

CASCO TOWNSHIP
MINUTES, REGULAR MEETING
MONDAY, FEBRUARY 18, 2019 AT 7:00PM

Approved 3/18/2019

Call to Order: Overhiser called meeting to order at 7:00pm and led in the Pledge of Allegiance.

Present: Overhiser, Winfrey, Macyauski, Brenner and 7 other interested citizens.

Absent: Judy Graff because of sickness

PUBLIC COMMENT:

Bob Sherwood mentioned that a young elementary student didn't stand for the Pledge of Allegiance at his school and he was arrested by an officer that was there. Bob felt that the kid had every right to do that.

Bob Sherwood mentioned the fact that Allendale is worried about their water. Bob asked if we know what our soil consists of?

Allan responded that we typically don't know other than Miami Park has glacial pools. South Haven Township needed the water and Casco needed the sewer. We don't compare to Allendale's size. The Township well pumps about 600 gal. a minute and then across the street in Miami Park pumps a lot less.

Reports:

Police Report:

Kurt was present to give his report of statistics of 61 calls and he made 21% of those and 20 traffic stops, he was on vacation last month, so his own stats are down. He is still doing property checks, there haven't been any issues, he did get a call from a family member that had gone by their relatives home and they saw footprints all around the house and wanted him to be aware of it, he told them that they were his footprints.

He did mention that if you have a fire hydrant in front of your house to please keep the hydrant clear of snow, etc. Kurt said he recently watched a video that showed a fireman having to dig out around the fire hydrant and it took him 6 minutes to get to the hydrant, that time is crucial when there is a fire.

The new police car will be available this week Thursday.

Rental Update:

Allan mentioned that they met with Kurt earlier and dealt with several issues which are on Kathy's report.

Kathy Stanton gave a report as follows:

Letters to Registered Rental Owners have been sent out and we've received 14 registrations back. We've received a few calls with questions, only one questioning the increase in the Registration fee.

We are in the process to doing a review of green emergency address signs. So far there is an 80% compliance rate with about half of the rentals checked. We will complete the review as soon as possible, weather permitting.

Inspections are priority now that the letters have been sent. We will be scheduling those beginning this week.

Host Compliance:

We have a meeting scheduled with Host Compliance on Wednesday to discuss the issues with Hotline calls.

We have learned that there is a single number that they use to call emergency contacts. That means we can ask all emergency contacts to add that number to their contacts. That way we can expect them to answer if they receive a call from Host Compliance. Kathy will build an email mailing list of the emergency contacts so we can communicate directly to them about this.

This meeting is to continue discussing what the Hotline Response is and what we can and will expect. We will run tests' so we know exactly how it is working – different types of calls at different times.

- Noise
- Trespassing
- Trash
- Public drinking or smoking marijuana

Complaints – legal clarification

We've had some situations that led us to question who could or couldn't be held responsible for situations and when a citation can be issued or not. We spoke to Deputy Kurt Katje and Ron Bultje about who can be held accountable in various situations.

What we learned:

- When a renter is **off the rental property** and commits a criminal offense such as trespassing, drinking or smoking marijuana in public, assault, etc. the police should be called and the perpetrator held responsible. The property owner is not responsible and cannot be charged with a violation.

The township can help facilitate communication and efforts as we can

- **A noise violation** at the rental property has two parts. If there is a noise issue and the neighbor want's the noise stopped, they should:
 - Call 911 – the renter can be cited with a violation of the noise ordinance if the situation calls for it.
 - Call the hotline. The hotline will call the emergency contact and text our Compliance Administrator. They will take action to stop the noise. If the emergency contact does not answer/respond and stop the noise, the property owner can be charged with a violation for not responding.
 - If the rental contact is called but the noise continues beyond a reasonable time, the owner can be cited with a noise violation.
 - Make both calls, particularly if 911 can't send a car right away.
- The only **trash** issue covered by the Short-Term Rental Regulatory Ordinance is the number of trash cans required. There are no rules in Casco Township regarding when a trash can can or can't be out by the road. Trash is not a criminal issue so any complaint regarding trash should go to Host Compliance (call the hotline).

