

YANKEE SPRINGS TOWNSHIP
284 N. Briggs Road, Middleville, MI 49333
Board of Trustees – Regular Meeting

December 10, 2020
ALL VIRTUAL (Zoom) MEETING
FINAL MINUTES

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1. **Meeting called to order by Supervisor Rob Heethuis at 7:00 PM.**
2. **Pledge of Allegiance**
3. **Invocation**
4. **ROLL CALL**

Rob Heethuis:	Present at Lisa Lane
Mike Cunningham:	Present at Heritage Bay Dr
Deb Mousseau:	Present at Heritage Bay Dr
Larry Knowles:	Present at Beatrice Ave
Dave VanHouten:	Present at Rock Dr

STAFF PRESENT:

Chuck Biggs, Sandy Marcukaitis, Frank Fiala, John Frigmanski, Ron Heilman, Karen Kennedy, Alice Jansma, Dan Miller.

VISITORS: (8) – not including staff present

Zoom Host: John R. Smith at Beatrice Ave

5. **ADDITIONS OR CORRECTIONS TO AGENDA**

Additions: M. Cunningham would like to add approving the meeting schedule for 2021 in order to post in the newspaper. D. Mousseau asked to add to the Treasurer’s Report to set a meeting date to amend the budget and requested to move up the request from Wayland Union Schools for summer tax collection to Item No. 1 in Board Actions due to meeting deadline. (3) Changes/additions

MOTION:	Motion by Larry Knowles to approve with additions			
MOTION SUPPORTED:	Deb Mousseau			
MOTION STATUS:	passed			
ROLL CALL VOTE:	Heethuis:	Yes	Knowles:	Yes
	VanHouten:	Yes	Cunningham:	Yes
	Mousseau:	Yes		

6. **APPROVAL OF CONSENT AGENDA INCLUDING FOLLOWING ITEMS:**

Board Minutes 11-18-2020

November Accounts Payable Checks #915987 through Check #916122, Total amount \$111,415.12
October Federal Payroll Tax of \$3,616.67 and State of Michigan 2nd quarter Payroll Tax of \$1,943.65
November 20th Payroll Checks #6844 through #6857 – Net amount \$6,400.82
November 30th Payroll Checks #6882 through #6880 – Net amount \$8,155.79

MOTION:	Motion by Mike Cunningham to approve consent agenda			
MOTION SUPPORTED:	Deb Mousseau			
MOTION STATUS:	Passed			
ROLL CALL VOTE:	Heethuis:	Yes	Knowles:	Yes
	VanHouten:	Yes	Cunningham:	Yes
	Mousseau:	Yes		

Supervisor Heethuis read a request from John R. Smith (Zoom Host) to talk about Zoom meeting protocol. All non-board members should keep screen muted. You may unmute when asked to speak during public comments. Board members should mute when not speaking just to improve clarity of overall audio.

7. **ACKNOWLEDGEMENT OF VISITORS:**

Catherine Getty – newly elected county commissioner taking office January 2021, gave an update of current happenings with the Barry County Board of Commissions.

8. **PUBLIC COMMENT**

Heethuis explained rules regarding public comment. Comments that require more than the allowed 3 minutes should be handled by email, telephone, or personal contact.

Ron Heilman, of Johnson Dr., and ZBA, would like to see the board consider noise & nuisance ordinances regarding short term rentals. Concerned about Senate passing regulations and no local ordinance in place. He is planning to bring more details to next month's board meeting when this will be on the agenda.

Ray Eister, of Middleville: also concerned about rental properties on lake and will be on the agenda for the next meeting.

9. **TREASURER'S REPORT**

- November Financial Statement & Investment Report and receipt register Presented by Deb Mousseau, prepared with assistance of Alice Jansma
- Also reviewed Investment report and confirmed in balance to the accounts
- **Set date for the meeting to amend the budget: Wed., January 6 at 6:30 PM.**

MOTION: Motion by Larry Knowles to approve Treasurer's Report

MOTION SUPPORTED: Dave VanHouten

MOTION STATUS: Passed

ROLL CALL VOTE:	Heethuis:	Yes	Knowles:	Yes
	VanHouten:	Yes	Cunningham:	Yes
	Mousseau:	Yes		

10. **CLERK'S REPORT**

December invoice register to be approved tonight: Dated 12/08/2020 for the amount of \$33,131.93

MOTION: Rob Heethuis made motion to approve check register as presented by Cunningham

SUPPORTED: Deb Mousseau

ROLL CALL VOTE:	Heethuis:	Yes	Knowles:	Yes
	VanHouten:	Yes	Cunningham:	Yes
	Mousseau:	Yes		

PCI November Report

November 2020 Yankee Springs Township Fire/Emergency Medical Responses

November Complaint Log

Correspondence: GLASWA report for November

MOTION: Larry Knowles made motion to accept Clerk's report

MOTION SUPPORTED: Dave VanHouten

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Approval Motion of Clerk’s Report (above)

MOTION STATUS: Passed
ROLL CALL VOTE: Heethuis: Yes Knowles: Yes
VanHouten: Yes Cunningham: Yes
Mousseau: Yes

11. **COMMITTEE REPORTS** None at this time.

