

CASCO TOWNSHIP BOARD OF TRUSTEES  
MINUTES, REGULAR MEETING  
MONDAY, APRIL 15, 2019 @ 7:00PM

Approved 5/20/19

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

Present: Overhiser, Brenner, Winfrey, Macyauski, Graff, Judge Bakker, Sheriff Baker, Linda Teeter, Avery Rose, Deputy Kurt Katje and 18 other interested citizens.

Absent: None

Allan explained that the Allegan County Legal Assistance Center which has been in operation since 2012, we have Judge Bakker, Sheriff Baker, Linda Teeter and Avery Rose from Probate Court present tonight.

**Judge Bakker** introduced herself and talked about the non-profit organization, Allegan County Legal Assistance Center which provides and supports committed volunteers to educate litigants with the appropriate legal processes and procedures, they offer access to proper tools, and assist with paperwork, thereby, more effectively accomplishing justice for all. What they have found out that there are a lot of people that can't even get in the court house because of finances. They assist people in a variety of issues, such as custody cases, adoption, divorce, personal protection, child support, civil orders and motions, guardianship, parenting time, landlord-tenant custody, small claims, court-fee waivers, paternity, judgement collection, and more. She further said that all services are free with the **Allegan County Legal Assistance Center**, patrons may be charged fees for materials.

Office Hours-

Walk-Ins Welcome – No Appointment Offered

Monday thru Thursday 8:30am to 5:00pm

269-686-5221

**Sheriff Frank Baker** explained that he works in the criminal aspect, when it is a criminal charge they get a court appointed attorney. When law enforcement is involved they become social workers, etc. other than just criminal. When People call the police it might be a landlord tenant issue, any type of civil matter the police get involved. They can't give legal advice in the past they haven't had a resource to send people to for help. ACLAC gives them the resources they need to help someone that can't afford to get legal help. The ACLAC operates with a \$60,000.00 budget per year, they can always use volunteers or anything that can help the program survive.

**Avery Rose** works in the Probate Court he is the court administrator and he operates the clerk's office out of Probate Court. Avery said that the quality of violence from self representatives has increased dramatically with the help of the legal assistance center, they work together as partners, and the probate court handles decess estates and guardianships and conservators for adults and minors. A tragedy usually is the reason it comes to the probate court, the death of a spouse, a child, a parent. Another good thing that the legal assistance does with us it provides the emotional aspect and to guide someone through the legal system.

Allan asked Linda Teeter how ACLAC is funded? Linda said thru United Way, Allegan County Foundation, Fund raisers, they just received a small grant from Consumers Power, the County provides a space for them in the County Building.

Allan stated that you might be interested in getting some help thru the township? Linda said that would be a possibility, she is going to Saugatuck Township next week. Allan said that we are starting to work on our budget.

There was discussion on how to get this out to the public.

**PUBLIC COMMENT:** None

Reports:

Police-

Deputy Kurt Katje reported that there were 55 calls in Casco Township last month, he took 31% of those calls. He did 59 traffic stops, he gave out a lot of verbal warnings. He asked that if a gated community changed their gate code, to please notify him, if there is an emergency and he can't get into the community, then there isn't anything he can do for you.

Rental Update-

Rental Report April 15, 2019

**88 Registered Rentals:** We have received and processed registrations for 86 Short-Term Rentals. We have received 2 more since the first 2019 list was uploaded to the website last week.

**25 Inspections:** Completed by Paul and SHAES; and corrective actions for those completed or in process. The most common issue is the need to add GFI outlets or additional smoke/carbon monoxide detectors.

**Emergency Contact email:** Sent to all emergency contacts notifying them that as an emergency contact, they need to add the Host Compliance and STR Compliance Administrators's phone numbers to their contacts to their contacts so they will they will recognize the numbers if they receive a complaint call.

**Host Compliance:** We are continuing to work with Host Compliance to refine the process we are using to track rentals, identify unregistered rentals, and are testing the hot line call process. We are making good progress and have new contacts there that we are working with. We will have completed our hotline testing within the next two weeks.

**First Warning Letters:** We will have a revised list of unregistered rentals (being advertised) tomorrow am. After we review and finalize the list, which is about 18, HC will send warning letters. We supplied them new letters for the 2019 season.

**Complaint Calls:** 3 complaint calls since the last Board Meeting. Two were about a trash can being left out on North Shore Drive, and the 3<sup>rd</sup> about trash on the ground at the same location. The callers believe there is a rule that trash receptacles be taken in within 24 hours of trash pickup. That is not true in Casco, however, the owner was called and we learned they are having trouble with the service provider. The can was out for them to come back and pick up the trash. Kathy Stanton provided the report and Paul gave the report.

Clerk:

Cheri presented the minutes of the regular meeting on 3/18/19.

