

**YANKEE SPRINGS TOWNSHIP
BOARD OF TRUSTEES
Joint Meeting Of
Board of Trustees, Planning Commission and
Zoning Board of Appeals**

**Wednesday, February 10, 2016
Yankee Springs Township Hall
284 North Briggs Road, Middleville, Michigan 49333**

MINUTES

DRAFT MINUTES

Meeting called to order at 7:00 PM by Supervisor Mark Englerth.

PLEDGE OF ALLEGIANCE

Roll Call:

Board of Trustees: All Present: J. Lippert, M. Englerth, R. Rottschafer, B. Campbell. (Absent with notice: Jerkatis)

Planning Commission: C. Strickland, F. Fiala, T. Knowles, R. Beukema (ZBA Rep), B. Campbell (Board Rep).

Planning Commissioners via Remote: Purcell and Heystek (see below).

*****P. Heystek and G. Purcell of the Planning Commission joined the meeting via phone at 6:57 p.m.*****

Zoning Board of Appeals: A. Schwennesen, J. Welch, M. Cook, R. Rottschafer (Board Rep.), R. Beukema (PC Rep). (Absent: Biggs)

Zoning Administrator: Larry Knowles, ZA

Professional Planner: Rebecca Harvey- Community Planning Consultant

YS Township Attorney: Catherine Kaufman – Bauckham, Sparks, Thall, Seeber & Kaufman, PC

PLEDGE OF ALLEGIANCE

Staff Present: Alice Jansma-Deputy Treasurer, Dan Miller-Deputy Fire Chief

Visitors: (1)

INTRODUCTIONS:

- Catherine P. Kaufman, Attorney at Law
- Dan Miller, New YS Deputy Fire Chief
- Rebecca Harvey, Professional Planner

Catherine P. Kaufman has taken over for retired John Lohrstorfer.

Dan Miller gave a quick introduction and update on recruiting. Vehicle inventory has just been completed. Sign is now installed and in operation.

CALL TO ORDER

ROLL CALL

PLEDGE

DISCUSSION OF ANNUAL REPORTS:

2015 YANKEE SPRINGS * ZBA REPORT * SUMMARY:
Read by Mary Cook, Chair

Please note: At the recommendation of the Township Attorney and the YST Board the following report on Zoning Board of Appeals activities for the 2015 calendar year has been prepared for the Township Supervisor and Board members. There were seven meetings and 1 Joint Meeting with the Planning Commission and Board in attendance.

ACCOMPLISHMENTS:

- Joint meeting with the Various Boards
- Completed ZBA duties with minimal expense to township
- No court actions/contestations regarding ZBA decisions

Under **Educational Class Participation**, it was noted that Richard Beukema attended a MTA Hot Topics Seminar in Aug. 2015.

ZBA MAJOR 2016 OBJECTIVES:

1. Encourage ZBA members to complete MSU Citizen Planner events and attend other pertinent seminars.
2. Find ways to make Zoning Ordinances that generate numerous variance requests more compatible with needs of citizens.
3. Maintain updated Ordinance Books.

Discussion also took place regarding updates to the ordinance books.

(The report was signed by ZBA Chairman and ZBA Secretary on January 29, 2016 and February 5, 2016 respectively).

****This report, in its entirety, is attached to the minutes.****

PLANNING COMMISSION ANNUAL REPORT, 2015: by Chairman, *Frank Fiala*

This is a summary relating to the productive results of 12 montly meetings and one joint meeting with the ZBA and Township Board.

Fiala mentioned expiration of terms of three PC members.

SYNOPSIS OF ACCOMPLISHMENTS *of the Planning Commission was noted in the Planning Commission's Annual Report, as well as:*

- Attendance
- Population Changes
- Billing for Professional Planning Consultation and Assistance
- Billing for Legal Consultation
- Educational Class Participation

ZBA REPORT

SUMMARY: Read by Mary Cook, Chair

ZBA Attachment "A"

PLANNING COMMISSION ANNUAL REPORT, 2016:
by Chairman, *Frank Fiala*

PLANNING COMMISSION

MAJOR 2016 OBJECTIVES:

