

<p style="text-align: center;"> YANKEE SPRINGS TOWNSHIP BOARD OF TRUSTEES <u>Work Session Meeting</u> <u>Wednesday, May 28, 2014</u> 7:00 p.m. Yankee Springs Township Hall 284 North Briggs Road, Middleville, Michigan 49333 </p> <p style="text-align: center;">MINUTES</p>	<p> FINAL MINUTES Approved June 12, 2014 With corrections: Page 1 </p>
<p>Meeting called to order at 7:04 PM by Supervisor Mark Englerth.</p> <p><u>PLEDGE OF ALLEGIANCE</u></p> <p>Roll Call: Jerkatis, J. Lippert, Englerth, Roger Rottschafer, Bruce Campbell.</p> <p><u>Staff Present:</u> Alice Jansma, Cathy Strickland, Larry Knowles, ZA, Sandy Marcukaitis.</p> <p>Visitors: 4 (not including staff present).</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</p> <p>PLEDGE</p>
<p><u>ADDITIONS/CHANGES TO AGENDA:</u></p> <ul style="list-style-type: none"> • No additions to the agenda. 	<p><u>ADDITIONS/CHANGES TO AGENDA</u></p>
<p><u>PUBLIC COMMENT:</u> None</p>	<p><u>PUBLIC COMMENT</u></p>
<p><u>CLERK'S REPORT: J. Lippert</u></p> <p><u>Letter received from Middleville Tool & Die for Industrial Development Zoning District.</u> Currently, The township has Light Industrial-LI-1 and I-1 zoning only. The letter also included not only the zoning request, but also wordage with the understanding that Middleville Tool and Die may approach the board for future local industrial property tax abatement per Public Act 198. Discussion took place regarding this request. Clerk Lippert suggested making a file on this for Middleville Tool & Die and for the record as well. It was noted that tax abatement documentation will be sent to the township attorney when the Planning Comm. is approached by Middleville T & D.</p> <p><u>Notice from DEQ authorizing Allegan Cty. Rd. Commission</u> a permit to begin work on the 1st Street crossing which is the beginning of the Inter-county Cuddy Drain project in Yankee Springs Township.</p> <p><u>Meeting of Cuddy Drain</u> to occur in June, in the a.m., at the YS Township Hall. J. Lippert will post the date when she receives the information.</p> <p>Clerk Lippert informed of <u>address changes that have occurred recently within Shady Shores Resort Mobile Home Park.</u> Information has been forwarded to the Assessor and N. Near for QVF (Qualified Voters).</p>	<p><u>CLERK'S REPORT: J. Lippert</u></p> <p>Page 1 of 7 YST Bd Trustees 5-28-14</p>

CLERK'S REPORT: J. Lippert cont'd

DK Landscaping gave an estimate (dated Oct. 14, 2013) for split rail **fencing at the northeast edge of the Township Hall** for \$780.00. Discussion took place on authorization to proceed.

Motion by Jerkatis with support from Campbell to authorize the acceptance of bid from DK Landscaping to put fence in at Township Hall for \$780.00. ROLL CALL: Jerkatis – yes, Lippert- yes, Englerth- yes, Rottschafer- yes, Campbell- yes. YES: 5, NO: 0. MOTION CARRIED.

MTA Meeting – June 11, 2014: J. Lippert, Englerth, Rottschafer and Campbell will be attending.

Reminder: to turn in MAY time sheets.

Ballot Sample for August Primary has been received by J. Lippert.

ZONING ADMINISTRATOR'S REPORT: Larry Knowles, ZA

Request distributed from Middleville Tool & Die (Corner of Patterson & Bass Rd.) to request need to change zoning. Discussion occurred on current zoning. The Zoning Map needs to be updated every 5 years. The last date was 2008. The current map zoning is General Industrial (dark gray) and Light Industrial (light gray).

The proposed zoning change would be dark gray to Industrial 1 and light gray to Agricultural.

The Planning Commission's recommendation is to approve this re-zoning (requested by Middleville Tool & Die) and to amend the zoning district. Discussion of procedure of re-zoning occurred.

The consensus of the Board was to take no further action until the township attorney rewrites the amendment and it is presented for formal adoption at the next meeting. Campbell confirmed that progress could still be made on the request in the mean time.

