

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

Thursday, January 11, 2024

6:00 pm

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

MINUTES

MINUTES
Page 1 of 8
YS Board of Trustees –
Regular Meeting
January 11, 2024

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

PLEDGE OF ALLEGIANCE

INVOCATION

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

Staff Present: Dennis Buist, Brad Williams, Joe Shea, Frank Fiala, Rich Beukema.

Visitors: 8

ADDITIONS/CHANGES TO AGENDA:

Changes: Added: 4-year road plan approval and possible water system expansion grant opportunity. Remove: the first of two public comment periods.

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

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

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

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

- Board minutes 12/14/2023 Regular BOT meeting.
- December 2023 Accounts Payable: Checks #917760 through Check #917799 total amount \$46,935.07
- December 29, 2023, Payroll Checks #7727 through Check #7748= \$17,668.41 net amount.
- December 2023 Fed P/R withholding \$5,237.90.
- 4th qtr. 2023 State withholding tax payment \$2,864.05.

**PLEDGE OF
ALLEGIANCE**

INVOCATION

ROLL CALL

**MOTION TO AMEND
AGENDA**

**MOTION TO ACCEPT
AGENDA**

<p><u>Motion by Cunningham with support from Knowles to approve the consent agenda. Roll Call Vote: Heethuis: yes; VanHouten: yes; Knowles: yes; Cunningham: yes; Mousseau: yes.</u></p> <p>Yes: 5, No: 0. MOTION CARRIED.</p>	<p>MINUTES Page 2 of 8 YS Board of Trustees – Regular Meeting January 11, 2024 MOTION TO APPROVE CONSENT AGENDA</p>
<p>ACKNOWLEDGEMENT OF VISITORS:</p> <p>Dan Miller 50 Years: Dan was not able to attend and will be on the agenda in February.</p> <p>Catherine Getty: (County Commissioner): stated that it was a slow start to the year. They had an organizational meeting and there are no changes to the leadership or committees, the leadership will be the same as in 2023. It will be a big year ahead.</p>	<p>ACKNOWLEDGEMENT OF VISITORS</p>
<p>PUBLIC COMMENT: (Limit 3 minutes) Removed from this meeting’s agenda.</p>	<p>PUBLIC COMMENT</p>
<p>TREASURER’S REPORT: By Deb Mousseau, Treasurer</p> <ul style="list-style-type: none"> December 2023 Financial Statement and Investment reports were reviewed. 	<p>TREASURER’S REPORT</p>
<p><u>Motion by Heethuis with support from Knowles to approve the Treasurer’s Report. Roll Call Vote: Knowles: yes; Cunningham: yes; Heethuis: yes; VanHouten: yes; Mousseau: yes.</u></p> <p>Yes: 5, No: 0. MOTION CARRIED</p>	<p>MOTION TO APPROVE TREASURER’S REPORT</p>
<p><u>Motion by Mousseau with support from Cunningham to approve overflow funds of United Bank checking account x9784 to go into a new United Bank High Yield savings account for the township’s General Fund with existing signers. Roll Call Vote: Cunningham: yes; VanHouten: yes; Knowles: yes; Heethuis: yes; Mousseau: yes.</u></p> <p>Yes: 5, No: 0. MOTION CARRIED</p>	<p>Motion to approve overflow funds into a new United Bank High-Yield Savings account for YST General Fund.</p>
<p>CLERK’S REPORT: By Mike Cunningham, Clerk</p> <ul style="list-style-type: none"> January 2024 Current Invoice Journal as of 1/11/24 \$184,901.16. The invoice journal amount is larger than normal because the \$125,000 annual payment to the B C road commission is included. <p><u>Motion by Cunningham with support from Knowles to approve the January 2024 Current Invoice Journal as of 1/11/2024 totaling \$184,901.16. Roll Call Vote: VanHouten: yes; Mousseau: yes; Heethuis: yes; Cunningham: yes; Knowles: yes.</u></p> <p>Yes: 5, No: 0. MOTION CARRIED</p>	<p>CLERK’S REPORT</p>
<ul style="list-style-type: none"> The township received a \$1,496.76 rebate from Consumers Energy based on the high efficiency equipment installed during the Hall/Office project. Election Update: <ul style="list-style-type: none"> The Election Commission met 12/28/2024 to approve a preliminary list of election inspectors, and to establish the early voting site & hours, and the absent voter counting board. The election commission will probably meet again 	<p>MOTION TO APPROVE INVOICE REGISTER</p>

