

**YANKEE SPRINGS TOWNSHIP**  
**BOARD OF TRUSTEES Special Meeting**  
**Hall/Office Renovation Project Design Review**  
**DWRF Grant Application**  
**Thursday, January 20, 2022**  
**1:00 pm**  
**Yankee Springs Township Hall**  
**284 N. Briggs Rd., Middleville, Michigan 49333**  
**MINUTES**

**MINUTES**  
**Page 1 of 3**  
**YS Board of Trustees –**  
**Special Meeting**  
**January 20, 2022**

Meeting called to order at 1:03 PM by Supervisor Rob Heethuis

**PLEDGE OF ALLEGIANCE**

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**INVOCATION**

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

**ROLL CALL**

**Staff Present:** None

**Visitors:** David Gibbs of Fleis & Vandenbrink

**ADDITIONS/CHANGES TO AGENDA:**

***Motion by Heethuis with support from Cunningham to add something to the agenda about a conversation that Larry and I (Rob) had that we want to share with you from a developer just so you might have an opinion. I want to add that to the agenda so I make that motion. Roll Call Vote: Knowles: yes; Mousseau: yes; Cunningham: yes; Heethuis: yes; VanHouten: yes.***

**MOTION TO AMEND THE AGENDA**

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

**PUBLIC COMMENT:** (Limit 3 minutes)

**PUBLIC COMMENT**

None

**Fleis and Vandenbrink presentation of Hall/Office design status to date.**

**HALL/OFFICE RENOVATION PROJECT UPDATE**

- The design of the outside of the building has been updated per the last meeting.
  - It will be similar to what is in the existing building but windows will be more energy efficient.
  - The design will carry some of the detailing from the canopy into the entryway.
- The hall will have conventional ceiling grids with LED lighting.
- Discussion took place regarding insulation, acoustic and venting needs.
  - The addition will be on a slab. Rigid insulation will be placed around the perimeter to help keep the soil under the slab from freezing.

- Heating and cooling will be done by a natural gas, forced air system.
  - There was discussion regarding whether the unit should be placed inside or outside the building.
  - Also discussed if there will be a need for supplemental electric heat.
- Scheduling considerations
  - The three phases are the hall renovation, the addition to the office building, and the renovation to the office space.
  - If the addition were completed first, it would be a possibility to work on the renovation of the hall and the office simultaneously. Meetings would not be held in the hall during the renovation phase. The fire station is a possible choice to hold meetings and the elections while the hall is unavailable.
  - The Board's direction is to start on the new addition first, then proceed with the renovation of the hall and existing offices at the same time if possible. Doing the addition first would avoid the need to move office staff into a temporary location.
- The plans should be ready for bid by mid-March. The Board had wanted to have it out in February but Fleis & Vandenbrink doesn't feel that they will have it done by then.
  - If it is put out for bid in March, it is likely that the work will be started in May.
  - Addition will take approximately 5 to 6 months.
  - January 2023 will likely be the final completion date.
- It needs to be confirmed if the existing generator can handle the larger space.
- There can be one general contractor for entire project, or F&V Construction Management group can be used to manage sub contracts.
  - A decision regarding using the construction management or a general contractor will need to be made prior to going out for bid.
- The Board needs to start the decision-making process regarding payment; whether to pay cash or use financing for the project.
- Fleis & Vandenbrink will need to be in contact with Ocean Omega for IT needs and EPS for security.

**Next steps:** Need to make a decision regarding general contractor versus construction management.

Heethuis will be in contact with Don on Monday to follow up on writing the DWRF grants and discussion of the construction management question.

---

**DWRF grant application update/discussion**

Not discussed at this meeting.

**DWRF GRANT  
APPLICATION UPDATE**

---

**Addition to agenda:**

**ADDITION TO AGENDA**

- The Board was approached by Brian Silvernail, developer, who is interested in putting in an assisted living facility on the property behind Curly Cone and the road that goes behind Gabby's.

- He asked if the Board would be interested in partnering with him, with the Township providing the infrastructure for the project which he would then construct and run.
- The Board decided that they are not interested in doing this.
- The Board could create a policy to say that any developer coming in has to put in the needed infrastructure or the project does not have to be accepted by the Township.
- Heethuis will communicate this decision to the developer and advise him that he needs to go through the regular channels (building permit, etc.) to get approval to build.

**Next design review meeting:**

Not set at this time.

**Public Comment:**

None

PUBLIC COMMENT

**Board comment:**

**Knowles:** Wants to talk with Rob and Dave about another issue.

**Cunningham:** Will be meeting with Dave to discuss costs for a couple of small projects.

**Mousseau:** None

**VanHouten:** None

**Heethuis:** None

BOARD COMMENT

**ADJOURNMENT:**

**Motion by Heethuis with support from VanHouten to adjourn meeting at 2:55 PM. Approved by all. Motion Carried.**

ADJOURNMENT

Approved by:  Date: 3/7/2022  
Michael S. Cunningham, Township Clerk

Respectfully submitted by:  
Betsy Frigmanski, Recording Secretary  
January 21, 2022