

CASCO TOWNSHIP BOARD OF TRUSTEES
MINUTES, REGULAR MEETING
MONDAY, MAY 21, 2018 @ 7:00 P.M.

Approved 7/16/18

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

Present: Overhiser, Brenner, Winfrey, Graff, Macyauski, Myrene Koch, Prosecuting Attorney, Jennifer Nuernberg, Al-Van Representative and 17 other interested people.

Allan introduced Myrene Koch from Allegan County Prosecutors office.

Myrene Koch, County Prosecutors office introduced herself, she is the first female Prosecuting Attorney in Allegan County, she is running for Allegan County Prosecuting Attorney and mentioned her qualifications.

Jennifer Nuernberg, Director of Al-Van, was present and gave a report on the new facility, close to moving the adoptable animals into the new facility. She talked about all the good things that are going on at the shelter.

John Barkley asked what kind of skills is the shelter looking for in volunteers? Jen responded with the answer of all kinds of skills.

PUBLIC COMMENT: None

Reports:

Police-

Kurt reported that in May there were 79 calls, Kurt handled 31 of those calls, he also had 39 traffic stops. One of the culprits was Road Closures, traffic stops on road closures, \$150 ticket to go through a road closed sign.

Kurt talked about the car, it is going on 92,000 miles, if you order a car it takes a good 6 months to get the car. Allan mentioned that we have the funding for a new car.

Clerk:

Cheri presented the minutes for the Regular Meeting, April 16, 2018. Judy motioned to approve the April 16, 2018 minutes. Lu supported.

All in favor. Motion carried.

Cheri reported that the accounts receivable for rentals is \$23,200 so far.

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|----------------------|------------|
| Rental wages | \$1,800.00 |
| Misc. supplies | 150.00 |
| Contractual services | 8,553.00 |
| Legal fees | 500.00 |
| Postage | 100.00 |
| Printing | 200.00 |
| Legal advertising | 500.00 |
| Mileage | 200.00 |
| Website-fees | 340.00 |

Cheri made the motion to accept the amended budget. Paul supported.

Cheri stated that the State of Michigan and Board of Commissioners of Allegan County have Made the month of May 2018 Older American's month in Allegan County.

Cheri read letter from Bob Genetski, Allegan County Clerk, that someone contacted him and are concerned that there are registered voters that shouldn't be registered in Casco.

Treasurers Report:
Lu reported the following balances:

| | | |
|---------------------------|---------|---------------|
| GENERAL FUND | BALANCE | \$621,598.09 |
| PARKS FUND | BALANCE | \$ 76,257.14 |
| SENIOR SERVICES FUND | BALANCE | \$ 70,933.60 |
| FIRE DEPT FUND | BALANCE | \$ 751,436.52 |
| ROAD FUND | BALANCE | \$ 501,007.40 |
| POLICE FUND | BALANCE | \$ 162,563.42 |
| CEMETERY FUND | BALANCE | \$ 111,202.86 |
| COLLECTED TAX ACCT | BALANCE | \$ 625.48 |
| LAKEVIEW SEWER | BALANCE | \$ 20,162.55 |
| LAKEVIEW WATER | BALANCE | \$ 7,053.79 |
| PACIFIC SEWER | BALANCE | 13,851.73 |
| PACIFIC WATER | BALANCE | \$ 33,515.45 |
| ORCHARD SEWER | BALANCE | \$ 39,535.64 |
| LAKEVIEW PAVING | BALANCE | \$ 62,340.89 |
| 102 ND AVE SAD | BALANCE | \$ 410,513.82 |

Lu made motion to approve the following:

| | | | |
|---------------|--------------------|------------------|-------------|
| GENERAL FUND | ORDERS#24944-24977 | IN THE AMOUNT OF | \$23,468.92 |
| PARKS FUND | ORDERS#1028-1035 | IN THE AMOUNT OF | \$ 2,011.16 |
| SENIORS FUND | ORDERS#666-680 | IN THE AMOUNT OF | \$ 2,955.97 |
| COLLECTED TAX | ORDERS#3444-3448 | IN THE AMOUNT OF | \$ 1,187.35 |
| POLICE FUND | ORDERS#215 | IN THE AMOUNT OF | \$ 180.00 |

Cheri supported. All votes in favor. Motion Carried.

Lu said that she needs the summer newsletter by June 25, 2018. Allan said that him and Cheri would have it done in time to get it to Pats Pronto Print.

Parks & Recreation:

Paul Macyauski presented the Parks report:

1. The committee discussed at length the status of the preserve stairs to the beach. A motion was Passed to recommend to the board that appropriate measures be taken to ensure beach access this season. The committee would like to have a dialog with board members concerning a more permanent solution to the rising lake level situation.
2. Rachel Ridley is heading a subcommittee to design and order shirts for park employee and Committee members.
3. The committee continues to plan for a fall Doug Murdock ceremony.
4. Gigi Sizemore of the Friends of the Preserve organized a very successful spring cleanup day on

Saturday May 4th. Ten community and committee members participated. Their efforts are greatly appreciated.

