

LINCOLN CHARTER TOWNSHIP
BERRIEN COUNTY, MICHIGAN
July 11, 2023

THE REGULAR MEETING of the Lincoln Charter Township Board of Trustees was called to order on July 11, 2023 at 7:00 p.m. by Dick Stauffer, Supervisor at the Municipal Building, 2055 W. John Beers Rd, Stevensville, MI 49127.

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

BOARD MEMBERS ABSENT: None.

ALSO PRESENT: Brandon Mieras, Township Engineer.

The PLEDGE OF ALLEGIANCE was given.

PRESENTATIONS. None.

ADJUST AGENDA. Add request for firework display for Lakeshore Athletic Boosters.

CORRESPONDENCE. None.

PUBLIC HEARING. None.

APPROVAL OF CONSENT AGENDA. MOTION CARRIED. Gillette moved, seconded by Peterson, to approve the consent agenda. With the one spelling correction.

1. Approval of minutes for the June 13, 2023.
2. Approval of minutes for the Special Meeting June 8, 2023
3. Approval of minutes for the Special Joint Meeting June 29, 2023
4. Approve the 7/12/23 and 6/27/2023 bills from the following funds.

General Fund	\$	83,338.10
Fire Fund		12,184.25
Parks Fund		24,130.05
Parks Capital Improvement		2,529.44
Cemetery Fund		5,304.70
Building Fund		5,744.34
Township Improvement Fund		570.00
Police Fund		85,563.98
Police Drug		0.00
Police Capital Improvement		0.00
Sewer Operating		122,793.40
Water Operating		541.73
Road Fund		0.00
Fire Capital Improvement		0.00
Brownfield Fund		0.00
ARPA Fund		0.00
TOTAL		\$343,699.99

LIBRARY REPORT. Joelle Wake, Library Director, presented the library report and upcoming events.

NEW BUSINESS. None.

SUPERVISOR’S REPORT. None.

Appointments/Reappointments.

Appointment Approved. Motion Carried. Stauffer moved, seconded by Gillette, to approve the appointment of John Nedoda to the unfilled 5-year term of Don McAlhany as an alternate on the Airport Authority, term to expire 12/31/2026.

Radar speed sign request. The Board received a request from a resident requesting permission to place a donated speed radar sign up in the Fox Crossing subdivision. The board consensus was to create a subcommittee to create a policy and minimum standards for this type of request to create consistency; as once it is allowed there will likely be others making similar requests. The subcommittee will consist of 3 board members, the police chief and a road department representative. The goal is to have draft information to the board at the September meeting.

Fire Department Study. Motion Carried. Stauffer moved, seconded by Peterson to approve an expense not to exceed \$17,500 for our share of the cost towards an analysis study to be completed in conjunction with Lake Charter Township Fire Department by Plante Moran, the study will focus on 3 areas of options; remaining status quo, combined services and enhanced services. Roll Call vote: Ayes: Florian, Gillette, Loar-Porter, Peterson, Smith, Stauffer and Stone. Nays: None.

Exit 23 Clean up. Exit 23 clean ups are scheduled on Saturdays; July 15 and September 23. Those interested in helping can call Dave Driscoll at 269-927-9885 or at the Township Hall.

Relay for Life Fireworks permit. Motion Carried. Stone moved, seconded by Smith, to approve the permit to allow a public display of fireworks at the Township Soccer fields for the annual Relay for Life celebration on 7/29/2023. Roll Call vote: Ayes: Florian, Gillette, Loar-Porter, Peterson, Smith, Stauffer and Stone. Nays: None.

2023/24 Lakeshore Fireworks. Motion Carried. Florian moved, seconded by Stone, to approve the 2023/24 Lakeshore Fireworks permit on the condition that a completed Proof of Insurance is provided to the Township. **Roll Call Vote:** Ayes: Florian, Gillette, Loar-Porter, Peterson, Smith, Stauffer and Stone. Nays: None.

Non-Motorized Path Grant. Michigan State Representative Joey Andrews announced to the Board the Township had been approved for a \$400,000 grant towards the non-motorized path scheduled to be built on John Beers Rd. from South Roosevelt to DeMorrow. The paperwork to secure the funds should be received shortly.

CLERK’S REPORT.

June Balances.

General	\$3,560,398.49	Road	\$96,629.21
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Fire	\$413,030.87	Police	\$1,547,679.15
Parks	\$28,793.97	Cemetery	\$140,265.73
Street Lighting	\$35,344.99	Building	\$598,342.04
Police Drug Fund	\$7,088.28	Brownfield	\$390,848.56
Township Improvement	\$323,860.69	Fire Improvement	\$224,636.36
Police Improvement	\$62,497.29	Park Improvement	\$148,273.20
Sewer Operating	\$5,113,257.92	Water Operating	\$7,406,738.42
Trust & Agency	\$13,086.08	T&A Delinquent Tax	\$3,870.58
Tax Fund	\$31,313.11	Police Bond T & A	\$523.68
Flex Spending	\$4,243.16	ARAP	\$709,431.84

2023 Millage Rates. Motion Carried. Loar-Porter moved, seconded by Stone, to levy the maximum allowable millage rates for 2023 for the Township and the Airport Authority as listed on the L-4029. The budget public hearing included the 2022 tax rates. **Attachment A.** Roll Call Vote: Ayes: Florian, Gillette, Loar-Porter, Peterson, Smith, Stauffer and Stone. Nays: None.