- before the election.
- The 2024 Presidential Primary Public Accuracy test will be Thursday 2/1/2024 @1PM.
- 9-day early voting will start on Saturday, 02/17/2024 and end on Sunday, 02/25/2024 from 8:00 AM to 4:00 PM each day in Yankee Springs Township.
- Precinct 1 and Precinct 2 early voting will be at the Township Hall. 02/27/2024 election day voting will take place in the usual Hall (Precinct 1) and Fire Station (Precinct 2) locations.

COMMITTEE REPORTS:

Recycling Committee:

- The last meeting was 01/08/2024. The next meeting will be 3/4/2024.
- The committee plans to have a table at the 2024 Winterfest on Saturday, 02/17/2024.
- The 2023 Recycling Committee Annual Report is in the board packets.
- The Recycling Committee has two openings, Appointments to fill the openings are expected to be on the 2/8/2024 BOT Agenda.

**RECYCLING
COMMITTEE REPORT**

Park Committee:

- Activity update:
 - A resolution to approve signing the Recreation Passport grant is in the board action items part of the agenda.
 - It was mentioned that Rob & Mike talked with Don DeVries of Fleis & Vandenbrink about the steps moving forward and cost containment.
 - Rob mentioned that he was willing to be the contact person with the assistance of Chuck Shira and Sandy Marcukaitis.

**PARK COMMITTEE
REPORT**

Zoning Board of Appeals:

- No meetings since July 2023.
- Next meeting will be 02/13/2024 if needed.

ZBA REPORT

Planning Commission:

- PCI December 2023 report in packet.
- December 2023 Complaint log in packet.
- Regular meeting held 12/21/2023.
 - Approved recommending a zoning change that is in the board action agenda for approval.
 - Tabled a request to amend a PUD for Bay Meadows Condominiums until the next meeting,
 - The solar energy ordinance was approved and should be on the BOT agenda in February.
 - Tabled a Public Hearing for the Chicken ordinance.
- Special Meeting 1/9/2024 to discuss STR committee work and recommendations which Joe Shea will be covering.
- The next meeting is 1-18-2024.

PC REPORT

Fire/EMS Report:

- December 2023 Fire/Emergency Medical responses in packet.
 - December fire and medical responses dropped.
 - The 1/10/2024 meeting was cancelled and rescheduled for 1/24/2024.
 - The new fire truck chassis will be inspected at Spartan Manufacturing 1/16/2024.
- The EMS meeting was held on January 1/10/2024.
- They set the budget based on a 3.2% COL increase.

FIRE/EMS REPORT

- They will be setting money aside every year for the ambulance fund going forward.
- They are doing a ~\$35,000 project to create two bedrooms (his/hers) for overnight staffing where they only had one before and replacing windows.
- Our annual payment to WAEMS will increase by \$480 this year.

Water Advisory Committee:

**WATER ADVISORY
COMMITTEE REPORT**

- No meetings scheduled until spring.
- GLASWA meeting 1/10/2024. Approved the bills. Discussed the proposed organization changes that would change the way GLASWA is run, from being run by the four townships to being run by the four Township Supervisors/board member. They are making progress and need input from a couple of townships.
- There may be a grant opportunity for expansion of the water system. Rob has talked with Jennifer Heintzelman, and Nichole Lyke, from the Barry County Chamber & Economic Development Alliance and Commissioner Dave Jackson about this. A meeting is scheduled for 1/18/2024 at 11AM in the township office with Rob, Jennifer, Nichole, Larry Knowles, and Don DeVries of Fleis & Vandenbrink.
- It was mentioned that the grant might have a better chance if it was limited to expansion and did not include the Pine Meadows loop.
- There was some discussion about alternate methods of funding the expansion.
- Involving Fleis & Vandenbrink means incurring some costs.

