

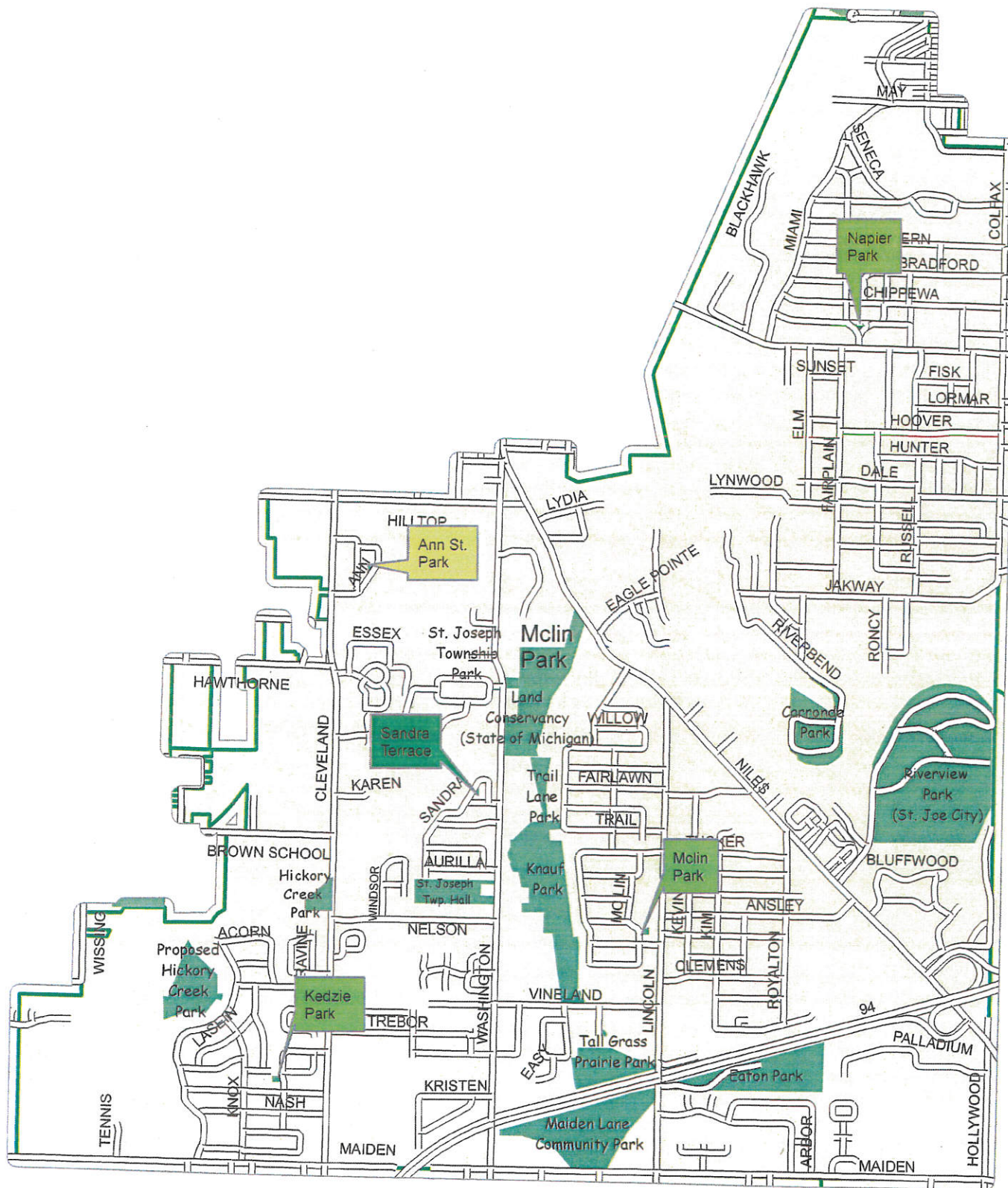
Table: Facility Development Standards

Activity/Facility	Standard*	Need	Existing	Deficiency
Badminton	1/5,000	2	0	2
Basketball (Youth)	1/5,000	2	1	1
Basketball (High School)	1/5,000	2	1	1
Handball	1/20,000	-	-	-
Ice Hockey	1/100,000	-	-	-
Tennis	1/2,000	5	6	0
Volleyball	1/5,000	2	2	0
Baseball (Official)	1/5,000	2	>2	0
Baseball (Little League)	1/5,000	2	>2	0
Field Hockey	1/20,000	-	-	-
Football	1/20,000	-	1	0
Soccer	1/10,000	1	>4	0
Golf-Driving Range	1/50,000	-	-	-
¼ Mile Running Track	1/20,000	-	1	0
Softball	1/5,000	2	>2	0
Multiple Recreation Court	1/10,000	1	1	0
Trails	1 system	1	0	1
Archery Range	1/50,000	-	-	-
Skeet and Trap Field	1/50,000	-	-	-
Golf	1/25,000	-	-	-
Swimming Pools	1/20,000	-	-	-

*Based on Population

Appendices

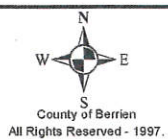
Appendix A: St. Joseph Charter Township Maps



St. Joseph Twp. Parks

SCALE: 1 = 2,200'

Note: Parcel line locations are generalized.



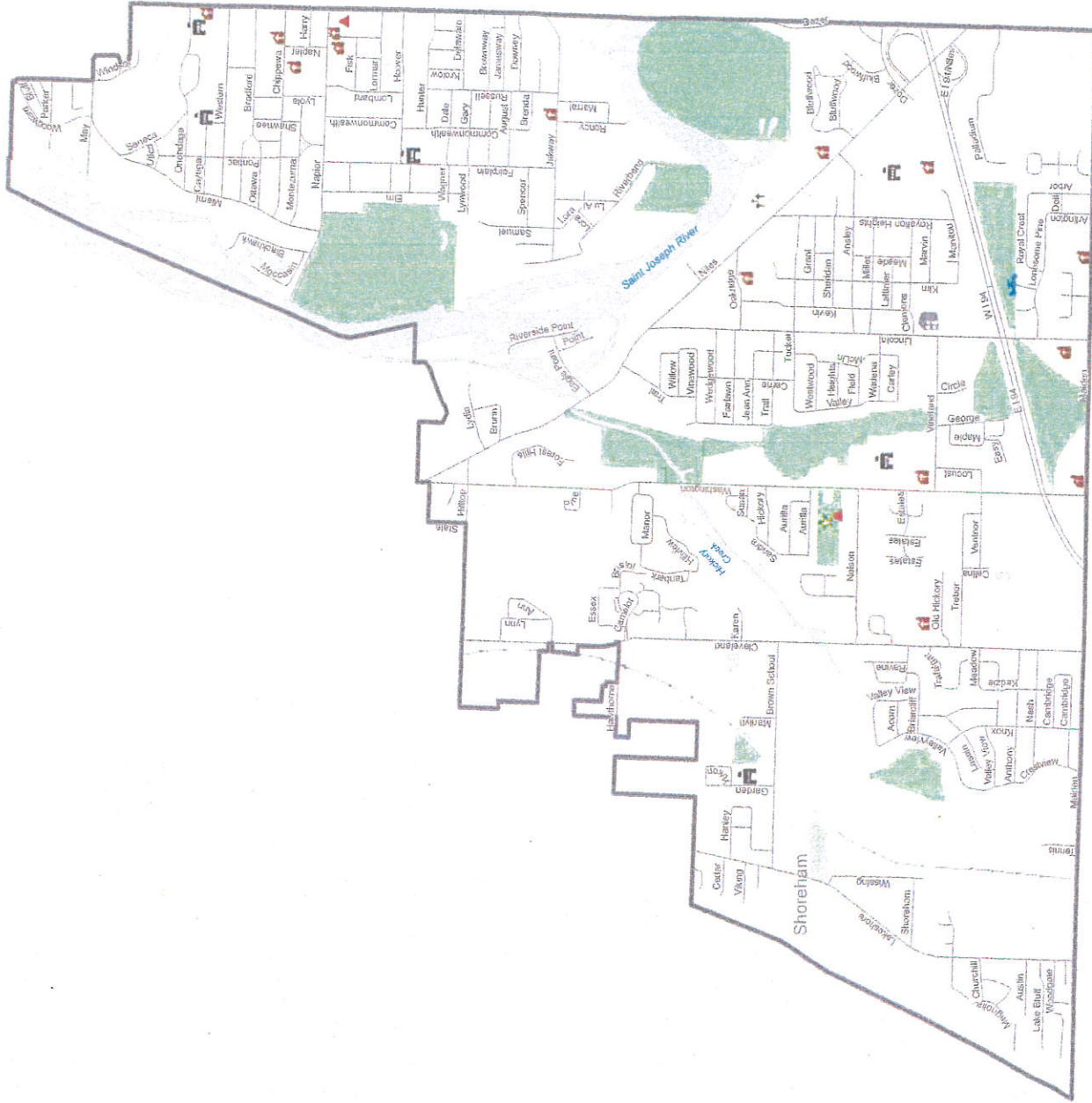
LEGEND

- ☆ TOWNSHIP HALL & POLICE DEPARTMENT
- ▲ FIRE STATION
- DEPARTMENT OF PUBLIC WORKS
- SCHOOL
- CHURCH
- SENIOR LIVING COMMUNITY
- CEMETERY
- RECREATION/OPEN SPACE
- PARCELS
- TOWNSHIP BOUNDARY
- VILLAGE OF SHOREHAM
- ROADS
- RAILROAD

