

<p style="text-align: center;">YANKEE SPRINGS TOWNSHIP <u>BOARD OF TRUSTEES</u> <u>Regular Meeting</u> <u>Thursday, November 13, 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>Circulated 11/25/2014 FINAL MINUTES Approved 12/11/2014</p>
<p>Meeting called to order at 7:00 PM by Supervisor Mark Englerth. Roll Call: J. Lippert, Englerth, Jerkatis, Rottschafer, Campbell. <u>PLEDGE OF ALLEGIANCE</u> Staff Present: Constable Jim Orr, Frank Fiala, Larry Knowles, ZA , Paul Heystek; Mike Cunningham Visitors: 7 (not including staff present).</p>	<p>CALL TO ORDER ROLL CALL PLEDGE</p>
<p><u>ADDITIONS/CHANGES TO AGENDA:</u></p> <ul style="list-style-type: none"> • Add: Mike Bremer, Catherine Getty, Brian Urquhart to <u>Acknowledgement Of Visitors.</u> • Addition to #17 board member comments. 	<p><u>ADDITIONS/CHANGES TO AGENDA</u></p>
<p>APPROVAL OF MINUTES:</p> <p>Motion by Rottschafer with support from Campbell to approve minutes of <u>October 7, 2014 meeting with Dr. Lynn Harvey</u> as presented. All ayes. MOTION CARRIED.</p> <p>Motion by J. Lippert with support from Jerkatis to approve minutes of <u>Griffith Drive Spec. Assessment Roll Public Hearing</u> of Oct. 9, 2014 (6:30 p.m.) as presented. All ayes. MOTION CARRIED.</p> <p>Motion by J. Lippert with support from Jerkatis to approve minutes of <u>Cobb Lake Plant Program Public Hearing – Spec. Assessment Roll</u> of Oct. 9, 2014 (6:45 p.m.) as presented. All Ayes. MOTION CARRIED.</p> <p>Motion by Rottschafer with support from Campbell to approve <u>minutes of the Regular Board of Trustees Meeting</u> of October 9, 2014 (7:00 p.m.) as presented. All ayes. MOTION CARRIED.</p> <p>Motion by J. Lippert with support from Rottschafer to approve minutes of the October 29, 2014 <u>Joint Meeting with Thornapple Township and Dr. Lynn Harvey</u> as presented. All ayes. MOTION CARRIED.</p>	<p>APPROVAL OF MINUTES</p> <p>Motions to Approve Minutes of the following meetings: Oct. 7, 2014 – Dr. Harvey Oct. 9, 2014 – Griffith Dr. Pub. Hrg. Oct. 9, 2014 – Cobb Lake Plant Pub. Hrg. Oct. 9, 2014 – Reg. Trustee Mtg. Oct. 29, 2014 – Joint Mtg. with Thornapple Township and Dr. Harvey. MOTIONS CARRIED.</p>
<p><u>PUBLIC COMMENT:</u></p> <p>Trustee Roger Rottschafer asked Mike Bremer, Supervisor of Thornapple Township what the status was with the formation of the new Fire Board. Bremer commented</p>	<p><u>PUBLIC COMMENT</u></p> <p>Page 1 of 8 YST Bd Trustees 11-13-14</p>

