

YANKEE SPRINGS TOWNSHIP
BOARD OF TRUSTEES Regular Meeting

Thursday, April 11, 2024

6:00 pm

Yankee Springs Township Hall
284 N. Briggs Rd., Middleville, MI 49333

DRAFT MINUTES

DRAFT MINUTES
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YS Board of Trustees –
Regular Meeting
April 11, 2024

Routing 4/11/24

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Meeting called to order at 6:00 PM by Supervisor Rob Heethuis

PLEDGE OF ALLEGIANCE

INVOCATION

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

Staff Present: Frank Fiala, Rich Beukema, Dennis Buist, Sandy Marcukaitis

Visitors: 7

ROLL CALL

ACKNOWLEDGEMENT OF VISITORS:

Jeff Anderson (Senior Director – Investment Services, Michigan Class): Michigan Class is a local government investment pool created with three major pillars – Safety, liquidity, and yield. 804 government units in the state use Michigan Class. There is no cost to join and no minimum balances. Interest is paid daily on investments. Current yield is 5.39%. The cost to be a member is .13%. Board members asked questions which were answered by Mr. Anderson.

Catherine Getty (Barry County Commissioner): Updates from the county included that just under \$73,000 of ARPA funds was allocated to trail improvements along with \$1 million of County funds to complete two sections of the Paul Henry Trail. A second amendment resolution was passed reiterating the County Commissioners' support of the Constitution and the second amendment in particular.

Greg Chandler (J-Ad Graphics)

ACKNOWLEDGEMENT
OF VISITORS

ADDITIONS/CHANGES TO AGENDA:

Motion by Heethuis with support from Cunningham to add or delete any and all items in red text to the agenda. Roll Call Vote: Cunningham: yes; VanHouten: yes; Knowles: yes; Heethuis: yes; Mousseau: yes.

Yes: 5, No: 0. MOTION CARRIED

Motion by Heethuis with support from Cunningham to approve the agenda as amended.

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

Yes: 5, No: 0. MOTION CARRIED

MOTION TO AMEND
AGENDA

MOTION TO ACCEPT
AGENDA

- Board minutes 03/14/2024 Regular BOT meeting.
- March 2024 Accounts Payable: Checks #917888 through Check #917928 total amount \$82,281.54.
- March 29, 2024, Payroll Checks #7810 through Check #7836 = \$19,947.36 net amount; March 2024 Fed P/R withholding \$5,317.99, 1st quarter State withholding tax payment \$3,419.97.

Motion by Heethuis with support from Knowles o approve the consent agenda. Roll Call
Vote: VanHouten: yes; Mousseau: yes; Heethuis: yes; Cunningham: yes; Knowles: yes.

MOTION TO APPROVE
CONSENT AGENDA

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

PUBLIC COMMENT: (Limit 3 minutes)

PUBLIC COMMENT

Wendy Opatiek: She will be hosting a family community event on Saturday, May 25 at the Chief Noonday car park. It will be a faith-based event featuring music, entertainment, artisans, kids' carnival area, and available non-profit community services.

Robin Laansma (Payne Lake Road): As a precinct delegate she is responsible for keeping informed of the happenings in government and bringing that information to the Township Board and citizens. Tonight, she has brought two petitions that will be available after the meeting if anyone wants to sign one or both. First is an initiative to amend the 2008 PA 295 entitled the Clean and Renewable Energy and Energy Waste Reduction Act by amending the title and Section 13 MCL 460.1013 as amended by 20235 and to repeal parts of acts. This is basically the state usurping local control. The second is a nomination petition for Sherrif Dar Leaf who is running for reelection. She shared that she has noticed that Bowers Mill Road between Payne Lake and Briggs is being damaged from the gravel trucks pulling out on Bowers Mill Road.

Onawa Terburg: She is the Gun Lake Area Living publisher which is a new publication that will be mailed to Gun Lake and Wayland residents. It will have information from different local entities, and she would like to find out where to get information about township events. She showed the Board a sample of a Gull Lake publication that is similar. She also owns an educational travel agency and will be doing a Memorial Day Cruise-In at the Car Park to donate money to the Veterans' Memorial.

TREASURER'S REPORT: By Deb Mousseau, Treasurer

TREASURER'S REPORT

- Annual ARPA report has been filed.
- March Financial Statement and Investment reports were reviewed.

Motion by Cuningham with support from VanHouten to approve the Treasurer's Report.
Roll Call Vote: Knowles: yes; Mousseau: yes; Cunningham: yes; VanHouten: yes; Heethuis: yes.

MOTION TO APPROVE
TREASURER'S REPORT

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

- 2023/2024 Budget Amendment: The township has experienced a \$54,000 increase in revenue. Interest earnings and short-term rental fees were larger than anticipated.

