

<p style="text-align: center;"> <b>YANKEE SPRINGS TOWNSHIP</b>  <b><u>BOARD OF TRUSTEES Special Meeting</u></b>  <b>Wednesday, May 26, 2021</b>  <b>3:00 pm</b>  <b>Yankee Springs Township Hall</b>  <b>284 N. Briggs Rd., Middleville, Michigan 49333</b>  <b>DRAFT MINUTES</b> </p>	<p style="text-align: center;"> <b>MINUTES</b>  <b>Page 1 of 4</b>  <b>YS BOT – Special Meeting</b>  <b>May 26, 2021</b> </p> <p style="text-align: center;"> <b>IN-PERSON</b>  <b>MEETING</b> </p>
<p>Meeting called to order at 3:00 PM by Supervisor Rob Heethuis</p> <p><b>PLEDGE OF ALLEGIANCE</b></p> <p><b>INVOCATION</b></p> <p><b>Roll Call:</b> Present: Dave VanHouten, Mike Cunningham; Deb Mousseau; Rob Heethuis; Larry Knowles</p> <p><b>Visitors:</b> 4</p> <p><b>Staff Present:</b> Sandy Marcukaitis, Alice Jansma, Marge VanderMeyden, Dan Scheurman</p>	<p style="text-align: center;"> <b>CALL TO ORDER</b>  <b>PLEDGE OF ALLEGIANCE</b>    <b>INVOCATION</b>    <b>ROLL CALL</b> </p>
<p><b><u>ADDITIONS/CORRECTIONS TO AGENDA:</u></b></p> <p><i><b>Motion by Knowles with support from Cunningham to accept the agenda as presented. Roll Call Vote: Cunningham: yes; Mousseau: yes; Heethuis: yes; Knowles: yes; VanHouten: yes;</b></i></p> <p>Yes: 5, No: 0. <b>MOTION CARRIED</b></p>	<p style="text-align: center;"> <b>APPROVAL OF AGENDA</b> </p>
<p><b><u>PUBLIC COMMENT:</u></b> (Limit 3 minutes)</p> <p>None</p>	<p style="text-align: center;"> <b>PUBLIC COMMENT</b> </p>
<p><b><u>BOARD ACTION ITEM:</u></b></p> <p><b>Presentation of the Office Renovation Committee Recommendations</b></p> <ul style="list-style-type: none"> <li>• Information was presented by Cunningham.</li> <li>• The board was presented the prioritized list of twelve items that was developed by the Renovation Committee with their recommendation to include the first eight items on the priority list if all twelve are not approved.</li> <li>• Options of how the board could choose to proceed were reviewed.</li> <li>• Fleis &amp; Vandenbrink will provide new estimates based on the 2019 design for a cost of \$700 each with and without the hall portion.</li> <li>• They would charge between \$5,000 and \$8,000 to develop a new conceptual design based on the Renovation Committee’s recommendations.</li> <li>• Some items to consider: <ul style="list-style-type: none"> <li>○ The project should be started and completed as soon as possible to avoid the</li> </ul> </li> </ul>	<p style="text-align: center;"> <b>OFFICE RENOVATION</b>  <b>COMMITTEE</b>  <b>RECOMMENDATIONS</b> </p>

mid-term elections.

- Material costs are currently high while borrowing costs are currently low
- The \$300,000 assigned to the project is not the estimated total
- Any money borrowed for the project must be spent on the designated project

Discussion: VanHouten brought up that based on the cost of borrowing money versus the increasing cost of doing the renovations, he feels that it would make more sense to move forward at this time rather than waiting. Heethuis agrees that both the hall and the offices need renovation desperately and it should be done in its entirety rather than postponing all or part of the project. This should be balanced with looking at where costs can be cut in order to be fiscally responsible. Knowles brought up the possibility that the meeting hall could be smaller based on the other township offices that were visited and wondered if the board thought it would be possible to use the larger space for the offices and the smaller (current office) space for the hall. It might cost more to have two plans drawn up (one with an addition, and one with reorganizing the two spaces) but it would provide the board with both options to make a fair comparison. The election officials and experts would need to be part of the decision-making process if the hall space was decreased. There is new furniture included in the new priority list which was not included in the proposal from 2019. There was some discussion as to the “look” of the inside and outside of the building to be consistent with the community and to make it a more architecturally pleasing building. The Renovation Committee is willing to stay involved as the process goes forward and Fleis and Vandenbrink provides a new or updated proposal. The board is in agreement that something needs to be done at this time with no tax increase. The cost of borrowing the money was also reviewed.

