

CASCO TOWNSHIP BOARD OF TRUSTEES
MINUTES, SPECIAL MEETING
TUESDAY, NOVEMBER 19, 2019 @ 7:00PM

Approved 12/16/2019

Call to Order: Overhiser called the meeting to order at 7:03pm and led in the Pledge of Allegiance.

Present: Overhiser, Graff, Brenner, & Macyauski by telephone and 3 other interested citizens.

Absent: Lu Winfrey (husband in hospital.)

Paul Macyauski is joining us by telephone, someone joining the meeting by telephone can vote but they can not satisfy a quorum requirement.

Judy made motion to acknowledge the participation of Paul by telephone. Cheri supported. All votes in favor. Motion Carried.

PUBLIC COMMENT:

Will Hart with RURAL GIG, updated the board on internet service, if you are requesting it. The service would not require a tower at the township, it can be put on the roof for the township to get access, the township bill can be reduced by \$10 for each person in the area that wants the service also. This will cover 71st Street to the south, won't reach anyone from the north to the west and not the Preserve without another tower some place else.

Allan made motion to get a quote to go with RURAL Gig. Cheri supported. All in favor. Motion Carried.

Reports:

Rental Update:

Kathy Stanton did a Short Term Rental Report for 2019.

The finances are as follow:

Expenses	2018 Actual Spent	2019 Total Budgeted	YTD Balance	Available Bal.
Host Compliance	\$8,553	\$8,553	\$7,158	\$1,395
Legal Expenses	\$1,800	\$2,500	\$648	\$1,852
SHAES Inspections	\$300	\$5,000	\$1,875	\$3,125
Printing	\$400	\$00	\$00	\$00
Mailing Expenses	\$1,500	\$150	\$110	\$40
Wages (Kathy & Paul)	\$7,400	\$14,896	\$8,120	\$6,776
Administrative Time	\$1,620	\$1,620	\$945	\$675
Website Support	\$900	\$1,030	\$590	\$440
Totals	\$22,473	\$33,749	\$19,446	\$14,303

Registration Fees

Collected	2018	2019
	<u>\$21,400</u>	<u>\$34,450</u>
	107 @ \$200	106 @ \$325

Overview

Compared to 2017 and 2018, this has been a calm year with far fewer issues reported. There have been fewer party/noise issues, fewer trash issues, and fewer parking issues reported. The number of Hotline calls has been way down (from 102 to 28), and the Host Compliance system is working much better than last year.

The addition of Paul Macyauski as the Short-Term Rental Compliance Manager has helped with both registration compliance and follow up on complaints. He worked with SHAES on inspections and tracked green emergency sign compliance.

Managing the registration process was simpler this year. Support tools were created last year, such as reminder letters, forms, mailing lists, and report formats. Procedures continue to be refined for efficiency, but it's working smoothly.

Last year determined that we would focus some of our time on the following:

- Further enforcement
- Add subdivision to our spreadsheet to allow us to sort by subdivision/area
- Communicating with registered rental owners & contacts
- Making the registration process more efficient
- Improve process for responding to issues/complaints
- Determining the best way to follow up with callers

Over the past year, we have worked on all the above items and accomplished the following:

- With help from the Compliance Administrator we have 99% compliance for all known rentals.
- We added subdivision to our Permit List which has allowed us to publish the list of rentals on the website sorted by subdivision
- We created an owner's email list and an emergency contact mailing list in addition to the owners snail mail mailing list. We sent communications via those lists, which saves the cost of paper, printing, and stamps.
 - Registration letter to owners
 - Add HC & Paul's number to your phone, sent to owners and Emergency Contacts
 - First Street Beach situation letter sent to owners
- We sent an email to all the emergency contacts and owners letting them know that they needed to put both the Host Compliance number and Paul's number in their phone so they could identify if Host Compliance was calling with an issue. That appears to have worked quite well. They are receiving the calls, acknowledging them, and the issues are being taken care of.
- Next year we will switch from mailing paper permits to owners to emailing .pdf versions of the permit, Good Neighbor Policy, and Thank You for registering note. This will save both time and money in the registration process.
- We have made significant improvements to the complaint process. Calls are coming through, and complaints this summer were resolved quickly. Streets are being matched, the emergency contacts are being called, and they are following through. Paul has been on scene very quickly for noise complaints.
- Callers appreciated the follow-up calls after the fact; it became a way to get more information about the situation, to share more information about what occurred, and a way to educate if appropriate.

Hotline & 911 Calls

This year there were a total of 27 calls; last year there were 94 issues reported. We can't definitively explain the reduction in complaints, but some possibilities include:

- Owners & agents emphasizing the need to quiet down at 10pm
- Fewer renters due to the high water/lack of beach
- Casco beginning to get a reputation for enforcing the rules
- Residents understanding trash, parking rules better
- State Changes in Fireworks law
- Fewer general questions because it's year 2 vs. year 1.