- Trash calls will not be dealt with as emergency calls, but will be handled as soon as possible, usually the next day.
- Not having enough trash receptacles can be cited as a violation, so please report rentals that you don't believe have enough receptacles.
- Receptacles by the road will be handled as a courtesy, even though it is not a violation; we will call the property contact and ask them to take care of the receptacles.
- Loose trash from a receptacle that animals have gotten into or that wind blew around will be handled with a courtesy call to the contact.
- A **parked car** can only be cited if they are illegally parked. The same rules apply to renters, home owners, and owner's guests.
 - Within subdivisions, cars should be parked far enough off the road that all tires are off the roadway. Where that is not possible due to drainage ditches or other obstacles, parking must allow a fire truck or other emergency vehicles to pass.
 - If rental property guests are only parking on the street and not in designated parking on the property, we can make a courtesy call and ask that they use the designated parking, however, if they are legally parked, there is no violation and we cannot make them move.

Allan had asked Kurt to see if he could find any information about profanity. Kurt said he found something that was way, way back where you couldn't swear in front of children, but this was so far out that the prosecutors and the judges don't like these unless it is a direct threat. If they are doing it on a road, that can become disorderly conduct but on private property he couldn't find anything on this.

Cheri mentioned for Kurt that her husband got a call from Medicare wanting some of our information, he hung up and immediately called Medicare and they told him it was a scam and they gave him a number to call if he gets this call again.

Clerk:

Cheri presented minutes of Special Meeting of January 7, 2019, and February 8, 2019 Special Meeting. Lu made motion to approve the **January 7, 2019** Special Meeting minutes. Paul supported.

Paul made motion to approve the February 8, 2019 Special Meeting minutes. Lu supported. All votes in favor. Motion carried.

Cheri made motion to amend the budget with new accounts and accounts that were left out in the new chart of accounts.

Rental:

101-401-802 Legal Fees

101-401-901 Rental Advertising

Building Dept.

This is a new account to accommodate the new Road Committee wages.

101-265-704.10 Road Committee Wages

Supervisor:

This is a new account also.

101-171-704 Supervisor Clerical \$1,000.00

Allan explained with Ruth leaving he may need some extra help.

Paul supported. All votes in favor. Motion carried.

The BS&A software will go live Monday, March 11, 2019, then two weeks of training with, general ledger, payroll, etc. It has been a lot of work getting everything ready to switch over.

We have the May 7, 2019 election coming up, the County is consolidating townships that don't have a lot of voters, we were supposed to consolidate with Ganges because we have very few Fennville school registered voters. but because we have the Police renewal on our ballot along with Fennville school we have to hold our own election by ourselves.

Treasurer:

The balances as of January 31, 2019 are as followed:

General Fund	Balance	\$528,172.78
Parks Fund	Balance	\$ 47,468.50
Senior Services Fund	Balance	\$ 45,842.03
Fire Dept, Fund	Balance	\$231,091.49
Road Fund	Balance	\$239,380.82
Police Fund	Balance	\$ 79,867.69
Cemetery Fund	Balance	\$105,718.26
Collected Tax Acct	Balance	\$959,862.22
102 nd Ave.	Balance	\$ 41,172.03
Beach Drive	Balance	\$ 99,248.23
Lakeview Paving	Balance	\$ 43,215.89
Lakeview Sewer	Balance	\$ 7,210.06
Lakeview Water	Balance	\$ 504.03
Pacific Sewer	Balance	\$ 6,855.50
Pacific Water	Balance	\$ 23,162.48
Orchard Sewer	Balance	\$ 24,024.91

Lu made a motion to approve the following:

General Fund	Orders #25396-25441	in the amount of	\$ 35,933.32
Collected Tax	Orders#3493-3514	in the amount of	\$820,770.07
Parks Fund	Orders#1142-1152	in the amount of	\$ 697.87
Seniors Fund	Orders#722-723	in the amount of	\$ 186.78
Police Fund	Orders#242-246	in the amount of	\$ 8,443.58
Fire Fund	Orders#3967	in the amount of	\$117,942.00
Road Fund	Orders#1136	in the amount of	\$229,467.70

Cheri supported bills in the amount of \$1,213,441.32.

All votes in favor. Motion carried.

Lu said that the township now has a debit card, Kathy knows where it is, she hasn't told Cheri yet. It is locked in the vault.

Library:

Bob Sherwood said that when the Library Board made the budget, they wanted to develop an Oral History Project, it is one of the areas that has been neglected. It is important to get Oral History information put on tape, recorded, this will be initiated in the Spring. Hopefully some of Casco's people can get involved with that.

