

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

**Tuesday, January 31, 2023**

**11:00 AM**

**Yankee Springs Fire Station  
1425 S. Payne Lake Rd., Wayland, Michigan 49348**

**MINUTES**

**MINUTES**  
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YS Board of Trustees –  
Special Meeting  
January 31, 2023

Meeting called to order at 11:00 AM by Supervisor Rob Heethuis

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

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

**Staff Present:** Frank Fiala

**Visitors:** 3

**ADDITIONS/CHANGES TO AGENDA:**

***Motion by Cunningham with support from VanHouten to accept the agenda. Roll Vote:***  
*Knowles: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes; VanHouten: yes.*

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

**Interview & Discussion with Planning and Zoning Administrator candidate Joseph Shea**

- Introduction of Mr. Joe Shea as the committee’s recommendation for Planning and Zoning Administrator.
- Mr. Shea shared a brief overview of his background. He has lived in Yankee Springs area for 28 years. He has worked as a lawyer and has some construction and carpentry experience. He has experience with zoning and property law through his experience as a staff attorney.
  - He explained that he does keep busy with volunteer work and while he wasn’t really looking for a job, he thought this would be a good fit with his current schedule and background. He is fine with the office hours and working in the field and evenings as needed.
  - He was asked what the biggest challenges facing Yankee Springs are – He feels most conflicts arise on lakefront property because of the closeness of the homes, etc. He was also interested in the overlay district and encouraging growth in that area.
  - Mr. VanHouten stated that he feels it is important for this position to be handled as professionally as possible, so he liked Mr. Shea’s background. He asked about the difference between Zoning Administrator and Building Inspector and Mr. Shea explained that the Zoning Administrator would look at zoning conformance while the Building Inspector is concerned with building codes.
  - Mr. Shea said that as Zoning Administrator he would follow and enforce the rules

**PLEDGE OF  
ALLEGIANCE**

**INVOCATION**

**ROLL CALL**

**MOTION TO ACCEPT  
AGENDA**

**INTERVIEW AND  
DISCUSSION WITH  
PLANNING & ZONING  
ADMINISTRATOR  
CANDIDATE**

consistently and help residents with how to go forward if they are looking for a variance. He feels a big part of the job would be customer service and public relations.

- Mr. Cunningham expressed that things are a bit disorganized right now with having to refer people to PCI so he is looking forward to that changing and having one person to handle the questions and being the “face” of the township. Learning the rules and applying them consistently is the main goal of the position.
  - It is his hope that the Zoning Administrator will spend a fair amount of time in the office to answer the phone calls that come in with questions.
  - It will work out over time as to how many hours are needed in the office, but it will probably be more than the nine hours in the job description. It would be good to have some set hours that residents know he will be available.
  - Having residents be able to come into the Township office rather than go to Hastings will be beneficial to residents.
  - The township office staff does not have a lot of structure but this position will work closely with Sandy Marcukaitis, the Zoning Assistant and Brad Williams, the Code Enforcement Officer.
- Mr. Knowles commented that he sees this role as working with the residents and helping to communicate the issues to the ZBA and Planning Commission members (once it is determined that a variance is needed). In the past it has been common for applicants to not provide enough information to the ZBA and that is aggravating for everyone when it has to be delayed. It will not be the role of the Zoning Administrator to impact the decision of the ZBA.
- Mr. VanHouten said it will be really nice to have proper documentation and explanation of the variance request and what the real issue is. Mr. Shea said that he thinks it’s very important to have all the documents and information when decisions are made so that any further possible action is properly supported. His legal background will be very helpful in that area.
- Mr. Shea asked about site inspections. Since surveys are required, that can be relied upon. Side yard setbacks are sometimes more difficult to be determined. Site visits may involve checking to see if all the buildings on the site are shown on the drawings. It is not expected that measuring will need to be done.
- The person who is hired will have support from the office staff as well as the township professional planner and attorney as needed.
- The hiring decision will be voted on at the Board meeting on February 9 at the Gun Lake Community Church.

**Renovation project update:**

- These topics were discussed at this morning’s progress meeting: ADA ramp, hall termite damage, insulation of the roof over the kitchen/restrooms, relocating gas line, hall HVAC duct work, and old office north wall.
  - Extensive termite damage to wood furring strips on all four walls in the hall was discovered while the ceiling tiles and insulation were being removed.
    - There was no damage in the roof rafters or in the old office.
    - Demo of the drywall, furring strips and insulation on three of the walls has already been done at a cost of \$2,964.00. No extra cost to finish these walls is expected as that was in the original plan.
    - The west wall also has termite damage. That wall was not intended to be redone as part of the project so there will be a cost of \$894 for the demo

**TOWNSHIP  
RENOVATION  
PROJECT UPDATE**

and \$4,536 extra cost to finish that wall.

**Motion by Cunningham with support from Heethuis to approve up to \$7500 to remove termite damaged furring strips, insulation and dry wall and replace with new materials.**

Discussion took place as to what was included in the original plan. **Roll Call Vote:** VanHouten: yes; Mousseau: yes; Cunningham: yes; Knowles: yes; Heethuis: yes.

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

- The old office gas line was in the treasurer's office south wall and will be in the middle of the new conference room if not relocated. Estimated cost is \$1,928.

**Motion by Cunningham with support from VanHouten to approve up to \$1928 in additional cost to relocate the existing old office gas line.** **Roll Call Vote:** Cunningham: yes; Mousseau: yes; Knowles: yes; Heethuis: yes; VanHouten: yes.