Community Facilities Map

Lake Michigan

DATA SOURCES:
 BROWN COUNTY GIS
 SOURCE OF MICHIGAN GEOGRAPHIC DATA LIBRARY
 SOUTHWEST MICHIGAN PLANNING COMMISSION
 TOWNSHIP ASSESSOR DATABASE DOWNLOAD 1/12/2016



Appendix B: Notice for Public Meetings and Local Newspaper Articles

AFFP

Park and Recreation Plan

Affidavit of Publication

STATE OF MICHIGAN }
COUNTY OF BERRIEN } SS

Samantha Smith, being duly sworn, says:

That she is Accounting Clerk of the Herald Palladium, a Daily newspaper of general circulation, printed and published in St Joseph, Berrien County, Michigan; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

December 08, 2017

Publisher's Fee: \$ 131.25

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Samantha Smith

Subscribed to and sworn to me this 8th day of December 2017.

Ashley Banks

Ashley Banks, Notary Public 01/23/2024

St. Joseph Charter Township
PUBLIC NOTICE

The Township is amending their 5 year Parks and Recreation Plan that will expire December 31, 2018.

A copy of the original plan and the availability to review the Draft Plan Amendment can be seen at the Township Hall,

3000 Washington Ave., St. Joseph, MI 49085 or the Maud Preston Palenske Memorial Library, 500 Market Street, St. Joseph, MI 49085. The Draft Plan Amendment is also located on the Township website www.sjct.org.

The plan will be available for public review until January 15, 2018.

If you have comments or questions, please contact, Denise Cook, Township Manager at 269-429-7703.

RECEIVED
DEC 18 2017

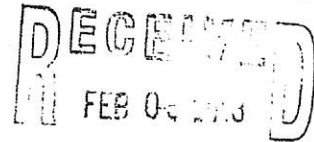
ST. JOSEPH CHARTER TOWNSHIP

60000257 60911819 269-429-2079

ATT ACCT MD#1400
ST JOSEPH CHARTER TOWNSHIP
PO BOX 147
3000 WASHINGTON AVENUE
SAINT JOSEPH, MI 49085

AFFP

Public Notice St. Joseph Chart



ST. JOSEPH CHARTER TOWNSHIP

Affidavit of Publication

STATE OF MICHIGAN }
COUNTY OF BERRIEN }

SS

Public Notice
St. Joseph Charter Township
Board of Trustees

Samantha Smith, being duly sworn, says:

That she is Accounting Clerk of the Herald Palladium, a Daily newspaper of general circulation, printed and published in St Joseph, Berrien County, Michigan; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

January 26, 2018

Publisher's Fee: \$ 219.65

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Samantha Smith

Subscribed to and sworn to me this 26th day of January 2018.

Ashley Banks

Ashley Banks, Notary Public 01/23/2024

The St. Joseph Charter Township Board of Trustees will hold a public hearing on the proposed Parks and Recreation Plan for 2019-2023 on February 5, 2018, at 6:00 PM at the Township Hall, 3000 Washington Ave., St. Joseph, MI 49085. The draft plan is available for inspection at the Township Hall. All persons will have the opportunity to comment on the proposed Parks and Recreation Plan at the hearing.

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act), MCLA 41.72a (2) (3) and the American with Disabilities Act (ADA).

The St. Joseph Charter Township Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed material being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon three (3) days notice to the St. Joseph Charter Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the St. Joseph Charter Township Board by writing or calling the following:

Patrice Rose, Clerk
3000 Washington
Avenue
P.O. Box 147
St. Joseph, MI 49085
269-429-7703

60000257 60922329 269-429-2079

ATT ACCT MD#1400
ST JOSEPH CHARTER TOWNSHIP
PO BOX 147
3000 WASHINGTON AVENUE
SAINT JOSEPH, MI 49085

December 15, 2017

TO:

Little League
St. Joseph Public Schools
AYSO
Benton Charter Township
Lincoln Township
Royalton Township
City of St. Joseph
Southwest Michigan Planning Commission
Berrien County Parks Department

Good Morning All,

Please see the attached draft of St. Joseph Charter Township's updated Parks and Recreation Plan. If your organization chooses to make comments please direct them to me.

Thank you.

Denise Cook
Manager
St. Joseph Charter Township
3000 Washington Ave.

P.O. Box 147
St. Joseph, MI 49085
dcook@sjct.org
269.429.7703
269.429.2079 (fax)

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version.

hp LOCAL & STATE

SJ Township reviewing parks and rec plan

By RALPH HEIBUTZKI
HP Correspondent

ST. JOSEPH — St. Joseph Township should have an updated plan to guide its parks and recreation goals, raising its odds of getting grants for future projects, by early next year, according to Township Manager Denise Cook.

The municipality last reviewed its parks and recreation plan in 2013, so it's definitely time for a fresh look, Cook said. She briefly updated the board at its meeting last week.

"This (review) is not nearly as extensive as the master plan," she said. "We already have a basis to start with on this, but it's fairly recent."

Cook said the township already has hired Cynthia LaGrow of LaGrow Consulting in Coloma for \$3,500 to lead the effort, which she hopes to see wrapped up by Jan. 1.

"She (LaGrow) prepared the last parks and recreation plan," Cook said. "She'll head it up, get the proper paperwork together, put in

the the pavilion prompted Cook to revisit the fees and recommend raising them. She didn't recall when they last went up.

"Maiden Lane Pavilion is being rented more this year than it ever has before," she said. "Once or twice a month, it's come up."

The board also felt that a more uniform fee scale was needed, Cook said.

"Many people rent the closed pavilion," Cook said. "They like the option to keep the gathering more private. (The board) thought, if they're truly interested in renting both (options), it'd be nice to offer them a break."

The pavilion closes November to April, "but you can call Jan. 1 to start renting for 2018," she said.

The township also will launch its own Facebook page next month, Cook told the board.

The township's fire and police departments already have Facebook pages, but Cook saw a need for one representing the administrative side of things.

book form, and just gather the information for us."

Besides updating the current plan, LaGrow also will make sure that all relevant publication requirements are followed and recommend "additional items we may be interested in securing for the township," Cook said.

Having a plan also improves the odds of getting grant funding for future projects and helps the township determine which ones it might pursue, Cook said.

"That's to be determined, and she'd (LaGrow) guide us in that (effort), too," she said.

The board would have to approve the final draft.

In other business, the board raised Maiden Lane Pavilion's open and closed rental fees to \$180 per resident, and \$285 per nonresident, effective now.

The old fees were \$75 (open) and \$130 (closed) for residents and \$125 (open) and \$200 (closed) for nonresidents.

A surge of interest in

"We wanted the opportunity to show some of the positive things going on in the township, and get the word out for things that happen immediately, like a water shutoff or a road closing," she said.

Staff will update and the monitor the page, with Cook having final say over its content.

As part of that effort, the board unanimously approved a policy spelling out basic groundrules for the page, including how employees are supposed to use it when they post there, Cook said.

"It's precautions and prohibitions," she said. "If there's information put (on the page) by outsiders that's profane, it can be removed."

The board also approved free passes for Orchard Hill Landfill in Watervliet for Oct. 6-7, 13-14, 20-21 and 27-28.

Property owners can pick up one pass at the township hall on 3000 Washington Ave., for use on one of those dates.

hp LOCAL & STATE

The changing face of SJ Twp. parks

Township examines priorities; cricket field among suggestions

By RALPH HEIBUTZKI
HP Correspondent

ST. JOSEPH — With an updated parks and recreation plan in hand, the St. Joseph Township Board will now see how to prioritize and fund \$1.3 million in improvements identified in the document.