3 different ideas:

- Accept the 2019 drawing and get updated cost estimate
- Start with the 2019 drawing but ask if the costs can be trimmed
  - One possibility is to proceed with the office renovation but break up the hall renovation process into smaller projects that can be completed over a period of time (due to current high material costs)
  - Heethuis expressed the opinion that it should all be done, not broken down between the offices and the hall.
- Have Fleis and Vandenbrink come up with a plan that would not be an expansion but would flip the office space and the hall space.

Motion by Cunningham with support from Heethuis that we ask Fleis and Vandenbrink to re-estimate the 2019 design with today’s prices with and without the hall, at a cost not to exceed \$1,500.00. Roll Call Vote: Cunningham: yes; VanHouten: yes; Knowles: no; Heethuis: yes; Mousseau: yes.

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

Motion by Cunningham with support from Knowles that Flies and Vandenbrink provide a conceptual design and estimate based on the renovation committee’s prioritized list of the office needs and cut off point including the option of flipping the office/hall locations at a cost not to exceed \$8,000. Roll Call Vote: Knowles: yes; Cunningham: yes; Heethuis: yes; VanHouten: yes; Mousseau: yes.

MOTION TO OBTAIN AN  
UPDATED PRICE ON THE  
2019 PROJECT PLAN

MOTION TO OBTAIN A  
NEW CONCEPTUAL  
DESIGN AND ESTIMATE  
BASED ON COMMITTEE  
RECOMMENDATIONS

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

Heethuis and Cunningham will contact Fleis and Vandenbrink to proceed based on the motions passed today.

**PUBLIC COMMENT:** (Limit 3 minutes)

**Marsha Clark:** Agreed that the Board is heading in the right direction. She feels that it is the right approach to include the hall as that is what the public sees and supports the idea of doing both the office and hall renovations as one project rather than splitting up into smaller projects.

**Sally Smith:** Appreciates that the board is working hard to be efficient and is looking forward to getting back together as a committee with some new ideas.

**Diane Gaertner:** Piece meal is never the best approach as sometimes when Phase 1 is done, Phase 2 doesn't happen. She appreciated that the staff tried to be reasonable and not include things that are not needed. The mandatory list includes things that really do have to be addressed such as building mechanicals, HVAC, electricity, IT needs. That is a separate list but they are items that can't be forgotten.

The committee was instructed to look at needs twenty-five years out. The building has to be flexible enough to accommodate changing needs in the future. Storage and election needs have to be considered. There are still people out there who think that we don't need a new township hall and we have to educate them.

**Dan Scheuerman:** Feels there is a need to assess whether or not the township wants to have the hall used by the community, rented out for events and residents' functions. The Board should make a decision as to the direction they want to go.

**BOARD COMMENT:**

**Mousseau:** Thanks to everyone who showed up, especially Marsha, Sally and Diane. Mike also put a lot of work into the presentation.

**Cunningham:** Thanked the committee for their work. Something that will be critical in selling the project to the public is the concept of how the taxpayer's money should be spent. It has to be spent to do what the township needs to do. The hall is adequate for elections but the office is where business happens. It sounds like in 2019 the public thought the people in the office were designing plush offices for themselves. But by the time this project is done, the people who are in the office now will likely not be there for long and they are building for the future. All the business of the township is about serving its function for the community now and for the next twenty-five years.

**VanHouten:** Appreciate the work that the committee has done. Feels that everyone is in agreement that the whole "tamale" needs to be done. There is a lot more involved in the business of the township than what the average public sees.

**Knowles:** Thanks to everyone on that committee. It's a tough job and it's appreciated that we have public involvement.

PUBLIC COMMENT

BOARD COMMENT

**Heethuis:** This is great discussion that probably didn't take place with the previous board. The board is in agreement that it's going to happen and it's important that everyone feels we are on the right track and are moving forward.

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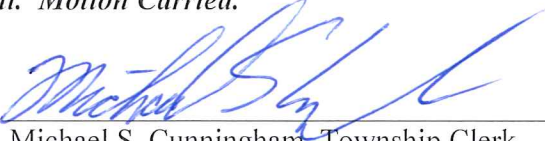
**ADJOURNMENT:**

ADJOURNMENT

*Motion by Cunningham with support from Mousseau to adjourn meeting at 4:34 PM.*

*Approved by all. Motion Carried.*

Approved by:

  
Michael S. Cunningham, Township Clerk

Date:

6/16/2021

Respectfully submitted by:

Betsy Frigmanski, Recording Secretary  
May 28, 2021