Code Enforcement Help: Supervisor reported the possibility of hiring of an enforcement officer.

Brian Urquhart, who currently does enforcement for Middleville and City of Wayland, is a candidate. He would be answering to the ZA on complaints. Englerth wanted to share this need to the board and have a consensus. Englerth mentioned that the Zoning office has been running way under budget and this gives another piece of equipment for Larry to utilize if there's a research project or an issue or a problem.

Englerth mentioned other issues that are taking up time in the Planning and Zoning department to research and confirm and to work with taxpayers involved.

Englerth would like to go through a trial period for approximately a month or so.

There would not be a contract involved added Englerth (at this point of trial).

Discussion regarding amount of complaints and those involved in current handling of

CLERK'S REPORT: J. Lippert cont'd

Motion to authorize the acceptance of bid from DK Landscaping to put fence in at Township Hall for \$780.00. MOTION CARRIED.

ZONING ADMINISTRATOR'S REPORT: Larry Knowles, ZA

complaints and projects occurred.

ZONING ADMINISTRATOR'S REPORT: Larry Knowles, ZA (continued)

J. Lippert asked if the enforcement officer would be interpreting the zoning ordinance. Englerth commented that the enforcement officer would be answering to the Zoning Administrator for complaints. J. Lippert asked if the enforcement officer position was published in the paper.

An additional Public Comment Period formed and opened:

J. Lippert commented that possibly Shane Vandenberg may want to be involved in enforcement. Vandenberg asked how many complaints were usually made in a month. Approximately 6 complaints are coming in per month.

Cathy Strickland commented that she didn't feel comfortable going to residences with the enforcement part of it.

Vandenberg wanted to know why Mark Englerth couldn't be handling these complaints. Vandenberg felt that hiring someone for 4 to 6 complaints a month was growing government.

(Englerth requested the Deputy Treasurer to get the budget.)

Vandenberg felt that Englerth could do this work easily and that Supervisors in the past have done this. Vandenberg felt that if he were Supervisor, he could handle it easily, but he might worry about getting re-elected, because he might upset someone.

Additional Comments:

Chuck Biggs, Resident, commented that in the past the Zoning Administrator had been the only one in charge of enforcement. He commented that less was accomplished when more than one person is in charge.

Treasurer Jerkatis also commented that the township has probably lost zoning administrators because they've had too many duties including enforcement and all the other things they have to do. "Because we have the money, does it mean we should do it? Or, is it the right thing to do?" asked John Jerkatis.

B. Campbell commented on M. Englerth having a lot on his plate, and would like to see the enforcement part separate from the Zoning Administrator's duties.

J. Lippert commented the previous procedure was to send a letter when complaints came in under Ken Worshum and R. Lippert (former ZA's). There was a certain amount of response time that needed to take place. Inspection was made within 20 days, and if it (violation) wasn't corrected, they were sent a second letter that was copied to the township attorney. "They were breaking the ordinance," commented J. Lippert.

Supervisor stated the current budget shows a savings in the budget for Planning & Zoning. He commented that as far as growing government, he had cut it in half. Englerth and that whether the township uses two part-time people, one full-time person, or eight part-time people, it really didn't matter.

ZONING ADMINISTRATOR'S REPORT: Larry Knowles, ZA (continued)

An additional Public Comment Period formed and opened

**Additional Public
Comment**

The current budget cost today shows less than 50 cents on the dollar, actually 43 cents on the dollar. “We have turned building permits, and site plans around quicker and faster to PCI than what has ever been done before. And now we are being kind enough to say we can utilize somebody a couple hours a week, maybe four hours a month, or maybe two hours a month. But we are working, not under the existing budget, but half (of it). To say that is growing government,...” (S. VandenBerg interjected at this point “When you hire anybody it is growing government”).

Jerkatis clarified that the tentative part-time enforcement person would replace Cathy Strickland who is currently involved in code enforcement. Jerkatis asked what Cathy did besides enforcement. Englerth reviewed some of the various duties Cathy performed in the office. Jerkatis reviewed previous work done by Zoning Administrators which included enforcement. Jerkatis commented that currently instead of one administrator (ZA), people now see four people working in zoning.

