

CASCO TOWNSHIP BOARD OF TRUSTEES  
MINUTES, REGULAR MEETING  
MONDAY, SEPTEMBER 17, 2018 @ 7:00PM

Approved 10/15/18

CALL TO ORDER: Allan called meeting to order at 7:00pm and led in the Pledge of Allegiance.

Present: Overhiser, Macyauski, Graff, Brenner, Winfrey, and 14 other interested people.

Absent: None

Allan thanked everyone for coming to the meeting.

PUBLIC COMMENT:

John Barkley, 646 Waters Edge, said he is looking forward to hearing the STR Report, so he can get a better understanding of what's reported to Host Compliance, etc. His property borders Miami Park and it just doesn't sound like the noise isn't getting any better.

Allan said he has Kathy's report and we feel that by the end of October we will have a wrap up of the entire year. We have a commitment to review the STR by November per the ordinance.

Judy said, considering that report, she would like to see a spread sheet verses a lot of verbiage. Allan thought that we could get an annual look of things. Primarily it is a lot of verbiage in the way the reports come in.

John Barkley agreed with Judy, that a spreadsheet would show month by month the activity. Allan stated that the hardest thing was the number of people in the homes, part of that problem is because we started late, a lot of the places had already booked for the season. So now for next year there shouldn't be any excuses.

Scott Marks, 744 Hayes Dr., thanked Allan and Kathy for meeting with him to go thru some of the issues from last meeting, he feels they covered some good grounds. But in the end I still have questions about those areas that I sighted, he said last night he went around to all of those that he reported last month, and nothing has changed. Allan asked if it was signs and stickers? The Country Place B & B still doesn't have a resident that stays there, you said that you had talked to them and they were going to put someone there. Scott said that the last time he looked they still are not registered with the State, nor do they have a STR sticker or aren't registered as a rental, now they have the property up for sale.

The Country Place Bed & Breakfast, Allan explained that we have been back and forth with our Zoning Administrator with the status of that. Because it is a Bed & Breakfast they are allowed to do that, she is not sure if the verification of a on staff person there or not. That would be one of the qualifications for a B&B.

Scott said that he doesn't believe car salesman either.

Scott said he spoke to Patrick Brown and he is still having problems with the renter across the street from him, he has complained three times since the last meeting. He complains that people park on Columbine to walk to 1<sup>st</sup> Street beach.

Scott mentioned the one homestead that he has mentioned before, 95 N. Shore Dr., he is curious of what the outcome of that is. Allan explained that we are at limbo with the State Treasury, we can follow up with our assessor and have that checked into.

Bill Case, Columbine, there was a water outage and he experienced bad communication with the City over it. There was a mix up on the information whether you were to boil water or not. He feels there is not an emergency back up when things like this happen.

Allan discussed the issue of how to get the information out to the public on what to do when things like this happen. Maybe something sent out with the water bills, etc. Maybe we could put the information on our website.

Bill also said he has a thank you to SHAES the Emergency Respond Team, his wives heart stopped beating, he started CPR on her, they were there in 2 minutes and took over, they used their new compression machine, they saved her life and here she sits, (everyone clapped in the room.)

Bill said he couldn't say enough about the EMT's, what a great team they are.

#### **Reports:**

- STR Report

Allan read Kathy's Report

#### **Registrations**

- 107 registered properties
- List of registrations on the website will be updated tomorrow with the latest list
- All known rental properties are either registered or have violations that have been issued. Since the goal is compliance, those who responded to their citation and stepped up and registered had their citation voided.
- All septic inspection certificates have been submitted except a few we know from the county that have had their inspections – just need a copy of the certificate.
- South Haven Area Emergency Services is caught up on green signs so we are now pursuing violations against anyone who doesn't have theirs. The red stickers are on the bottom of the list of priorities right now, so we are not making sure that rentals have those at this time.
- We are working on additional inspections in September and October – starting with 12 and adding more once those are set up. We will be contacting the primary contacts to schedule times. Most inspections will take between a half hour and an hour – with larger homes with multiple stories taking longer.

The inspections check for consistency between ads and the actual space when it comes to bedrooms, bathrooms, egress requirements, smoke detectors, carbon monoxide detectors, and any other safety issues they might see.

- We have a number of rentals in the ads that are In the AG zone or who are operating as B&Bs that aren't required to register. There are a couple unregistered properties that

have been handed over to Alfred to be checked out. One is a camper where there is a question about legally renting and another where the owner is wanting to make sure her B&B status is legal.

### **Complaints:**

There have been 7 hotline calls since last month's meeting.

