

CASCO TOWNSHIP BOARD OF TRUSTEES  
MINUTES, REGULAR MEETING  
MONDAY, NOVEMBER 19, 2018 @ 7:00 P.M.

Approved 12/17/18

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

Present: Overhiser, Winfrey, Graff, Brenner and 10 other interested people.

Absent: Macyauski

**PUBLIC COMMENT:**

**Dan Fleming** read a letter that he drafted to the State Legislators.

**Maureen Perideaux** discussed problems all over Miami Park regarding drainage.

**Jim Glass** also is concerned about the drainage in Miami Park.

**Reports:**

Police:

Deputy Kurt Katje reported that there were 54 calls for service in Casco last month, he handled 24 of those calls for a total of 42%. He did 58 traffic stops, gave out 23 tickets and gave out 69 verbal warnings. He said that when he came into work today, he received a message that the new Police car is in for pickup, he will pick it up on Wednesday. Property checks: He was doing a check today and the owner had left one of the slider doors open., he contacted the owner to let him know what he had found and locked the door. Always fill out form with complete information so he can contact the owner if there is a problem. Kurt stated that the Holidays are coming up, if you get, for an example, a new tv don't throw the box out in the trash for everyone to see that you got a new one. Cut up the box, break it down so it can't be identified.

Kurt recommended to everyone with winter coming please slow down, make sure your tires are good for stopping in bad weather when the roads get wet, or icy, or snow bound and take it easy, and again, slow down.

Dave Campbell asked about guns going off now that it is deer season, in Glenn Shores. Kurt said that is a DNR issue.

Bob Sherwood asked if you hit a deer and you report it that you get to keep the deer. Kurt said that is correct. Bob also asked about the wild turkeys, it is the same rules as with a deer, you have to report that you hit one.

Clerk:

Cheri presented the minutes of the Regular Meeting 10/15/18 and I also have the 11/1/18 Special Meeting minutes.

Lu made motion to approve the 10/15/18 minutes. Supported by Judy. Allan asked to make one correction under STR we will now be focusing our efforts on a comprehensive report for the November meeting, per the plan that should be Ordinance instead of plan.

All votes in favor. Motion Carried.

Judy made motion to approve the 11/1/18 Special Meeting minutes. Supported by Lu. All votes in favor. Motion Carried.

Cheri made motion to amend the budget for the Cemetery Fund. She created a new expense account.

Joe purchased new flags for the cemetery, we didn't have any misc. supplies or anything that she could expense this purchase to.

The new expense account is

209-000-79900 Misc. Supplies

Supported by Lu. All votes in favor. Motion Carried.

Cheri reported that the 11/6/18 election was very busy right up until 7:30 pm Our Election Inspectors did a fantastic job, as usual. The voters were very respectful, they formed their own lines and everyone just fell right in line. We left the township Hall about 2:30 am Wed. Monty and I got back from taking the results to Allegan at 3:45am.

Then the Auditors were here November 7<sup>th</sup> and 8<sup>th</sup> (I slept pretty much all-day Wednesday) so I didn't come into the office until Thursday. This just can't be scheduled like this again, I'm just not functioning very well yet.

The posting for the Zoning Administrators position will be in the

Allegan News, Holland Sentinel, Herald Palladium & the South Haven Tribune.

Allan asked about the new election tabulator being slow. Cheri explained that it takes about 24 seconds for a ballot to go thru the tabulator, so that is two ballots a minute. This made it very difficult to get the absentee ballots to be put into the tabulator, specially when the election is busy. The two election inspectors that were doing the AV ballots, were taking 10 ballots at a time to be tabulated, waiting for a break they could put them through.

Because we had so many AV ballots, 405, it was recommended to us to get another tabulator just for AV ballots. The county gave us one tabulator, to buy another one is \$5,400.00, with proposal three going through we will have more people voting absentee.

There was further discussion on this issue.