CivicPlus presentation. Loar-Porter made a presentation for two new options to assist the Township in better communication with their residents and homeowners more often and more effectively. The two options include:

- CivicReady- provides mass communication only options. Can be used to send text, emails and/or text to speech alerts to those that sign up. It can also be used to geo-target areas for specific utility alerts. Can be integrated with Twitter and Facebook. Initial cost/implementation and training = \$ 6,307.95 and then an annual cost of \$6,623.35.
- CivicEngage- would be a website overhaul. It would include; agenda management, mass notification system, ability for residents to submit requests and report issues. Includes multi-use calendars to help provide the public with meetings and events. Provide our residents with the ability to sign up to receive notifications for specific items/events/meetings. Initial cost/implementation and training = \$15,543.00 and then an annual cost of \$5,769.75.

Florian asked if the Township started off with CivicReady then switched to Engage would there be a discount or a credit applied. Loar-Porter will inquire.

Loar-Porter will send the board members links to other municipalities that use CivicEngage. She asked the board to please review and contact her with any questions. She would like to have the board consider which program they would prefer at the next meeting.

BSA Cloud Presentation. Loar-Porter presented an upgrade to the BSA software the Township already utilizes. The company is transitioning to cloud based program. The software currently requires quite a large amount of onsite server space. A cloud-based system would allow staff to access data from multiple locations. The largest advantage for the Township would be building dept. staff, ordinance enforcement and fire inspectors would have access at all times and to a live database. This would be a large improvement on efficiency for this staff. There is also a new module; Business Licensing. This would be very useful for staff. Initial cost/implementation and training = \$66,360 and then an annual cost of \$30,685. Current annual cost of BSA. NET is \$14,690, not including storage backup expenses, and general server expenses.

Loar-Porter suggested utilizing ARPA funds to cover the cost of BSA and CivicPlus.

TREASURER’S REPORT. Smith reported YTD interest earned is \$61,225.03. 2023-24 fiscal YTD is \$30,073.86. Summer tax bills went out 7/1/2023.

PLANNING COMMISSION REPORT.

Florian reported:

- A public hearing was held to consider amending the ordinance definition of dwelling to exclude watercraft. This would assist in preventing house boats in the inland lakes. Florian stated there were no public comments. The information is being reviewed by the County Planning Commission then will come to the Board of Trustees for a 1st reading.
- Solar ordinance subcommittee– Florian clarified the ordinance they are considering would not affect a home residence or a small business from having solar energy. Currently the committee is looking at; what are the issues with large scale solar, if they are allowed where would they be allowed?
- Hotel Subcommittee- the committee has developed some recommendations to the business license ordinance that they feel will assist in the expectations we require of aging hotels.
- The Master plan is due for updating. It has been reviewed every 5 years as required; however, it is time to do a deeper review. They will be developing a budget and timeline. Florian requested the executive committee research if there are opportunities to utilize the SWMI Planning Commission and the Township’s planner of record, or if an RPF of services needs to be complete.

ZONING BOARD OF APPEALS REPORT. No meeting.

ASSESSOR’S REPORT. Distributed to board.

BUILDING DEPARTMENT REPORT. One single-family residential permit was issued in June. There have been 3 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

Baseball/Softball Complex. Smith reported drain work in playground area is complete. She is waiting on an installation date from the playground equipment company.

Community Center Improvements. Township Engineer reported the bids will be sought and opened in August. With construction beginning after Community Fun Day.

Lincoln Beach. Township engineer reported we are waiting on the restoration plan to be completed then all items will be filed with EGLE. He has looked at the boardwalk in the nature area, there is approximately 1,315 feet of board walk and it all needs to be replaced. He will provide the expense of replacement cost. Board will need to decide if they want the new boardwalk to be ADA compliant.

WATER/SEWER. Meeting is Thursday.

Public Comments for items not on agenda.

Owner of Crazy King Burrito, Karen Garlanger, approached the Board about possibly acquiring a Class C Liquor license, which would allow them to serve for in-house dining and thru the drive thru, they are looking to serve margaritas and Mexican beers. There was discussion on customer count for in-dining vs drive thru and how many Class C are available. The board suggested an application be submitted with the additional information for review.

Resident asked if there has been any discussion on e-bikes and e-scooters on the non-motorized path, are these considered a motor vehicle? Stauffer stated he will work with the police department to answer this question.

Board Member Comments. None.

ADJOURN. There being no further business, the chair adjourned the meeting at 8:30 pm.

Stacy Loar-Porter, Clerk

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