5. A parks subcommittee will do a survey of the Preserve to develop a mowing plan. Weather Permitting, it will take place June 12th, 6:00 p.m.

6. The committee looked at the parks budget and is in the preliminary stages of formulating a Strategic finance plan for park activities.

7. The committee reviewed a proposed a "Committee Member Job Description". The purpose is to Clarify the duties of the committee for the Board, committee members and community. Presented for your review.

8. Action items include:

1. Stairs to the beach repair.
2. First Street signs
3. Trash container at beach stairs
4. Basketball Goal
5. Replacement of life rings

CASCO PARKS & RECREATION COMMITTEE MEMBER JOB DESCRIPTION

PURPOSE OF THE COMMITTEE

The Parks and Recreation Committee serves as advisors to the Board of Trustees and Planning Commission on issues related to the fields of parks and recreation, including any referred policy matters that pertain to park and recreation services. They are to take initiative in planning for the present and future park and recreation needs of the residents of Casco Township.

FUNCTIONS AND POWERS OF THE PARK AND RECREATION COMMITTEE

1. Review current parks and recreation program and facilities in the township to determine additional needs, and submit recommendations pertaining to parks and recreation guidelines, policies or facilities, to the Board of Trustees.
2. Review all parks and recreation related matters submitted to the Committee by the Board of Trustees.
3. Provide and gather public input on parks and recreation related long term plans.
4. Make recommendations to the Board of Trustees on operating and capital budget needs and monitor the parks budget throughout the year.
5. Annually review the Casco Township Parks and Recreation plan and submit revisions and update recommendations to the Board of Trustees.
6. Provide documentation instruments so that Casco Township designated personnel can insure park and recreation facilities and equipment are maintained and safe for public use.
7. Review job performance of township personnel assigned to Parks and Recreation activities and facilities.
8. Encourage liaison with community groups that support and augment the township parks and recreation goals and policies.
9. Provide township residents as wide as a variety of recreational opportunities as possible.

10. Provide Casco Township residents and Board of Trustees with recreational opportunities information that are planned or available through county, state or commercial entities.
11. Provide guidance for use of social media platforms as it pertains to park and recreation policies and activities.
12. In the event that committee vacancies occur, candidates will meet with committee members to discuss their application, interest and experience. The committee will forward their recommendation to the Board of Supervisors for consideration.

Planning Commission:

Judy reported that at the last meeting the building height, we need some more information from Alfred. The PC is also concerned about discrepancies with the zoning ordinance.

Senior Service Fund:

Rachel Brenner reported that they had a good turnout at the Casco United Methodist Church, Senior Appreciation luncheon. She also reported on other activities the program is doing. Rachel also talked about an event on 6/7/18, 8:00am to 1:30 pm, in Allegan at the First Baptist Church, she would like to get some of our seniors to go to this program.

Library:

Bob Sherwood did a brief introduction, on the 16th of June, Sat., there will be a presenter at the Fennville Library, Heather Shoemaker, she will be talking about her book called Saving Arcadia, this is about Arcadia, Michigan. This book will be the discussion book for the book club in June.

Zoning Board of Appeals:

Paul reported that they have a couple applicants for this Thursday, May 24, 2018 @ 7:00 p.m.

County:

No Report.

SHAES:

Allan mentioned that they had their awards ceremony, the “Fire Fighter of the Year” was Jim Quinn, Casco resident, he has been on the dept 22 yrs., a well deserved award. The Leadership award went to Shawn Smith, he has done a very good job, he came into Casco and taught a CPR class. The “Compassionate Award” went to another Casco resident, Dawn Hinz.

Water/Sewer:

Miami Park, Wastewater management, has had some changes in leadership, there was some talk to splitting some lines to make sure they were at the capacity. This is going forward to splitting the discharge.

SHAWSA:

Allan reported that they had a meeting today at 4:00pm and they passed the utility policy.

Rental Report:

Allan read Kathy’s report:

Short-Term Rental Update May 21, 2018

75 Registered Properties at the end of the day Friday

More are still coming in....

7 Calls to the Hotline Number:

- 1 reported 5 residences that were non-compliant; all have changed the maximum number of people (one Homeaway listing is still updating) or have registered
- 1 was a trespassing call – probably should have been reported to the police-at night, on private property
- 2 were the same caller wanting information about the rental regulations for their cabin that doesn't fit the standard rental mold
- One was asking about condo associations and whether they need to register
- One called asked about the maximum number of people and whether kids counted
- One caller was inquiring how the hotline works – is concerned that her son and his friends will be perceived as renters – was concerned they would be called about, thinking they were renters and that she will be fined.

Have called back all the callers – spoken to most. The 5 properties that were reported as not registered or advertising for an over the limit number of people have corrected their ads – one ad is still posting 14 as of 3:00pm however I heard from someone else that HomeAway changes take a while to show up.

The septic inspections are ongoing – they were hoping to have inspected all the properties by the end of the last week. Certificates will take a little while before all of those ordered will in installed.

We are still waiting for one thing or another from people who have sent in a registration form. As long as we have an indication that it is underway, we are considering them compliant.