Motion by Heethuis with support from VanHouten to approve up to \$2,000 in initial funding to prepare and apply for a grant to expand the water system. Roll Call Vote: Knowles: yes; VanHouten: yes; Heethuis: yes; Cunningham: yes; Mousseau: yes.

**MOTION TO APPROVED
UP TO \$2,000 IN INITIAL
FUNDING TO PREPARE
AND APPLY FOR A
GRANT TO EXPAND THE
WATER SYSTEM.**

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

**VETERANS MEMORIAL
COMMITTEE REPORT**

Veterans Memorial Committee:

- The committee is looking for new members and a new chairperson.
- No meetings expected until spring.

BOARD ACTION ITEMS:

Board Action Items:

- **Hall Meeting Audio System Final Update.**
 - Everything has been installed and is working. The final cost is \$20,856.50 compared to \$21,000 approved.
 -
- **2023 Kitchen Renovation Project Update:**
 - The project was awarded to Koval Construction at the 12/14/2023 meeting.
 - The motion was approved for \$27,500, including 10% contingency and laminated countertops. We need to clarify this motion.
 - Koval's estimate for laminate countertops was \$23,860. 10% contingency would be \$2,386 for a total of \$26,246.
 - The Koval proposal for \$23,860 has been accepted and signed.
 - Actual work in the kitchen will not begin until early March.
 - The final cabinet details were reviewed.

AUDIO SYSTEM UPDATE.

**KITCHEN RENOVATION
PROJECT UPDATE.**

Motion by Cunningham with support from VanHouten to amend the 12/14/2023 motion by making a new motion to accept the laminate countertop option for \$23,860 and to approve up to \$26,246 which includes a 10% contingency. Roll Call Vote: Cunningham: yes; Mousseau: yes; Knowles: yes; VanHouten: yes; Heethuis: yes.

**MOTION TO REDO THE
12/14/2023 MOTION AND
CORRECT THE
AMOUNT.**

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

- **Website Update:**
 - The updated website is being worked on and is being reviewed.
 - The update should be complete by the end of January.

- **Park – RGP resolution 01-11-2024 1.**
 - The township needs to designate someone (Rob with assistance from Sandy/Chuck) as the contact person with the DNR for this project.
 - The township needs to approve a resolution to accept and follow the terms of the agreement and sign the agreement by 3/1/2024 or risk losing the grant.
 - Signing the agreement ASAP will improve the chances of being able to finish the project in 2024 and stay on budget.

WEBSITE UPDATE.

**RGP RESOLUTION
01-11-2024 1**

**MOTION ADOPTING
RESOLUTION 01-11-2024 1
TO ACCEPT THE PARK
GRANT AGREEMENT.**

Motion by Heethuis with support from Mousseau to adopt resolution 01-11-2024 1, accepting the terms of the Recreation Passport Grant Program Development project agreement for project #RP23-0023 for Yankee Springs Township Park Improvements. Roll Call Vote: VanHouten: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; Mousseau: yes.

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

- **Zoning issues update:**
 - STR monitoring contract.
 - Joe Shea reviewed the STR history and status in the township including recent PC subcommittee and special meetings to discuss improvements in regulation which include recommendations to contract for STR monitoring and permit fees increase.
 - Granicus will monitor rental sites in the township on the internet so that we can get them all permitted. They also provide a 24/7 hotline for complaints.
 - The cost for the service is \$4,275/year.

ZONING ISSUES UPDATE.