Treasurer:

Balances for all accounts are as follows:

General Fund	Balance	\$577,082.52
Parks Fund	Balance	\$ 49,851.77
Seniors Services Fund	Balance	\$ 52,632.82
Fire Dept. Fund	Balance	\$461,747.00
Road Fund	Balance	\$483,266.15
Police Fund	Balance	\$126,600.24
Cemetery Care Fund	Balance	\$104,876.69
Collected Tax Acct	Balance	\$ 57,872.26
102 <sup>nd</sup> Ave. SAD	Balance	\$ 41,161.68
Beach Drive	Balance	\$ 99,223.22
Lakeview Paving	Balance	\$ 43,205.00
Lakeview Sewer	Balance	\$ 7,208.25
Lakeview Water	Balance	\$ 503.90
Pacific Sewer	Balance	\$ 6,853.78
Pacific Water	Balance	\$ 23,256.64
Orchard Sewer	Balance	\$ 24,018.85

Lu made a motion to approve the following bills in the amount of \$402,115.74

General Fund	Orders#25247-25292 in the amount of	34,522.20
Collected Tax	Orders#3473-3480 in the amount of	\$ 177,729.54

Parks Fund	Orders#1109-1120 in the amount of	\$ 2,378.22
Seniors Fund	Orders#707-710 in the amount of	\$ 3,312.44
Police Fund	Orders#230-234 in the amount of	\$ 7,580.97
Cemetery Fund	Orders#1047-1049 in the amount of	\$ 610.00
Road Fund	Orders#1133 in the amount of	\$ 15.52
Fire Fund	Orders#3961-3963 in the amount of	\$175,966.85

**Parks & Recreation:**

Bruce Brandon wasn't able to be at the meeting but turned in a report.

Allan read his report-

1. The Doug Murdoch Bench memorial dedication was held 16 Oct. at the township hall. A short program was presented to the approximately thirty people in attendance. Light refreshments were offered and took place. The committee will create a plan for board approval concerning the permanent placement of the bench in the newly created grove of trees.
2. The committee is working on an inventor of signage for parks properties. The goal is to have a small supply of replacement signs that can be quickly accessed.
3. The committee will be working on a park attendant reference guide to help standardize operations
4. Over the next several months they will be reviewing the budget for the purpose of ascertain the routine overhead costs and what monies are available for future projects and grant applications. We will also be conducting our annual review of the Five-Year Park Plan and Park Ordinances.
5. Park committee members are planning to set-up the basketball if the weather cooperates.
6. Attached is a beach revetment project proposed by the Miami Park Stairs Association. We include this in the parks committee report because we are the neighboring properties of both sides. The Township should have assurances that this project will not adversely impact township park property.
7. The park will be presenting in December a draft of the Miami Park cutting and mowing ordinance clarification.

Bruce Brandon (Park Chairperson)

As part of these minutes the letter to New Miami Park Stairs Members letter explaining the cost of the construction of a revetment to stabilize the bottom of the bluff and protect it from wave action.

Senior Care Fund: No report

**Library Report:**

Bob Sherwood reported that Nov. 29 to December 1 there will be a model railroad train show, also there will be live reindeer in the front lawn, also the book club is going strong, there are around 18 people attending , they meet the 1<sup>st</sup> Wednesday of the month at 1:30pm, the book this month is 1,000 white women, a historical fiction, a very interested read.

**SHAWSA:**

Alan reported that the PFAS report with City of South Haven water came back very good.

**OLD BUSINESS:**

- Update on Zoning Administrator selection process.

The committee members are Dave Campbell, Judy Graff, David Hughes, & Allan Overhisor, We met and reviewed the Job Description, made some changes, and decided to proceed in previous newspapers,

website, the entire description is on the website, we have instructions to get resumes in by the end of November 2018. The committee will get back together to decide to whom to interview and be on track to have a decision to bring to the December 17, 2018 board meeting.

Judy said that it would be helpful to mention that we are looking to adding the rental issues to the ZA's responsibilities.

- Annual Review of the Renting in 2018.

Allan asked Kathy to join the board and to give her report.

#### Overview

This had been a learning year for Casco Township and short-term rentals. After a late start, sending out postcard notifications to all property owners in the township around April 1<sup>st</sup>. Registrations started coming in and two thirds were registered by June 1<sup>st</sup>. There were around 104 rentals being advertised most of the summer. There are currently 93 rentals advertising.

The township is only aware of three owners who are advertising or renting but haven't registered. The Zoning Administrator is following up on one and two who haven't responded to citations and will be turned over to the attorney.

There have been adjustments made to the process throughout the summer and will be investing more time on enforcement this coming year. This past year, with the late start, contracts were already in place with some owners who had contracted for more than 12 guests. This coming year we will strictly enforce the number advertised for, the number staying, and the number of turnovers. If we are made aware.