1. Create Capital Improvement Plan
2. Strongly encourage all PC members to successfully complete at least one MSU-E Citizen Planning event every year and to participate in other Planning and Land Use seminars.
3. Support the Cuddy Drain process & Payne Creek obstruction issues
4. Review and Update Land Use Plan
5. Consider Bicycle Trail along M-179
6. Review Vanderslik Condo Association Completion of Project
7. Redo Compilation of Township Ordinances with Municode and get them to Web site
8. Examine & Update Township Law “ Nuisance Ordinance”
9. Support DNR shooting range improvements
10. Addition of Gun Lake Storm Warning Siren
11. Gun Lake State Park boat ramp usage
12. Monitor status of Barry County’s ordinance – ORV’s & golf carts

Planning Commission Annual Report Summary (cont’d) by L. Knowles, ZA: (For 2015):

- RESIDENTIAL SITE PLAN REVIEWS: 100 (32 brand new houses)**
- COMMERCIAL SITE PLAN REVIEWS: 1**
- REZONING REQUESTS: 1**
- SPECIAL EXCEPTION REQUESTS: 2**
- SUBDIVISIONS, LAND DEVELOPMENT, SPLITS: 2**
- TEMPORARY CHARITABLE PERMITS: 3**
- SIGN PERMITS: 3**

Discussion took place on the use of Municode with the ordinances in the gray ordinance book. Expense of Municode was noted. Discussion regarding township “stand alone” – ordinances and enforcement through the police- also took place. Attorney Kaufman mentioned the need to know what the general police-powered ordinances are. The gray ordinance books currently covers sewer, utilities and water per Jan Lippert. C. Kaufman commented that it is important for people to have access to it. C. Kaufman also mentioned small townships will do their ordinances chapter by chapter and is not searchable at all (on-line). Updating is important to remember as well.

F. Fiala, Chairman also noted information he had received at an MTA Conference, titled “**The Makings of a Great Township Board Member**”. This information included details on: **This handout was included in the packets of those in attendance this evening.*

- *What Does a Great Board Member Look Like?*
- *Great Board Members Ask the Right Questions*
- *Great Board Members Know How to Decide*
- *Great Board Members Contribute to a Board Environment Where Great Things Can Happen*
- *Great Board Members (characteristics)*

(The report has been signed by the PC Chairman and PC Secretary)

****This report, in its entirety, is attached to the minutes.****

ANNUAL REPORT, 2015:

by Chairman, *Frank Fiala*
(Continued)

ZONING ADMINISTRATOR:
Larry Knowles, ZA

P/C & ZA 2015 Report
Attachment “B”

BOARD OF TRUSTEES - 2015 Review & 2016 Projections:

COMMENTS BY Mark Englerth

Englerth reviewed the following 2015 activities:

“A New Beginning” Fire Contract:

Englerth commented on the history of the Fire Department on how it has evolved.

- Roger Rottschafer commented that May 10, 2016 the Wayland Fire Department will be taking over the running of the YS Fire Station. Dan Miller has been interviewing, hiring, doing inventories, and getting sign/advertising going. The Siren project is up and running.
- Yankee Springs is being added to the Wayland Ambulance Service. The planned start for this is March 1. A mailing is to go out from Bob Hess, General Manager of Wayland Area EMS regarding the inclusion of Yankee Springs in its (WAEMS) coverage.
- DNR/Forest Fire Division- the contract is at the DNR’s realty division for approval (for the DNR to lease the first four bays of the Fire Station/and part of the office).

Trails Update: Rottschafer has met with the State Park several times. They are pretty much in agreement to start the project with part of the trail involving the Sassafras Trail by the Sand Bar and coming out near Sandy’s Restaurant. Rottschafer commented on the possibility of getting the project off the ground and having local lake groups take it from that point. Mr. Bill Medendorp’s participation and ideas are very much welcomed.

Gun Lake Sewer & Water: It was noted the water is of great quality, however the system is 36 years old. Many of the “parts” will go at the same time. It needs to be set up to take care of itself 50 years down the road. No money has been reinvested in the system to speak of. Restructuring needs to take place in regards to funding.

Well Head Protection Plan: commented on communication/involvement with the DNR, Rural Water and the Barry–Eaton Health Department.

Englerth also commented on involvement/cooperation with inter-governmental entities. (Cuddy Drain Sewer project and Gun Lake Dam project were mentioned).

Township Hall Renovation: Englerth commented that there are still things that need to be done.