Motion by Mousseau with support from Knowles to adopt Budget Amendment #2 of the General Fund: Budget Resolution #04-11-2024 1 to amend Yankee Springs Township General Fund – 101 – REVENUE to decrease the REVENUE amount to \$1,560,050.00.

MOTION TO ADOPT
BUDGET RESOLUTION
#04-11-2024 1

Discussion: The revenue did increase but the budget is decreased to match the expenditures.
Roll Call Vote: VanHouten: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; Mousseau: yes.

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

- Some of the change to expenditures was for EMR hours that were higher than expected but there was a decrease in expenses of \$87,660; partly because some projects did not get completed during this fiscal year.

Motion by Mousseau with support from Knowles to adopt Budget Amendment #2 of the General Fund: Budget Resolution #04-11-2024 2 to amend Yankee Springs Township General Fund – 101 – EXPENDITURES to decrease the EXPENDITURE amount to \$1,560,050.00. Roll Call Vote: VanHouten: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; Mousseau: yes.

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

Motion by Mousseau with support from Cunningham to adopt Budget Amendment #2 of the Fire Equipment Purchase Fund 211: Resolution #04-11-2024 3 to amend Yankee Springs Township Fire Equipment Purchase Fund 211 – Revenue to \$605,000 and Expenditures to \$605,000. Roll Call Vote:

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

- Note: \$150,000 ARPA funds were unused (for the new fire truck in this fiscal year) but were recommended to stay in the budget figures by the township's auditor.
- No changes to the original budgeted amount for Special Assessments-Weeds.
- No changes to the original budgeted amount for Liquor Law Enforcement.

Motion by Mousseau with support from VanHouten to adopt Budget Amendment #2 of the Veterans Memorial Fund-293: Resolution #04-11-2024 4 to amend Yankee Springs Township Veterans' Memorial Fund 293 Revenue to \$902.00 and Expenditures to \$800.00. Roll Call Vote: Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.

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

- 2023/2024 budget preparation:
 - Mrs. Mousseau suggested that a meeting be held in late May to discuss the budget further.
 - Mr. Cunningham reviewed the charts and graphs he had prepared that show information on YST fund balances, revenue, levy, and state revenue sharing.
 - State revenue sharing took a large jump due to the census adjustment in 2022.
 - Possible "uses" for the General Fund Balance
 - The township should maintain a positive general fund balance. The question is how much? Six months to one year of expenses might be a good range for the proper balance.
 - The balance covers the needs for SADs and unexpected expenses and unexpected revenue losses.
 - The township could increase the amount contributed to the road commission for primary road maintenance.
 - The township could increase the amount added to the fire equipment capital fund each year.

MOTION TO ADOPT
BUDGET RESOLUTION
#04-11-2024 2

MOTION TO ADOPT
BUDGET RESOLUTION
#04-11-2024 3

MOTION TO ADOPT
BUDGET RESOLUTION
#04-11-2024 4

- The general fund balance can also be reduced by not imposing the full millage or by not imposing the Administration Fee that has been imposed since 2015.
- Reducing the millage or not imposing the admin fee can be done one year at a time.
- All these responses to general fund balance growth can be adjusted annually and can be done in various combinations to maintain the desired balance.
- Regarding salary increases the township has been following the Social Security COLA (cost of living allowance) for the last few years. If this is followed this year it impacts on the budget by about \$9,000 a year.

CLERK'S REPORT: By Mike Cunningham, Clerk

CLERK'S REPORT

- April 2024 Current Invoice Journal as of 04/11/2024 \$39,696.34.

Motion by Cunningham with support from Mousseau to approve the April 2024 Current Invoice Journal as of 04/11/2024 totaling \$39,696.34. Roll Call Vote: Mousseau: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; VanHouten: yes.

MOTION TO APPROVE INVOICE REGISTER

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

- 2024/2025 Insurance renewal information was provided to the Board members and will need approval in May of June.
- Election Update:
 - 05/07/2024 TK and Wayland Schools millage election:
 - The election committee met April 11 to appoint election inspectors.
 - Precinct 1 will vote in the Township Hall/Office. Precinct 2 will vote at the Fire Station.
 - The Absent Voter Counting Board (AVCB) will be in the Hall/Office conference room.
 - Yankee Springs Township will not be conducting any early voting (other than absent voter ballot voting) for this election.
 - 08/06/2024 Primary Election:
 - No one has filed for any township office as of today.
 - All the forms for filing are on the township and state website.
 - The deadline for filing is 04/23/2024.

ELECTION UPDATE

COMMITTEE REPORTS:

Recycling Committee:

RECYCLING COMMITTEE REPORT

- Next meeting will be 05/06/2024.
- The recycling committee plans to conduct a survey at the recycling system on the Saturday of the township 2024 cleanup day (04/27/2024)
- The township has been asked to write a letter of support for a Barry County Recycling Infrastructure Grant Proposal to increase recycling access in Barry County. The project would purchase a recycling trailer, ¾ ton pick-up truck, 10,000 recycling totes and 25,000 direct mailers.

