

DRAFT

Casco Township Board of Trustees
Minutes, Regular Board Meeting
Monday, November 17th, 2025 @ 7:00 PM

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

Present: Overhiser, Clevenger, Ridley, Campbell & Fleming along with 9 guests.

Absent: None

Public Comment:

- Libby Catt, 109th Ave. resident asked the Board if it would be possible to have some sort of marker placed to clearly mark the ditch as you turn into the parking lot. Supervisor Overhiser agreed to check into what we can do to mark that area better.

Van Buren County Senior Services: Diane Rigozzi, Director of Van Buren County Senior Services spoke to the Board about her appreciation for Julie Cowie, Linda Teeter, Mary Towbin and Diane Liepe. She also acknowledged Linda Teeter's recent award for Volunteer of the Year for Casco Township. Rigozzi presented both Casco usage numbers and copies of a proposed Casco addition to the mural, located inside the Senior Services building in South Haven. January through October there have been 220 unduplicated Casco Seniors who have attended activities with Van Buren County Senior Services. There are 548 Casco residents in the system currently. 215 people have visited the main South Haven site, and 26 people have visited the Casco remote site. The total number of activities for Casco seniors in 10 months of 2025 is 15,099 and it's projected to be roughly 18,119 by year end. Rigozzi reminded the public that a millage would be proposed next month, and she sincerely asks the public to vote to extend it and make it a 4-year millage instead of two so that all their millages coincide. She also made note that the millage fund does NOT fund the building in South Haven. The center hosts fundraisers that pay for the cost of the building. Township millage funds ONLY go towards senior programming for Casco Township. Lastly, Rigozzi would like the Board to review the proposed Casco addition to the mural and let her know any input we may have. The Casco Senior Advisory Board will assist in this as well.

SHAES: Chief, Brandon Hinz reported that for October 2025 there have been 25 EMS calls and 20 fire calls in Casco Township. They have responded 2,583 total for the department in 2025. He was pleased to report that they recently received approval to hire a part-time administrative assistant, and they also continue to move ahead with the new hire process. The department is seeing lots of new interest and that is very exciting. SHAES recently has a Captain's promotion. Brian Montgomery, a 17-year SHAES active member has been promoted to the new Captain's position. They also have a new hire recently, Luke Thomson who is eager to start training. The department recently finished another hugely successful Fire Safety Week which is always highly popular. Members Forkner and Amanda Quinn are in the process of becoming accredited to lead department training for EMS, which will be a tremendous help to SHAES. Hinz reported that the department's old grass trucks are now for bid on municybid.com and are all doing quite well so far. Lastly, he noted that this was the busiest October they have had to date, and he is very appreciative of his staff, along with the Townships and municipalities that they serve.

Allegan County Sheriff Department: Casco Deputy, Zack Hoyt reported that there has been an uptick in larcenies in Casco Township. Thieves are stealing brass sprinkling heads from blueberry operations and cutting and stripping the wire on pivots. Right now, they are working on a huge case involving 4 commercial blueberry growers. He reported that it has been a strange month with a lot of high stress calls. Most of these calls do not originate in Casco but are a spillover from the Pullman and South Haven area. As always, Deputy Hoyt reminded residents, if they see something suspicious, call and to be on the lookout for deer. He is seeing a lot of car/deer accidents right now.

- A Sunset Shores resident inquired about whether the recent graffiti in her neighborhood (on the backs of stop signs and the electrical boxes) had been reported and Dep. Hoyt told her that it has not been.

Library: Bob Sherwood reported for the Fennville Library parking lot expansion is almost done. He is hoping that after the Board meeting on Thursday, 11/20/25, that it will be announced open to the public. The black top and striping are complete. Next week the tree plantings and grass will be complete. This new parking lot offers over 40 new spaces; 4 of which are handicap accessible. As a reminder, the public is always invited to attend the Library Board meetings. It is set to take place at 4PM.

Clerk: Clerk Ridley presented the meeting minutes from the October 20th Board Meeting. A motion was made by Clevenger to approve, support by Fleming. All votes in favor. Clerk Ridley presented the following budget amendments:

▪ Treasurer/CPA	\$175.74
▪ Treasurer/printing	\$180.54
▪ Legal Assessor Fees	\$3,626.50
▪ Election wages	\$1,124.31
▪ Misc. Expense/Elections	\$161.69
▪ Building Misc. Expense	\$1,041.50
▪ Capital Outlay	\$180,183.00
▪ Other serv/charges	\$207.00
▪ Inspections/Contr. bldg.	\$1,850.92
▪ Inspections-Electrical	\$1,903.72
▪ Historical Rec. Wages	\$846.39
▪ Cemetery mileage	\$50.40
▪ Zoning Admin. wages	\$584.33
▪ Zoning legal fees	\$4,964.50

Support by Fleming. All votes in favor.

Clerk Ridley reported that they saw another successful election on November 4th and thanked the election workers who work so hard. Ridley also noted to the public that the Clerk's office will be closed Thursday, November 20th through Tuesday, December 2nd.

Treasurer: Clevenger presented the balances on all funds as of

• 101 General Fund	\$1,206,993.73
• General Cert. of Dep.	\$ 200,000.00
• 204 Road Fund	\$490,263.20
• Road Cert. of Dep.	\$200,000.00

• 206 Fire Fund	\$168,753.01
• Fire Cert. of Dep.	\$200,000.00
• 207 Police Fund	\$83,190.32
• 208 Parks & Rec.	\$120,087.51
• 209 Cemetery	\$97,335.97
• 290 Senior Serv.	\$84,543.96
• 703 Current Tax Collection	\$536,342.51

Clevenger made a motion to approve checks 30005-30047 in the amount of \$506,478.68. Support by Fleming. All votes in favor.