Shooting Range: Englerth commented on having dialog with the residents and the DNR. A meetings have been held at the township hall with the DNR regarding the shooting range.

Veteran’s Memorial: Englerth thanked Matt Spencer for hauling donated vehicles to scrap yards. It was mentioned that the price of metal is down, so donation amounts are down.

Other items mentioned: Dry hydrants, expired PUD’s

BOARD MEMBER COMMENTS:

J. Lippert, Clerk, mentioned:

- Whispering Pines, VanderSlik Properties, Gun Lake Condos and Rison. PC Chairman, Frank Fiala, duly noted these items.
- Veteran’s Memorial: potential site should be on agenda for the Board
- Renewal of Appointed Commissioner’s could be at the March meeting. C. Kaufman commented that offices hold over until they are replaced. J. Lippert commented on a need to advertise for an alternate for the ZBA.
- J.Lippert commented on Payne Creek issues being DNR’s situation.

Other Board Member Comments: None.

Round Table: “Wish List” for 2016

Al Schwennesen commented on ZBA cases that haven’t followed the Site Plan Program – facts were given, but the structures were not really built as noted. Schwennesen also mentioned two towers on Payne Lake Rd. One is lit well. One has been dark since last July (over 6 months). Schwennesen is concerned for safety.

Round Table: “Wish List” for 2016

Mary Cook: commented on the tower lights as well, and sees it as a public safety hazard. Regarding Land split/Division Approval, there’s only 3 townships in the county that doesn’t zone with the county. M. Cook feels it is best to leave it the way it is rather than go through all the hassles of all the messes that get created later on with that (land splits/divisions). M. Cook is happy with the direction the fire department has gone and loves the sign (near fire station). M. Cook is also happy with the recruiting that has been done by D. Miller as well. M. Cook thanked those on the board and committees for the work that they do because they don’t have to do it.

Jacob Welch- thanked all those who worked on the Fire Committee. Welch would like to keep the shooting range as a responsible shooting range. Welch uses the state park boat ramp and thoroughly enjoys the lake. He would not like to see limitations on ramp usage. J. Welch would like township ordinances on-line to have them readily available. Welch also commented on possibly having smaller projects to replace the system over time for GLASWA. Welch would like to see movement by the board to lead the township through the process with GLASWA.

Rich Beukema – thanked everyone on townships Board(s) and commissions. R. Beukema has seen progress since 1998 and is very happy. Gun Lake Dam is a concern for Beukema. There has to be a way of discerning of what to do efficiently and economically in regard to the GL Dam project – noted R. Beukema.

Cathy Strickland- commented that if there is anything she can do, with trails, park, shooting range, etc. to let Cathy know because she has time to help.

Tressa Knowles – commented that she’s excited to try to help with projects too, especially with township ordinances being on-line. T. Knowles is anxious to help where she can.

Greg Purcell – agreed with Frank Fiala– on working on the PC objectives and would like the Board to help establish priorities for the Planning Commission’s efforts.

Round Table: "Wish List" for 2016 cont'd:

Paul Heystek – agreed with Purcell and noted it was helpful when Mark came to the PC with issues and the PC tried to get on top of those issues.

Rebecca Harvey – noted that the Master Plan is moving well. Rebecca is also available for the ZBA meeting on the March 22.

Catherine Kaufman- thanked the Board for allowing her to come "on board". C. Kaufman also noted that Roxanne, Rob and Catherine work as a three-man team.

Alice Jansma/Deb Mousseau: would like to use a Consent Agenda for Board meetings.

Dan Miller – commented that he and Joe (Miller) are ready to hit the road running. Breakfast at the church (GLCC) will be held this Saturday a.m.

Mr. Medendorp- before doing anything east of Payne Creek, Mr. Medendorp would like the board to look at a different access possibility for a walkway that would run along M-179. Mr. Medendorp commented on grating for the road that is there. He also commented on building behind parts of the dam to go down deeper. B. Medendorp mentioned he would appreciate if R. Rottschafer would work with him to get this taken care of (trail).

Further Public Comment: NONE

ADJOURNMENT: At 8:55 p.m., Rottschafer motioned to adjourn with support from Campbell. Approved by all.