Number of calls by category of complaint

	2019	2018
Noise/Disturbance	10	28
General questions	3	16
Green Signs/stickers	0	10
Trash	7	9
Registration related	2	6
Parking	3	5
Dog related	0	4
Renting to too many	2	4
Smoke/fire pit	0	4
Trespassing	0	4
Renter (guest) calls	0	3
Fireworks	0	1
Totals	27	94

Police Report:

Deputy Kurt Katje reported that there were 62 calls in October and he took 23 of those calls, he made 35 traffic stops and issued 14 tickets, he handled one fatal accident inside the township and one outside the township. The individual in the fatal accident in Casco has been identified. Because of this fatality the Road Commission put a new stop sign at the end of 109th and Blue Star that is run by solar. Kurt and his Sargant contacted the Road Commission that something needed to be done there.

Kurt mentioned that it is against the law to push snow into the roadway and it is also against the law to not brush the snow off of your vehicle.

County:

No report – Tom Jessup didn’t realize the meeting had been changed to the 19th not the 18th. Tom had dropped off helicopter footage of the bluff showing the Preserve stairs.

Clerk:

Cheri presented the minutes of the Regular Meeting of October 21, 2019. Judy made motion to approve the minutes. Allan supported. All votes in favor. Motion Carried. Cheri made motion to amend the budget:

Expenses General Fund

101-371-709.000	fica/medicare	\$214.51	
(This is Alfred’s fica and I recommend to adjust budget to \$1,200)			
101-371-725.000	Aflac	\$20.00	
101-702-805.001	Zoning Ordinance maint	\$518.71	This was municode
101-702-955.000	Misc. Expense	\$600.00	

Beach Dr. Fund

Expense		
869-536-801.0200	Water/Sewer Authority	\$65,723.95
Not budgeted		

Allan explained that this should have been billed to us this last fiscal year.

Allan supported motion. All votes in favor. Motion Carried.

Cheri reminded that 2020 is the year of a census. All individuals will get something in the mail, do not ignore this- please fill it out and return it.

Cheri mentioned that anyone can apply to be a census taker, she handed out flyers explaining this and where & whom to call if you are interested.

Treasurer:

Lu being absent Allan and Cheri gave the bank balance report.

General Fund	Balance	\$563,171.06
Parks Fund	Balance	\$73,266.66
Senior Services Fund	Balance	\$72,170.80
Fire Dept. Fund	Balance	\$344,782.44
Road Fund	Balance	\$204,897.30
Police Fund	Balance	\$109,720.96
Cemetery Fund	Balance	\$107,081.34
Collected Tax Acct	Balance	\$144,328.70
102 nd Ave SAD	Balance	\$42,279.09
Beach Dr	Balance	\$41,543.98
Lakeview Paving	Balance	\$50,913.89
Lakeview Sewer	Balance	\$6,889.27
Lakeview Water	Balance	\$107.47
Pacific Sewer	Balance	\$7,863.89
Pacific Water	Balance	\$26,448.27
Orchard Sewer	Balance	\$23,457.66

Cheri made motion to approve the following bills in the amount of \$1,099,366.01

GENERAL FUND	ORDERS#25815-25853	IN THE AMOUNT OF	\$31,389.08
COLLECTED TAX	ORDERS#3592-3597	IN THE AMOUNT OF	\$836,661.57
SENIORS FUND	ORDERS#758-760	IN THE AMOUNT OF	\$3,899.08
PARKS FUND	ORDERS#1250-1259	IN THE AMOUNT OF	\$1,245.54
BEACH DRIVE	ORDERS#1001	IN THE AMOUNT OF	\$65,723.95
ROAD FUND	ORDERS#1145-1147	IN THE AMOUNT OF	\$42,504.79
FIRE FUND	ORDERS#3975	IN THE AMOUNT OF	\$117,942.00

Judy supported. All votes in favor. Motion Carried.

Parks:

Bruce was not able to be at the meeting but sent a report for Allan to address.

Allan said primarily the last couple months he has been working with Pam and the Parks Committee trying to figure out some funding availability to help our stairs situation, with the storm we had a couple of weeks ago pulled the plug on trying to get a grant because timing was not right. The smart thing to do now is to wait until there is a lessening of the impact the lake is making on the shore.

Allan also mentioned that he has gotten a lot of good comments on the maintenance pruning of the preserve. The remaining projects will be completed in the spring.

Seniors:

There was the appreciation dinner and a program on dementia from Evergreen Commons. The Township is making sure they can access programs for seniors out of Allegan.

Planning Commission:

There is a PC meeting tomorrow evening 11/20/2019, the Road Commission will be attending this meeting to hopefully educate everyone about drainage and how they interact with the drainage and what they allow in the road right a ways.

