

Agenda August 9, 2022

LINCOLN CHARTER TOWNSHIP  
BERRIEN COUNTY, MICHIGAN  
REGULAR MEETING  
August 9, 2022

**I. CALL TO ORDER**

**II. ROLL CALL – Members:** Supervisor Dick Stauffer, Treasurer Terrie Smith, Clerk Stacy Loar-Porter, and Trustees Marc Florian, Deb Peterson, Rick Stone, and Kevin Gillette

**III. PLEDGE OF ALLEGIANCE**

**IV. PRESENTATIONS AND PROCLAMATIONS**

**V. SET / ADJUST AGENDA**

**VI. PUBLIC COMMENTS ON AGENDA ITEMS**

**VII. CORRESPONDENCE**

**VIII. PUBLIC HEARING AND ACTION**

**IX. CONSENT AGENDA** – Anyone may request item/s to be pulled from the consent agenda for discussion. If left on the consent agenda, the items will be voted on by a roll call vote of the Board en mass. Then, the individual item/s will be discussed and voted upon.

1. Approval of Minutes of Regular meeting of July 12, 2022.
2. Payment of the bills

**X. LIBRARY REPORT**

**XI. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION**

**XII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA.**

**XIII. UNFINISHED BUSINESS**

**XIV. NEW BUSINESS**

**XV. REPORTS**

**A. SUPERVISOR'S REPORT**

3. Drain Commission
4. MDOT
5. Updates on Municipal Building & Property Maintenance
6. Appointments/Reappointments
  - A. Reappoint John Baumann to a 1-year term on the Brownfield Redevelopment Authority. The term to expire on October 1, 2023
  - B. Reappoint Andrew Graeber to a 2-year term on the Brownfield Redevelopment Authority. The term to expire on October 1, 2024
  - C. Reappoint Ralph Bansen to a 2-year term on the Brownfield Redevelopment Authority. The term to expire on October 1, 2024
  - D. Reappoint Dick Stauffer to a 3-year term on the Brownfield Redevelopment Authority. The term to expire on October 1, 2025
  - E. Reappoint Terrie Smith to a 3-year term on the Brownfield Redevelopment Authority. The term to expire on October 1, 2025
7. NPDES Phase II
8. Brownfield Redevelopment Authority
9. Berrien County Road Department
10. Ordinance Enforcement
11. Litigation update
12. National Incident Management System (NIMS)
13. Other Items
  - A. Consider approval for Lakeshore Booster Fireworks Permit Application
  - B. Announcement: Community Fun Day on Saturday, Sept. 10 from 11:00-4:00
  - C. Exit 23 clean-up is scheduled for Saturday, October 1<sup>st</sup>. Those interested in helping can call Glenn Youngstedt at 269-861-0596 or the Township at 269-429-1589 Ext. 100#.

Lincoln Charter Township Regular Meeting August 9, 2022

**B. CLERK'S REPORT**

- 14. Book Balances
- 15. Budget Adjustments

**C. TREASURER'S REPORT**

**D. PLANNING COMMISSION REPORT**

**E. ZONING BOARD OF APPEALS REPORT**

**F. ASSESSOR'S REPORT**

**G. BUILDING DEPARTMENT**

**H. AIRPORT AUTHORITY**

**I. FIRE CHIEF REPORT**

**J. POLICE DEPARTMENT REPORT**

**K. PARKS REPORT**

**L. S.M.R.S.S. & W.A. (Water Authority)**

- 18. Approve \$1,900 for our consultant's (UFS) Rate Design work for their 2023 recommended 9.9% Wastewater Rate increase.

**XVI. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA**

**XVII. BOARD MEMBER COMMENTS**

**XVIII. ANNOUNCEMENTS**

Next Township Board Meeting Tuesday, September 13, 2022 at 7:00 pm

**XIX. ADJOURNMENT**

LINCOLN CHARTER TOWNSHIP  
BERRIEN COUNTY, MICHIGAN  
July 12, 2022

THE REGULAR MEETING of the Lincoln Charter Township Board of Trustees was called to order on July 12, 2022, at 7:00 p.m. by Dick Stauffer, Supervisor at the Municipal Building, 2055 W. John Beers Rd, Stevensville, MI 49127.