Also, this year on the agenda, was to develop a community garden, this will be located up on the hill just behind the Library. This is a fairly good size of land, the library owns it, it has never been developed, the piece gets a fairly amount of sun which is good for a vegetable garden. They want to kick this off in the spring. The library received from Allegan County Foundation for a proposed project, your town grant. The library is going to put their idea into this, everybody can help out in the Fennville District Library. You can help out, by voting once a day, by going into the Allegan Foundation it is [wwwAlleganfoundation.org](http://www.Alleganfoundation.org), click to vote, pick the Fennville area, then find Community Garden, they will ask for your zip code and email address. You can vote every day, this goes through March 31, 2019, the recipient will win \$1,000.

ZBA:

Paul said he missed the meeting, there was a venue on 62nd St. that wants to do weddings, etc. they needed a variance of 17ft. this was approved.

SHAWSA: No meeting because of the weather.

SHAES:

We have a renewal that is on the agenda under New Business.

Allan announced that on March 25, 2019 at 6:00pm there is a meeting with Road Commission at the Township Hall, to talk about the structures at the end of the bluff and any other concerns citizens may have.

OLD BUSINESS:

- Road Recommendations

The Road Committee met twice and approved the work for this year.

The balance carried in from 2018	\$195,114.00
2018 Winter taxes	\$ 40,000.00
County Cost Share	<u>\$ 20,000.00</u>
Total available	\$ 755,114.00

Recommended Roads to pave in 2019

107 th from 64 th to 66 th	\$245000.00
107 th from 62 nd to 64 th	<u>\$245,000.00</u>
Total Paving	\$450,000.00
Dust Layer	\$44,000.00
Mowing	\$ 6,000.00
Reseal and Fog coat	
Baseline(60 th – 64 th)	\$52,000.00
68 th St.(103 rd – 104 th)	\$13,000.00
70 th St (107 th – 109 th)	\$26,000.00
Gravel 21AA 101 st (Blue Star to 74 th)	\$10,000.00

Crack Seal	
111 th (64 th to 68 th)	\$13,000.00
64 th (109 th to town line)	\$ 9,800.00
Miami Park Road drainage improvement	<u>\$50,000.00</u>
Total	\$802,000.00

Paul made motion to approve the schedule for roads this year. Lu supported.
Allan said that we have the quote from Southwestern Michigan Dust Control, Inc.
\$14,500.00 per application just under \$44,000.00. Allan recommends that we go with SMDC for the
dust control, they are good to work with, when we need them they accommodate us.
Allan made motion for the township to accept SMDC quote for dust layers 2019. Lu supported.
All votes in favor. Motion Carried.

- Off Road Vehicles

Last month Allan gave the township a list of things that we need to do and one was to meet with the
Road Commission, they are going to put this on their agenda for their next meeting, which is next week,
to talk about our request. He said they have not been very favorable to these requests in the past, but
that doesn't necessarily mean anything, in our case we are only looking at roads that go 25mph that are
inside subdivisions. This is step number one.

- Rental Ordinances Changes

We have a copy of the Rental Ordinance Changes, the changes are as follow:

1. Rental definition will read-Rent or Rental – The permission, provision, or offering of possession
or occupancy of a Single-Family Dwelling with some type of remuneration paid to the Owner for
a period of time by a person who is not the Owner, pursuant to a written or verbal agreement.
2. Zoning Administrator – Shall include the Zoning Administrator designated under the Casco
Township Zoning Ordinance, or such other person designated by the Township Board.
3. Short-Term Rentals or bed and breakfast establishments. A Single-Family Dwelling used as a
Short-Term Rental after May 15 of any year shall not thereafter be used as a bed and breakfast
establishment before September 15 of last year. Likewise, a Single-Family Dwelling used as a
bed and breakfast establishment after May 15 of any year shall not thereafter be used as a
Short-Term Rental before September 15 of that year. In no event shall a Single-Family Dwelling
be used as a Short-Term Rental and as a bed and breakfast establishment at the same time.

There is going to be a public meeting Tuesday, February 26, 2019 at 6:00pm to hear comments on this
and the last meeting we set it, which has to be published 15 days after the meeting, but because of the
weather it did not get published.