Judy made the motion to approve the 3/18/19 minutes. Lu supported. All votes in favor. Motion Carried.

Cheri presented a list of accounts to be amended, the year end is coming up, with the transition with the new software it has been a little difficult, but she feels she has it nailed down-

General Account

Board of Review

101-247-709	FICA-Medicare Bd of Review	\$158.45	not budgeted
101-247-75200	Misc. supplies	\$232.14	New projector
101-247-861	Mileage B of Review	\$104.40	to Fetzer for training

Treasurer			
101-253-705	Office Assistant	\$85.50	
101-253-752	Misc. Supplies	\$498.77	Receipt books
Elections			
101-262-752	Misc. Supplies	\$51.20	
Building Dept.			
101-265-709	FICA-Medicare	\$ 149.82	Road Committee taxes
101-265-851	Postage	\$420.35	
101-265-975	Alarm System	\$ 28.00	
Inspections			
101-371-709	FICA-MEDICARE	\$108.91	Kathy's wages
Rental			
101-401-709	FICA-MEDICARE	\$ 94.91	Kathy's and Paul's
101-401-752	Misc. Supplies	\$ 35.04	
Transfer Station			
101-528-803	Refuse Hauling	\$3,829.60	
101-528-805	Rent Recycle Trailer	\$382.20	
Cemetery			
101-567-934	Cemetery equip	\$137.00	Cemetery BS&A software
Airport Authority			
101-595-709	Airport-FICA	\$ 5.73	
Planning			
101-702-752	Misc. Supplies	\$50.00	
101-702-803	Zoning Consultant	\$85.10	Williams & Works

Paul supported the amended budget. All votes in favor. Motion carried.

Beach Dr. Allan explained that the funds were collected in the previous fiscal year and that was the bank loan that is why the revenue doesn't show up on this report. We need to create a line item Appropriation of prior Fund Balance and put the amount of \$284,741.97, we got billed after the beginning of the fiscal year .

Cheri made motion to create line item Appropriation of prior Fund Balance in the amount of \$284,741.97 to increase the revenue. Paul supported. All votes in favor. Motion Carried.

Treasurer:

Balance for all accounts:

General Fund	Balance	\$640,023.91
Parks Fund	Balance	\$ 97,464.16
Senior Services Fund	Balance	\$ 90,437.22
Fire Dept. Fund	Balance	\$716,416.57
Road Fund	Balance	\$696,970.24
Police Fund	Balance	\$156,528.16
Cemetery Care Fund	Balance	\$105,585.73
Collected Tax Acct	Balance	\$ 3,967.71
102 <sup>nd</sup> Ave SAD	Balance	\$ 54,315.85
Beach Drive	Balance	\$134,574.62
Lakeview Paving	Balance	\$ 66,622.29
Lakeview Sewer	Balance	\$ 20,051.99

Lakeview Water	Balance	\$	6,471.54
Pacific Sewer	Balance	\$	15,291.04
Pacific Water	Balance	\$	37,083.40
Orchard Sewer	Balance	\$	36,030.47

Lu made motion to approve the following

General Fund	Orders#25497-25540	in the amount of	\$ 51,749.34
Collected Tax	Orders#3535-3559	in the amount of	\$1,577,132.61
Parks Fund	Orders#1162-1172	in the amount of	\$ 706.87
Seniors Fund	Orders#731-735	in the amount of	\$ 1,775.19
Police Fund	Orders#250-252	in the amount of	\$ 451.07
Road Fund	Orders#1138	in the amount of	\$ 227.93
Fire Fund	Orders#3968-3969	in the amount of	\$ 7,689.31
Cemetery Fund	Orders#1052-1053	in the amount of	\$ 974.64

Cheri Supported. All votes in favor. Motion Carried.

Parks & Recreation:

Bruce Brandon reported that the parks committee has been working on a couple projects for this Spring. 1<sup>st</sup> project - They have talked before about making a concrete sidewalk and platform for the bench, now they have a better idea of having pavers and an area for the bench and filling in the ruts from the truck with some top soil and that roughly would be about \$3,000.00.

Paul made motion to support the \$3,000.00 project. Cheri supported.

2<sup>nd</sup> project – 1<sup>st</sup> Street Beach Stairs: Neighbors in the 1<sup>st</sup> street stairs area feel that these stairs have been neglected, we have a beautiful Preserve that we are proud of, we should be proud of our 1<sup>st</sup> Street area also. An estimate of things that we would like to do at 1<sup>st</sup> Street:

Clear the tree line and brush on the north side.

Add boulders to discourage parking.

Staging area for buggies, bikes, wagons, etc. so they aren't right at the top of the stairs.

Plantings in the area that will be cleared out.

This project should not exceed \$18,000.00.

Paul made motion to support the \$18,000.00 on 1<sup>st</sup> Street. Judy supported.