Had a first discussion with South Haven Assistant Chief of the fire department about how inspections can be organized, and they will begin shortly after Labor Day.

A letter will go out this week to known rentals that have not been registered – with strong language about the need to register or be fined.

Local rental agents have been helpful, making sure their clients have registered.

OLD BUSINESS

- Firework's Ordinance:

Section D was removed, Ron Bultje said we didn't need D from Section 1, this was carried over from South Haven's Ordinance.

Paul Macyauski made motion to accept Fireworks Ordinance#0416-2018 as it has been re-written omitting (d) from Sec. 1. Lu supported. No discussion.

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

Yahs: 5

Nays: 0

All votes in favor. Motion Carried.

- Casco Drain Update

Wednesday, 5/16/18, the Drain Commission had a meeting here at the Township Hall.

The Proposal for repairing drain on 71st Street – this would be three easements- approximately 5 acres,- special assessment average amount that this will cost is from \$450,000.00 to \$650,000.00, there was about 12 property owners at the meeting, Allan said it was a very good meeting.

The board will probably be asked for an easement and a detention area.

- Camera Update

The cost for the camera for the Preserve from Kuhn’s is about \$4,000.00, we would need some kind of enclosure at the preserve , so Allan thinks he is kind of given up on this idea.

- Beach stairs at the Preserve, update:

John Brush gave us a quote for around \$14,000.00, Allan said he has been working with the Insurance Co. to get some kind of a settlement on what was damaged, they have agreed to pay us almost \$8,000.00.

Paul made motion to amend original motion of \$16,000.00 to \$20,000.00 to repair beach stairs. Judy supported.

All in favor. Motion Carried.

- Insurance Proposal:

The new voting equipment cost to replace it needs to get on the proposal.

It is recommended to increase our liability to \$3,000,000.00. The insurance premium is \$13,147.00 with the \$660.00 increase the premium would approximately be \$13,807.00.

Last year we budgeted the premium for \$10,500.00.

Judy made motion to increase our liability to \$3,000,000.00. Cheri supported.

NEW BUSINESS:

- Roads – Paving 2019

**Casco Township
Road Improvement Policy**

The Casco Township Road Millage is dedicated to improving the Township Roads. The Casco Township Road Commission will make funding decisions focusing on connectivity. With the goal of improving roads in all the regions of the Township in an equitable manner. The committee will consider many factors such as: traffic patterns, population, New technology, and non-traditional options, as road budgets are developed. In addition, the Committee will explore new funding arrangements such as partnering and leveraging funds in order to better meet the needs of Casco’s residents and property owners.

Lu made motion to accept the Road Policy. Paul supported.
All votes in favor. Motion carried.

**ROAD PAVING
2019**

| | |
|------------------------------|------------------|
| Balance carried in from 2018 | 191,538.00 |
| 2018 Winter taxes | 540,000.00 |
| County Cost Share | <u>20,000.00</u> |
| Total Available | \$751,538.00 |

| | |
|--|-------------------|
| Recommended Roads to pave | |
| 107 th from 64 th to 66 th | 180,000.00 |
| 71 st from 105 th to 107 th | 170,000.00 |
| 107 th from 62 nd to 64 th | <u>180,000.00</u> |
| Total Paving | \$530,000.00 |

Judy made motion to accept the Paving schedule for 2019. Lu supported.
All votes in favor. Motion carried.

- **Police Car**

Allan explained that we would try to get the new police car in the budget, we will work with Kurt To get all the bells and whistles we will need to get it all switched over.

- **Request to rent the Old Fire Hall.**

Dennis Mead requested to rent the old fire hall, Allan said we have to be careful who we rent it to, limited activities going on there because of the neighbors. Dennis has a proposal, he has a couple of cars he would like to store there and be able to work on them inside the building.

Dennis presented a proposal-for what he wants to do with the building, he will do some repairs on the building for credit against his rent.

It was suggested for Allan to write up an agreement including the cost sharing between Dennis and the Township. This was suggested for the next township meeting.

- **SHAWSA Fiscal Year Resolution**

Requirement for the Township to pass , changing the fiscal year, originally SHAWSA had a year ending that ran from January 1 to December 31, which doesn't line up with anything.

Allan explained that this resolution would change the fiscal year to July 1, through June 30.

Allan read resolution. This resolution will be part of these minutes.

Lu made motion to accept the resolution to change the fiscal year from July 1 to June 30 the next year. Paul supported.

Roll call Vote: Paul, yes, Judy, yes, Lu, yes, Allan, yes, myself, yes.

Present: Overhiser, .Macyauski, Brenner, Winfrey, Graff

YAHS: 5

NAYS: 0

PUBLIC COMMENT:

Chris Barczyk

Lu made motion to adjourn. Judy supported.
All votes in favor. Motion Carried.

Meeting adjourned at 9:05 pm

Minutes Respectively Submitted by,

Cheryl Brenner, Township Clerk

Attachment #1 Fire Works Ordinance

Attachment #2 Resolution for SHAWSA changing Fiscal Year ending