Respectfully submitted
D. Mousseau
Recording Secretary
2.16.16

Approved Date: _____
Janice C. Lippert, Clerk _____

Round Table: "Wish List" for 2016 - cont'd

ADJOURNMENT

Page 6 of 6
YST Joint Meeting
2-10-16

ATTACHMENT "A"
2.10.16

YANKEE SPRINGS TOWNSHIP ZBA ANNUAL REPORT 2015

At the recommendation of the Township Attorney and the YST Board the following report on Zoning Board of Appeals activities for the 2015 calendar year has been prepared for the Township Supervisor and Board members. There were seven meetings and 1 Joint Meeting with the Planning Commission and Board in attendance.

TOTAL MEETINGS

2011---8	2012---6	2013--6	2014-7	2015--8
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ATTENDANCE

Commissioners	Meetings attended					Term expires
	2011	2012	2013	2014	2015	
Mary Cook	8 of 8	4 of 6	6 of 6	7 of 7	7/8	12-2017 (Chair)
Chuck Biggs.	2 of 8	4 of 6	6 of 6	4 of 7	7/8	12-2015 (Alt)
Al Schwennesen			3 of 6	6 of 7	8/8	07-2016 (Sec)
Richard Beukema		1 of 6	5 of 6	6 of 7	8/8	12-2016 (PZ Rep)
Roger Rottschafer				4 of 7	8/8	12-2015 (Trustee)
Jake Welch				0 of 0	8/8	

ACCOMPLISHMENTS

- Joint meeting with the Various Boards
- Completed ZBA duties with minimal expense to township
- No Court actions/contestations regarding ZBA decisions

SYNOPSIS OF VARIANCE REQUESTS

1. ZBA 15-01-01 Parcel ID 08-16-080-032-00 A request by John and Judy Oppenhuizen of 3853 England Drive for a variance to the minimum height and setback distance from the road ROW of a privacy fence. DENIED
2. ZBA 15-01-02 Parcel ID 08-16-080-030-00 A request by Wayne Seiler of 3865 England Drive for a variance to the minimum height and setback distance from the road ROW of a privacy fence. DENIED
3. ZBA 15-01-03 Parcel ID 08-16-006-001-00 A request by Gary L. Cole for a variance to the minimum parcel size requirement at 1000 N. Patterson. DENIED
4. ZBA 15-03-04 Parcel ID 08-16-220-051-00 A request by James Jager Jr. for a variance to the minimum waterfront setback requirement at 12804 Theris Dr, Wayland, MI. NO VARIANCE NEEDED
5. ZBA 15-03-05 Parcel ID 070-040-00 A request by Brian Montague for a variance to the minimum waterfront setback requirement and variance to the minimum side yard setback for a deck located at 3294 Elmwood Beach, Middleville, MI DENIED
6. ZBA 15-03-06 Parcel ID 055-030-00 A request by David Williamson for a variance to the minimum street side setback at 605 Bluff Drive, Middleville, MI APPROVED
7. ZBA 15-03-06 Parcel ID 055-030-00 A request by David Williamson for a variance to the minimum street side setback at 605 Bluff Drive, Middleville, MI APPROVED
8. ZBA 1-03-07 Parcel ID 08-16-145-048-00 A request by Claudette Lozano of 12235 Oakwood Shores for a variance on a 5 feet setback on the side yard to build a second stall garage. APPROVED
9. ZBA 15-04-08 Parcel ID 195-020-10 A request by Daniel Thelen for a variance for road setback at 10718 Gun Lake Rd. APPROVED
10. ZBA 15-06-09 Parcel ID 215-021-00 A request by Tom Boersma of 1144 Lighthouse Ct., Middleville for a variance of the rear setback to extend garage. APPROVED
11. ZBA 15-08-10 Parcel ID 155-057-00 A request by Doug Ybema for a variance to the minimum side yard setback and minimum street property line setback requirement. APPROVEDW
12. ZBA 15-07-11 A request by Straight Line Fence tor Clarification of finish grade with reference to fence height.(Ordinance upheld)
13. ZBA 15-11-12 Parcel ID 105-028-00 A request by John Cremer for two variances to side yard setback and to the maximum percent of building lot coverage on property located at 12960 Hazel Dr. No action needed on first request, second request withdrawn