Motion by Cunningham with support from Heethuis to approve writing a letter of support for this grant request. Discussion: Mr. Cunningham said that he doesn't support this and thinks that since it would not affect Yankee Springs it's not in our interest to support it. He also doesn't know if the communities it would benefit actually want it. Mr. VanHouten shared his opinion that it should be up to business to do this, not the government. **Roll Call Vote:**

MOTION TO WRITE A LETTER OF SUPPORT FOR RECYCLING PROJECT GRANT

Cunningham: no; VanHouten: no; Mousseau: no; Heethuis: no; Knowles: no.

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

Park Committee:

- Activity update:
 - They have applied for a small grant to purchase a children’s table.
 - Pickleball/Basketball grant project update:
 - It has been sent to the DNR for approval. Once that is received the project can be put out to bid.
 - Trail update:
 - The committee had a discussion with MDOT and the DNR.
 - One of the biggest problems is the culvert and the easements that would be required as well as the fact that it is along a major (busy) road.
 - The committee is looking at alternatives.
 - Met with the Tribal Council and they are supportive of this project so future meetings and discussions will be held.

Zoning Board of Appeals:

- No meetings since July 2023.
- Next meeting will be 05/14/2024 if needed.

Planning Commission:

- PCI March 2024 report in packet.
- March 2024 Complaint log in packet.
- 03/21/ 2024 regular meeting:
 - Denied an SEU request to allow a storage building on the lake side of a house on Parker. The members felt that it should be a ZBA request.
 - Recommending approval of a rezoning request for a property on Cobb Lake Road which will be under board action items.
 - Approved an SEU for an outbuilding on England Point which was on vacant land.
 - Approved a request for storage containers at the Curly Cone.
 - Approved a request to build a pavilion at the Deep Lake Campground.
- 03/27 2024 Special Meeting was held to continue working on the Master Plan.
- Next regular meeting is 04/18/2024.

Fire/EMS Report:

- March 2024 Fire/Emergency Medical response in packet.
- Next Fire meeting 04/17/2024.
- Turnout gear insurance claim was approved to replace gear that was damaged at a fire in March.
- They are looking for help on the Fire Committee and also need more EMRs.
- No EMS meeting was held in April.

Water Advisory Committee:

- No meeting.
- GLASWA meeting 04/04/2024 minutes in packet.
- The township has been working with Fleis and Vandenbrink to identify a grant for expansion of our water system and recently found one that they recommended to the Township.
 - The township has applied and has received an email back with four questions that need to be answered.
 - The responses need to be timely, and the grant should be decided by June 1st.

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**PARK COMMITTEE
REPORT**

ZBA REPORT

PC REPORT

FIRE/EMS REPORT

**WATER ADVISORY
COMMITTEE REPORT**

- If received, the grant would update arsenic removal, another deep well, and finish the 2,000-foot loop.
- The water system is nearing capacity and would like to expand the area served.
- This is an 80/20 grant so would require 20% to be paid by the Township.

VETERANS MEMORIAL
COMMITTEE REPORT

Veterans Memorial Committee:

- 2024 Memorial Day Celebration Sunday, 05/26/2024 at 4:00 PM.
- Our veterans need to be remembered so please spread the word to get a good turnout.
- More details to come at the meeting in May.
- There will also be a July 6th “Heros Event” at the car park.

KITCHEN UPDATE

Board Action Items:

- Kitchen project update:
 - The project will be delayed a few months while our contractor selects a new cabinet supplier, and the cabinets are built.
- GLASWA rezoning request for 559 S. Payne Lake Rd. #04-11-2024.

ZONING ISSUES UPDATE

Motion by Heethuis with support from Cunningham to adopt Ordinance 04-11-2024 to amend the Yankee Springs Zoning Ordinance (including the Zoning map) by rezoning Parcel 08-16-018-001-10 located at the southwest corner of Cobb Lake Rd and Payne Lake Rd from rural agriculture (RA) zoning district to rural residential (RR) zoning district.

MOTION TO REZONE
PARCEL 08-16-018-001-10
AT THE SW CORNER OF
COBB LAKE RD &
PAYNE LAKE RD

Discussion: Gun Lake Sewer owns five acres and would like to sell it. Per the Master Plan it should be zoned rural residential. They have a buyer and would retain an easement for the lift station. **Roll Call Vote:** Cunningham: yes; VanHouten: yes; Knowles: yes; Heethuis: yes; Mousseau: yes.

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

- Add Michigan Class to the YST Investment policy.