<p>that they were waiting for clerks to make a resolution to form the board.</p> <p>Vivian Connor thanked everyone for their support and made special mention of Craig Stolsonburg. V. Connor has had a lot of meetings in the last week and is looking forward to working with the township and the county.</p>	<p><u>PUBLIC COMMENT</u> cont'd</p>
<p><u>ACKNOWLEDGEMENT OF VISITORS:</u></p> <p><u>TTES Report</u> –David Middleton, Fire Chief – Absent with notice</p> <p><u>BARRY COUNTY COMMISSIONER’S REPORT:</u></p> <p>Contract negotiations have been started with all the unions. The Commissioners are hoping to have them wrapped up pretty quickly. They are looking for three year contracts rather than one year contracts.</p> <p>They are in the middle of the facilities master planning process. This should continue through March or April.</p> <p>There will not be a Board of Health meeting for November.</p> <p>C. Stolsonburg commented that the IT Department is looking to start contracting with local units of government. IT signed a contract with transit last week. Discussion took place regarding IT being a department of Barry County and its funding/compensation.</p> <p><u>Kathryn Getty</u> – Zoning Admin. Of Thornapple Township; <u>Mike Bremer</u>- Supervisor, Thornapple Township and <u>Brian Urquhart</u>; Zoning Adm. Village of Middleville:</p> <p>Getty, Bremer and Urquhart were at tonight’s meeting to present: <u>Barry County North Quadrant Joint Planning Alliance (BCNQJPA)</u></p> <p><u>The Goal Statement:</u> The Village of Middleville, Thornapple Township and Rutland Township have collaborated to form the Barry County North quadrant Joint Planning Alliance (BCNQJPA). Members of BCNQJPA recognize our residents desire to maintain the rural and small town character of our area for generations to come. A common land use plan will form the basis for cooperative decision making while allowing for orderly expansion of urbanized areas. The formation of the BCNQJPA is an effort to accommodate growth while minimizing potential adverse impacts on the local environment and character of our communities.</p> <p>A map was distributed of the M-37 Joint Planning Area. M-37 crosses into Yankee Springs Township. Getty commented that they’d like to have us (YS Twp.) attend on Dec. 3rd, 1:00 pm at the Ruthland Twp. Hall which will be the next meeting. J. Lippert commented on three housing developments in YS Twp. J. Lippert asked what MDOT’S future plans were to widen M-37. Getty commented that she was not aware of any plans. It was noted that Caledonia Township has opted out of the</p>	<p><u>ACKNOWLEDGEMENT OF VISITORS:</u></p> <p><u>TTES REPORT:</u> Clerk Distributed in packet</p> <p><u>BARRY COUNTY COMMISSIONER’S REPORT</u></p> <p><u>Barry County North Quadrant Joint Planning Alliance (BCNQJPA)</u></p> <p>Page 2 of 8 YST Bd Trustees 11-13-14</p>

alliance. Discussion occurred regarding getting an ad hoc committee from the Planning Commission to see if there is any interest on this matter. Frank Fiala commented on what has happened previously regarding the YS Master Plan and a mixed use section at the curve of M-37. Fiala mentioned possibly having a planning commissioner attend a BCNQJPA meeting. Getty commented that they will put Frank Fiala and Mark Englerth on their email list for future meetings.

TREASURER'S REPORT: John Jerkatis, Treasurer

Motion by Englerth with support from Rottschafer to accept the October Financial Statement as presented. All ayes. MOTION CARRIED.

Regarding the Roofing Project, Jerkatis pointed out pg. 5 of the minutes of the August 14th meeting, motion by Campbell support by Rottschafer to commence work on roof. Request for change order occurred at the Sept. 3rd meeting. Changes up to \$41,245.00 total project cost were approved.

Jerkatis commented that he received an invoice this week for total cost of the project with one change order item to be done yet which is the snow guards. \$1,600.00 was the billed amount for snow guards, and the general contractor agreed that \$2000.00 retainage would be fair. \$39,245.00 for the roofing job payment to be sent.

A Resolution, dated 11/13/14 was presented to the board by J. Jerkatis entitled Resolution to Set the Procedures to be Followed When Proposing Capital Expenditures for Township Facilities, Property and Infrastructure, Maintenance and Capital Improvements.

Discussion occurred regarding the resolution and the exclusion of fire department equipment, calling a board meeting for large expenditures, and a 72 or (18) hour notice of a special meeting. Jerkatis feels it is a step in the right direction for being accountable and having a historical record.

Motion by Jerkatis with support from J. Lippert to approve the Resolution presented by Jerkatis. Discussion occurred. J. Lippert commented that the Fire Chief brought the notice of the pump repair at a public meeting for Board Approval. Clerk noted that any and all requests from the Chief were brought to the Board for Approval. Further Discussion by Board Members.

Motion was made by Jerkatis with support from Lippert to withdrawn the previous motion. All ayes. MOTION CARRIED.

Motion by Rottschafer with support from Jerkatis to table Resolution for 30 days to put a list together and work on it before the next meeting and contact with J. Lohrstorfer to be made. ROLL CALL: Jerkatis: yes, J. Lippert: yes, Englerth: yes, Rottschafer: yes, Campbell: yes. Yes: 5, No: 0. MOTION CARRIED.