J. Lippert commented that Mark has pulled from within the township. “One person can wear many hats, as Cathy has found out, being Secretary to the Planning Commission. We’ve pulled together her knowledge into the Zoning Administration. Clerk was unaware that Cathy was working on Zoning Complaints.

M. Cunningham is a little concerned about more than one person doing the enforcement. Cunningham felt that the enforcement officer would need to be in tune with the intent of the Planning Commission with the ordinance. Cunningham spoke about the quality of work vs. the saving of money. He asked if there was a record of complaints. Sandy Marcukaitis confirmed that there is a log on written complaints.

Shane VandenBerg, in the event of hiring a Zoning Enforcement officer, asked “Are we adopting a complaint – driven enforcement? Or is Deputy Dog going to be cruising the area looking for violations?” Shane commented that he wanted his questions answered.

Englerth commented that the township needs to maintain a certain level of service.

J. Lippert confirmed that a list of complaints was filed by Larry Knowles, current ZA, every month.

Cathy Strickland commented that sometimes a lot of follow up is involved in code enforcement. C. Strickland commented again that she does not enjoy this type of work. Cathy is getting threatening calls at home regarding complaints.

S. VandenBerg commented that he could do the job easily, but he wouldn’t get elected.

Jerkatis felt the number of violations the township has represents a very small amount of the township’s population. Jerkatis wondered who on the board is concerned about getting re-elected.

Shane VandenBerg commented that he felt three board members were concerned.

Discussion occurred regarding threatening calls to those involved with zoning enforcement, phone calls with "caller ID" can be easily be handed over the Barry County Sheriff office.

Alice Jansma asked what the tentative new person will be paid per hour. It was noted that the City of Wayland is paying \$20 per hour for this type of work.

Roger Rottschafer, new board trustee, asked what Cathy's job description was. "Are we taking a piece of that (Cathy's job) and giving it to Mark to do?" Rottschafer felt it wasn't someone from the public's decision to decide to tell Mark Englerth to do it, but it was the board's decision to decide who is going to do what.

J. Lippert commented the Township, by Ordinance, has a Zoning Enforcement Officer. A ticket was issued only after the letters went ignored. This ticket is Civil Infraction.

Englerth commented on going to a part-time Zoning Administrator and the success rate being awesome. The person considered to be hired for code enforcement has 6 years of college and is still attending college. Englerth felt that he should be used as needed. Englerth commented on various rates of pay being considered. It gives the people that have complained and they don't feel they've been treated fairly, a way of due process.

Roger Rottschafer talked about \$20 per hour for enforcement rather than hiring a lawyer (for enforcement) at a larger amount of money. Rottschafer commented that it is a lot cheaper at \$20 per hour, and probably faster in solving issues.

Jerkatis inquired if there was advertisement in the paper for the enforcement position. Lippert also commented the same to have advertise for the position. She would like to have Brian Urquhart present at next June meeting to introduce himself.

S. VandenBerg thinks it would be reasonable to have an interview (of the potential enforcement officer) in front of the board.

Additional Public Comment

SUPERVISOR UPDATE:
Mark Englerth

SUPERVISOR REPORT- MARK ENGLERTH

Estimate from ceiling water damage was discussed (the insurance portion of payment/check not received). Englerth recapped the information for R. Rottschafer.

Distribution made of e-mail from Valerie Byrnes to bring the board members up to speed about Middleville Tool and Die.

Estimate from Kraai Well drilling – regarding the sprinkling system which is set for 20 gallons per minute and currently utilizing 10 gallons per minute. A \$1900.00 estimate was received to replace pump, drop pipe and increase size of tank. This will go on agenda for June regular meeting. Age of the old well was at approx. 12 or 17 years old. Discussion took place regarding source of issue, possibly the well head was an issue. It was determined that the screen isn't plugged. The issue is the pump.

Rottschafer commented that he thinks the board needs to establish when they are going to get more than one bid on something.

SUPERVISOR UPDATE:
Mark Englerth (continued)

He commented that the board should decide on a dollar amount threshold and when it should get another bid(s). Jerkatis mentioned a \$2000 threshold and setting this possible threshold at another regular meeting. Campbell mentioned that the township has had people doing work for years. Campbell wondered if previous work contracted with the same companies and/or individuals for years will now have to go out to bid. Clerk commented that in previous years ads were placed in the newspaper (Sun & News).