BOARD MEMBERS PRESENT: Kevin Gillette, Stacy Loar-Porter, Deborah Peterson, Terrie Smith, Richard Stauffer, and Rick Stone.

BOARD MEMBERS ABSENT: Marc Florian.

ALSO PRESENT: Brandon Mieras, Township Engineer.

The PLEDGE OF ALLEGIANCE was given.

**PRESENTATIONS.** None.

**ADJUST AGENDA.** None.

**CORRESPONDENCE.** None.

**PUBLIC HEARING.** None.

**APPROVAL OF CONSENT AGENDA. MOTION CARRIED.** Gillette moved, seconded by Stone, to approve the consent agenda.

1. Approval of minutes for the Regular Meeting of June 14, 2022
2. Approve the 7/13/2022 and 6/27/2022 bills from the following funds.

General Fund	\$ 72,168.75
Fire Fund	20,909.57
Parks Fund	26,776.65
Parks Capital Improvement	1,513.85
Cemetery Fund	5,229.66
Building Fund	7,477.31
Township Improvement Fund	0.00
Police Fund	73,426.28
Police Drug	0.00
Police Capital Improvement	9,626.00
Sewer Enterprise	
Sewer Operating	99,551.32
Sewer Replacement	203.78
Sewer Improvement	53,706.62
Water Enterprise	
Water Operating	30,039.28
Water Improvement	0.00
Road Fund	0.00
Fire Capital Improvement	0.00

Brownfield Fund	412.00
ARPA Fund	0.00
TOTAL	\$401,041.07

**LIBRARY REPORT.** Library Board, Member Megan Yore presented the monthly library report. She reported the new library director will be starting 7/25. She updated the board on the current events taking place at the library.

**NEW BUSINESS.** None.

### **SUPERVISOR'S REPORT.**

#### **OTHER ITEMS**

**Exit 23 Clean up.** Exit 23 clean ups are scheduled on Saturdays; July 16 and October 1. Those interested in helping can call Glenn Youngstedt at 269-861-0596 or at the Township Hall.

**Recognition.** Recognition of Clerk Stacy Loar-Porter's designation of Certified Municipal Clerk by the International Institute of Municipal Clerks.

### **CLERK'S REPORT.**

#### **June Balances.**

General	\$3,128,414.84	Road	\$179,984.56
Fire	\$365,990.27	Police	\$1,355,029.38
Parks	\$20,556.64	Cemetery	\$89,773.19
Street Lighting	\$37,664.54	Building	\$679,139.95
Police Drug Fund	\$905.46	Brownfield	\$278,880.03
Township Improvement	\$287,759.57	Fire Improvement	\$89,965.52
Police Improvement	\$4,396.46	Park Improvement	\$128,431.55
Sewer Operating	\$2,387,678.76	Sewer Replacement	\$1,280,390.10
Sewer Improvement	\$728,274.87	Water Operating	\$1,857.18
Water Replacement	\$1,637,837.56	Water Improvement	\$5,770,441.75
Trust & Agency	\$10,167.54	T&A Delinquent Tax	\$1,626.53
Tax Fund	\$22,714.58	Police Bond T & A	\$509.56
Flex Spending	\$5,012.61	ARPA Fund	\$814,088.53

**TREASURER'S REPORT.** Smith reported interest earned year to date is \$7,020.68. Summer tax collection has begun.

**PLANNING COMMISSION REPORT.** No Meeting.

**ZONING BOARD OF APPEALS REPORT.** No Meeting.

**ASSESSOR'S REPORT.** Distributed to board.

**BUILDING DEPARTMENT REPORT.** 1 single-family residential permits were issued in June. There have been 19 single family residential permits issued year-to-date.