John Jerkatis will contact the township attorney for his approval regarding this resolution.

**TREASURER'S REPORT:
John Jerkatis, Treasurer**

**Treasurer's October Report
Approved**

**Motions to Approve, Withdraw
and Table and Amend
Resolution to Set Procedures for
to be followed for Capital
Expenditures Proposals.
MOTIONS CARRIED.**

CLERK'S REPORT: by J. Lippert

Election Report:

Precinct #1 **Total Voters: 1,874** **Voted: 972** **Turn out 51%**

Precinct #2 **Total Voters: 1,427** **Voted: 815** **Turn out 57%**

Oath of Office: Administered by Jan Lippert to Roger Rottschafer for Trustee

Copier The former copier was purchased in 2006 and has recently broke down. Currently the office is using a 2503 Ricoh for a purchase price of \$4,894.20. It was noted that it is \$119.47 per month for a lease of 48 mos. and would come to approx. \$5,734.00 total if leased. Within 3 years, J. Lippert said the technology will have to be updated again. Maintenance is taken care of with the lease. J. Lippert took an informal poll of the office workers and they support the Ricoh as well.

Motion by Lippert with support Rottschafer to purchase Ricoh copier at \$4,894.20 for office use. ROLL CALL: Jerkatis: yes, J. Lippert: yes, Englerth: yes, Rottschafer: yes, Campbell: yes. Yes: 5, No: 0. MOTION CARRIED.

Jerkatis would like to table the disposing of the existing copy machine for 30 days. J. Lippert will ask about waiting on the disposal. Jerkatis mentioned setting up an account on maintenance for future use/reference.

Motion by J. Lippert with support from Jerkatis to approve Accounts payable check #s 912727-732 for the total amount of \$12,009.07. ROLL CALL: Jerkatis: yes, J. Lippert: yes, Englerth: yes, Rottschafer: yes, Campbell: yes. Yes: 5, No: 0. MOTION CARRIED.

Motion by Jerkatis with support from Lippert to approve Accounts payable check #s 912733-912770 for \$70,908.75 (including check to LJ Trumbull Builders for roof work (\$39k)). ROLL CALL: J. Lippert: yes, Campbell: yes, Englerth: yes, Jerkatis: yes. YES: 4, NO: 0. MOTION CARRIED.

PCI 3rd Quarter Building Report was received.

Ordinance 11-13-14, Article XII, Section 12.15: Surface Water Runoff was presented for Board approval. The amendment states: No property shall be filled or graded so as to cause a discharge of surface water run-off onto abutting premises.

Motion by Englerth with support from J. Lippert to approve Amendment to Article XII, Section 12.15 and adopt Ordinance No. 11-13-14. ROLL CALL: Jerkatis: yes, J. Lippert: yes, Englerth: yes, Rottschafer: yes, Campbell: yes. Yes: 5, No: 0. MOTION CARRIED.

CLERK'S REPORT:
Jan Lippert

Oath of Office:
Administered by Jan Lippert
to Roger Rottschafer for
Trustee

Motion to purchase copier for township office. Motion Carried.

Accounts Payable approved

Motion to approve Article XII, Sect. 12.15 Amendment & adopt Ordinance No. 11-13-14, as presented.

Emergency Services Committee meeting with Thornapple Twp. Report:
Trustee R. Rottschafer

Rottschafer reported on the meeting that took place recently with the current Fire Board of Thornapple Township (TTES). Rottschafer attended the meeting with Englerth. Rottschafer reported on the requests made by the Fire chief for new radios, masks and air tanks (including spare tanks), and turn-out gear. Amounts and quantities were mentioned: Radios: \$232.50 each, masks and air tanks (including spare air tank) \$7,565.00 each, turn-out gear at approximately \$2,800.00 each. The quantity desired for these items is 13 for each item. The total purchase amount for all of these items would range from 175K to 200k depending on the actual price of the turn-out gear. Grant writing was discussed.

Englerth commented on putting energy into Public Safety. Englerth commented on good things that have come about regarding recent developments and the recommendation of increased communication as suggested by Dr. Harvey.

