

**DRAFT**

Casco Township Board of Trustees  
Minutes, SPECIAL Meeting  
Monday, June 23<sup>rd</sup>, 2025; 7PM

**Call to Order:** Overhiser called the meeting to order at 7:00 PM.

**Present:** Overhiser, Ridley, Clevenger, Campbell & Fleming.

**Absent:** None

**Public Comment:**

- Mark S. from Windcliff Shores inquired as to why the Daydreamer Domes Special Use Permit was removed from the agenda, why there are missing Planning Commission minutes on the website and who would be on the newly appointed Noise Ordinance Committee. Supervisor Overhiser informed the public that Daydreamer Domes had withdrawn their application for the Special Use Permit at this time so that they can take the time to deal with the current noise issue in the community.

**New Business:**

**Bids related to the Township Hall Project**

Julie Cowie, who has been helping the Board facilitate the Township Hall Renovation, gave a report to the Board highlighting the two bids we received and the additional information and references gathered in the past week.

- Pearson Construction, from Benton Harbor, gave a base bid of \$575K. They referenced the Dykman Park Restrooms in South Haven along with North Berrien Fire Department and Great Lakes Eye Care. Their license was checked on the LARA website and google reviews gave them a 4.3.
- Hall Builders, from Paw Paw gave a base bid of \$439,400. They referenced the Antwerp Township Hall, Keeler Township Hall and Hartford Township Hall. Their licensing was also checked on the LARA website and they had a google review of 4.9.

Both companies had very good references for their work.

Cowie reported that she along with Supervisor Overhiser, Clerk Ridley and Casco Senior Committee member, Mary Tobin, met with both Pearson Construction and Hall Builders the past week, getting very good project feedback from both builders. Those meetings produced the following recommendations: larger windows on the South Side, windows on the North side should open, added electrical outlets in the floor, inclusion of pergola on the south side, no additional restrooms needed and window/door locations being dependent on infrastructure. Julie got clarity from our Architect on placement of the drinking fountain. Next steps moving forward will be for Architect, Brian Peterson to provide sealed drawings and for Supervisor Overhiser to further investigate if we will be able to hook to our existing septic. The following project finishes were noted; carpet tiles in the common areas, tiled bathrooms, exposed ceiling in main room, metal siding inside and out, drywalled office spaces, drains filled but level generally untouched on the floors, Formica/laminate

bathroom counters, LED lighting, treated lumber for the pergola, and exterior siding will need painting with the Hall Bid. Discussion was had within the Board. Overhiser and Ridley felt that both builders had a good idea of what our project scope is, but that Hall Builders appeared to be a little more practical, nimble and open as we start this project that could have complications. Discussion was had on having the septic located and pumped this week in preparation of this project. A motion was made by Clevenger to select Hall Builders with the following alternatives included adding the pergola and the south elevation and to also give authorization to Overhiser and Ridley to sign the contracts going forward, in relation to this project. Supported by Ridley. Roll call vote: Fleming, yes. Overhiser, yes. Ridley, yes. Campbell, yes. Clevenger, yes. All votes in favor.

A brief discussion took place about items that the township might be able to sell to recover some costs, including garage doors, chairs, and the heating system in the garage. Work has begun on cleaning out the red barn and items in the fire station side of the township hall in preparation for this project.

#### **2025 Audit**

We have received our engagements letter and quote from Siegfried & Crandall PC for the 2025 Audit of the Township. Trustee Campbell requested a special meeting (possibly during the daytime) to go over the Auditor's Report so that the entire Board will have a better understanding of the process and findings. The cost anticipated to complete the audit will not exceed \$10,600. A motion was made by Clevenger to accept this contract. Supported by Fleming. All votes in favor.

#### **2025/2026 Budget Approval**

The Board has been working on the 2025/2026 budget and recently presented it to the Board at our special budget hearing meeting on June 16<sup>th</sup>, 2025. The Board has had time to review and ask questions. Motion was made by Fleming to adopt the 2025/2026 budget. Supported by Clevenger. Roll call vote: Clevenger, yes. Fleming, yes. Campbell, yes. Overhiser, yes. Ridley, yes. All votes in favor.

**Adjournment:** A motion was made to adjourn at 7:22PM by Trustee Fleming, supported by Clevenger. All votes in favor.

Rachel Ridley  
Casco Township Clerk