The area that needs the greatest improvement is the response to issues, the hotline, and its effectiveness. There have been some incremental improvements, but the system needs significantly more improvement. The problems include needing to be 100% accurate when providing the address of where the issue is so it can be connected to an address in the database. That is an unrealistic expectation. There are also too few contacts being called. How Host Compliance determines when to call isn't clear. When contacts receive calls they come from an anonymous San Francisco area code so many contacts may not answer the call.

Host has made some changes to their system to make searches more forgiving when it comes to matching addresses with what is in the database. There are also three township people who get texts when calls come in (Allan, Paul, Kathy) so there is follow-up sooner. But the process needs more work.

Other than for not registering, owners were cited for not responding to Host Compliance calls and advertising for too many people. In some cases there were legitimate reasons for the non-compliance and the citations voided. e.g.:

- The owner was on site, not a renter
- The software made it difficult to change the information (Home Away & VRBO)
- They didn't receive a call from Host Compliance until the next day

The goal is compliance, so the township would rather see people come into compliance. But as stated earlier, there will be stricter enforcement this coming year. We will be sending a letter to registered renters letting them know that we will be strictly enforcing the issues mentioned and that the deadline for registration for 2019 is April 1<sup>st</sup>.

## Finances

There have been 107 registration fees collected, providing \$21,400 in revenue to support the costs of managing the short-term rental registration and enforcement process. There are 110 rentals on the list, however 3 of them are the ones that haven't completed registration.

Below are the actual costs to date and the expenses expected for the rest of the rental year. Currently, the projected total is \$48 over the \$21,400 taken in.

**Registration Income** (Spring 2018 – March 31, 2019): **\$21,400.00**

**Expenses** (Spring 2018 to date, actual): **\$15,748.00**

Includes

Host Compliance	\$8,553.00
Legal Expenses	\$ 675.00
Printing	\$ 400.00
Mailing Expenses	\$1,400.00
Kathy's Time	\$3,800.00
Administrative Time	\$ 320.00
Website	\$ 600.00

**Projected Expenses** (now to March 31, 2019, projected) **\$ 5,700.00**

Includes:

Legal expenses	\$1,200.00
Mailing expenses	\$ 100.00
Kathy's time	\$2,800.00
Administrative Time	\$1,300.00
Website	\$ 300.00

Between now and the end of the year time will be spent:

- On further enforcement
- Effecting the data captured for analysis (e.g. subdivision) and sorting
- Communicating with the registered renters
- Working on making the registration process more efficient
- Working on the process for response to issues/complaints
- Determining the best way to follow up with callers.

## Hotline & 911 Calls

102 calls were received between April and November 15, that were not test calls. Three of the calls were interrupted so they were call-backs. 28% of calls were anonymous. Some calls were about multiple properties: in that case the call was counted under more than one category (e.g. Noise & Smoke)

**Number of calls by category of complaint:**

Noise/disturbance	28
General questions	16
Green signs/Stickers	10
Trash	9
Registration related	6
Parking	5
Dog related	4
Renting to too many	4
Smoke/fire pit	4
Trespassing	4
Renter (guest) calls	3
Fireworks	1

The chart below shows the number of calls that the Sheriff's department believes could be related to rentals. These calls make up 4.8% of all Casco 911 calls over the same months, May – September.

Possible Rental Related 911 Calls

April (0), May (5), June (4), July (1), Aug. (4), September (3), Oct (0), Nov. (0).

### **Inspections**

**Health Department Inspections** – 28 of the registered rentals needed “Hook to Connect” inspections and all of them had inspections completed – all passed

**Fire Inspections** – I did not meet our goal for the number of SHAES inspections. We plan to complete a good number of inspections this fall and in the spring to be less of an inconvenience to the renters in the summer.

Inspections are being conducted based on age of the home, inconsistency between advertisements and county records, and calls from residents indicated that things are other than advertised.

### **Other Notes**

Processing registrations for 2019 will take a little less time and effort because there won't be “Hook to Connect” inspections except for new renters since they are only required every 3 years. Rental agreements will stay the same for many renters there will be fewer first-time registrations to set up so that will save a little time as well.

Allan thanked Kathy for the report and for taking on this task and we are lucky to have you.

There was a lot more discussion with rental issue.

It was discussed to have a meeting to discuss how we are going to move forward for the following year with several issues.

This report will be part of these minutes.

We skipped to the (2) Boundary Line Adjustments

- (2) Boundary Line Adjustments (Sunset Shores)

Allan explained that we have two boundary line adjustments and both are in Sunset Shores, requested by Cottage Home. Judy said it would have been nice to have gotten these before the meeting.