Jerkatis commented that one of the main things that he got from Dr. Harvey's recommendations was that YS Twp. doesn't have the demographics to get volunteers on its own. Dr. Harvey suggested the forming of a committee to form a Fire Board with representatives from YS Twp. and Thornapple Township. Jerkatis mentioned that he would like to be on the official fire board when it is formed. He also remarked on the Fire Millage received in the township for approximately \$33.00 or \$34.00 per property.

Planning Commission: Frank Fiala

- The PC has been working hard on Article XII.
- It is continuing to work on Granny flats with the gathering of more information.
- The Sign Ordinance was a complete rewrite- Fiala commented on technology (with GPS, etc.,) the lack of future need for way/directional signage.
- Fiala commented breaking signs down to two categories with off-premise and on-premise signs. Fiala reviewed the table included in the ordinance for quick reference as well as the work done on definitions. This information was given to the Board two months ago for their review and comments. Once the ordinance is approved (Twp. Board) it will go to the planner, then to the attorney. The Attorney will then make it ready for newspaper publication, send to Clerk to publish. After publication, it then will be ready to send to Municode to Codify into the Zoning Ordinance Book. J. Lippert mentioned corrections that she had, and some questions. John Jerkatis mentioned some issues that may develop in the future but didn't see any problem with a preliminary approval this evening. Campbell pointed out that the ordinance would still go through a fine tooth comb prior to being finished.

RECESS: 9:17 p.m.

RESUME: 9:35 p.m.

Fire "Board" Meeting with
Thornapple Twp. Report:
Trustee R. Rottschafer

Planning Commission: Frank Fiala

BREAK

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Jan Lippert's questions were clarified during break while discussing them with F. Fiala.

Motion to proceed and approve Sign Ordinance as presented.
MOTION CARRIED

Motion by Campbell with support from Rottschafer to proceed and approve Sign Ordinance as presented. ROLL CALL: Jerkatis: yes, J. Lippert: yes, Englerth: yes, Rottschafer: yes, Campbell: yes. Yes: 5, No: 0. MOTION CARRIED.

ZONING ADMINISTRATOR'S REPORT- by Larry Knowles, ZA

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L. Knowles commented that to date there's been 54 SPR's, approximately 5 per month, with 11 occurring in October. Building activity is picking up. Possibly a rush before winter.

A stop-order was placed on a non-conforming deck on Sandy Beach – they removed it and will be coming in for a variance next month on Dec. 9.

Cobb Lake – funneling issue was mentioned.

ZBA members are needed. Planning Commission is doing okay membership-wise. ZBA is definitely more of a pressing issue. There is a December 9th meeting scheduled.

Please note to staff not to pass out cell phone numbers. Harassment can be an issue.

SUPERVISOR'S REPORT: Mark Englerth

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Dry Hydrant put in on Turner Lake.

M. Englerth presented a resolution for a revocable easement between Frank McCarthy, Jr. and Pat Sensiba to install a dry hydrant on their property.

**Attach Res. Agrmt.,
Revocable easement for \$1.
Frank McCarthy & Pat
Sensiba**

Motion by Englerth with support by Rottschafer to accept the Resolution Agreement with Frank McCarthy, Jr. and Pat Sensiba for a revocable easement for \$1.00. ROLL CALL: Jerkatis: yes, J. Lippert: yes, Englerth: yes, Rottschafer: yes, Campbell: yes. Yes: 5, No: 0. MOTION CARRIED.

Letter of Complaint: regarding automobiles that were removed from the fire station for the Veteran's Memorial. Letter will be sent.

The GFWC of Gun Lake Chapter has done a great job at the park. The tire sculpture has been placed. Englerth advised to check out the park in the Spring with all of the tulip bulbs planted this fall.

MTA Conference coming up in Grand Rapids on January 27 – 30th. Early bird registration by Dec. 15. Frank Fiala and Jan Lippert would like to attend. Mike Cunningham is interested as well. Discussion took place regarding the cost/expenses involved. A list of names will be obtained.

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Ten new maple trees planted at the park due to Sandy Marcukaitis writing a grant.

Roger Rottschafer donated trees for the fire station.