- Rental Regulatory Compliance Officer

The selection committee met twice, advertised the job posting in the Herald Palladium, Holland Sentinel
(which includes 38 online advertising boards), Allegan paper, Commercial Record, & the South Haven
Tribune. The township received a response from one person that was interested but backed out when
Allan contacted him and Paul Macyauski has been interested in this position from the beginning.

After the committee met and had made the decision to hire Paul someone else contacted the township
with some interest in the position. Allan said they sent the interested person a letter saying that
someone had already been selected but thanked them for responding.

The committee met and recommended Paul to fill this position. Paul would be getting a monthly salary of \$650.00 a month. Paul has already been doing the work, checking for green signs etc. so this salary is effective 2.1.19.

Allan made motion to hire Paul for the Rental Regulatory Compliance Officer position.

Cheri supported.

Roll call vote: Cheri, yes, Allan, yes, Lu, yes.

Yahs: 3 yes.

Nays: 0 (Judy absent)

- Voting Tabulator Quote

For the second tabulator for the absentee ballots Cheri received a quote from Governmental Business Systems in the amount of \$5,295.00. This will be just for absentee ballots because of Proposal 3 we will be getting alot more absentee ballots we will have an Absent Voters Counting Board they will be doing only the AV ballots, the other ballots will be done on the other tabulator.

Lu made motion to approve the quote for \$5,295.00 for the new tabulator for AV ballots only. Paul supported. All votes in favor. Motion Carried.

NEW BUSINESS

- FOIA hourly rates from \$13.00 per hr to \$15.00 per hr.

The recommendation to move the FOIA hrly rate of \$13.00 is probably 13 years old, according to Allan, to \$15.00 per hr.

Lu made motion to approve the FOIA hourly increase to \$15.00 per hr from \$13.00. Paul supported. All votes in favor. Motion Carried.

- Park & Recreation Committee Appointment

David Griessel has agreed to fill the vacant spot on the Park & Rec Committee. David is a fire fighter and an EMT, he moved into the area about 3 years ago. The committee thought he would be a great asset being on the board. David is also an electrical contractor, maybe some practical experience will come in handy.

Allan recommended that we appoint David Griessel to the Park & Recreation Committee. Cheri supported. All votes in favor. Motion carried.

- Lake Michigan College requesting for us to collect 2019 summer taxes.

Lake Michigan College has requested the Township to collect 2019 summer taxes at the same terms as last year.

Lu made motion to approve collecting 2019 summer taxes for Lake Michigan College at the same rate. Paul supported.

Roll Call Vote: Paul, yes, Cheri, yes, Allan, yes, Lu, yes.

Yays: 4

Nays: 0 (Judy Graff absent)

- Resolution Approving a Renewal for SHAES for a term of 25 years.

This is a renewal for a term of 25 years, we have worked well together, Allan read the summary from the South Have Fire Department;

South Haven Fire Department was instituted as a full-time city department in 1888. The Van Buren County Sheriff Department operated the EMS until 1973, when South Haven Township took responsibility for it. Then, from 1979 until 1982, South Have Township and the City of South Haven shared operations of the EMS. The city officially assumed sole management of the EMS in 1082. Full-time firefighters were cross trained as EMT (emergency medical technician) specialists. The City provided fire and EMS services on a contractual basis beyond the city limits to South Haven Township and the western half of Geneva Township in Van Buren County. EMS was provided to all of Casco Township and fire services was provided to Casco Township along the Lake Michigan shoreline in Allegan County.

In 1994, the city was seriously considering terminating the EMS due to failing reimbursements from Medicare and Medicaid which required heavy government subsidy for the ambulance operation to break even. The City also had issues with the City's fire division. The city has a extremely tight budget at the time and fire equipment replacement competed directly with all other city departments for funding. A taskforce of residents had officials from each of the four local governments began meeting in an attempt to resolve the EMS issue. The groups first move was to hire a consultant to study the situation. After weighing all options, the consultant report recommended that an "emergency services authority" be established under the auspices of 1967 PA 7, the Urban Cooperation Act. At that time, there were no existing examples of fire and ambulance service under the ACT. The Joint Emergency Services Agreement creating South Haven Area Emergency Services (SHAES) Authority was approved on October 17, 1995. The Authority consist of the City of South Haven and Townships of Casco, Geneva, and South Haven. Funding of the Authority as based on taxable values for fire coverage and population for ambulance coverage. The Authority joined South Haven Fire Department and Casco Township Fire Department into a single department and coverage area was increased to include all of Geneva Township. SHAES has been a huge success and has raised the bar for regional cooperation. Highlights of SHAES accomplishments over the last 23 years of the agreement, upgrading EMS to Advanced Life Support level with fulltime paramedics, building a fire station in Geneva Township and combining two aging fire stations in Casco Township into a new centrally located one. SHAES continues to receive several requests each year from fire departments and communities across the state inquiring on the formula to share cost on a consistent basis between life and property.