Township Manager Denise Cook said she expects the picture to clear up after meeting with consultant Cynthia LaGrow — who helped to craft the document — and the Parks Committee.

"Cyndi will be able to advise us on what we would probably be most likely to get grant money

for," Cook said.

Board members unanimously approved the revised plan this week. LaGrow handled the last revision in 2013, where she earned \$3,500 for her work on the new plan.

LaGrow said the township received 145 written and online comments since she began working on the document last fall.

"It's excellent, it's really great. Compared to years past, it (the overall volume) doubled," she said.

Seventy-five respondents suggested new playground equipment for all township parks, while 80 cited a cricket field as something they'd like to see, which reflects how times have changed, LaGrow said.

"This township is such a diverse township. You have people from all walks of life moving into this

community, to work at Whirlpool, or LECO, or wherever — so you have to then speak to their wants and needs," she said.

Other priorities identified in the comments included making parks accessible to people with disabilities, and diversifying them for other uses — "such as AYSO (American Youth Soccer Organization) at Maiden Lane," she said.

The \$1.3 million identified in the plan is the estimated cost of making all those priorities happen, but LaGrow said now it's time to identify the ones that have the best shot at getting grants to fund them.

"It's their (the township's) wish list, but they're going to have to narrow down one or two (top) projects that they want to apply for. They have to look at what can be realized easily, and what they can get their biggest bang for their buck on," she said.



Don Campbell / HP file photo

Traffic flows along I-94, next to Maiden Lane Community Park in 2015 in St. Joseph Township. The park was among several identified projects in the township's park master plan.

Besides proposed uses, other facts to consider might include how many people could benefit from them, LaGrow said. "Maiden Lane has no playground equipment, but there are thousands of people that go to that park," she said.

Appendix C: Public Meeting Minutes

Parks Committee Meeting
September 21, 2017, 2:00 P.M.
Agenda

- Cindy LaGrow – Parks and Recreation Plan Update
 - Community Involvement Options
 - Cleveland Avenue Park Name
 - Additional Information as Needed
- Trail Improvements – review quotes
- Eaton Park – tennis court removal
- Update – Cleveland Ave. canoe/kayak park
- Playground repair update – slide/digger
- AYSO update – possible court proceedings
- Visit from Kathy Knauf
 - Carronde Park pavilion
 - Kedzie Park sign

St. Joseph Charter Township
Parks Committee Meeting

September 21, 2017

Present: Roger Seely, Ron Griffin, Denise Cook, Dave Rindfield, Cindy LaGrow

The Committee met at the Township hall in the manager's office.

Cindy LaGrow reviewed information regarding updating the Parks and Recreation Plan which expires December, 2018.

She requested that we give the park on Cleveland Avenue a name. Ron suggested Hickory Creek Park. All were in agreement.

She shared that a local grant match would need to be 25% of the grant total and other groups or "partners" contributions are considered part of the match. She also suggested contacting school advisors (each class has one) for college-bound high school students. The students are required to do community service which can also be considered part of a grant match (minimum wage x hours volunteered).

Cindy will put a survey together and get it back to Denise. The survey will have a 30 to 45 day window for completion. She will see if Survey Monkey will work on the Township's website or have surveys sent to her website.

Possible donations from the Pokagon Band of Potawatomis was discussed. Cindy shared that Troy Clay from Mno-Bmadsen might be a good contact. She explained that this group deals with outreach items for the tribe. For example, if they were to donate to a pavilion it would need to be constructed from natural elements.

Dave reported that he had received a quote for \$19,750 from Hollerbach Excavating to put 6" of crushed asphalt on the Knauf Trail (8' wide, 4,416' long) - not to include the portion of the trail belonging to AEP for which the Township has an easement. He shared that it is often muddy and people are not able to push a stroller down the trail. The request will go to the Board of Trustees for approval.

Dave shared that he had been in contact with Brenda Wright regarding trees to plant at Maiden Lane and Eaton Park.

Dave reported that with the changes in lights and policing the organizations at the park the electric bill at Eaton Park was reduced by approx. \$2,100 from last year.

Denise reported that she and Dave met with representatives of The National Association of Realtors and Southwestern Michigan Association of Realtors at Hickory Creek Park to accept a \$4,000 place making grant (non-matching) check for the Township. The Township is using the grant to purchase 2 picnic tables (one ADA compliant), 2 benches, a covered trash can and a grill. The equipment will be delivered and installed in approximately 4 weeks. A plate with donation information has been ordered and will be mounted on one of the benches.

Dave reported that the digger (playground equipment) had been replaced at Eaton Park and that the broken slide had been replaced at McLin Park.

Cindy exited the meeting.

St. Joseph Charter Township
Parks Committee Meeting

Denise shared that Kathy Knauf had stopped in regarding parks. She said that the pavilion that had been torn down in Carronde Park was dedicated in memory of Ernest Knauf and she would like to see it rebuilt. Roger and Ron said she was mistaken and that that pavilion was actually dedicated in memory of Beverly Hicks.

Kathy also questioned why the Kedzie Park sign was down. She shared that she had spent a lot

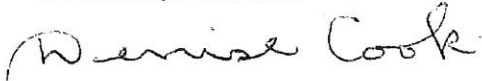
The committee discussed the September 21st letter that Attorney Sara Senica sent regarding AYSO and Maiden Lane Park. It was suggested to have Sara check with the County Prosecutor regarding the 501C status of AYSO and if an audit was on file for the local chapter.

Ron shared that he would like to work with Sara on easements for the Hickory Creek Trail before the end of the year. He asked that letters be mailed by Sara on behalf of the Township. He stated 26 out of 32 properties owners have agreed to grant easements.

Ron shared that each manhole cover on the Hickory Creek Interceptor has a post with a number.

It was also noted that the Sewer & Water Authority is contracting with Lincoln Township and St. Joseph Charter Township to mow the interceptor trail. The Townships will be reimbursed by the Authority for time and expenses to perform the mowing.

Submitted by Denise Cook

A handwritten signature in cursive script that reads "Denise Cook". The signature is written in dark ink and is positioned below the typed name "Submitted by Denise Cook".

Parks Committee Meeting

December 1, 2017

Agenda

- Greg Parrett – North Lincoln – Eaton Park
- AYSO Update
- Cricket League
- Parks and Recreation Plan

**ST JOSEPH CHARTER TOWNSHIP
BOARD OF TRUSTEES
December 4, 2017
BOARD AGENDA**

Call Meeting to Order

Pledge of Allegiance

Roll Call:

Consent Agenda:

- Clerk's Report – Payment of Bills -November 30, 2017 in the amount of \$673,342.53
- Approval of Workshop Meeting Minutes November 6, 2017
- Approval of Regular Meeting Minutes, November 6, 2017
- Financial Report November 30, 2017

Public Comment:

Committee, Commission Reports:

Planning, SWMRSS&WA, Water Services Joint Operating Board, ZBA, Airport, Public Safety

Unfinished Business:

New Business:

Discussion: Draft for updated Parks and Recreation Plan – Cynthia LaGrow
Motion: Move Committed Funds to Unrestricted Funds
Motion: Police Contract
Motion: Set Public Hearing – St. Joseph Public Schools Tower
Resolution: Set Dates for 2018 Board and Workshop Meetings

Supervisor's Comments

Manager's Report

Board Member's Comments:

Adjournment:

Next Meeting: Tuesday, January 2, 2018 at 6 p.m. - Next Workshop: Tuesday, January 2, 2017 at Noon.

ST. JOSEPH CHARTER TOWNSHIP
Board of Trustees Regular Meeting
December 4, 2017

The regular St. Joseph Charter Township Board meeting was called to order at 6:00 p.m. by Supervisor Roger Seely.

The roll was called:

Present: Roger Seely, David Vonk, Patrice Rose, Ronald Griffin,
Melissa Hahn, Edward Meny, Thomas Milnikel, Denise Cook,
Manager and Laura Stark, Recording Secretary

Agenda:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Consent Agenda
5. Public Comments
6. Committee/Commission Reports
7. Unfinished Business
8. New Business
9. Supervisor's Comments
9. Manager's Report
10. Board Member's Comments
11. Adjournment: The next regular meeting will be held on
Tuesday January 2, 2018 at 6:00 p.m.
The next workshop meeting will be held
on Tuesday, January 2, 2018 at 12:00 noon.