One was a general question about maximum number of residents, but we couldn't make contact with the caller because they left an incomplete phone number.

Four calls were related to noise. Three were called in before 10:00pm and one after.

One call before 10:00 appeared to be related to young children playing at the home next door. Another of the earlier calls was forwarded to Allan, Paul, and Kathy. Paul was at the site within 12 minutes of the call and could not find any noise or partying at all. All of Miami Park was quiet.

Two calls were about a condo property. One about it not being registered. It actually is registered. The other call was about the property being advertised as a two bedroom and the caller knows it's a one bedroom, so this has been added to the inspection list.

In general, we are clearing up loose ends and taking a look at what we have learned from the year and how we can change things for next year.

Judy asked how the meeting with Host Compliance went?

Allan responded that they met right after the last meeting, Paul asked to be on the list because he wants to take these calls. Paul said that last Wednesday he took a call at 9:48pm he was listening to the complainer in Miami Park, he didn't even finish listening, he was sure he was going to find a party. He rolled the window down and told the tree frogs to shut up so he could hear. He got there at 10:01pm, the house that was complained about had three cars in the driveway, there was nobody outdoors, he spent 15 min. driving around Miami Park and it was just quiet.

No one called the owner. Host Compliance can't tell the difference between dr. rd., court, or street.

He has all the renters in his phone, so he knows where he is.

Paul asked if someone is noisy you should call Host Compliance, then call police.

Judy asked again how was the meeting with Host Compliance were problems solved? If someone calls in and they say for an example Beach Dr and it is actually Beach Street they can't find the home.

They are working on their system.

- Police

Kurt couldn't be at the meeting but he did report to Allan that there is a new scam on the telephone and it is Soc. Security calling and wanting your information. Soc. Sec. will never call anyone, so do not give out any of your personal information over the phone.

- Clerk's Report

Cheri presented the 6/18/18 Annual Meeting minutes, 6/18/18 Regular Meeting minutes, & August 20, 2018 Regular Meeting minutes for approval.

6/18/18 Regular Meeting-

Lu approved the Regular Meeting 6/18/18 minutes. Paul supported.

Judy said she wasn't absent. Cheri explained that Allan read the minutes of the 6/15/18 Special Meeting, Budget Meeting, and you were absent at that meeting.

All in favor. Motion Carried.

6/18/18 Annual Meeting minutes.

Judy made motion to approve the 6:00pm meeting. Paul supported.

All votes in favor. Motion Carried.

8/20/18 Regular Meeting minutes.

Judy made motion to approve the 8/20/18 Regular Meeting minutes. Lu supported.

Judy said page 2 correction to add Host Compliance to paragraph. Cheri responded that you didn't say that at the meeting. I played the recording several times to make sure I get what you actually said

Judy's other change is on page 6 change excoding to executing zoning ordinance.

All votes in favor. Motion Carried.

11/6/18 Election, the last day to register is October 9, 2018.

Emily FOIA we have requested 50% deposit of the charge which is almost \$4,000.00 dollars. We need to copy all of the ballots of the Nov. 2016 election, that will take three copies to do one ballot. We also need to copy the absentee applications and the return envelope of the AV ballots.

We have a Household Hazardous Waste – October 20, 2018 Saturday @ City of Otsego DWP, 243 N Farmer St. from 9:00am to 12:00noon.

I gave you a copy of a letter to

Allegan County Resource Recovery for reimbursement for our recycling

July	\$1,450.60
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August	<u>\$1,812.60</u>
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Totaling	\$3,263.20
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We will probably receive this before the next meeting.

This recycling fee appears on our tax bill

- Treasurers Report

Balances for all accounts are as follows

General Fund	Balance	\$ 592,438.20
Parks Fund	Balance	\$ 53,264.84
Senior Services Fund	Balance	\$ 58,904.83
Fire Dept. Fund	Balance	\$ 663,311.55
Road Fund	Balance	\$ 534,758.68
Police Fund	Balance	\$ 141,644.29
Cemetery Fund	Balance	\$ 105,073.89
Collected Tax Acct	Balance	\$1,344,430.20
102 <sup>nd</sup> Ave. SAD	Balance	\$ 41,154.77
Beach Drive	Balance	\$ 99,206.64
Lakeview Paving	Balance	\$ 43,197.78
Lakeview Sewer	Balance	\$ 7,207.04
Lakeview Water	Balance	\$ 503.82
Pacific Sewer	Balance	\$ 6,852.63
Pacific Water	Balance	\$ 23,152.77
Orchard Sewer	Balance	\$ 24,014.84

I make a motion to approve the following bills in the amount of \$1,137,521.59

General Fund	ORDERS#25141-2520	in the amount of	\$ 44,379.68
Collected Tax	ORDERS#3457-3464	in the amount of	\$1,084,371.11
Parks Fund	ORDERS#1080-1095	in the amount of	\$ 4,378.99
Seniors Fund	ORDERS#698-701	in the amount of	\$ 3,579.43
Police Fund	ORDERS#225-226	in the amount of	\$ 812.38

Cheri supported. Judy wanted to know where the rental expenses are on the income statement.