SUPERVISOR'S REPORT: Mark Englerth continued

November 26 – No meeting as it is the night before Thanksgiving.

Motion by Jerkatis with support from Rottschafer not to have a meeting on November 26, 2014. All ayes. MOTION CARRIED.

Planning Commission is meeting December 4, 2014 and not meeting December 18th as it is too close to the holidays.

OTHER PUBLIC COMMENT:

F. Fiala commented regarding professional planner – Rebecca Harvey. R. Harvey would be able to possibly participate in the ZBA meetings.

Solid Waste Oversight Committee for the County – will be holding a meeting tomorrow. There are two major things being done: #1. Hire a professional coordinator on a half time basis to help the committee with recycling. #2. A mini-grant program for recycling to match up to \$1500 from the Solid Waste Oversight Committee.

Englerth mentioned the concerns regarding culvert work going on and the procedures that took place on Island Drive. F. Fiala has been consulted. The project is being looked at and being monitored. Fiala commented on the project. It will be looked at in the spring. At this point, Fiala comments that the project proves to be satisfactory.

Paul Heystek inquired regarding Hall Lake - it has gone down 3½ feet. Comments were made regarding a YS Park & Rec short term project and it is anticipated that it will be back to normal water level soon.

J. Lippert mentioned the Inter-County Drain meeting on Friday included Island Drive dredging to go through Special Assessment of YS Township. Kevin Wood volunteered to circulate to get the opinions of the residents via a petition and response system. An actual head count can be obtained. A DEQ permit will take at least six months. Russ Yarger will help with the wording of the letter to the residents. Other financing options/avenues of funding are available. Estimated cost of Island Drive dredging project is \$175,000 to \$200,000.

Jerkatis commented that tax bills will go out in the first part of December.

L. Knowles inquired regarding the board's intentions on having the planner be involved with the ZBA. Discussion occurred. Englerth mentioned Planning & Zoning working well under budget. Jerkatis commented on the active involvement of the PC and ZBA rather than a planner. Campbell commented on the benefits of advice from the planner, and that the planner would not take over.

Mike Cunningham commented that very few people attend the ZBA members and he would be upset seeing an outside person giving advice to the ZBA. Maybe the

SUPERVISOR'S REPORT:

Mark Englerth continued

Motion not to have a meeting on November 26, 2014. All ayes.
MOTION CARRIED.

OTHER PUBLIC COMMENT

ZBA members could meet with the planner separately outside of the meeting.

Englerth commented on having a meeting with the ZBA and invite the PC to attend as well.

J. Lippert asked if Larry Knowles gave ZBA cases to J. Lohrstorfer the attorney. Knowles confirmed that he does not turn the cases in to J. Lohrstorfer.

M. Englerth commented on having a PC meeting and invite the ZBA and see what type of product is desired and take a first step. The discussion needs to take place. Englerth mentioned that the Zoning Administrator is asking for advice from the planner to the ZBA, and the ZA never requests anything.

Heystek commented that it may be more beneficial to have some professional expertise. Heystek mentioned misinterpretation that may go against a resident.

Jerkatis asked how many Citizen Planners that the township currently has. It was confirmed that there are three involved with the Planning Commission at this time: Fiala, Strickland, and Beukema.

Fiala commented that R. Harvey has been helpful and can also work via conference calls. Englerth pointed out that it has been a change recently...there hasn't been a professional planner present at every meeting for awhile.

**Motion to try for a two or three month period to have Harvey come in to assist the ZBA.
MOTION CARRIED**

Motion by Englerth with support from Campbell to try for a two or three month period to have Rebecca Harvey, Professional Planner, come in to assist the ZBA and have L. Knowles come back in March and discuss having the planner's involvement. ROLL CALL Jerkatis: No, J. Lippert: No, Englerth: yes, Rottschafer: Yes, Campbell: yes. Yes: 3, No: 2. MOTION CARRIED.

ADJOURNMENT

ADJOURNMENT: Motion by Campbell with support from all to adjourn at 10:31 p.m. Approved by all.

Respectfully submitted:

Date: Approved as presented 12/11/2014

Deb Mousseau

Recording Secretary 11/17/14

Approved : _____

Janice C. Lippert, Township Clerk