MOTION - CONSENT AGENDA

A motion was made by Ms. Hahn and supported by Mr. Meny to approve the Consent Agenda containing the following:

1. Approval of Workshop Minutes November 6, 2017
2. Approval of Meeting Minutes November 6, 2017
3. Clerk's Report - Payment of Bills - November 30, 2017, in the amount of
\$673,342.53
4. Financial Report, November 30, 2017

Roll call vote: Yeas: Seely, Vonk, Rose, Griffin, Hahn, Meny, Milnikel

Nays: None

Motion carried 7 to 0.

PUBLIC COMMENT:

Holiday Greetings to all.

COMMITTEE, COMMISSION REPORTS

Mr. Milnikel said the Planning Commission is working on becoming a Redevelopment Ready Community.

UNFINISHED BUSINESS:

None

NEW BUSINESS:**DISCUSSION:**

Ms. Cynthia LaGrow, reported on the Draft for the updated Parks and Recreation Plan. She also shared that the Township Surveys are in and she shared a few comments they contained.

A discussion followed considering the request of audit information from the AYSO and NLBL organizations who use the Township Parks.

She also told us that they are working on the final St. Joseph Township Parks & Recreation Plan.

MOTION - MOVE COMMITTED FUNDS

Mr. Vonk moved to approve Committed Funds set aside for Election Equipment to Unrestricted Funds. This was supported by Ms. Hahn.

Roll call vote: Yeas: Vonk, Rose, Griffin, Hahn, Meny, Milnikel, Seely

Nays: None

Motion carried 7 to 0.

MOTION - 2018 POLICE CONTRACT

Mr. Milnikel moved to approve the Police Officers Labor Council Contract effective January 1, 2018. This was supported by Mr. Meny.

Roll call vote: Yeas: Rose, Griffin, Hahn, Meny, Milnikel, Seely, Vonk

Nays: None

Motion carried 7 to 0.

MOTION - SET PUBLIC HEARING - TOWER

Ms. Hahn moved to approve setting a public hearing Tuesday, January 2, 2018 at 6:00 p.m. to consider the request for a communications tower from St. Joseph Public Schools. Mr. Milnikel supported the motion.

Roll call vote: Yeas: Griffin, Hahn, Meny, Milnikel, Seely, Vonk, Rose

Nays: None

Motion carried 7 to 0.

RESOLUTION 2017-25 - SET DATES FOR 2018 BOARD AND WORKSHOP MEETINGS

Ms. Hahn moved to approve the resolution setting the 2018 meeting schedule as presented to the Board. Mr. Vonk seconded the motion.

Roll call vote: Yeas: Hahn, Meny, Milnikel, Seely, Vonk, Rose, Griffin

Nays: None

Motion carried 7 to 0.

SUPERVISOR'S COMMENTS

Mr. Seely said that Berrien County Road Department will meet Tuesday, December 5, 2017. He also wished everyone a Merry Christmas and a Happy New Year.

MANAGER'S REPORT

Ms. Cook reported that the leaf pick-up has been extended one (1) week, to end December 8, 2017.

She also reminded the Board Members of the Holiday Potluck, at the Township Hall at 11:30 on December 21.

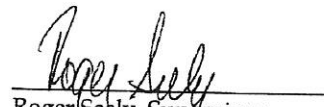
BOARD MEMBER'S COMMENTS

MERRY CHRISTMAS AND HAPPY NEW YEAR TO ALL!

ADJOURNMENT

The meeting adjourned at 6:35 p.m.


Patrice Rose, Clerk


Roger Seely, Supervisor

**ST JOSEPH CHARTER TOWNSHIP
BOARD OF TRUSTEES
February 5, 2018
WORKSHOP AGENDA**

Call Meeting to Order

Pledge of Allegiance

Roll Call:

Consent Agenda:

- Approval of Workshop Meeting Minutes – January 2, 2018
- Approval of Regular Meeting Minutes - January 2, 2018
- Clerk's Report – Payment of Bills – January 31, 2018 in the amount of \$2,473,914.78
- Financial Report - January 31, 2018

Public Comment:

Committee, Commission Reports:

Planning, SWMRSS&WA, Water Services Joint Operating Board, ZBA, Public Safety

Unfinished Business:

New Business:

- Discussion – AYSO – Dan Kurth
- Discussion – Public Hearing – Parks and Recreation Plan – Cindy LaGrow
- Discussion – Fire Chief Resignation
- Discussion – Appoint New Fire Chief
- Discussion – Fire Improvement Millage and Ballot Proposal Wording/Fire Truck Purchase/Pay off Fire Station #2 Loan
- Discussion – Planning Commission 2017 Annual Report
- Discussion – ZBA Training
- Discussion – Set March Board of Review Hours
- Discussion – Medic 1 2018-19 Budget
- Discussion – Napier Avenue Corridor
- Motion – Recess for Public Hearing
- Motion – Reconvene Meeting
- Resolution – 2018- Parks and Recreation Plan
- Motion – Accept Resignation – Fire Chief – Gary Maynard
- Motion – Appoint New Fire Chief – Ryan Klaer
- Motion – Set March Board of Review Hours
- Motion – Approve Medic 1 2018-19 Budget
- Motion – Fire Improvement Millage
- Resolution – 2018-05 – Waiving Penalty Fees and Interest for Failure to File a Property Tax Affidavit

Supervisor's Comments

Manager's Report

Board Member's Comments:

Adjournment:

Next Meeting: Monday, March 5, 2018 at 6 p.m. - Next Workshop: Monday, March 5, 2018, at Noon.

**ST JOSEPH CHARTER TOWNSHIP
BOARD OF TRUSTEES
February 5, 2018
BOARD AGENDA**

Call Meeting to Order

Pledge of Allegiance

Roll Call:

Consent Agenda:

- Approval of Workshop Meeting Minutes – January 2, 2018
- Approval of Regular Meeting Minutes - January 2, 2018
- Clerk's Report – Payment of Bills – January 31, 2018 in the amount of \$2,473,914.78
- Financial Report - January 31, 2018

Public Comment:

Committee, Commission Reports:

Planning, SWMRSS&WA, Water Services Joint Operating Board, ZBA, Public Safety

Unfinished Business:

New Business:

Motion – Recess for Public Hearing

Motion – Reconvene Meeting

Motion – Accept Resignation – Fire Chief – Gary Maynard

Motion – Appoint New Fire Chief – Ryan Klaer

Motion – Set March Board of Review Hours

Motion – Fire Improvement Millage

Resolution – 2018-04 - Parks and Recreation Plan

Resolution – 2018-05 - Waiving Penalty Fees and Interest for Failure to File a Property Tax

Affidavit

Supervisor's Comments

Manager's Report

Board Member's Comments:

Adjournment:

Next Meeting: Monday, March 5, 2018 at 6 p.m. - Next Workshop: Monday, March 5, 2018, at Noon.

ST. JOSEPH CHARTER TOWNSHIP

Board of Trustees Regular Meeting

February 5, 2018

The regular St. Joseph Charter Township Board meeting was called to order at 6:00 p.m. by Supervisor Roger Seely.

The role was called:

Present: Roger Seely, David Vonk, Patrice Rose, Ronald Griffin,
Melissa Hahn, Manager, Denise Cook, and Recording Secretary, Laura Stark

Agenda:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Consent Agenda
5. Public Comments
6. Committee/Commission Reports
7. Unfinished Business
8. New Business
9. Supervisor's Comments
10. Manager's Report
11. Board Member's Comments
12. Adjournment: The next regular meeting will be held on
Monday, March 5, 2018 at 6:00 p.m.
The next workshop meeting will be held
on Monday, March 5, 2018 at 12:00 noon.

MOTION - CONSENT AGENDA

A motion was made by Ms. Hahn and supported by Mr. Vonk to approve the Consent Agenda containing the following:

1. Approval of Workshop Minutes - January 2, 2018
2. Approval of Meeting Minutes - January 2, 2018
3. Clerk's Report - Payment of Bills - January 31, 2018, in the amount of \$2,473,914.78
4. Financial Report, January 31, 2018

Roll call vote: Yeas: Seely, Vonk, Rose, Griffin, Hahn

Nays: None

Motion carried 5 to 0, with 2 absent.

PUBLIC COMMENT:

Mr. Dale Stover of 365 W. Trillium Circle, St. Joseph thanked the Township Manager, Denise Cook for her work with the Comcast Settlement. He asked for an update regarding this. Ms. Cook said that they are still working on it.

COMMITTEE, COMMISSION REPORTS:

Clerk, Patrice Rose stated that she attended a really good and productive Library Board Meeting.

UNFINISHED BUSINESS: None

NEW BUSINESS:

MOTION - RECESS FOR PUBLIC HEARING

Ms. Hahn moved to approve the recess of the St. Joseph Charter Township Board meeting and open a public hearing to discuss the Parks and Recreation Plan. This was supported by Mr. Vonk.

