

<p style="text-align: center;"><b>YANKEE SPRINGS TOWNSHIP BOARD OF TRUSTEES</b></p> <p style="text-align: center;"><b><u>Special Meeting</u></b></p> <p style="text-align: center;"><b><u>Monday, November 20, 2017</u></b></p> <p style="text-align: center;"><b><u>7:00 p.m.</u></b></p> <p style="text-align: center;">Yankee Springs Township Hall 284 North Briggs Road, Middleville, Michigan 49333</p> <p style="text-align: center;">MINUTES</p>	<p>MINUTES Page 1 of 2 Approved 12/14/2017</p>
<p><b><u>Meeting called to order at 7 p.m. by Supervisor Mark Englerth.</u></b></p> <p><b><u>PLEDGE OF ALLEGIANCE:</u></b></p> <p><b><u>Roll Call:</u></b> Englerth, VandenBerg, Jansma. Absent with notice: Jan Lippert</p> <p><b><u>Staff Present:</u></b> Greg Purcell, Frank Fiala, Rich Beukema, Chuck Biggs- Constable, Ron Heilman, Larry Knowles.</p> <p><b><u>Visitors:</u></b> 3, Tom and Eric Thompson, from PCI, and Christian Yonkers, J-Ad Reporter</p>	<p>CALL TO ORDER</p> <p>PLEDGE ROLL CALL</p>
<p><b><u>PURPOSE OF MEETING:</u></b> <b><u>Temporary assignment of Zoning Administrator Duties.</u></b></p> <p><b><u>NO PUBLIC COMMENT was made at this time.</u></b></p> <p><b>Supervisor Englerth</b> commented on trying to fill the void of the vacated Zoning Administrator's job. Englerth also commented on talking about different options with Larry Knowles (former Zoning Administrator) and noted their combined 50 years plus experience in the community with different government entities and individuals. Englerth and Knowles contacted PCI (Professional Code Inspectors).</p> <p><b>Tom Thompson of PCI</b> commented that they are doing exactly in Prairieville and Bowne Township right now what they would be doing for Yankee Springs Township. PCI works with the ZBA and Planning Commissions of townships, as well. Also, Tom Thompson lives in the YS area. In addition to that, Eric Thompson, Tom's son, works for PCI. When Eric is not in the PCI office, he can always be reached by email. PCI office hours are 8 a.m. to 4:30 p.m. - Monday thru Friday. Applicants can get both a zoning and building permit from the PCI office.</p> <p><b>Englerth asked Michael Maring, current Code Enforcement Officer,</b> of his thoughts regarding the ZA position. Maring replied that he is going to render his code enforcement officer resignation this evening- effective as of the end of the month.</p> <p>It was noted that PCI charges \$50.00 per hour for Code Enforcement and \$50.00 per hour for attending meetings – no mileage charged for meetings.</p> <p><b>Greg Purcell of the Planning Commission</b> commented that he really felt it was worthwhile to have a Zoning Administrator at PC meetings. G. Purcell would like to take a look at PCI's contract. Purcell noted that the township's relationship with PCI has always been very good.</p> <p><b>Rich Beukema of the Planning Commission</b> commented that he would like to have someone available for applications of residents.</p> <p><b>Eric Thompson</b> commented that if there's a public hearing request at a PC/ZBA meeting, basically he always attends the meeting because he visits the sites. E. Thompson commented that he's the "boots on ground" for that type of work. But, if there's a request before the PC board, such as a Master Plan amendment or a re-zoning or working on a mixed used district or something of that nature, he wouldn't be needed at a meeting because the planner and/or attorney would be at the meeting for that type of work.</p>	<p>PURPOSE OF MEETING</p> <p><b><u>NO PUBLIC COMMENT was made at this time</u></b></p>

**Ron Heilman of the ZBA** commented that Larry Knowles would attend all of the ZBA meetings and have an overhead view of the property marked out so the ZBA could see on a map where the property was and variance item requested. Also, Heilman commented that Larry would sort out the discussion items for the ZBA members prior to the meetings because sometimes the “mords get wixed” (words get mixed) between the applicants and ZBA members. R. Heilman commented that L. Knowles was a valuable asset.

