion it has been decided at this point they will not concern themselves with it. Rob will have a conversation with the DNR and GLPA on the subject at this time.

FIRE/EMS REPORT

Fire/EMS Committee

- April 2021 Yankee Springs Township Fire/Emergency Medical Responses
- Fire Committee has been meeting and very active.
- The Emergency Services Millage expires in 2022. Need to plan for the renewal.

**WATER ADVISORY
REPORT**

Water Advisory Committee

- No meeting in April.
- They had a meeting early in May but those items will be presented to the Board at the June meeting.

**VETERANS COMMITTEE
REPORT**

Veterans Committee Report

- Board action items will be coming up later in the meeting.
- Committee has been doing well and has come up with some plans.

- Decision was made on April 7 that there would not be any type of ceremony for Memorial Day, based on the COVID situation. Once the memorial is done a dedication ceremony will be held and something will also be held for Veterans Day in November.

Motion by Heethuis with support from VanHouten that the Board accept the Veterans Committee recommendation that the Township does not hold a Memorial celebration on Memorial Day due to current COVID restrictions. Roll Call Vote: Mousseau: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; VanHouten: yes.

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

BOARD ACTION ITEMS:

Motion by Knowles with support from VanHouten to approve Ordinance 05-02-21: Zoning Amendment to Article III, Section 3.16 and Zoning Amendment to Article XII, Section 12.4.

Discussion: Knowles explained that Article III, Section 3.16 refers to the Chief Noonday Corridor. This removes the requirement for businesses on M179 to have their parking lots tied together so that you could drive from one business to another without going onto the road. The Section 12.4.3 says right now that when determining the setback from the waterfront you have a minimum of 25 feet but you have to use an average of your neighboring properties 150 feet in both directions. So the average of those setbacks would be used. This change keeps the minimum of 25 feet, but it only takes the average of your direct neighbor's one on each side. It was noted that two changes were being voted on at the same time and that if anyone was uncomfortable with that, the amendments might have to wait until they could be presented differently. No one expressed a problem. *Roll Call Vote: Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.*

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

Motion by Cunningham with support from Mousseau to approve 2021/2022 insurance renewal as it was presented for a cost \$16,180.50 plus additional terrorism coverage for \$98 and a non-monetary defense cost coverage of \$25. Roll Call Vote: Cunningham: yes; VanHouten: yes; Knowles: yes; Heethuis: yes; Mousseau: yes.

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

- Buoy installation report: Will be installed in fourteen places next week.
- Yankee Springs Township 2021 Spring Cleanup Report: Julie Calley was at the cleanup working with the township. There was a great turnout and a lot was accomplished. Appreciated the news coverage and looking forward to next year.
- Hall Renovation Project Committee Report: Presented a timeline showing what has been going on with this project. There is a prioritized list and the group would like to see at least the first 8 items included. A formal recommendation will soon be sent to the Board.
- Township Purchasing Policy Discussion: Not ready for a motion at this time.
- Township Office/Hall Use Policy: This is a good starting point for a policy and can be adapted later if needed.
- VanHouten suggested that this wording be added: "As a condition to use the

MOTION REGARDING
MEMORIAL DAY
CELEBRATION

MOTION TO ADOPT
ORDINANCE 05-02-21:
AMENDMENTS TO
ARTICLE III, SECTION 3.16
AND ARTICLE XII,
SECTION 12.4

MOTION TO APPROVE
2021/2022 INSURANCE
RENEWAL

BUOY INSTALLATION
SPRING CLEANUP
HALL RENOVATION

TOWNSHIP PURCHASING
POLICY

MOTION TO ADOPT
TOWNSHIP USE POLICY

Township Hall, residents and guests release Yankee Springs Township from any and all mold, lead paint, lead in the water, and COVID claims”. Mousseau wondered if it could be just a “blanket” statement of waiving liability beyond mold, COVID, etc.

Motion by Mousseau with support from Cunningham to approve the adoption of the Township Office/Hall Use policy with the plan to adapt in six months or less to include the waiver.

MOTION TO APPROVE
PURCHASE OF (3) RADIOS
FOR THE FIRE
DEPARTMENT

Roll Call Vote: VanHouten: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; Mousseau: yes.

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

Motion by VanHouten with support from Cunningham to approve up to \$11,000 for the purchase of (3) portable radios with the funds coming from the Fire Equipment fund.

MOTION TO APPROVE
PURCHASE OF THERMAL
IMAGING CAMERA FOR
THE FIRE DEPARTMENT

Discussion: This was what the Fire Committee recommended. **Roll Call Vote:** Cunningham: yes; Knowles: yes; Mousseau: yes; Heethuis: yes; VanHouten: yes.

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

Motion by VanHouten with support from Mousseau to approve up to \$8,000 for the purchase of a thermal imaging camera for the Fire Station with the funds coming from the Fire Equipment fund. Discussion: This is a replacement for the current one. The old one would be kept for use as a backup. The new one would have more capability and is the same as the ones used by the Wayland Fire Department which makes the training and programming the same.

MOTION TO TRANSFER
FUNDS TO THE VETERANS
MEMORIAL FUND

Roll Call Vote: VanHouten: yes; Mousseau: yes; Knowles: yes; Heethuis: yes; Cunningham: yes.