Motion by Heethuis with support from Knowles to approve a one year agreement with Granicus for on-going monitoring of short-term rental websites in Yankee Springs Township to ensure that all STR's become and remain properly permitted at a total cost of \$4,275. Roll Call Vote: Cunningham: yes; Heethuis: yes; VanHouten: yes; Mousseau: yes; Knowles: yes.

**MOTION TO APPROVE A
ONE YEAR CONTRACT
WITH GRANICUS FOR
\$4,275.**

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

- STR fee increase request.
 - Joe Shea has estimated the actual cost of Yankee Springs Township STR administration and sought outside information as well.
 - An increase in STR fees from \$100/year to \$500/year is requested to cover the actual township costs which now include the Granicus contract.
 - There will be a PC Special Meeting public hearing on 2/6/2024 to consider the STR ordinance text amendments.

Motion by Heethuis with support from Knowles to approve increasing the STR permit fee from \$100/year to \$500/year effective immediately. Roll Call Vote: Cunningham: yes; Mousseau: yes; Heethuis: yes; Knowles: yes; VanHouten: yes.

**MOTION TO APPROVE
INCREASING THE STR
PERMIT FEE FROM \$100
TO \$500/YEAR.**

2671 RUSSELL DRIVE
REZONING REQUEST.

MOTION TO APPROVE
ORDINANCE 01-11-2024
2671 RUSSELL DRIVE
REZONING REQUEST.

RESOLUTION
01-11-2024 2.

MOTION TO ADOPT
RESOLUTION 01-11-2024 2
CONSENTING TO THE
VACATION OF A
PLATTED RIGHT OF
WAY AT 10749 GUN
LAKE RD.

2024 ROAD COMMISSION
MEETING REVIEW.

MOTION TO APPROVE
THE \$125,000/YEAR 4-
YEAR ROAD PLAN.

MOTION TO APPROVE
THE 2024 \$125,000
PAYMENT TO THE ROAD
COMMISSION.

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

- **2671 Russell Drive, rezoning request.**
 - The RLF zoning is thought to be a data entry error sometime in the past since the property is not located on the lakefront.
 - The rezoning request has been recommended by the PC for board approval.

Motion by Knowles with support from Mousseau to approve ordinance 01-11-2024 to rezone 2671 Russell Drive, Wayland, Michigan from RLF to RSF. Roll Call Vote: VanHouten: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; Mousseau: yes.

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

- **Resolution 01-11-2024 2. A request to vacate a portion of a platted right-of-way at 10749 Gun Lake Rd.**
 - The township received this notification in 2022. The township is being sued along with neighboring properties and other entities as part of the expensive and lengthy process of amending a plat.
 - The process has reached the point where approval of the resolution consenting to the vacation will allow the legal action to be completed.
 - The situation where a platted road does not conform to actual conditions is common in the township.

Motion by Heethuis with support from Knowles to adopt Resolution 01-11-2024 2 consenting to the vacation of a portion of a platted but unimproved right-or-way commonly known as Gun Lake Road, subject to the completion of appropriate vacation proceedings in circuit court. Roll Call Vote: Mousseau: yes; Heethuis: yes; Knowles: yes; Cunningham: yes; VanHouten: yes.

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

- **2024 Road Commission Meeting Review.**
 - The board attended the meeting 1/8/2024 and reviewed the two options for a new 4-year plan.
 - There was a \$125,000/year option and a \$150,000/year option.
 - We approved \$125,000 in our 2023/2024 budget.
 - We can increase the amount at a later time if we want to.

Motion by Heethuis with support from Mousseau to approve the \$125,000/year 4-year plan option as presented by the Barry County Road Commission at the 1/8/2024 annual meeting. Roll Call Vote: Cunningham: yes; Mousseau: yes; Heethuis: yes; Knowles: yes; VanHouten: yes.

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

Motion by Cunningham with support from Knowles to approve the \$125,000, 2024 Yankee Springs Township contribution to the Barry County Road Commission for year 1 of a new 4-year plan. Roll Call Vote: Cunningham: yes; VanHouten: yes; Mousseau: yes; Heethuis: yes; Knowles: yes.