Roll call vote: Yeas: Vonk, Rose, Griffin, Hahn, Seely

 Nays: None

Motion carried 5 to 0, with 2 absent.

PUBLIC HEARING - DISCUSS THE PARKS AND RECREATION PLAN

Ms. Cindy LaGrow, of LaGrow Consulting discussed the Parks and Recreation Plan for the next five years. The Plan includes considerations such as expanded park uses, and further trail development. She said input from the Township residents had been considered in forming the Parks and Recreation Plan.

Mr. Gary Young, of St. Joseph Township asked how they collected this information. Ms. LaGrow answered that surveys, social media, and forms at the Library and Township Hall were the major means used.

Following some other questions and a discussion regarding what the Grant money will cover if it is given, Ms. LaGrow said she should have a final document ready in a couple of weeks.

MOTION - RECONVENE MEETING

Mr. Vonk moved to approve reconvening the St. Joseph Charter Township Board Meeting. This was supported by Ms. Hahn.

Roll call vote: Yeas: Rose, Griffin, Hahn, Seely, Vonk

Nays: None

Motion carried 5 to 0, with 2 absent.

MOTION - ACCEPT RESIGNATION OF FIRE CHIEF

Mr. Griffin moved to accept the resignation of Mr. Gary Maynard as Station #1 Fire Chief, effective March 1, 2018. It was noted that Mr. Maynard has been Chief since 2006 and that he will continue to serve as Fire Captain. Mr. Vonk supported the motion.

Roll call vote: Yeas: Griffin, Hahn, Seely, Vonk, Rose

Nays: None

Motion carried 5 to 0, with 2 absent.

MOTION - APPOINTMENT OF FIRE CHIEF

Mr. Griffin moved to appoint Mr. Ryan Klaer to the position of Fire Chief for Station #1, beginning March 1, 2018, as recommended by the Public Safety Team. Mr. Vonk supported the motion.

Roll call vote: Yeas: Hahn, Seely, Vonk, Rose, Griffin

Nays: None

Motion carried 5 to 0, with 2 absent.

MOTION - MARCH BOARD OF REVIEW HOURS

Ms. Hahn moved to approve setting St. Joseph Charter Township Board of Review Hours as presented. Mr. Vonk supported the motion.

Roll call vote: Yeas: Seely, Vonk, Rose, Griffin, Hahn

Nays: None

Motion carried 5 to 0, with 2 absent.

MOTION - FIRE IMPROVEMENT MILLAGE

Mr. Griffin moved to approve presenting the Fire Improvement millage ballot language as brought before the Board, to the Township attorney for approval. Ms. Hahn supported the motion.

Roll call vote: Yeas: Vonk, Rose, Griffin, Hahn, Seely

Nays: None

Motion carried 5 to 0, with 2 absent.

RESOLUTION 2018-04 - PARKS AND RECREATION PLAN

Ms. Hahn offered Resolution 2018-04 - Community Recreation and Natural Resource Conservation Plan as it has been developed. Mr. Vonk was in support.

Roll call vote: Yeas: Seely, Vonk, Rose, Griffin, Hahn,

Nays: None

Resolution passed 5 to 0, with 2 absent.

RESOLUTION 2018-05 - Waiving Penalty Fees and Interest for Failure to File a Property Tax.

Ms. Hahn offered Resolution 2018-05, that the Township Board of St. Joseph Charter Township wave penalties under Section 211.27b of the General Property Tax Act. This was seconded by Mr. Vonk.

Roll call vote: Yeas: Vonk, Rose, Griffin, Hahn, Seely

Nays: None

Resolution passed 5 to 0, with 2 absent.

SUPERVISOR'S COMMENTS

Mr. Seely thanked Boy Scouts, Noah Siglow and Camron Preciado for attending the Township Board Meeting. He invited them to tour the Fire Station later.

He also said that he, Denise Cook, and Ron Griffin will be attending a meeting on Wednesday, February 7, regarding the Parks and Recreation Grant Proposal.

MANAGER'S REPORT

Ms. Cook reported that Troy Gano, Township Building and Ordinance Inspector had updated the Picture Board in the Township Hall Meeting Room.

She also stated that she and Mr. Griffin attended a Bridge Scoping Meeting for input regarding the bridges over I-94 from exit 23 to the St. Joseph River.

BOARD MEMBER'S COMMENTS

Ms. Hahn said she will be on the Napier Corridor Study Commission.

Mr. Vonk mentioned that we are in the last nine days of tax season.

Ms. Rose told us that Election training is beginning.

ADJOURNMENT

The meeting adjourned at 6:53 p.m.

Patrice Rose, Clerk

Roger Seely, Supervisor

St. Joseph Charter Township
Parks Committee Meeting

February 7, 2018

Present: Roger Seely, Ron Griffin, Denise Cook, Dave Rindfield

The Committee met at the Township hall in the manager's office.

Denise and Dave attended a DNR grant workshop last Thursday and were introduced to the many steps involved in the grant application process. It was discussed whether the two of them should attempt writing a grant before the April 1st deadline. It was decided to send RFP's to four firms to write the grant, since the window of time to complete the application is so close and this would be Denise and Dave's first attempt. The four firms are: LaGrow & Associates, Abonmarche, Wightman & Associates, and Hurley & Stewart (Kalamazoo firm - associate with SJCT ties).

The committee reviewed four projects suited for a DNR grant application and chose ADA compliant playground structure and surface for Maiden Lane Park. The committee agreed to Mr. Griffin's suggestion to contact Regina at the Berrien Community Foundation to inquire about a grant for ADA compliant surface for the playground structure at Eaton Park. The other projects considered for grants were: 1) Pave (or crushed asphalt) walking trail at Maiden Lane Park and connect to Tall Grass Park, 2) ADA compliant playground structure, surface and sidewalks connecting to parking lot at Carronde Park.

It was stated that Maiden Lane Park should be locked up if AYSO does not present an acceptable agreement by the first of March. Denise to relay this message to Attorney, Sara Senica.

It was suggested that budgeted items for Maiden Lane Park be listed as an exhibit of annual costs for that park's upkeep.

Denise will investigate how to check the validity of AYSO's 501(c) (3) designation and if the IRS requires an annual audit to maintain the designation.

Submitted by Denise Cook

Appendix D: Resolution of Adoption

**ST. JOSEPH CHARTER TOWNSHIP
BERRIEN COUNTY, MICHIGAN**

RESOLUTION 2018-04

**COMMUNITY RECREATION AND NATURAL RESOURCE
CONSERVATION PLAN RESOLUTION**

At a regular meeting of the St. Joseph Charter Township Board on the 5th day of February, 2018, commencing at 6:00 p.m., the following resolution was offered by _____ M. Hahn _____, and seconded by _____ D. Vonk _____.

WHEREAS, the St. Joseph Charter Township Board has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five year period covering the years 2019 through 2023; and

WHEREAS, the St Joseph Charter Township Board began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities; and

WHEREAS, residents of the Township were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan; and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least two weeks; and

WHEREAS, a final public comment sessions was held on February 5, 2018, at the Township Hall to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan; and

WHEREAS, the St. Joseph Charter Township Board has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the Township; and

WHEREAS, after the public meeting, the St. Joseph Charter Township Board voted to adopt said recreation and natural resources conservation plan.

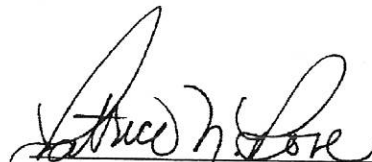
NOW, THEREFORE BE IT RESOLVED the St. Joseph Charter Township Board hereby adopts the St. Joseph Parks and Recreation Plan 2019-2023.

Roll Call Vote:	Yeas	Nay	Abstain	Absent
Ronald Griffin, Trustee	<u>X</u>	_____	_____	_____
Melissa Hahn, Trustee	<u>X</u>	_____	_____	_____
Edward Meny, Trustee	_____	_____	_____	<u>X</u>
Thomas Milnikel, Trustee	_____	_____	_____	<u>X</u>
Patrice Rose, Clerk	<u>X</u>	_____	_____	_____
Roger Seely, Supervisor	<u>X</u>	_____	_____	_____
David Vonk, Treasurer	<u>X</u>	_____	_____	_____

The Supervisor declared the Resolution adopted.

