

LINCOLN CHARTER TOWNSHIP
BERRIEN COUNTY, MICHIGAN
August 15, 2023

THE REGULAR MEETING of the Lincoln Charter Township Board of Trustees was called to order on August 15, 2023 at 7:00 p.m. by Dick Stauffer, Supervisor at the Municipal Building, 2055 W. John Beers Rd, Stevensville, MI 49127. *Meeting was held on the 3rd Tuesday of the month due to the 8/8/23 election.*

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

BOARD MEMBERS ABSENT: Deborah Peterson.

ALSO PRESENT: Brandon Mieras, Township Engineer.

The PLEDGE OF ALLEGIANCE was given.

PRESENTATIONS. None.

ADJUST AGENDA. Move Audit report to beginning.

CORRESPONDENCE. None.

PUBLIC HEARING. None.

2022/23 Audit Presentation.

Jessie Klisz, Plante Moran CPA manager, presented the unmodified “clean” audit opinion for the Township. **Attachment A.**

- In the current fiscal year, revenue exceeded expenditures by approximately \$1,331,000 for the General Fund. When factoring in other financing sources and uses, the General Fund was able to add approximately \$822,000 to fund balance in the current year.
- Revenue exceeded expenditures by approximately \$214,000 for the Police Fund.
- The Charter Township invested approximately \$592,000 in capital assets.
- The Charter Township was able to pay down approximately \$138,000 in debt principal in the current year.
- The General Fund expenditures were under budget by approximately \$69,000, which was spread across all departments.

Approval of 22/23 Audit report. Motion Carried. Gillette moved, seconded by Stauffer to approve the 22/23 Audit Report as presented.

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

1. Approval of minutes for the July 11, 2023.
2. Approve the 8/16/23 and 7/27/2023 bills from the following funds.

General Fund	\$	63,044.70
Fire Fund		17,538.74
Parks Fund		18,737.11
Parks Capital Improvement		44,591.65
Cemetery Fund		1,115.88
Building Fund		6,666.40
Township Improvement Fund		0.00
Police Fund		40,886.84
Police Drug		0.00
Police Capital Improvement		0.00
Sewer Operating		58,719.82
Water Operating		28,391.31
Road Fund		0.00
Fire Capital Improvement		40,358.49
Brownfield Fund		0.00
ARPA Fund		0.00
TOTAL		\$320,049.94

LIBRARY REPORT. Joelle Wake, Library Director, presented the library report and upcoming events. Total check outs for the month of July for the Township- 17,779. The Board of Trustees all completed a new library card application as part Library Card Month.

NEW BUSINESS. None.

SUPERVISOR'S REPORT. None.

Appointments/Reappointments.

Appointment Approved. Motion Carried. Stauffer moved, seconded by Gillette, to approve the reappointment of John Baumann to a one-year term on the Brownfield Redevelopment Authority, term to expire 10/1/2024.

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.

Radar speed sign request. Loar-Porter reported she has reached out to other clerks to gather information. She has not found any that engage in this process due to liability concerns. She will email the subcommittee with some of the info that has been gathered at this time.

Community Fun Day. Committee representative Tom Norbey announced Lincoln Township Community Fun Day will be held 9/9 from 11:00-4:00 pm

CLERK'S REPORT.

July Balances.

General	\$3,482,920.32	Road	\$96,630.50
Fire	\$387,113.27	Police	\$1,358,323.73
Parks	\$186,737.37	Cemetery	\$140,270.38
Street Lighting	\$35,345.41	Building	\$623,942.03
Police Drug Fund	\$7,090.93	Brownfield	\$390,848.56
Township Improvement	\$323,366.96	Fire Improvement	\$224,752.18
Police Improvement	\$23,520.66	Park Improvement	\$150,304.14

Sewer Operating	\$5,515,777.41	Water Operating	\$7,425,818.66
Trust & Agency	\$14,079.21	T&A Delinquent Tax	\$3,968.49
Tax Fund	\$1,140,660.74	Police Bond T & A	\$523.72
Flex Spending	\$3,090.72	ARAP	\$709,668.84

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

Civic Ready- a notification only system that would allow the Township to send texts alerts, email alerts and text to speech landline alerts.

Implementation- \$ 6,307.95 Annual reoccurring cost- \$6,623.35

Civic Engage- new website that includes the notification system, agenda management, fillable online forms, ability for residents to submit requests, ability for residents to report issues. Allow residents to sign up for specific notifications.