The plantings would be only on the north side, pavers would be put in this area for a staging area. The neighbors preferred plantings instead of a fence.

There was discussion on putting in a camera or video surveillance.

Planning Commission:

David Campbell, chairperson, gave a report on the combined meeting held April 6, 2019 from 9:00am to 12:00noon. There are some site plan reviews that the PC has to finalize.

ZBA

Paul Macyauski said they had one applicant that was approved a 5 ft. variance for a front yard setback.

SHAES

Had a death in the fire dept. David Henry, whom had been a volunteer for many years. In addition to that they had a large downtown drill starting at 7:00am to see how much water they could move in

protecting structures in case there was a downtown fire. They utilized drafting water from the river and municipal hydrants. There were about 12 fire trucks involved from other departments, it was a pretty successful project.

#### SHAWSA

Miami Park requested that SHAWSA take over the Miami Park private sewer system. Right now it is being considered by the staff on the feasibility of taking this on. Miami park is currently doing some engineering with the system, they thought that this would be a good time to have SHAWSA take over.

Bill Chambers said that there are some points to consider whether the individual dwelling would be different with many of them would be rentals which would operate under the maximum 300 gals per day which previously stated 180 gals per day. There is something to think about that the single-family homes will be rentals.

#### Library

Bob Sherwood reported that last week was national library week, library's celebrate that in many different ways. The Fennville Library board celebrated the staff with a pizza party at noon, they brought in 6 pizzas from the Glenn Store. Everyone appreciated that for the board to show their appreciation. Also, the staff is going to get CPR training, this is something that is needed in a library. Bob also mentioned the new changes that have been made for safety and security issues.

#### Seniors Program

There was a donation by the Citizens Protecting Property Rights of \$800.00 to the Senior Program. Rachel reported on the normal social programs offered, cards, breathing clinic by Barry Donovan, knitting & crochet, exercise, they always have two luncheons a year.

#### **OLD BUSINESS:**

- Roads 107<sup>th</sup> paving bid from the Road Commission recommend to accept the low bid from Rieth-Riley Construction in the amount of \$486,698.00. We would anticipate the overhead additional engineering on that not to exceed 12% on top of that. The cost for that total project would be \$535,000.00 to \$545,000.00 for those two miles on 107<sup>th</sup>, the actual paving is \$486,698.00. Allan recommended that we approve that bid and to approve paying the invoice as we receive it. Paul supported. All votes in favor. Motion Carried.
- Marijuana Ordinance-We did approve the Establishment Marijuana Ordinance that prohibits the Sale and Consumption of Marihuana, we didn't publish that because we were concerned about the order of things. The planning commission passed theirs, so they actually had the public hearing so now since the public hearing has been held, we are now safe to pass ours. Paul made motion to support. Cheri supported.  
Roll call vote: Paul, yes, Cheri, yes, Allan, yes, Lu, yes, Judy, yes.  
Yahs: 5  
Nays: 0
- Off Road Vehicle Update: A hearing has been scheduled for May 20, 2019 at 6:30pm for a Off Road Vehicle Ordinance, it is primarily subdivisions. Allan sent notices to all of the villages, cities, townships, in Allegan County, and the Allegan County Road Commission and the Allegan County Board of Commissioners.
- Miami Park Drain Update: The Road Commission is looking at the possibility of moving the water to the county drain that goes over to the golf course, they are planning on this project for next year.

There is going to be another drain repair, Elm Creek Drain, 109<sup>th</sup> will probably be closed for repair. This is about a \$30,000 fix, the problem is between 64<sup>th</sup> and 62<sup>nd</sup> avenues.

- Scottsonia Property Bids: Allan received one bid, Cheri didn't receive any, We sent notices out to everyone west of the expressway. Allan opened the bid and it was from Michael Fryer and it read I Michael Fryer would like to make an offer of \$1,500.00 for the parcel of land known as Block 662 001-00 owned by Casco Township. 4/9/19

Paul made motion to sell the property to Michael Fryer. Lu supported.

Roll call vote: Paul, yes, Cheri, yes, Allan, yes, Lu, yes, Judy, yes. All votes in favor. Motion Carried.

Allan explained that it is not very valuable land, the township got it back many years ago.

Bill Chambers said that it was the right way to do business to send a notice to all people in 300 ft of the property.

- Police Millage Renewal Facts:

#### Police Millage Renewal Ballot Question

May 7, 2019

On May 7<sup>th</sup>, 2019 Casco Voters will be asked to renew the Township Police Millage.

In August of 2014 a .65 mill Police Millage was approved by the voters of Casco. The Township has used the millage to contract with Allegan County for a Deputy to be dedicated to Casco Township. The Deputy is on duty 40 hours per week in Casco and is responding to calls in addition to the County Deputy that is assigned to Casco and a multi-township region of the County.