Attested by:

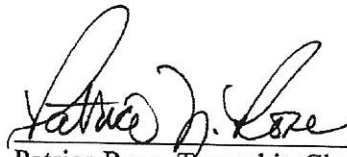
Dated: February 5, 2018


 Patrice Rose, Township Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of St. Joseph Charter Township at a regular meeting held on February 5, 2018, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meeting Act, Act 267 of the Public Acts of Michigan 1976, (MCL 15.261 *et seq*).

Dated: February 5, 2018


 Patrice Rose, Township Clerk

Appendix E: Transmittal to County and Regional Planning Agency



B E R R I E N C O U N T Y

A Full Service Community

3000 Washington Avenue
P.O. Box 147
St Joseph, MI 49085

Telephone: (269) 429-7703
Fax: (269) 429-2079

February 20, 2018

Berrien County Government
Attn: Parks Department
701 Main Street
St. Joseph, MI 49085

RE: Parks and Recreation Plan

Dear Brian:

Attached is the resolution and copy of the Parks and Recreation Plan which was adopted by the Township Board on Monday, February 5, 2018. This plan is forwarded to you pursuant to the Michigan Department of Natural Resources requirements.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Denise Cook".

Denise Cook
Township Manager



B E R R I E N C O U N T Y

A Full Service Community

3000 Washington Avenue
P.O. Box 147
St Joseph, MI 49085

Telephone: (269) 429-7703
Fax: (269) 429-2079

February 20, 2018

Mr. Jon Egelhaaf
Southwest Michigan Planning Commission
185 E. Main Street, Suite 701
Benton Harbor, MI 49022

RE: Parks and Recreation Plan

Dear Jon:

Attached is the resolution and copy of the Parks and Recreation Plan which was adopted by the Township Board on Monday, February 5, 2018. This plan is forwarded to you pursuant to the Michigan Department of Natural Resources requirements.

Please contact me if you have any questions.

Sincerely,

Denise Cook
Township Manager

Appendix F: Articles of Incorporation and Budget

Articles of Incorporation

History

The Township's first permanent settler, William Burnett, arrived in 1780. Burnett established a successful trading post, but true settlement did not begin until 50 years later in 1830. The community grew so rapidly thereafter, that it incorporated as a township in 1832.

At one time, fruit agriculture was paramount with more than 2,000 acres devoted to this industry by the 1880's. The Township has gradually developed into a residential area, with areas of commercial, light industrial and medical facilities rounding out the community.

*Note (The Township's Articles of Incorporation were sent to the State Archives in 1985 to secure their safekeeping.)

ST. JOSEPH CHARTER TOWNSHIP VOTERS

Elect

ST. JOSEPH CHARTER TOWNSHIP BOARD OF TRUSTEES

Appoints:

Planning
Commission

Zoning Board
Of Appeals

Parks
Committee

L.M.S.W.
& S.T.A.

Hires

Chief of Police

Fire Chiefs

TOWNSHIP SUPERINTENDENT (MANAGER)

Oversees Daily
Responsibilities
of

Clerical Staff

Deputy Treasurer

Chief Building /
Zoning Official

Ordinance Enforcement
Officer

Assessor

Deputy Clerk /
Finance Director

Public Works/Parks
Superintendent

Oversees Daily
Responsibilities
of

Building / Zoning
Administrative
Assistant,

Oversees Daily
Responsibilities
of

Full-Time and
Part-Time Parks/
Public Works
Staff

ST JOSEPH CHARTER TOWNSHIP

751 PARKS/RECREATION EXPENDITURES	2016 YEAR END AUDITED	2017 APPROVED BUDGET	2017 AMENDED BUDGET	As of 8/31/2017 YTD	% OF BUDGET SPENT
705.300 Hourly - FT - Maint Support	46,862	48,691	48,691	30,857	63.37%
708.500 Hourly - PT Parks	40,358	43,450	43,450	28,000	64.44%
709.300 Overtime - Maintenance Support	138	2,000	2,000	105	5.27%
715 FICA	6,699	7,355	7,355	4,487	61.00%
716 Health Insurance Premiums	17,412	18,080	18,080	13,560	75.00%
716.500 Employer Funded Deductibles	603	1,500	1,500	958	63.87%
717 Life Insurance Premiums	443	425	425	338	79.43%
718 Retirement Contribution	6,683	6,817	6,817	4,545	66.67%
721 Longevity	2,387	2,435	2,435	-	0.00%
740 Operating Supplies	5,778	6,500	6,500	5,434	83.60%
741 Gasoline/Oil	4,543	4,500	4,500	2,706	60.13%
742 Nature Trail Expenses	7,195	20,000	20,000	218	1.09%
742.500 Hickory Creek Corridor Grant Match	-	30,000	30,000	-	0.00%
743 Operating Equipment	2,268	4,000	4,000	3,027	75.68%
745 Safety Equipment/Supplies	2,179	2,000	2,000	1,552	77.61%
818 Professional Services	1,166	-	-	5,579	-
860 Education/Training	212	500	500	-	0.00%
910 Insurance Premiums	11,940	13,700	13,700	17,309	126.34%
911 Insurance Claim Paid	-	-	-	-	-
921 Electric	10,348	11,500	11,500	5,713	49.68%
927 Sewer/Water Usage	1,550	3,000	3,000	1,028	34.27%
931 Maintenance Repair-Building	2,902	6,000	6,000	2,626	43.77%
933 Maintenance Repair - Equipment	5,608	7,000	7,000	2,643	37.76%
935 Maintenance Repair - Grounds	6,087	7,500	7,500	8,052	107.36%
935.530 Grounds Maintenance - Kedzie Pk	122	-	-	-	-
935.550 Grounds Maintenance- Maiden Ln*	8,103	7,017	7,017	3,132	44.63%
935.555 Grounds Maintenance- Carronde	3,532	1,525	1,525	-	0.00%
935.560 Grounds Maintenance - Eaton Park	8,799	5,510	5,510	2,689	48.80%
939 Maintenance Repair -Vehicles	896	2,000	2,000	30	1.52%
941 Equipment Rental	-	4,000	4,000	810	20.26%
956 Miscellaneous Disbursements	-	500	500	119	23.86%
974.100 Land Improvements	-	-	20,000	22,290	111.45%
975 Buildings	-	-	-	-	-
976 Equipment** Scoreboards	-	-	-	-	-
978 Parks Equipment	33,267	9,500	9,500	4,849	51.04%
981 Vehicles	-	-	-	-	-
999 Transfer Out	-	-	-	-	-
TOTAL	238,080	277,005	297,005	172,655	58.13%

Encumbrances	
Payroll	\$ 34,021
FICA	\$ 2,603
Insurance	\$ 5,149
Retirement	\$ 2,272
Longevity	\$ 2,435
Electric	\$ 5,787
Sewer/Water usage	\$ 1,972
Total Encumbered	\$ 54,239
Unencumbered Balance to Spend	\$ 70,110

Appendix G: Sample Surveys

SURVEY OF COMMUNITY

Refer to the community survey information starting on page 28.

Appendix H: Facility Pictures



Nature Trail (AEP)



Access to Nature Trail from Ace Hardware



Hickory Creek Area

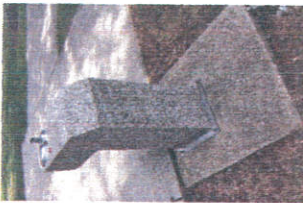


Access to Hickory Creek Area



Fishing/Boating Access at Carronde Park







- Rules of Conduct for Park Guests**
- NO ALCOHOLIC BEVERAGES
 - PETS MUST BE LEASHED
 - RESPECT FOR OTHERS
 - GUESTS WILL BE OBSERVED
 - NO LOUD OR OFFENSIVE MUSIC
 - REPORT THOSE WHO DO NOT RESPECT OUR FACILITIES
 - VIOLATIONS WILL BE REPORTED FROM THE TIME AND BY PENALTY
 - OFFENSES OR ABUSE LANGUAGE WILL NOT BE TOLERATED
- Thank You*