Allan read the Resolution, which will be part of these minutes.

Lu made motion to approve the resolution for Renewal with SHAES for a term of 25 years.

Cheri supported.

Roll call vote: Lu, yes, Allan, yes, Cheri, yes, Paul, yes.

Yays: 4

Nays: 0 (Judy Graff absent)

- Poverty Guidelines for the Board of Review

Allan gave each board member a copy of Federal Poverty Guidelines Used in Determination of Poverty Exemptions for 2019.

Size of family unity

1	\$12,140
2	\$14,600
3	\$20,780
4	\$25,100
5	\$29,420

6	\$33,740
7	\$38,060
8	\$42,380

Allan said he would like to double this because of health issues, families struggling to pay taxes. Because of medical bills we have been able to assess the situation, we don't do it very often, we get very few of these, but it is a great assistance from time to time.

Allan's motion is to approve these guidelines to be able to double these if the Board of Review needs to assess the situation.

The applicant has to also pass an asset study.

Paul made motion to approve the guideline with the ability to double. Cheri supported.

All votes in favor. Motion Carried.

PUBLIC COMMENT

Valerie Baas in quired about the meeting March 25, 2019 at Miami Park if the road commission is going to talk about special assessments?

Allan answered not at this time. The initial discussion has been road improvement drainage, and he doesn't know if that is going to include a county drain or whatever. Primarily the discussion has been at the bluff and trying to get water away from the bluff, either going down the bluff or going away from the bluff. It is not impossible, but the focus is going to be about the road drainage.

Allan mentioned that he got a request from a couple wanting to buy some lots that the Township owns in Scottsonia. The Township still owns about 10 lots in Scotttsonia, this individual was interested in what we do own in there. Michael Freyer is the individual that is interested to buy whatever is left in there.

Bill Chambers asked why don't we put these up on the auction?

Allan explained that if the township sells them, we can require the purchaser to combined them and never sell them as individual parcels.

Paul asked if you can put them up for bids?

Bill Chambers said he still doesn't understand why these lots would go into adverse possession for taxes. This gives the township the non-transparency of a double deal that we have talked about before.

Allan answered that the reality is, we haven't taken any back for a number of years, this was done way before us. They originally went to the State of Michigan, then they came back to the township from the State of Michigan. We didn't try to trump the sale, we simply got them back from the State of Michigan. We get them offered to the township, but there is no reason for us to do this anymore, we did it because people would buy them at that sale, and then get on some Real Estate website and start selling them separately on line. Individuals thought they were buying something really great in South Haven and they were nothing but junk.

Bill Chambers said let me ask in a different way. How many families own property that borders these property's? Have they been offered or are they aware these property' are for sale? He says that is the

angle that you need to look at. If you have sent letters to all these people and they said no then that's a different story. Or let's do this sale as quick as you can be.

Paul said how much trouble is it to send a notice to the neighboring property owners?

Allan said it wouldn't be much trouble.

Bill Chambers said then it is all done above board everyone got a shot at it.

What we have done before we did a closed bid.

In Black River Park we went out for bids, some individuals won the bids. The lots that were left we went to edging property owners and asked if they were interested in purchasing the lots at the same price, some said yes, some said no.

Lu said nobody really wants this property.

Allan said we aren't taking lots back from the county anymore.

Allan mentioned that from time to time we get questions about emergencies that might happen with water and sewer, water mains breaking and things like that, he would like to remind everybody that you can go on the City website and sign up for you to receive email notices which might be helpful if you have city water and sewer.

Paul mentioned that he noticed that there use to be a sign that said 102nd Ave. and now there is a sign there that says Beach View. Allan said he isn't aware of that.

Bill Chambers said that Beach View is the designated name of 1928.

Lu made motion to adjourn. Paul supported.

Meeting adjourned at 8:37pm

Minutes Respectively Submitted by
Cheryl Brenner, Clerk