DENIALS/WITHDRAWN

- ZBA 15-01-01 Parcel ID 08-16-080-032-00 A request by John and Judy Oppenhuizen of 3853 England Drive for a variance to the minimum height and setback distance from the road ROW of a privacy fence. DENIED
- ZBA 15-01-02 Parcel ID 08-16-080-030-00 A request by Wayne Seiler of 3865 England Drive for a variance to the minimum height and setback distance from the road ROW of a privacy fence. DENIED
- ZBA 15-01-03 Parcel ID 08-16-006-001-00 A request by Gary L. Cole for a variance to the minimum parcel size requirement at 1000 N. Patterson. DENIED
- ZBA 15-03-04 Parcel ID 08-16-220-051-00 A request by James Jager Jr. for a variance to the minimum waterfront setback requirement at 12804 Theris Dr, Wayland, MI. NO VARIANCE NEEDED
- ZBA 15-03-05 Parcel ID 070-040-00 A request by Brian Montague for a variance to the minimum waterfront setback requirement and variance to the minimum side yard setback for a deck located at 3294 Elmwood Beach, Middleville, MI DENIED

EDUCATIONAL CLASS PARTICIPATION

No Commissioner attended classes.

MAJOR 2016 OBJECTIVES

1. Encourage ZBA members to complete MSU Citizen Planner events and attend other pertinent seminars.
2. Find ways to make Zoning Ordinances that generate numerous variance requests more compatible with needs of citizens.
3. Maintain updated Ordinance Books

Mary A Cook Date 1-29-16
Chair

Al Schwennesen / Jcl Date 2-5-16
Recording Secretary

YANKEE SPRINGS TOWNSHIP PLANNING COMMISSION

In compliance with Michigan Planning legislation the following report on Planning Commission activities for the 2015 calendar year has been prepared for the Township Supervisor and Board members. This is a summary relating to the productive results of 12 monthly meetings and one joint meeting with the ZBA and Township Board in attendance.

ATTENDANCE

Commissioner	Meetings attended					Term Expires
	2011	2012	2013	2014	2015	
Frank Fiala (Chair)	12/12	12/12	20/20	18/18	13/13	12/2016
Cathy Strickland (Secretary)	11/12	11/12	20/20	17/18	13/13	12/2017
Greg Purcell (Vice Chair)	11/12	10/12	16/20	14/18	13/11	12/2017
Rich Beukema (ZBA rep)		10/12	20/20	17/18	13/13	12/2016
Bruce Campbell (Board)		New	18/20	15/18	13/13	12/2015
Paul Heystek				6/7	13/11	12/2015
Tressa Knowles*					13/4	12/2015

*New to PC

SYNOPSIS OF MAJOR ACCOMPLISHMENTS

- Completed Sign Ordinance
- Completed Article XII
- Completed 5 year Capital Improvement Plan (CIP)
- Participated in Fire Committee Project
- Updated Zoning Map
- Updated Master Plan Map
- Noticed and began 5 yr. Master Plan Update
- Improved Office technology utilizing power point
- Completed Accessory Building Ordinance
- Updated Anti-funneling Ordinance

RESIDENTIAL SITE PLAN REVIEWS (Zoning Administrator)

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
TOTAL	52	54	53	57	100
-New Homes	10	10	10	20	32
-Accessory Buildings	10	6	17	10	19
-Additions	19	27	20	17	18
-Other	13	11	6	10	29
-withdrawn					2

COMMERCIAL SITE PLAN REVIEWS (Planning Commission)

Total	2011	2012	2013	2014	2015
	4	4	3	3	1

REZONING REQUESTS

2011
Ord 0-11 SF to RF
@ 12753 Westwood Lane
(RLF to RSF @ 2617 First St.)

2012
C-2 to C-3
11332 W. M- 179HWY

2013 (2)
C-1 to C-3
019-010-02 Chemical
Bank (Curley Cone)
GLRLF to R & Rec
WP parcels

2014
Middleton Tool & Die
Sharon Jackson withdrew request
Melissa Schillthroat

2015
Neeson Property

SPECIAL EXCEPTION USE REQUESTS

Total 2011	Total 2012	Total 2013
1	2	7
VanKampen/accessory	H. Brewer Garage W. Postema/Estelle's	Kothawala/Accessory building PPI MI, LLC/Fireworks Runge/Sandy's Restaurant Perrin Excavation/dredging Grashuis/Pole barn-garage Kozłowski/accessory building McCloskey Outbuilding
Total 2014	Total 2015	
3	2	
PPI MI Fireworks Dean Kuipers/Outbuilding David Neeson/Taxidermy	PPI Fireworks Outbuilding/VanKempen	