Implementation- \$ 15,543.00 Annual reoccurring cost- \$5,769.75

this is higher than ready because there is so much data on our website

It was asked if the Township choose CivicReady first then decided we wanted to switch to Engage would there be a discount, the answer is kind of. The implementation cost includes the 1st year of service, so we would get a slight credit for that, but the implementation for each is completely different so the work they would do on Civic Ready does not carry over to CivicEngage.

Loar-Porter stated her recommendation is to implement Civic Engage, our residents want a more interactive website, and ways to reach us that are convenient for them.

Approve Purchase of Civic Engage. Motion Carried. Stone moved, seconded by Florian, to approve the purchase of Civic Engage website.

BSA Cloud Presentation. Loar-Porter made a follow-up presented an upgrade to the BSA software the Township already utilizes. The company is transitioning to a cloud based program. At the July meeting it was asked if we could utilize the cloud version for just some of the programs. When speaking with BSA due to the data all being linked together all BSA programs need to be on the cloud version. The biggest advantage is to the building and assessing departments, it will aid them in being able to access live data in the field versus stagnate data, and spend less time transferring written notes in the office, creating a more efficient use of their time. There is also cost saving on computer infrastructure when it comes to the server on-site, cloud would provide us much more storage space without having to purchase additional servers.

Total upgrade with database setup, project management and implementation planning, and training for all 10 modules we use is \$73,610.00.

The annual service fee after the 1st year will be: \$41,085. We currently pay \$24,000-26,000 annually for BSA services, server storage and backup storage.

Loar-Porter reported this is an allowable expense for ARPA Funds.

Approval to upgrade to BSA Cloud. Motion Carried. Stone moved, seconded by Stauffer, to approve the upgrade to BSA Cloud, utilizing ARPA funds, payment to be spread over 3 budget years.

TREASURER'S REPORT. Smith reported YTD interest earned is \$114,592.04. 2023-24 fiscal YTD is \$30,073.86. Summer tax bills went out 7/1/2023.

PLANNING COMMISSION REPORT.

Approval of 1st Reading of an Amendment to the Zoning Ordinance. Motion Carried. Florian moved, seconded by Gillette, to approve the first reading of an ordinance to amend the zoning ordinance of the compilation of ordinances of Lincoln Charter Township to revise the definition of "Dwelling" to exclude watercraft. # Z23-03. **Attachment B.** Roll call vote: Ayes: Florian, Gillette, Loar-Porter, Smith, Stauffer, and Stone. Nays: None.

ZONING BOARD OF APPEALS REPORT. No meeting.

ASSESSOR'S REPORT. Distributed to board.

BUILDING DEPARTMENT REPORT. Two single-family residential permits were issued in July. There have been 5 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

Community Center Improvements. Township Engineer reported the bids are open and due 8/31. Once the construction begins it is a 56-day schedule, construction will not begin until after 9/9.

Lincoln Beach. Township engineer reported the project is under EGLE review, final parking has been developed. He provided cost estimates for the various options of repairing the path by the nature trail area.

WATER/SEWER.

Approve UFS Rate Design work. Motion Carried. Stauffer moved, seconded by Gillette, to approve \$1,900 for the rate consultant to complete their 2024 recommendation.

Consider Adoption of updated Greater St. Joseph Water System Rules and Regulations. The red-line draft was presented to the board for review. The following comments were made and requested clarification:

- Section 3.2 - The change removes the response time requirements entirely. Why, and what prevents an applicant from having to wait indefinitely for a response?
- Section 4.2 - The change imposes a 10-year requirement on developers. Question is why; the developer paid for the system installation - why should a ready service charge be imposed on him for any unsold lots? Second question is whether this applies only to new developments? That is, what about existing developments that have unsold lots for more than 10 years?
- Multiple Sections - The changes impose a requirement for GPS recordings by the local

units of government. Has the City been doing this up until now?

- Sections 11 and 12 - There are no Section breaks in the document to tell the reader where these sections begin, leaving one to wonder if something is missing.

Dave Boelcke will present the questions/comments and report back to the board before the September meeting.

Public Comments for items not on agenda.

Resident asked if the new notification system would work for those that do not have cell or internet- the notifications can be sent text to talk to a land line. There will be several announcements on how to sign up.

Resident stated they were concerned about Lake Township and Lincoln Township Fire Department working together.

Board Member Comments. None.

ADJOURN. There being no further business, the chair adjourned the meeting at 8:00 pm.

Stacy Loar-Porter, Clerk

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