The board has committed to only collect what is needed and has not collected the entire millage as approved (.65). The goal has been to fund the county contract and pay the cost of a car plus expenses thus in 2018 the board collected .45 mills. The township expense of the dedicated Casco Deputy has also been reduced by the County funding 25 percent of the total actual cost as additional patrol creates a more effective service.

In 2013 (prior to Casco having a deputy) there were 580 complaints and the number has grown to 820 complaints in 2018 (283 were handled by Casco Deputy). The call volume is up not because of significantly increased crime but primarily due to the fact that people feel more confident that their calls will be answered and issues addressed. In addition, the Township is enacting a new Blight Ordinance with the hopes of cleaning up some of the problems around Casco. The Deputy will be expected to play a significant role as the Ordinance is being administered. In addition, residents have benefited from property checks, having a direct contact to follow up on complaints and issues with law enforcement, and a resource to get their questions answered.

Finally, the Casco Deputy carries an AED with him when he is on patrol and is ready to answer calls for help, for example: on May 21, 2018 at 4:35pm, an open broadcast was sent out by Allegan Central Dispatch for a 4- ear old male not breathing/choking. Deputy Borgic (the Lee Township Deputy) and Casco Deputy Katje responded. Upon arriving, the blue lifeless child was located on the front porch of the residence in the grandmother's arms. Casco Deputy Katje took the child from the grandmother and started the Heimlich maneuver. After 4-5 abdominal thrusts, the child expelled whatever foreign object that was blocking the airway. The child along with his mother were transported to the hospital for further evaluation.

The Casco Board

Commented [CB1]: Be

**NEW BUSINESS:**

- Proposed Blight Ordinance

Allan explained that we already have a Blight Ordinance, but it is old, we wanted to renew the old Ordinance. We have had some complaints so we felt it was time to look over the old one. The Township Attorney checked it out and prepared the new ordinance.

Judy made motion to approve the Blight Ordinance with changes. Lu supported.

Allan asked if the board had any thing to discuss concerning this Ordinance. There were none. The public was asked if they had any questions, and there were none.

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

Yahs: 5

Nays: 0

- Host Compliance Quote:

The Host Compliance Quote for 2019-the amount is a little down from last year. Allan recommended that we actually sit on the 2019 contract amount until we actually get the testing completed.

The board all agreed with the recommendation.

- Master Plan Review Process:

We have had a long discussion about the review coming up and the survey was talked about a lot at the Saturday meeting. It was discussed that the board be engaged with this process with suggestions with survey. We come with history, different commitments that we have, to identify with the legacy issues that we have. The planning commission will be working on this soon. Allan mentioned to Judy that if there is something that she doesn't understand what we want, to be sure to ask us.

- Full Moon Publication Advertising Possibility:

We possibly may advertise with them if we have something to get out to the public sometime.

- Wage Increase Resolution 041519-3: **Supervisor 2.4%Wage**

Judy made motion to approve Supervisor increase. Paul supported

Roll call: Paul, yes, Cheri, yes, Lu, yes, Judy, yes.

Wage increase Resolution 041519-4: **Clerk 2.4%**

Allan made motion to approve Clerks increase. Paul supported.

Roll Call Vote: Paul, yes, Allan, yes, Lu, yes, Judy, yes

Wage increase Resolution 041519-5: **Treasurer 2.4%**

Paul made motion to approve Treasurers increase. Judy supported.

Roll Call vote: Paul, yes, Cheri, yes, Allan, yes, Judy, yes.

Wage Increase Resolution 041519-7: **Trustee 2.4% (Paul)**

Lu made motion to approve trustee Pauls' wage increase. Allan supported.

Roll Call Vote: Cheri, yes, Allan, yes, Lu, yes, Judy, yes

Wage Increase Resolution 041519-6: **Trustee-2.4% (Judy)**

Lu made motion to approve trustee Judys' wage increase. Paul supported.

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

- A draft budget will be presented at the May meeting for 2019/2020.

- Michigan Township Services:

For MTS be the code enforcement for the township we have to approve their fee schedule.

Code Enforcement Fee Schedule

Blight Ordinance - \$50/hr

Any other police power/stand alone ordinance requiring code enforcement - \$50/hr.

Billed ¼ hr. increments

Billing includes but not limited to: driving time (not mileage). Letter writing, phone calls, mailing, ticket writing, court appearances, etc.

Michigan Township Services – Allegan, Inc.

111 Grand Street

Allegan, Mi 49010 (1-800-626-5964)

Allan made motion to contract with Michigan Township Services to be code enforcement for the blight ordinance. Lu supported. We do anticipate using Kurt on this project possibly to pass on some of the issues when necessary. All votes in favor. Motion Carried.

Lu made motion to adjourn. Judy supported.

Meeting adjourned at 9:45pm.