SUBDIVISIONS, LAND DEVELOPMENT, SPLITS

Total 2011	Total 2012	Total 2013
2	0	4 (3)
PSD 11-03-01 Division of Property/Scal PSD 11-03-02 Chappel Realty/Weick Realty/Pennock		PSD 13-02-01 Nichols PSD 13-06-02 Ullery PSD 13-10-03 (Not required) PSD 13-11-04 Waddell
Total 2014	Total 2015	
1	2	
PSD 14-12-01 Stolsonburg/Adgate	PSD Williamson PSD Rosendall Trust (Moore)	

TEMPORARY CHARITABLE PERMITS/////SPECIAL EVENT PERMIT

2011	2012	2013	2014	2015
1	0	1	1	3
Cycle Club Fund Raiser		Cycle Club Fund Raiser	YSGC/Concert	YSGC concert Farmer's Market Lucas Spoar Anonymous

SIGN PERMITS

2011	2012	2013	2014	2015
5	2	2	1	3

POPULATION CHANGES

2000 (census)	4219
2007 (est.)	4500
2008 (est.)	4532
2009 (est.)	4561
2010 (est.)	4550
2011 (census)	4065*
2012 (est.)	4065
2013 (est.)	4065
2014 (est.)	4065
2015 (est.)	4065

Rebecca Harvey, AICP

Services rendered included General Planning Consultation and Assistance.

Billing for Services:	2007	\$18,565.25
	2008	\$ 12,988.25
	2009	\$ 10,689.00
	2010	\$ 14,278.75
	2011	\$ 9,686.25
	2012	\$ 7,852.50
	2013	\$ 1,512.50
	2014	\$ 2,662.50 (RH)
	2015	\$ 5,725.00 (PC \$4,575.00 & ZBA \$1,150.00)

**BAUCKHAM, SPARKS, LOHRSTORFER, THALL &
SEEBER, P.C.**

All Planning Commission matters with legal implications were forwarded for discussion or written opinions. Ordinances, legal notices and all formal documents have been reviewed. Advice on procedural matters has been provided. Litigation and related charges are not included.

Billing for Services:	2007	\$ 5,445.00
	2008	4,245.00
	2009	3,955.00
	2010	2,220.00
	2011	3,520.00
	2012	2,850.00
	2013	14,605.00 (WP 9,080.00\5,525.00-other)
	2014	10,279.20
	2015	13,199.00

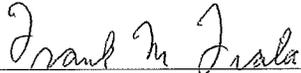
EDUCATIONAL CLASS PARTICIPATION

Cathy Strickland	MTA Conference Jan, 2015 MTA Hot Topics August, 2015
Frank Fiala	MTA Conference Jan, 2015 MTA Hot Topics August, 2015 Bauckman Conf. 2015
Greg Purcell	MTA Hot Topics August, 2015 Bauckman Conf. 2015
Rich Beukema	MTA Hot Topics August, 2015
Paul Heysteck	MTA Hot Topics August, 2015 Bauckman Conf. 2015
Tressa Knowles	Barry Cty. Workshop Sept., 2015

PLANNING COMMISSION MAJOR 2016 OBJECTIVES

1. Create Capital Improvement Plan
2. Strongly encourage all PC members to successfully complete at least one MSU-E Citizen Planning event every year and to participate in other Planning and Land Use seminars
3. Support the Cuddy Drain process & Payne Creek Obstruction issues
4. Review and Update Land Use Plan
5. Consider Bicycle Trail along M-179 corridor
6. Review Vanderslik Condo Association Completion of Project
7. Redo Compilation of Township Ordinances with Municode and get them to Web site
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9. Support DNR shooting range improvements
10. Addition of Gun Lake Storm Warning Siren
11. Gun Lake State Park boat ramp usage
12. Monitor status of Barry County’s ordinance– ORV’s & golf carts

Frank Fiala, Chairman



Signature/Date

Cathy Strickland, Secretary



Signature/Date

Sm/sm Final 01-2016