12. **BOARD ACTION ITEMS**

Wayland Union School’s summer tax collection 2021 (moved to first)

MOTION: Mousseau made motion to collect 50% 2021 tax levy as requested at a cost of \$2.50 per parcel.
MOTION SUPPORTED: Knowles
MOTION STATUS: Passed
ROLL CALL VOTE: Heethuis: Yes Knowles: Yes
VanHouten: Yes Cunningham: Yes
Mousseau: Yes

Water Utility Advisory Board, Fire & EMS, Park Committees

Advisory boards were not disbanded and will become active again with the following members: Water Utility: Larry Knowles, Greg Purcell, Michael Pfeiffer, Rich Beukema Alice Jansma; Fire/EMS: Dan Miller, Joe Miller, Frank Fiala, Dave VanHouten, Mary Cook, Alice Jansma; Parks: Sandy Marcukaitis, Kay Evans, Nancy Near, Alice Jansma, Chuck Schira and Jan Lippert.

MOTION: Mike Cunningham moved to acknowledge these advisory boards will be active and will set meeting schedules, etc.
MOTION SUPPORTED: Larry Knowles
MOTION STATUS: Passed
ROLL CALL VOTE: Heethuis: Yes Knowles: Yes
VanHouten: Yes Cunningham: Yes
Mousseau: Yes

Planning Commission and ZBA appointments and reappointments

Board will appoint Larry Knowles & John Frigmanski to the Planning Commission. (John Frigmanski resigned from Zoning Board of Appeals). Terms to be updated as follows: Frigmanski 2 years, Frank Fiala 2 years, Karen Kennedy 3 years, Rich Beukema 3 years.

MOTION: Knowles made motion to approve these appointments
MOTION SUPPORTED: Mousseau
MOTION STATUS: Passed
ROLL CALL VOTE: Heethuis: Yes Knowles: Yes
VanHouten: Yes Cunningham: Yes
Mousseau: Yes

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Returned to ADD: The board also wants to appoint Dave VanHouten to the ZBA.

MOTION: Deb Mousseau made motion
MOTION SUPPORTED: Mike Cunningham
DISCUSSION: None
MOTION STATUS: Passed
ROLL CALL VOTE: Heethuis: Yes Knowles: Yes
VanHouten: Yes Cunningham: Yes
Mousseau: Yes

Change in Board meeting time from 7:00 PM to 6:00 PM

Discussion: Allows early closure and earlier departure for guests to return home. Meetings will be on Zoom so should be easily accessible to anyone who wants to watch them. Other communities have different meeting times as well, not all at 7:00 PM.

MOTION: Rob Heethuis made motion to change meeting time from 7:00 PM to 6:00 PM start
MOTION SUPPORTED: Larry Knowles
MOTION STATUS: Passed
ROLL CALL VOTE: Heethuis: Yes Knowles: Yes
VanHouten: Yes Cunningham: No
Mousseau: No

Set date for joint meeting with Planning Commission and ZBA

January 28, 2021 suggested date but those committees will finalize decision.

MOTION STATED: none at this time

Creation of training/support positions for Clerk and Treasurer

Discussion: Creating these positions would allow for needed training from the outgoing clerk Jan Lippert and the outgoing treasurer Alice Jansma for the new board members. No need to advertise as these positions can only be filled by these specific individuals. Individuals will be paid at a rate of \$16.49 per hour and the positions will be as needed for a limited amount of time.

MOTION: Dave VanHouten made motion to create positions for transition period.
MOTION SUPPORTED: Larry Knowles
MOTION STATUS: Passed
ROLL CALL VOTE: Heethuis: Yes Knowles: Yes
VanHouten: Yes Cunningham: Yes
Mousseau: Yes

Township Zoom license \$150 per year or \$200 per year

Discussion: Mike Cunningham will do further research to determine which license is the better option for the Township but a license needs to be purchased as Zoom meetings will continue in the future.

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MOTION: Cunningham made motion for up to \$200 plus applicable tax to purchase ZOOM license
MOTION SUPPORTED: Mousseau
MOTION STATUS: Passed
ROLL CALL VOTE: Heethuis: Yes Knowles: Yes
VanHouten: Yes Cunningham: Yes
Mousseau: Yes

Resolution or motion on who may contact the attorney

Discussion: Policy written to cover the procedure for board members who have a need to consult with the township attorney. This policy covers the Planning Commission, Zoning Board of Appeals, and Board of Trustees.