1<sup>st</sup> one

The 1<sup>st</sup> one is four lots and they are requesting to make them into three lots. Parcels 03-02-760-054-00, & 03-02-760-055-00, 003-02-760-056-00, & 03-02-760-057-00 and make three lots. Lu made motion to approve. Cheri supported. All votes in favor. Motion Carried.

2<sup>nd</sup> one

There is presently one large lot 03-02-760-064-00 and being split into two lots one will be 70ft and one will be 74ft. Allan explained that Alfred had already examined these.

Lu made motion to approve. Cheri supported. All votes in favor. Motion Carried.

- Update Zoning Ordinance action with Municode:

Allan mentioned that originally it was going to cost us about \$5,000 to contract with Municode now it is going to only cost us less than \$2,900.00. Were still working on some details of getting information transferred, format issues, etc.

- Zoning Building Height zoning text amendment.

Allan suggested that we move on and discuss the building height issue at a different time.

#### **NEW BUSINESS:**

- Miami Park Drainage Improvement

We discussed this earlier.

Establish Calendar for 2019

Lu made motion to approve the 2019 calendar. Judy supported. All in favor. Motion Carried.

The New Calendar will be part of these minutes.

- Consideration of Ordinance to prohibit commercial marijuana establishments within the boundaries of Casco Township

Allan had distributed a copy to each board member. This copy was supposed to have come from MTA. Allan has not had time to discuss this with Ron Bultje. We will table this for another meeting.

Something that was not on the Agenda is the permission of golf carts on roads in subdivisions.

There is an example of an Ordinance to permit golf carts that Ron Bultje did for the Pere Marquette Charter Township. This is what an ordinance could look like.

The copy will be part of these minutes.

The State is asking townships to pass a formal resolution waiving penalty fees and interest for Failure to File a Property transfer affidavit. Called a PTA Resolution.

CASCO TOWNSHIP, ALLEGAN COUNTY MICHIGAN

#### **Resolution Waving Penalty Fees and Interest for Failure to File a Property Transfer Affidavit**

WHEREAS, Section 211.27a of the General Property Tax Act requires the buyer, grantee or other transferee of property to file a property transfer affidavit as prescribed by the State Tax Commission, with the appropriate Assessing Officer in the local unit of government in which the property is located;

And

WHEREAS, Section 211.27b of the General Property Tax Act imposes penalties for the failure to file a Property Transfer Affidavit after 45 days have elapsed; and

WHEREAS, Section 211.27b of the General Property Tax Act provides that the local governing body may waive, by Resolution, the penalties levied for the failure to file a Property Transfer Affidavit; and

WHEREAS, the Township of Casco hereby waives the penalties for the failure to file a Property Transfer Affidavit within 45 days of transfer.

NOW THEREFORE BE IT HEREBY RESOLVED, THAT THE Casco Township Board of Trustees hereby waives penalties under Section 211.27b of the General Property Tax Act,

IT IS FURTHER RESOLVED that the Clerk of the Township of Casco is hereby directed to send a certified copy of this Resolution to the Township Assessor of Allegan County Equalization Department.

IT IS FURTHER RESOLVED that all resolutions or parts of resolutions in conflict herewith are hereby repealed.

Motion was made by—*Lu Winfrey* seconded by *Allan Overhiser* to adopt the foregoing Resolution.—

Upon roll call vote the following voted “Aye”: Judy Graff, Lu Winfrey, Allan Overhiser, Cheryl Brenner

The following voted “Nay”: None

The following were absent: Paul Macyauski.

The clerk declared the motion carried and the resolution duly adopted.

#### CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of the Resolution adopted at a Regular Meeting of the Casco Township Board of Trustees Monday, November 19, 2018 and said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 PA 267 that a quorum of the Board was present and voted upon said Resolution as set forth in the minutes of said meeting which were kept and have been or will be made available as required by said Open Meetings Act.

Lu made motion to adjourn. Judy seconded.

Meeting adjourned at 9:40 pm.

Minutes respectively submitted by  
Cheryl Brenner, Township Clerk

Attachments #1	Copy of letter to New Miami Park Stairs Members.
Attachment #2	Rental Report 2018
Attachment #3	Boundary Line Adjustments – Sunset Shores – Cottage Home
Attachment #4	Copy of Pere Marquette Charter Township Ordinance concerning golf carts
Attachment #5	2019 Annual Meeting Calendar – Board of Trustees