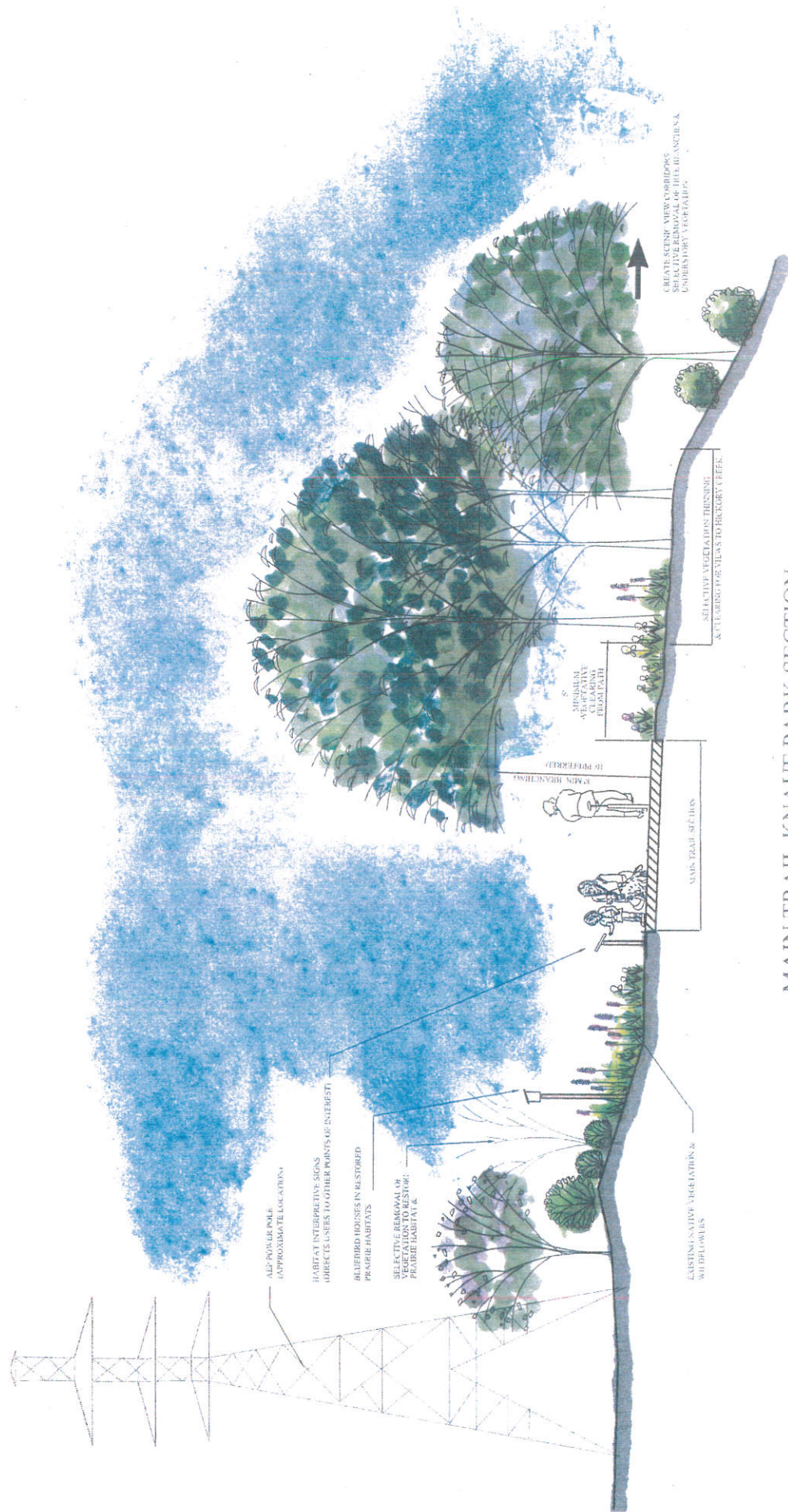
Revenue derived from oil, gas and mineral production from state-owned lands provides funding for this public recreation site.

Funding is made possible through a grant provided to the citizens of the State of Michigan by the:

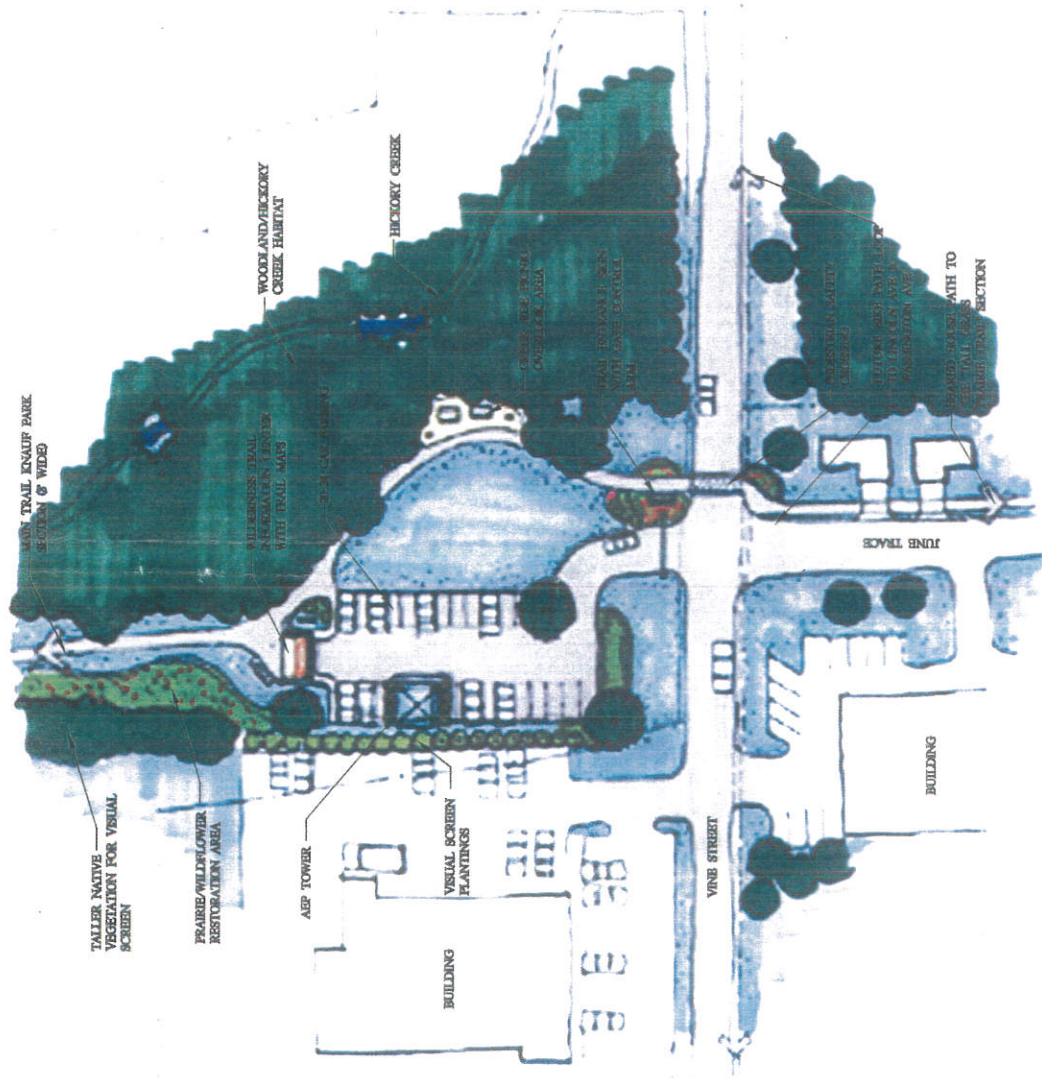
Michigan Natural Resources Trust Fund
Michigan Department of Natural Resources
and Environment