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

- The ADA ramp connecting the old office and hall was thought to be 6" in height (6" difference between the hall and old office floor). The difference is not 6", it is actually 8". If a 5' x 5' platform is required at the top of the ramp and 5' x 5' open floor at the bottom of the ramp, and 1' horizontal for every 1" of rise, we need 18' to keep the same door opening and have the ramp descend toward the kitchen. There is only 16' currently. The easiest and low cost thing to do is to have the ramp descend away from the kitchen, which is unacceptable due to very awkward traffic flow which interferes with the use of the hall.
  - Option 1: shows the ramp going east (toward the board table) and put in steps allowing most traffic to go toward the kitchen (because of the pilaster in the way -- it would cost \$50,000+ to move the pilaster.)
    - This would infringe on the space that is used/needed for meetings and elections.
    - Cost about \$3,000.
  - Option 2: tears up half of the storage room next to the treasurer's office, relocating the door, and the ramp still goes to the west. That cost would be just under \$8,000.
  - Option 3: Cost would be \$7920 to take the door opening and move it to the east side of the pilaster and keep the ramp moving the way it is. This would work the best with the election set up. It would be in compliance with all codes.
  - Another possible option would be to have the ramp go straight out into the room but that was not considered to be a good option as it would be in the way and would remove seating from the room.

**Motion by Cunningham with support from Knowles to approve up to \$8,000 to do Option No. 3, relocating the hall to office door to the east of the existing pilaster.** **Roll Call Vote:**

Heethuis: yes; Cunningham: yes; Mousseau: yes; Knowles: yes; VanHouten: yes.

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

- It has been mentioned that the existing duct work in the hall is not up to code and that using the old HVAC registers as called for in our plans may require painting them or extensive cleaning if we don't purchase new registers.
  - This is an upcoming issue that we're not voting on today.

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**MOTION TO APPROVE  
COST TO REPAIR  
TERMITE DAMAGE**

**MOTION TO APPROVE  
COST TO RELOCATE  
THE EXISTING GAS  
LINE**

**MOTION TO APPROVE  
COST TO RELOCATE  
THE HALL TO OFFICE  
DOOR**

- The main trunk was made of fiber board and flexible duct work comes off of that. The flexible part is longer than what is allowed and that will have to be changed.

**Motion by Knowles with support from Cunningham that when we do vote on this, we should ask Fleis & Vandenbrink to pay 20% of the cost since this is something they should have seen.**

Discussion: It has to be done (and paid for) but there is a question that this should have been known at the outset of the project. There have been several items that could have been included in the original quote. **Roll Call Vote:** *Cunningham: no; Heethuis: yes; Mousseau: yes; VanHouten: yes; Knowles: yes.*

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

- The underside of the old office roof and the hall ceiling have been spray foam insulated similar to what was done in the new office. The hall ceiling insulation included the roof over the kitchen and furnace room and the hallway between them because this is all under the high portion of the roof. The lower portion of the roof covers the three restrooms, the storage room, and the hallway between them. New insulation for this part of the hall was not included in this project. We have water pipes located in the ceiling of this part of the hall that can (and have) freeze in very cold weather because of the bad condition of the insulation (and because the pipes are located in this area). We have the opportunity to properly insulate this part of the hall roof for \$10,357. Doing this now will make future kitchen and restroom renovations easier and less expensive and will save energy and keep the water pipes from freezing.

**Motion by Cunningham with support from Heethuis to spray foam insulate the underside of the roof above these areas (the restrooms and storage room) for a cost increase of \$10,357.**

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

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

- North wall of the conference room –a new wall is not needed alongside the existing wall. This will be a small savings in cost.
- This item was not on the agenda but it has been discovered that there is not a load bearing header for the door to the conference room. There will need to be a proper header and reframing as needed for installation of the new door at a cost of \$692.

**Motion by Heethuis with support from Knowles to add to the agenda the structure header in the conference room. Approved by all. Motion Carried.**

**Motion by Knowles with support from Cunningham to approve up to \$700 for the new header on the east exit door. Roll Call Vote:** *Heethuis: yes; Mousseau: yes; Cunningham: yes; Knowles: yes; VanHouten: yes.*

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

**PUBLIC COMMENT:**

**Frank Fiala** thanked everyone for the thoroughness in the interviewing process and

**MOTION TO CHARGE  
FLEIS &  
VANDENBRINK FOR  
PART OF THE COST OF  
NEW DUCT WORK**

**MOTION TO APPROVE  
COST OF ADDITIONAL  
SPRAY FOAM  
INSULATION**

**MOTION TO AMEND  
THE AGENDA**

**MOTION TO APPROVE  
COST OF NEW  
HEADER**

**PUBLIC COMMENT**

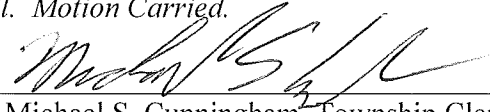
complimented the excellent work that was done.

**ADJOURNMENT:**

*Motion by Mousseau with support from VanHouten to adjourn the meeting at 12:24 pm.*

*Approved by all. Motion Carried.*

Approved by:



Michael S. Cunningham, Township Clerk

Date:

2/14/2023

Respectfully submitted by:

Betsy Frigmanski, Recording Secretary

February 1, 2023

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**ADJOURNMENT**