**AIRPORT AUTHORITY REPORT.** Distributed to board.

**POLICE DEPARTMENT REPORT.** Distributed to the board by e-mail.

**FIRE REPORT.** Distributed to board.

**PARKS REPORT.**

**Park Improvement Projects.**

**Community Center Parking.** Township Engineer stated option 1 for parking design was the one selected by the board. The design would add additional parking to the south of the current parking lot and move the volleyball courts to the east of the current tennis courts. **Attachment A.** He will begin getting a cost estimate on the design.

**Additional Baseball field and Lacrosse Fields.** Cost estimates are being completed. There are funds budgeted for the LAX fields, funds that have been raised through renting the soccer fields for LAX tournaments and the LAX league is committed to help raising funds to donate.

**Pickle Ball.**

Smith presented the board with a copy of an agreement made with an individual hosting a Pickle Ball Tournament. The charge for using the courts was set for \$12.00 per hour and dates of use are only 6/11, 7/16, 8/20 and 9/17. Smith and Loar-Porter stated they felt this was a great way to raise revenue to fund the addition of more pickle ball courts. Smith stated if she were to do this again, she would charge more.

A group of pickle ball players expressed their concerns of the courts being rented. Loar-Porter explained the Township allows tournaments at other sports fields as well, this is a financial benefit for the parks department, which does not have a sole source of revenue, like a millage. All operating expenses are funded through the General Fund. Park Improvements are also funded through the General Fund along with funds raised through usage of the sports complex by the leagues and tournament.

There was much discussion on usage of the courts, possible improvements and funding for improvements. The group present stated they would like to see about donating a shade sail for the area by the courts. Smith stated the maintenance department has the ability to install if purchased.

Smith and the board acknowledged the concern of the group present in regards to the rental of the courts. Continued communication between Smith and the local pickle ball players will occur.

**WATER/SEWER.**

Township engineer reported the work to replace lift station # 14 has begun, the area has been surveyed.

The line televising should be complete in 10-20 days. Then the footage will be reviewed and recommendations will be made. There has not been major issues or concerns found that they can see so far.

**Public Comments for items not on agenda.** A resident presented the board with his concerns and suggestions as it relates to homes that are used as vacation rentals. The board explained the Township rental ordinance is applied to all types of rentals. It was suggested that the resident speak with the Planning Commission as this is where changes/amendments to ordinances generally begin.

A resident expressed his concern as well to vacation renters and their use of the beach access, many

trespass on private beach access areas.

The resident was reminded when these disturbances happen, they are to call the Lincoln Township Police Department non-emergency number.

**Board Member Comments.** Loar-Porter stated there are some election resources in the Township lobby; sample ballots and a map of the new legislative districts.

ADJOURN. There being no further business, the chair adjourned the meeting at 8:40 pm.

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Stacy Loar-Porter, Clerk

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Certified Copy

## LINCOLN CHARTER TOWNSHIP

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**TO:** Lincoln Charter Township Board of Trustees

**DATE:** August 1, 2022

**SUBJECT:** July 2022 Department Report

The following information summarizes the operations of the Assessor's Office during July 2022:

- **July Board of Review** – The July Board of Review was held on July 19, for the correction of mutual mistakes of fact, clerical errors, veteran exemptions and hardship exemptions. The board received 4 Clerical Errors and 3 Disabled Veteran Exemptions. The addition of these 3 Veteran Exemptions brings the total for the township to 45 which is 7 more than were approved in 2021. The final meeting of the Board of Review will be on December 13, 2022.
- **Consumer Price Index** – With only 3 months remaining the inflation rate multiplier looks to be up substantially from the 3.30% it was last year. Currently the inflation rate multiplier is at 6.83% with July, August and September remaining. Proposal A caps the inflation rate multiplier to be 5.00% so that will be the multiplier applied to the taxable values for 2023. This is the highest the inflation rate multiplier has been since Proposal A was passed in 1994. Capping the inflation rate multiplier at 5.00% means the township's revenue will fall behind the rate of inflation this year by at least 1.83%.
- **Assessor Continuing Education** – I have completed the necessary 16 hours of assessor continuing education to renew my Michigan Master Assessing Officer certification for the 2023 tax year. The 2024 renewal cycle will begin in November. The State Tax Commission allows for all 16 hours to be completed online and is continually working to offer more online courses which has been invaluable.