Clevenger reported that the Treasurer's computer is not working due to being inadequate to run the new Windows 11 software. He made a motion not to spend more than \$800 to upgrade his computer. Support by Campbell. All votes in favor.

Treasurer Clevenger also reported that by this time next month, winter tax bills and dump cards will have been mailed and received. He also noted that the Treasurer's office will remain open the week of Thanksgiving but with limited hours.

Planning Commission: Trustee Fleming reported the Planning Commission plans to meet Wednesday evening, 11/19/25. They have had the chance to look over the draft of the Master Plan. Fleming noted that it seems a bit overdone with so many colorful and large photos. He also noted that the Planning Commission has not received any information back from the Domes, so they didn't have plans for discussion on that.

Parks & Recreation: Trustee Campbell reported that Parks & Recreation Committee Members met and are discussing the plantings for the future. She noted that the Committee has just received back their first three proposals for regaining beach access. They are awaiting two more and then they will present all three to the Board. Campbell also noted that the trash cans they asked for approval for last month just seem a bit too expensive for the committee to feel good about, so they are looking at cheaper options. They would like to find something that will mitigate the ability for people to bring their household waste to the park for disposal. They are exploring trash cans with a possible smaller opening.

ZBA: Trustee Campbell reported that only 1 of the 2 residents showed up at the ZBA meeting on 11/13/25. Residents at 920 Adams St were granted a boundary line set back exception. The Eaton St. property has been deferred to the December meeting. Campbell also noted that she wanted to take a moment to thank Kenny Clevenger for his recent help with an Allegan County Veteran's Event.

Senior Advisory Committee: Committee Member, Linda Teeter reported on Senior numbers for Casco Township for the month of October. There were 10 unduplicated seniors at the Casco site and 208 at the South Haven site. 15 activities enjoyed at the Casco site and 1,573 activities enjoyed by Casco Seniors at the South Haven site. Teeter thanked the public and the Board for their millage consideration and shared her view on Senior Services. The Casco seniors thoroughly enjoy being able to visit both the Casco site and the South Haven site. She reminded the Board the the Casco Senior Advisory Board is set to meet tomorrow, 11/18/25 to discuss the upcoming millage and talk about general progress of the past 10 months of this program. They will discuss and send their mural

recommendations to the Board. Linda also responded that Ronda Snider, Coordinator for Casco Township is doing a great job!

Short Term Rentals (STR): Rental Coordinator, Kathy Stanton, sent in a report to the Board with updates on the STR program. That report was not discussed at the time but provided to the Board to take home and look over. (Included in this Board packet.)

OLD BUSINESS:

Outdoor Gathering Ordinance: Continued from September meeting. Supervisor Overhiser was not able to get anywhere on this in October, but he will reach out to Ron and have something more in December.

NEW BUSINESS:

Boundary Line Adjustment for Scott Wilson: Scott Wilson, Miami Park subdivision has requested a Boundary line adjustment. He would like to split lot # 38 in half. Zoning Administrator, Tasha Smalley has approved this request. Campbell made a motion to approve, support by Fleming. All votes in favor.

2026 Road Proposal: Supervisor Overhiser provided a proposed work order for paving the following projects:

- Lakeridge Dr. 74th St to Blue Star
- Macbeth Ave.
- Mitchell Court
- Columbine-North Shore to Baseline

A motion was made by Campbell, supported by Fleming. All votes in favor.

Supervisor Overhiser also proposed a slurry coat for Lakeview St. (west of Blue Star) and chip seal and fog coat for the following:

- 66th St. (109th-town line.)
- 62nd St. (102nd-109th)
- 107th (Blue Star to I196 bridge)

A motion was made by Fleming, supported by Campbell. All votes in favor.

Bank Reconciliation with Siegfried & Crandall: Clerk Ridley recently reached out to our CPA about the possibility of them taking over our monthly bank reconciliation now that Kim Overhiser is recovering and will not be in the office for a few months to help with this. Our current Auditor recommended Ann Knafel from their office, which seems to make great sense as we already have a nice working relationship with Siegfried Crandall and this would ensure continuity in our bank reconciliation, which is a topic in each year's audit. Their scope of services would include:

- Assisting the township in the reconciliation of the township Bank accounts to the BSA general ledger through remote access.
- Assisting in the development of necessary general journal entries to correct any identified discrepancies in the bank reconciliation.

Our Township, because we are already clients of Siegfried Crandall, would receive the discounted rate of \$135 per hour for CPA services. A motion was made by Campbell to

approve, supported by Fleming. Roll Call Vote: Campbell, yes. Ridley, yes, Overhiser, yes. Clevenger, yes. Fleming, yes. All votes in favor.

Trustee Fleming inquired about when we need to finalize our calendar of meetings by.

Supervisor Overhiser let him know that we will do that at the December meeting.

Discussion followed and the Board agreed that the third Monday of the month will continue to work well for 2026. Fleming also brought up discussion on the proposed Casco addition to the Senior Service mural. The group seemed to lean towards the apple orchard option but will await input from the Casco Senior Advisory Committee.

Public Comment:

- Dave Campbell commended Clerk Ridley's idea to take the bank reconciliation out of office.
- Julie Cowie clarified, will Lakeridge be paved? Supervisor Overhiser confirmed that yes, all Scotsonia will be paved.
- Linda Teeter thanked Clerk Ridley for the opportunity to advertise her National Night Out event in the newsletter. She also reported that she is excited to hopefully have the Casco Bank perform that evening (8/4/26) and she plans to assemble a committee very soon to assist in the planning of this event.

Adjournment A motion to adjourn was made by Clevenger to adjourn at 7:55 PM. Support by Fleming. All votes in favor.

Rachel Ridley
Casco Township Clerk