MOTION TO APPROVE
ADDITION OF
MICHIGAN CLASS AS AN
INVESTMENT OPTION

Motion by Mousseau with support from Cunningham to adopt Resolution 04-11-2024 5 to approve the addition of Michigan Cooperative Assets Securities System as an approved investment option and authorizes the Township Treasurer to complete the necessary paperwork to enroll in the pool.

Discussion: There have been a lot of investment tools added in the last few years and the Treasurer works really hard to get the most out of the money. **Roll Call Vote:** VanHouten: yes; Mousseau: yes; Knowles: yes; Heethuis: yes; Cunningham: yes.

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

- New office north wall damage repair update:
 - The wall framing was inspected when the interior drywall was removed 03/20/2024. A few framing members had been pushed in about 1-1/2”.
 - A claim has been made to our insurance company. The estimate for repair is \$7,822.
 - Our insurance company has approved the estimate and initiating the repair.
 - Our insurance company and the driver’s insurance company are both involved. Insurance will cover all costs including the deductible.

MOTION TO APPROVE
MUGEN CONSTRUCTION
TO REPAIR DAMAGE TO
THE NORTH WALL OF
THE NEW OFFICE

Motion by Cunningham with support from VanHouten to accept the proposal from Mugen Construction Inc. to repair the north wall of the new office for a total cost of \$7,822, not including any costs to repair damage not yet known. Discussion: It is unlikely that there will

be additional damage discovered. The driver's insurance company will be responsible for the deductible. **Roll Call Vote:** *Cunningham: yes; Mousseau: yes; VanHouten: yes; Heethuis: yes; Knowles: yes.*

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

- 2024 Newsletter

Motion by Heethuis with support from Cunningham to approve up to \$2,500 for one 2024 newsletter to be mailed by June 28, 2024. **Roll Call Vote:** *Mousseau: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; VanHouten: yes.*

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

- 2024/2025 Fiscal year budget meeting schedule: 06/12/2024 workshop at 3:00 PM and 06/26/2024 Public Hearing at 6:00 PM.

Motion by Mousseau with support from Cunningham to set the 2024/2025 fiscal year budget workshop meeting date for Wednesday 06/12/2024 at 3:00 PM and the budget adoption public hearing date for Wednesday 06/26/2024 at 6:00 PM. Discussion: There may need to be a workshop scheduled in May as well. **Roll Call Vote:** *Cunningham: yes; Mousseau: yes; Heethuis: yes; Knowles: yes; VanHouten: yes.*

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

- Road Commission 04/02/2024 Road Tour
 - Four board members and three members of the road commission toured some of the township's primary roads on Tuesday, 04/02/2024.
 - This was an opportunity for board members to learn about current and future needs and plans from the road commission and ask questions about proper road maintenance. It is informational and no decisions are made at this time.
 - Items that came out of the tour include:
 - Briggs Road will be widened by increasing the paved shoulder to a width of 4' where possible. This is to be completed by 2026.
 - The 2024 gravel road dust control treatment is scheduled for June 11 and 14 depending on the weather.
- Township employee CPR training
 - Will be put on by Skylar Henyon from the Fire department sometime in May.
 - It will be open to all employees, board members and committee members.
 - This training will not be available to spouses or other residents for a fee. That may be able to be arranged in the future.

Motion by Heethuis with support from Cunningham to approve up to \$1,100 to provide CPR training for any and all township employees and committee members. **Roll Call Vote:** *Cunningham: yes; Mousseau: yes; Knowles: yes; VanHouten: yes; Heethuis: yes.*

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

- 2024 Clean-up Day is set for 04/27/2024.
 - Trash bags and safety vests will be supplied.
 - Meet at the fire station at 9:00 AM and finish with pizza at noon.
- May 9th Blood Drive at the Fire Station.

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**MOTION TO APPROVE
2024 NEWSLETTER**

**MOTION TO APPROVE
BUDGET MEETING
SCHEDULE**

**ROAD COMMISSION
ROAD TOUR**

**MOTION TO APPROVE
CPR TRAINING**

CLEAN UP DAY

BLOOD DRIVE

PUBLIC COMMENT:

Sandy Marcukaitis (Payne Lake Road): As a nurse she feels that the CPR training should be made available to spouses.

PUBLIC COMMENT

BOARD COMMENT:

Heethuis: He has really enjoyed the last four years working with Yankee Springs and the group of people I work with, and I will be running for Supervisor again.

Mousseau: She will be running for Treasurer.

VanHouten: He will be running for Trustee.

Knowles: He will be running for Trustee.

Cunningham: He has enjoyed what he has been doing so he will be running again.

BOARD COMMENT

ADJOURNMENT:

Motion by Mousseau to adjourn the meeting at 7:36 PM. Approved by all. Motion Carried.

ADJOURNMENT

Approved by: _____ Date: _____
Michael S. Cunningham, Township Clerk

Respectfully submitted by:
Betsy Frigmanski, Recording Secretary
April 14, 2024