Cheri explained that they didn't print on the report this month and she doesn't know why, they were on there last month. We only had one and that was Kathy's wages. The actual amount is on the summary.

Judy wanted to know when this is going to be fixed. Cheri replied that it will be fixed by next month. Judy said she would like to get August's printed with the proper information on it, it is on the summary

Report, 101-401-712 is the account number.

- Parks Report

Casco Parks & Recreation Committee Report

1.The committee continues to put the final touches on the Doug Murdock memorial event. As a reminder, the event will take place October 16, 2018 at 5:30 p.m. at the township hall grounds.

2.Park attendant, Dylan, gave a summary report concerning parks operations this summer. Several residents attending the committee meeting commented that the presence of a park

attendant help cut down on many violations that occurred in the past and should be continued in the future.

3.The dog station will be installed before the October 1<sup>st</sup> date.

4.There are some trees in the preserve that are becoming a possible danger to park users. Some volunteers have offered their services this fall to take care of this situation under committee supervision. Would the township object to volunteers undertaking this project?

5.The committee has been working on a plan for the township park property in Miami Park. There have been many resident comments presented and thoughtful discussion by the committee on this subject. Attached is a motion passed by the committee. We urge the Board to consider this motion for enactment.

#### Motion Concerning Miami Park Bluff Property

##### Assumptions:

- 1.The State of Michigan owned the property for many decades prior to the purchase by Casco Township.
- 2.During that time, the state did not maintain property or provide any guidance to adjacent property owners.
- 3.During this time, property owners took it upon themselves to maintain the state property. To wit, mowing and pruning of privet type bushes.
- 4.Approximately 10 years ago, Casco Township purchased the bluff property from the state and placed it in the Casco park inventory.
- 5.Section 19 of Park Ordinance does not allow disturbing of park vegetation.
- 6.In 2015 there was an incident concerning cutting of trees on the bluff that was resolved through board action.
- 7.In 2016 signs were placed indicating park property.
- 8.The bluff is a very fragile ecosystem and should not be disturbed.
- 9.The township does not have the resources to maintain the park land west of lakeshore drive.

#### MOTION

1. The park ordinance be amended to allow very limited and specific resident maintenance of the park property west of lakeshore drive to the start vertical portion of the bluff.
2. Residents would be allowed to mow the grass and trim privet type hedges on the horizontal portion of the property to a height no lower than four feet (4 feet) in front of their respective properties. No cutting of trees will be allowed.
3. No cutting of any vegetation on the vertical face of the bluff.
4. Residents may petition the Township Board through the parks committee if they observe vegetation that is "A danger to the Community".
5. Maintenance of the property by adjacent owners does not imply any form of "adverse possession".
6. A letter shall be drafted and sent to all Miami subdivision home owners concerning this action.

Paul recommended to have the current signs changed that are on the bluff right now. There was discussion on how to preserve the bluff such as different types of vegetation be planted.

Paul made motion to approve recommendations from the Park committee. Judy supported. All in favor.

Motion Carried.

Paul mentioned that he received some positive feedback that Dylan is a great ambassador for the parks, he is doing a great job.

- Senior Care Program (No report)
- Library (No report)
- Hospital

Judy attended the advisory board committee meeting, as a Casco Township Representative, which they meet twice a year, to verify that things are being done according to the contract. She reported on the changes that Bronson is going to make to the hospital, there will be some publication on this within the next few weeks.

Judy asked to have her power point information from the meeting to be put on our website.

- Planning Commission

Judy reported for the Planning Commission meeting, the committee doesn't want the, average grade, building height issue back from the Twp Board.

Allan mentioned that the Job Description for Zoning Administrator was discussed last month and wondered if the PC had one to recommend. Judy said that they ran out of time at the last meeting to discuss that.

- ZBA Report

Paul reported that they had two applications prior to our last meeting that we have discussed those, there is something coming up October 11th.

- SHAES Report

Allan reported that at the end of the year our 25-year agreement will expire, so it will be time for renewal.