**Tom Thompson** commented that he writes up what applicants may need a variance for.

**Englerth** commented that office needs (at the YS office) may vary, but the township must move forward.

**Frank Fiala** commented on piloting a couple of months and kind of working the kinks out. Fiala emphasized the zoning position and now code enforcement (referring to tonight’s resignation of Michael Maring) is really needed as people will be here tomorrow night at 4:30 p.m. anticipating having someone at the Yankee Springs office. F. Fiala commented that we should be able to get by for a couple of months, and then reconvene.

**Sandy Marcukaitis** inquired as to what forms would be used. Yankee Spring’s or PCI’s?

**Tom Thompson** commented on having a one year contract, but could have a contract on doing the work on an interim basis.

**Shane Vandenberg** commented that he feels it should be a year contract. He doesn’t think 45 days or two (2) months is time enough to get a clear understanding of what this company (PCI) can do for YS – especially going into winter (slower time). Vandenberg felt that after a year the township could then make a decision.

**A. Jansma** commented on having a contract rather than agreeing with a handshake.

**Tom Thompson** commented on using the YS Fee schedule for 60 days, giving a contract for view tonight, and having YS legal counsel sign it.

**Alice Jansma** commented on working on the fee structure/schedule. L. Knowles, former Zoning Administrator, and Sandy Marcukaitis, Zoning Assistant, worked on this approximately two years ago trying to get the fee schedule up-to-date.

Motion by Englerth with support from Vandenberg to have Englerth and Jansma with T. Thompson of PCI put together a letter of understanding for a period of up to 90 days (for PCI’s service) with the board authorizing Englerth and Jansma to move forward on this, sign the agreement with PCI and have it done (letter of understanding in place) within the next 48 hours to serve YS constituents. ROLL CALL VOTE: Vandenberg: Yes, Englerth: Yes, Jansma: Yes, Lippert: Absent. Yes: 3, No: 0, Absent: 1. MOTION CARRIED.

**MOTION FOR**  
**TEMPORARY**  
**ASSIGNMENT OF**  
**ZONING**  
**ADMINISTRATOR**  
**DUTIES**

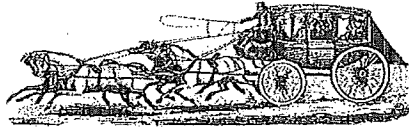
**ADJOURNMENT:**

**ADJOURNMENT**

Motion by Englerth with support from Vandenberg to adjourn at 7:27 p.m. Approved by all. MOTION CARRIED.

Respectfully submitted:  
 Deb Mousseau  
 Recording Secretary 11/20/17

Date: \_\_\_\_\_  
 Approved: Dec. 14, 2017 by YST Board of Trustees  
 Janice C. Lippert, Township Clerk



## **Yankee Springs Township**

284 N. BRIGGS ROAD- MIDDLEVILLE, MICHIGAN 49333  
269-795-9091 / FAX 269-795-2388

November 21, 2017

90 Day Letter of Understanding between Yankee Springs Township and PCI  
(Professional Code Inspectors).

PCI will provide zoning administration functions to Yankee Springs Township for a  
period of 90 days, using the fee structure presently in place. See attached.

Service will be reviewed and evaluated prior to February 1, 2018, so that a  
decision on a yearly contract can be made at the February 8, 2018, Regular  
Yankee Springs Township Board Meeting.

Mark W Englerth 11-21-2017

Mark Englerth – Yankee Springs Township Supervisor

Alice Jansma 11-21-2017

Alice Jansma – Yankee Springs Township Treasurer

Professional Code Inspections of MI, Inc.

Thomas Thompson 11-22-17

Thomas Thompson - President

NOTE:  
ATTACHED TO  
MINUTES OF  
11.20.17 /JL