M. Englerth mentioned meeting six different well drillers at six different times to get estimates as well as advertising in the paper. Shane VandenBerg commented that the board might want to give contractors an opportunity to bid on jobs by publishing through the paper. Campbell discussed the cost of putting this in the paper. Further discussion took place on setting a threshold amount.

Jan will forward this topic (dollar amount thresholds on purchases and projects) onto agenda of next month.

Water & Sewer Authority: Meeting minutes distributed- of May 7, 2014.

It was noted that Lois, of GLASWA, will be contacted regarding minutes being delivered at the homes of trustees. Clerk receives hers at home; other Board members has theirs delivered to the Township Offices.

S. VandenBerg wondered if arbitration was going to occur with the sewer employees. Englerth made general comments.

Englerth commented that they are still in negotiations. VandenBerg commented that he would like to know how Englerth felt so that he could back or not back Englerth in the elections. VandenBerg spoke of 20 % of employees' income being taken away and found it devastating to working families, if true.

It was confirmed that GLASWA is involved in current negotiations and Englerth commented that he is to negotiate in good faith and he will not violate this.

NEW BUSINESS/OLD BUSINESS

NEW BUSINESS/OLD BUSINESS:

Lynn Drive Project: per R. Rottschafer commented that Lakeland Asphalt will be in early June to start doing the milling. Work has begun on the special assessment. Barry County Road Commission letter was handed out to neighbors on Monday (5/26/14) by R. Rottschafer.

YS Newsletter progress: reported on by R. Rottschafer.

Sandy Marcukaitis has forwarded a copy of what she is working on for the newsletter. Deadline is this weekend for articles per Englerth. Rottschafer will notify Sandy that some board members have not been informed of deadline.

TTES has been informed of road work on Lynn Dr/Rock in case of emergency.

Buoys put in this weekend to best of Englerth's knowledge.

Township Hall Roof Repair: Jerkatis has submitted bid specifications for roof repair to J. Lohrstorfer. Jerkatis would like bids specs out by the end of next week.

NEW BUSINESS/OLD BUSINESS continued

Jerkatis mentioned advertising in the Kalamazoo Gazette noting that unless you advertise in larger cities, you are not going to get bids. Jerkatis mentioned an estimated cost of \$900 for advertising costs for bids. Opening of bids is tentatively scheduled to occur at the Board Work Session in June. Campbell asked about sending letters out for bids because of the limited numbers of installers involved. Publishing costs in newspapers can be costly. Builder's Exchange and Dodge Report were mentioned for advertising but the cost of this was unknown (for advertising). Craig's List was also mentioned.

S. Vandenberg asked if the board was talking about a steel roof on the building. Vandenberg commented that the board was making a mistake going with a steel vs. shingled roof. Further discussion took place regarding roofing.

J. Lippert commented that fiscal year will end on June 30th and she will publish for hearing for the 2014-15 Budget. Two additional workshops meetings will be needed to complete the amending and final approval process.

Cathy Strickland noted June 12th is MSU Citizen's Planner Seminar. The MTA is June 11th. C. Strickland just found out, and didn't receive any information on this and apologized for the short notice on this. Informal board support was given for attendance to this meeting, to be formally approved at the next meeting.

M. Englerth mentioned the TTES contract and equipment maintenance items, as well as contacting Dr. Lynn Harvey regarding the contract. The brush truck is still gone (pump repair), it is a first-responder vehicle. Discussion regarding putting concerns regarding equipment and other concerns in writing.

J. Lippert commented that she was gone on Memorial Weekend and thanked Mike Cunningham and all involved for the Veteran's Memorial Day Gathering that occurred at 5:00 p.m. on Memorial Day at the Fire Station

Also, Lippert inquired as to whether additional ambulance coverage had occurred for the Memorial Day weekend (additional coverage). It was noted that a new contract for this additional service was not presented to the township for the summer of 2014.

ADJOURNMENT

ADJOURNMENT:

Motion by Englerth with support from Campbell to adjourn at approximately 9:07 p.m. Approved by all.

Respectfully submitted:
Deb Mousseau
Recording Secretary 5/28/14

Date: _____
Approved: jcl draft 6-5-14
Janice C. Lippert, Clerk