- SHAWSA Report

Allan talked about the breakage of the water pipes.

## **OLD BUSINESS**

- Park Financial Budget

Bruce and Paul both said that this is not a big issue presently, it would be better to wait until the new season starts, that is when the parks are up and running.

- Building Heights

The building heights issue has been discussed several times, we discussed it last month and decided to have it on the agenda for this month. The Planning Commission has had it for awhile and passed it on to the board to vote on it.

Chris Barczyk asked Allan what kind of a contract is used for the contract with the SHAES, do you use some kind of municipality contract?

Allan explained that he believes it is the Urban Cooperation Act that is used. It is a mechanism where governments can come together and create a service like this.

Chris asked if Allan would email him this contract.

Paul spoke last month about how you measure a building, you start with average grade, where you measure the building to, is started half way between the peak and the eaves

. The only thing that I can see to be consistent is remove the 2 ½ stories.

Judy said there were two issues in the text-

1. Remove the 2 ½ stories

2. Changing the definition of the average grade

Judy said she is in favor of removing the 2 ½ stories. Paul said he is in favor of the removal of the 2 ½ stories but he thought that the PC changed how you measure the height.

Judy made motion to remove the 2 ½ stories and leave the other components the way they are.

Paul supported. Cheri felt we should just dismiss the whole issue.

Judy said that eliminating the 2 ½ stories is only in non-conforming lots.

Roll Call Vote: Paul, yes, Allan, yes, Lu, yes, Judy, yes, Cheri, no.

Yahs: 4

Nays: 1

- PA116 Dykhuis Farms, Inc.

We have a PA116 from Dykhuis Farms, Inc. it is on Baseline Rd it is 35.41 acres of farmland, and the purpose of our approval is to give indication to the Michigan Dept of Agriculture, this is now MDARD, that this is definitely farmland, this is in our goals to keep it farmland.

Cheri made motion to approve the application of PA116 to preserve acreage in farmland. Paul supported. Judy asked if there were any standard questions that we need to answer before we vote on this. Allan said our main concern would be that it is zoned agriculture and in our masterplan the property is to be agriculture.

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

Yahs: 5

Nays: 0

#### **NEW BUSINESS:**

- Codifying Proposal from MUNICODE

It was discussed at the last meeting about codifying the Zoning Ordinance information. Allan said Dave Campbell has done some work on this, and it seems to be affordable for the township, Allan said he is certainly for it, he thought we could probably get it done for about \$2,400.00. Judy said that the proposal has not been discussed at the Planning Commission

level, this has not been walked through the PC yet. Judy felt it would be beneficial for the PC go through this with Dave Campbell. It was decided to have the PC look at the proposal first and then bring back to the board.

- Letter from the Road Commission

The letter from the Allegan County Road Commission is asking for more time to complete the repairs on the roads. It will take a couple years to fully make the transition. We will require everyone to make the transition by year 2020. The deadlines for work order submittal for the various types of work are shown below.

Reconstruction/Renovation - September two years prior to construction (ie. . September 2018 for 2020 construction)

Paving/Resurfacing – January for following year construction (ie. January 2019 for 2020 Construction)

Culvert replacements – September for next year construction (ie. September 2018 for 2019 construction)

Gravel – Planning to get bids for each township to establish prices in January, need work orders by March for placement that year.

Per Allan the Road Committee needs to get together to plan for the new work.

- Increase wages for Cleaning Person

A person that we have neglected the last few years is, Robin Ashbrook, she is currently is being paid \$70.00 per cleaning, she cleans mostly twice a month.

It was recommended to increase to \$100.00 per cleaning.

Lu made motion to increase Robin's pay per cleaning to \$100.00. Cheri supported.

All votes in favor. Motion Carried.

Cheri said that Kathy and I try to have a life outside of the township, it seems like everytime there is a meeting of some sort at the Township on Sat. Kathy and I are the ones that make sure the people can get into the building and make sure the building is secure when they leave. This last sat. the Miami Park stair committee met here, I had reservations out of town this weekend and Kathy had plans, she had to leave to come here to open up for that meeting then came back later to lockup. There are five of us on the board besides me, it would be nice if someone else shared this duty. Allan said he has done it, I acknowledged that, but he is so busy on the farm, Paul said he could do that if we let him know.

Kenny Clevenger, 375 Blue Star Highway, introduced himself.

PUBLIC COMMENT: None.

Lu made motion to adjourn. Judy supported.

Adjournment at 8:50 P.M.

Minutes Respectively Submitted by, Cheryl Brenner, Township Clerk

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