ZBA:

LIBRARY:

No report

SHAES

The process is underway to find a replacement for Ron Wise whom will be retiring next fall.

SHAWSA:

They talked about the cash flow needs thru 2048.

OLD BUSINESS:

- **Annual Calendars**

Judy made motion to approve Casco Board of Trustees 2020 Annual Meeting Calendar. Allan supported. All votes in favor. Motion Carried.

Judy made motion to approve the Parks 2020 Annual Meeting Calendar. Allan supported. All votes in favor. Motion Carried.

2020 ANNUAL MEETING CALENDAR

CASCO TOWNSHIP BOARD OF TRUSTEES

All meetings 3rd Monday @ 7:00pm

January 20 @ 7:00pm

February 17, @ 7:00pm

March 16 @ 7:00pm

April 20 @ 7:00pm

May 2 Joint Mtg 9:00am to 12:00noon

May 18 @ 7:00pm

June 15 Annual mtg @ 6:00pm

June 15 **Reg Mtg @ 7:00pm**

July 20 @ 7:00pm

August 17 @ 7:00pm

September 21 @ 7:00pm

October 19 @ 7:00pm

November 16 @ 7:00pm

December 21 @ 7:00pm

All meetings are open to the public. The Board Of Trustees meet at the Casco Township Hall, 7104 Ave., South Haven, Mi 49090. To send comment for consideration, fax to **269-639-1991** or **Email cascoclerk@gmail.com.**

2020 ANNUAL MEETING CALENDAR

**Casco Township Parks & Recreation
Committee**

All meetings 2nd Tuesday @ 7:00pm

2nd Tuesday @ 7:00 to 9:00pm
January 7 @ 7:00 to 9:00pm
February 11 @ 7:00 to 9:00pm
March 10 @ 7:00 to 9:00pm
April 14 @ 7:00 to 9:00pm

May 2 Joint Mtg 9:00am to 12:00noon

May 12 @ 7:00 to 9:00pm
June 9 @ 7:00 to 9:00pm

June 15 Annual Mtg 6:00 to 7:00pm

June 15 Reg Mtg @ 7:00 to 9:00pm

July 14 @ 7:00 to 9:00pm
August 11 @ 7:00 to 9:00pm
September 15 @ 7:00 to 9:00pm
October 13 @ 7:00 to 9:00pm
November 10 @ 7:00 to 9:00PM
December 8 @ 7:00 to 9:00pm

Annual Events:

January: New Members are seated.
Election of Officers

2020 Annual Meeting Calendar

Casco Township Planning Commission

All meetings 3rd Wednesday @ 6:00pm

Special Meetings start at 6:00

Reg. Meetings immediately Following.

January 15 @ 6:00pm
February 19 @ 6:00pm
March 18 @ 6:00pm
April 15 @ 6:00pm

May 2-Joint Mtg 9:00am to 12:00noon

May 20 @ 6:00pm

June 15 Annual Mtg 6:00pm

June 15 Reg Mtg @ 7:00pm

June 17 @ 6:00pm
July 15 @ 6:00pm
August 19 @ 6:00pm
September 16 @ 6:00pm
October 21 @ 6:00pm
November 18 @ 6:00pm
December 18 @ 6:00pm

Planning Commission calendar will be finalized tomorrow evening at their regular meeting.

- **Preserve Stairs (Lakeshore erosion)**
The board had already talked about the erosion of the bluff damaging the beach stairs.

NEW BUSINESS:

- **Roads**
The drain problem on 71st St is suppose to be done this winter. Allan is going to have a Road Committee meeting this month so he will have some information for Dec. meeting to attempt to start a road budget. Allan handed out to the board the Latest Local Road Paser Ratings and Project Planning from Allegan County Road Commission, a colored map of each roads condition in Casco Township and a schedule for 2019 Primary road millage meetings for the county, our meeting is Thursday, Jan. 9, 2020 at 7:00pm at the Allegan County Road Commission office. We are Area 4 which includes Casco, Ganges, Clyde, and Lee Township.

- **Board Priorities – Planning Commission**

Allan discussed the fact that we don't have a good process for prioritizing issues. The Board of Trustees needs to weigh in on prioritizing on issues with the activities that the Planning Commission is working on. Some issues get moved ahead and then other issues get pushed behind. The PC is an advisory board for the Township Board and the Township Board is in charge of the dollars.

Judy mentioned that someone may come to a PC meeting with a suggestion "What about this?" They struggle with these issues and how long they should spend on a particular issue.

PUBLIC COMMENT:

Doug Nickerson, Miami Park, spoke of his concern of Park Avenue, he said it is a mud hole right now, he would like to get some gravel on that road.

Judy made motion to adjourn. Paul supported.

Adjournment:

Meeting adjourned at 8:25pm.

Minutes Respectively submitted by
Cheryl Brenner, Township Clerk