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

- **New Fire Truck first payment \$370,000.**
 - Approval is being requested now because it is a large amount and is expected to be due before the next board meeting.

Motion by VanHouten with support from Cunningham to approve the 1st payment of \$370,000 for the new fire truck after confirmation that it has passed inspection and has been received by Spencer Manufacturing. Roll Call Vote: Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.

**NEW FIRE TRUCK
PAYMENT.**

**MOTION TO APPROVE
THE 1ST PAYMENT OF
\$370,000 FOR THE NEW
FIRE TRUCK.**

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

- **Poverty exemption Income Guidelines & Asset Test. Resolution 01-11-2024 3.**
 - This is required annually.

Motion by Mousseau with support from Cunningham to approve Resolution 01-11-2024 3 Poverty Exemption Income Guidelines & asset test. Roll Call Vote: Mousseau: yes; Heethuis: yes; Knowles: yes; VanHouten: yes; Cunningham: yes.

**POVERTY EXEMPTION
INCOME GUIDELINES &
ASSET TEST.**

**MOTION TO APPROVE
RESOLUTION 01-11-2024
3.**

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

- **MTA 2024 Premium Pass Subscription Renewal.**
 - We decided in 2020 that this was a savings if we did an appropriate amount of training. We have not analyzed it since to know for sure but think that having it makes it easier and more likely for training to occur.
 - All the township boards and commissions take advantage of it.

Motion by Cunningham with support from Knowles to approve renewal of the 2024 annual MTA Premium Pass online learning subscription for \$1,900. Roll Call Vote: VanHouten: yes; Mousseau: yes; Knowles: yes; Heethuis: yes; Cunningham: yes.

**MTA 2024 PREMIUM
PASS RENEWAL**

**MOTION TO APPROVE
THE 2024 MTA PREMIUM
PASS SUBSCRIPTION
FOR \$1,900.**

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

- **1/24/2024 BOT/PC/ZBA Joint Meeting.**
 - Reminder. The meeting is at 6 PM.

**1/24/2024 BOT/PC/ZBA
JOINT MEETING
REMINDER.**

PUBLIC COMMENT:

PUBLIC COMMENT

James Hooker (precinct 2): Expressed his disappointment with the board for not adopting the 2nd amendment resolutions and provided his thoughts on why we should have.

Nancy Hooker (precinct 2): Expressed agreement with Mr. Hooker and provided her thoughts on why the board was wrong and said the statements made by the board were false information. She also said that it was her understanding that the township violated the law and deleted election data that was required to be retained for 22 months after the 2020 election.

Gary White (Castleton Township/Nashville): Provided the board with a document (form 990 – Return of Organization Exempt From Income Tax for GLSEN, Inc.) before the meeting

started. Mr. White talked about the Health Dept. emails including “pronouns” and a what’s this link that explains pronouns. Mr. White wanted to let us know what was going on at the health dept. and that GLSEN was providing the information.

BOARD COMMENT:

BOARD COMMENT

Cunningham: Talked about the board members being available before/after meetings and by visiting, emailing & phone calls to answer questions and provide information. The only time we are not available for this is during board meetings/public comment.

Knowles: Larry is grateful for our planning and zoning and how well it is working. Nice job Joe.

VanHouten: Attended election inspector training and learned how much checking there is and the rules. It is top notch in Barry County. Theres a lot that goes into it. Hats off to you Mike.

Mousseau: Mentioned the MTA in-person training that is coming up as something that should be considered.

Heethuis: Attended the PC STR special meeting and was impressed with how much had to be considered and how well it went.

ADJOURNMENT

ADJOURNMENT:

Motion by Heethuis with support from Mousseau to adjourn the meeting 7:20 PM.

Approved by all. Motion Carried.

Approved by:  Date: 2/15/2024
Michael S. Cunningham, Township Clerk

Respectfully submitted by:
Mike Cunningham, Clerk
January 15, 2024