Respectfully submitted,



John Baumann  
Township Assessor



From: Department of Building Safety  
To: Board of Trustees  
CC: Planning Commission  
Date: 08/08/22

The Department of Building Safety, year to date has issued 19 permits for single family dwellings, last year there were 22. For the month of July 2021 there were 4 permits issued for single family dwellings. For the month of July 2022 there were 0 permits issued for single family dwellings.

At this time last year, house construction values alone totaled \$7,446,670. This year they are at \$8,112,283.

In 2021, total construction (building, electrical, mechanical, plumbing) permits for Commercial, Industrial, Agricultural and Residential districts estimated total values are at \$14,948,345. In 2022, total construction values were at \$16,145,595.

In the month of July were 344 inspections made on (building, electrical, mechanical, plumbing, and rentals).

Respectfully Submitted,

James L. Pheifer, CBCO  
Certified Building Code Official

## Fire Chiefs Report for July 2022

*The following is a summary of my activity for the month and is not intended to be all inclusive of my activity.*

### Administrative-Operations:

- Continued with vehicle maintenance program
- Continued with station maintenance program
- Attended/hosted monthly Chief's meeting
- Attended monthly Medic 1 meeting
- Attended the department monthly meeting
- Completed monthly officer training course online
- Held monthly officers meeting
- Met with Doctor Beyers on the need for Medical First Responder
  - Doctor Beyers would like to present the benefits of running Medical First Responder at the September Twp. meeting.
- Met with the State Fire Marshal to discuss statewide fire department recruitment issues
  - State Fire Marshal also recommended me for the Staff & Command School in 2023 if we have funding available.
- Lead two monthly trainings
  - Search & Rescue/Fire Hose
  - Vehicle Extrication/Search & Rescue
- Finished up creating templates for new inspection software
- Upgraded Ipads
- Started working on Pre Plan templates
- Smoke detector program
  - Installed 17 smoke detectors
  - Replaced 8 Batteries

### Calls for Service:

We responded to **40** calls for Service in July, notable calls were:

- Four Fires
    - Two Structure Fires
      - Royalton and St.joe auto aid
    - Two Grass Fires
  - One Dune Rescue
  - Five Personal Injury Accidents
    - Two Entrapment
- (So far there have been no accidents which would warrant cost recovery)

**2022 Total Calls – 174**

**See Below Graphic**



July 19, 2022

Dick Stauffer, Supervisor  
Lincoln Charter Township

Dear Mr. Stauffer,

It is a pleasure to submit this engagement letter to complete a rate design for the Wastewater Department. The rate increase will be based on 9.9% per your request and the projection completed in September 2019. If you agree with the terms identified, please sign and return to the address listed below.

### **Scope of Services – Wastewater Department**

#### **Rate Design for 2023 Fiscal Year**

- A. **Rate Design** – We will design rates for one-year at 9.9% as requested by Township Management.
- B. **Deliverables** - Management will be provided a one-year rate design.
- C. **Timing** – Rate will be designed, reviewed and delivered before August 4, 2022.

#### **Fees for Services listed above:**

One-Year Wastewater Rate design not to exceed	\$1,900
<b>Total</b>	<b>\$ 1,900</b>

#### **Charges will be based on the following hourly rates:**

Vice President/Rates Manager	\$ 295.00
Staff/Clerical	\$110-145

If you have any questions please call me at 231-218-9664. If you are in agreement with this letter please sign and email back to me at [dlund@ufswest.com](mailto:dlund@ufswest.com) or mail to:

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Utility Financial Solutions  
PO Box 582  
Leland, MI 49654

We look forward to exceeding your expectations for this engagement.

Sincerely,

Utility Financial Solutions (UFS)

Dawn Lund  
Vice President

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Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