MOTION: Larry Knowles made motion to accept the policy as written
MOTION SUPPORTED: Dave VanHouten
MOTION STATUS: Passed
ROLL CALL VOTE: Heethuis: Yes Knowles: Yes
VanHouten: Yes Cunningham: Yes
Mousseau: Yes

Comment on plans for creating minutes for the board, PC, and ZBA.

Discussion and possible motion to hire someone to take BOT minutes and this meeting's minutes

Discussion: Deb Mousseau will no longer take the minutes for the Board of Trustee meetings and the board would like to continue to use a recording secretary. D. Mousseau will continue to do this for Planning Commission and ZBA meetings (allowed per attorney). Per the attorney, the Board Recording Secretary position needs to be advertised and interviews conducted. Betsy Frigmanski is acting as secretary for this meeting and will be paid for doing so.

MOTION: Larry Knowles made a motion to move forward with hiring a recording secretary.
MOTION SUPPORTED: Dave VanHouten
MOTION STATUS: Passed
ROLL CALL VOTE: Heethuis: Yes Knowles: Yes
VanHouten: Yes Cunningham: Yes
Mousseau: Yes

Cemetery Sexton position - Update motion to proceed and consider special meeting week of 12/28/20 to open bids and decide

Discussion: Current sexton retiring at the end of 2020. Ads have been run in the paper to hire a new sexton and we have received some interest.

MOTION: Cunningham made motion take action to retain another township sexton and meet on Monday, December 28 at 3 pm (virtually) to open bids and make a decision.
MOTION SUPPORTED: Mousseau
MOTION STATUS: Passed
ROLL CALL VOTE: Heethuis: Yes Knowles: Yes
VanHouten: Yes Cunningham: Yes
Mousseau: Yes

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Appointment of Board of Trustees representative to GLASWA

MOTION: Cunningham moved to appoint Rob Heethuis as the Board Representative to GLASWA
MOTION SUPPORTED: Mousseau
MOTION STATUS: Passed
ROLL CALL VOTE: Heethuis: Abstained Knowles: Yes
VanHouten: Yes Cunningham: Yes
Mousseau: Yes

Appointment of Board of Trustees representative to the Gun Lake Improvement Board

There needs to be member either from the Board of Trustees or someone designated to report back to the Board of Trustees. Working on finding a person to do that.

MOTION: none at this time

Code enforcement

Brad Williams will continue to work with the township with same hours.

Township recognition of retiring/outgoing officials

Acknowledgement of the outgoing Township Board of: Supervisor **Mark Englerth**, Clerk **Jan Lippert**, Treasurer **Alice Jansma**, and Trustee **Shane VandenBerg**. Certificates of Appreciation will be given to each one. Also **Chuck Biggs** was honored for serving on the Township board, Zoning Board, and Planning Commission for 50 plus years.

13. **OLD BUSINESS**
None

14. **PUBLIC COMMENT**

Frank Fiala stated the County Parks & Rec meetings have been changed to 4th Thursday of month and is wondering if **Joint meeting** of the Planning Commission and ZBA can be a different date in order not to conflict.

Shane VandenBerg thanked the Board for the acknowledgment and wished the best to the new board.

15. **BOARD COMMENT**

Rob Heethuis clarified time for the January 28 ZBA/Planning at 6:00 PM – conflicts with the County Parks & Rec meeting so the board will talk to the committees to see about a mutually agreeable time. (*Date yet to be determined*).

Mike Cunningham would have liked to have cake with Chuck Biggs in person. Regarding recycling – no more plastic bags because they blow around and the township was getting complaints. No more at this time.

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Deb Mousseau thanked Alice Jansma for all her help with the transition and training, as well as, John R. Smith for help with setting up the zoom meetings. Also expressed her appreciation to Chuck Biggs.

Dave VanHouten is very encouraged to see all the hard work of the board and thanked everyone who voted and supported them. Dave also received an email from Dana Yarger mentioning that if anyone is interested in being an MFR or EMT – classes being offered at KCC and could be free.

Larry Knowles expressed thanks to everyone for the involvement.


Rob Heethuis commented on upcoming challenges and feels good groundwork has been set.

16. **ADJOURNMENT** **TIME: 8:19 pm**

MOTION:	Mike Cunningham made motion to adjourn			
MOTION SUPPORTED:	Dave VanHouten			
MOTION STATUS:	Passed			
ROLL CALL VOTE:	Heethuis:	Yes	Knowles:	Yes
	VanHouten:	Yes	Cunningham:	Yes
	Mousseau:	Yes		

Full audio recording of this meeting has been downloaded to the township office computer system on 12/11/2020.

Respectfully submitted:
Betsy Frigmanski
Recording Secretary 12/10/2020

Date: 1/19/2021
Approved: 
Michael S. Cunningham, Township Clerk