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

Motion by Knowles with support from VanHouten to transfer \$9,000 to the Veterans Memorial Fund. Discussion: Cunningham pointed out that per the township attorney the current Board is not bound by the decision of the previous Board to assign the funds. Since the funds were from donations it should be continued as donations from the community and not tax money.

MOTION TO APPROVE
DRAWING FOR THE
VETERANS MEMORIAL

Roll Call Vote: Cunningham: no; Heethuis: yes; VanHouten: yes; Mousseau: yes; Knowles: yes.

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

VanHouten provided a verbal overview of the drawing.

Motion by VanHouten with support from Cunningham to approve the conceptual drawing for the Veterans Memorial. Discussion: The committee plans to pick a material for covering the base of the monument. **Roll Call Vote:** Mousseau: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; VanHouten: yes.

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

Motion by VanHouten with support from Knowles to approve the verbiage on the north and south side of the Veterans Memorial. Roll Call Vote: Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.

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

Motion by VanHouten with support from Knowles that the Veterans Committee borrow \$7,000 from the township general fund with the expressed intent to repay the general fund \$7,000 from the annual contribution that the township receives from the Gun Lake Tribe. That \$7,000 along with the \$11,500 gets us to the \$18,500 that we believe will be the budget for this project. Discussion: Should be broken into two different motions because some members may support the overall budget but not the loan.

Motion rescinded by VanHouten with support from Knowles.

Motion by VanHouten with support from Cunningham to approve a budget for the Veterans Memorial not to exceed \$18,500. Discussion: Clarification on what is included in that total amount. **Roll Call Vote: VanHouten: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; Mousseau: yes.**

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

Motion by VanHouten with support from Knowles to borrow \$7,000 from the general fund with the expressed intent to repay \$7,000 from the annual contribution to the township from the Gun Lake Tribe. Discussion: Cunningham suggested that it should just be taken from the general fund since the casino money goes into the general fund. Knowles pointed out that it can be considered a donation since the casino is not mandated to give any money to Yankee Springs. Heethuis shared that the attorney has told him that the Board did not even have to vote on the \$9,000 because that was already done. The casino does not direct how the township spends the money that they give. Perhaps someone else may make the decision to donate specifically to the Memorial then it would come off that debt. **Roll Call Vote: Cunningham: no; Mousseau: no; Heethuis: yes; Knowles: yes; VanHouten: yes.**

Yes: 3, No: 2. **MOTION CARRIED**

PUBLIC COMMENT: (Limit 3 minutes)

Julie Calley: She was happy to be at the Township cleanup. She gave a brief update from the House of Representatives. The house passed a series of budgets this week. With regard to spending the money that is expected from the federal government, they are looking at infrastructure improvements, rural broadband expansion, local road patrol funding as well as local roads, water, sewer, etc. In addition, they may look at paying down some bonds and replenishing some rainy-day funds. Working on a bill that will deal with a revenue sharing complication caused by the delay in the census numbers and how it is affecting revenue sharing. Working on a healthcare package trying to address the rising cost of prescription drugs and rural access.

A number of reforms passed on the Elections and Ethics committee. Trying to put a timeline on

MOTION TO APPROVE
VERBIAGE FOR THE
VETERANS MEMORIAL

MINUTES
Page 8 of 9
YS Board of Trustees –
Regular Meeting
May 13, 2021

MOTION TO APPROVE
BUDGET FOR THE
VETERANS MEMORIAL

MOTION TO APPROVE
THE VETERANS
COMMITTEE BORROWING
MONEY FROM THE
TOWNSHIP GENERAL
FUND

PUBLIC COMMENT

the necessary approval for petition signatures and looking at limiting what may be done in lame duck sessions. Ending the revolving door leading from public service into the lobby corps by putting in a two-year cooling off period. A number of bills are in the house that would clarify how to remove inactive voters from the voter rolls. Encouraged that things are moving the right way in terms of opening Michigan back up. Auto insurance reform was passed and this has brought additional companies into the state and the competition should drive down costs.

BOARD COMMENT:

Cunningham: None

VanHouten: Asked about any plans to celebrate Nancy Near's retirement. On behalf of the Fire Committee and the Veterans' Committee we appreciate the support and you won't be disappointed.

Mousseau: Thanked John R. for being here for every meeting. Thanked Betsy for her work and knowing it has been a busy week. Also thanked the four volunteers on the township renovation committee: Sally Smith, Diane Gaertner, Marsha Clark, and Kelly Robbins. It has been more than 8 hours and they have been wonderful to work with. Thank you!

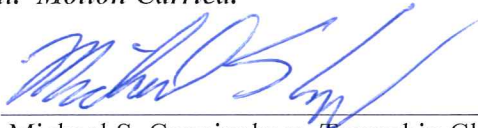

Knowles: Everyone's working hard. Thanks for that and thanks to Julie for the update.

Heethuis: A special thanks to Alice for all her help. And thanks to all in the group tonight.

ADJOURNMENT:

Motion by Mousseau with support from Cunningham to adjourn meeting at 8:07 PM.

Approved by all. Motion Carried.

Approved by:  Date: 
Michael S. Cunningham, Township Clerk

Respectfully submitted by:
Betsy Frigmanski, Recording Secretary
May 18, 2021

MINUTES
Page 9 of 9
YS Board of Trustees –
Regular Meeting
May 13, 2021

BOARD COMMENT

ADJOURNMENT