9/11/2013

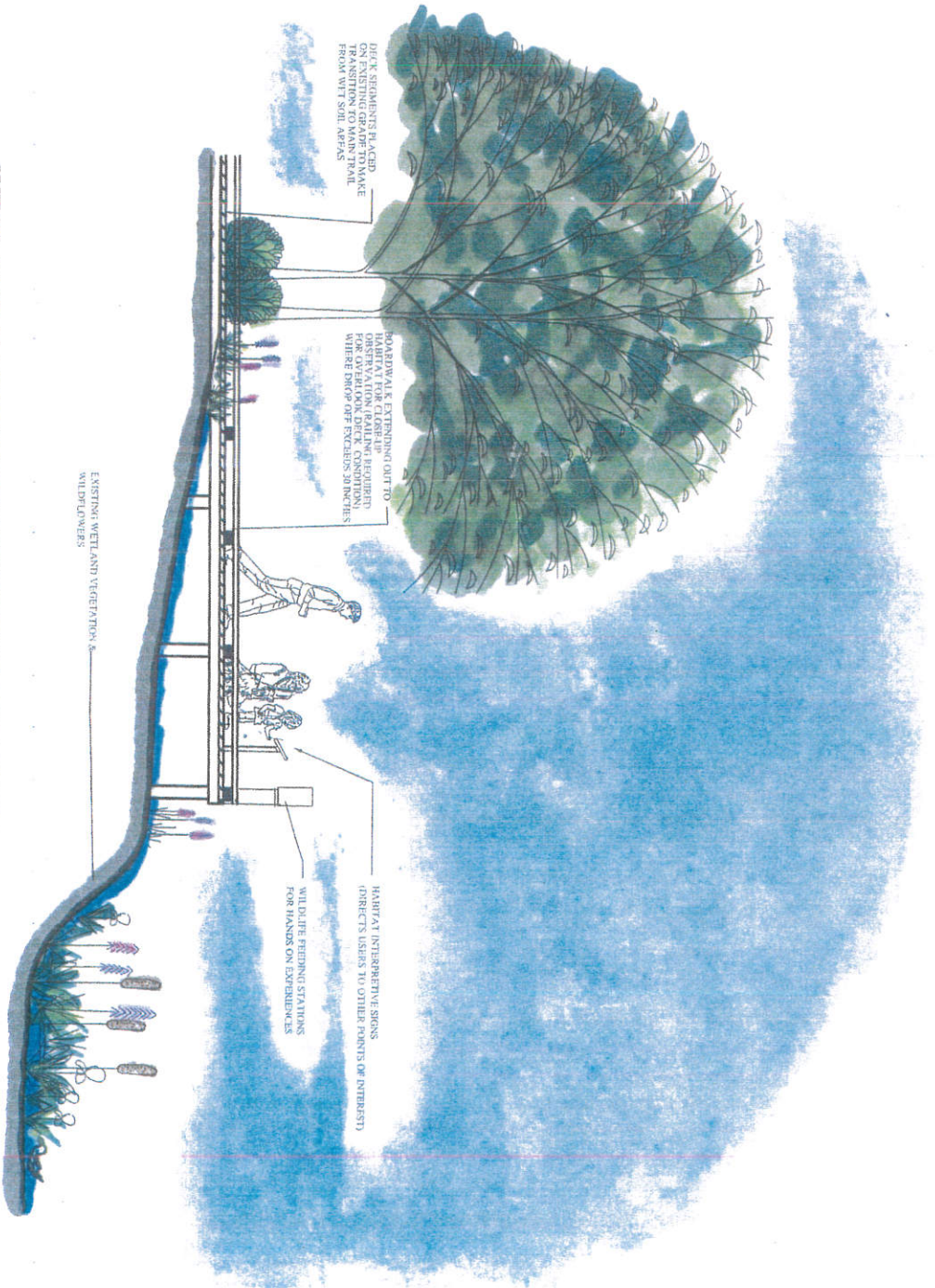


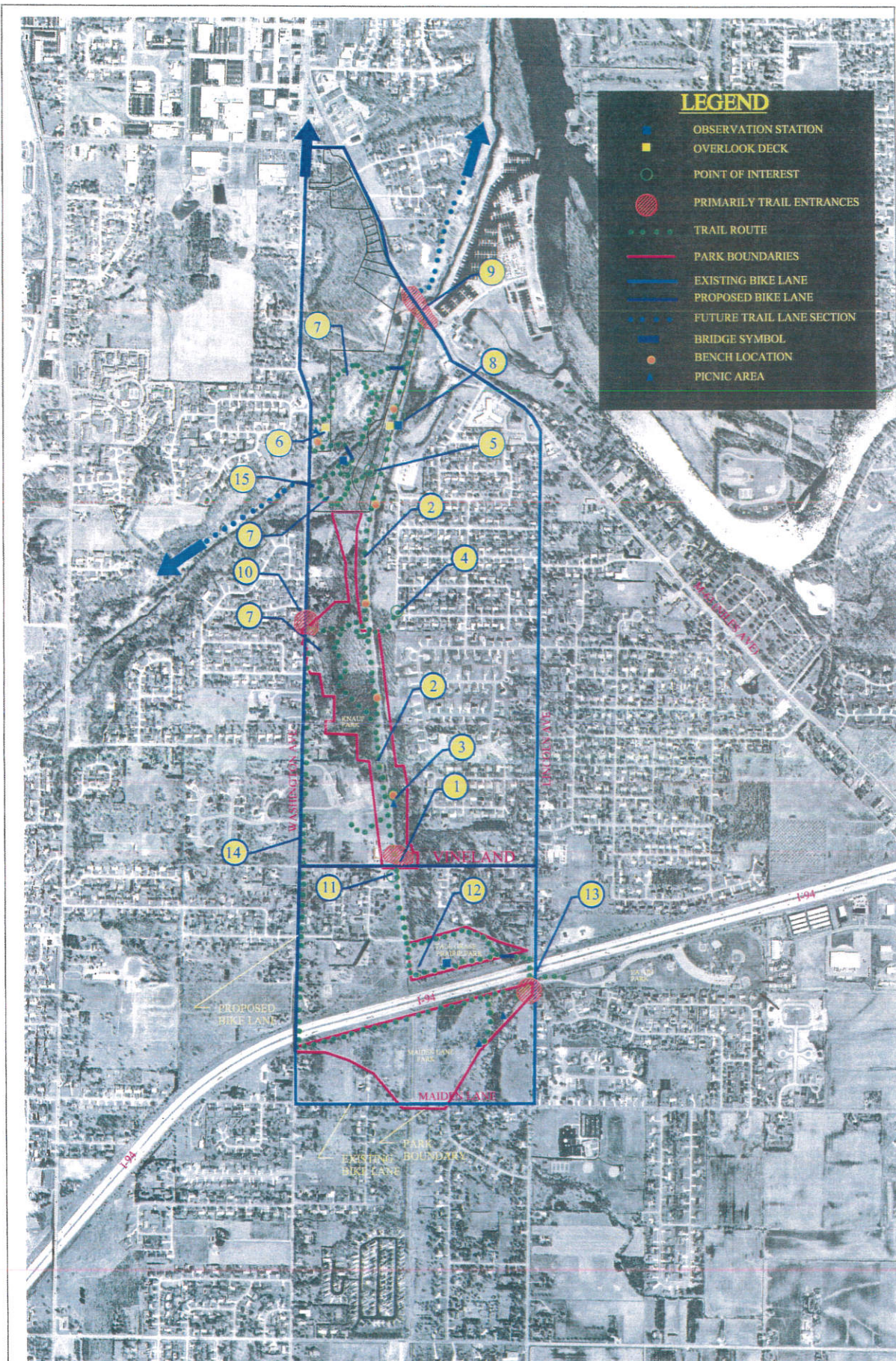
MAIN TRAIL KNAUF PARK SECTION



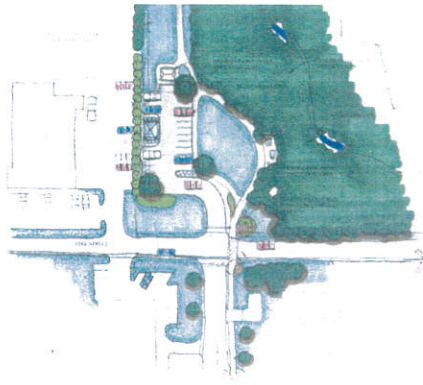
ENTRANCE TRAILHEAD: KNAUF PARK SECTION

WETLAND HABITAT OBSERVATION STATION





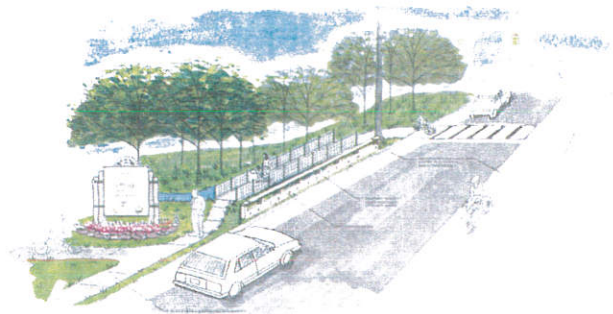
WILDERNESS TRAIL MAP



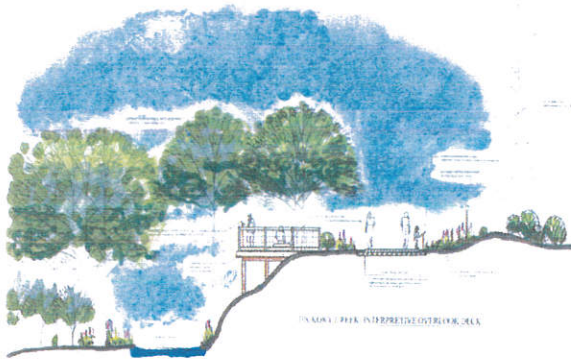
ENTRANCE TO MEADOW KVAL PARK STATION



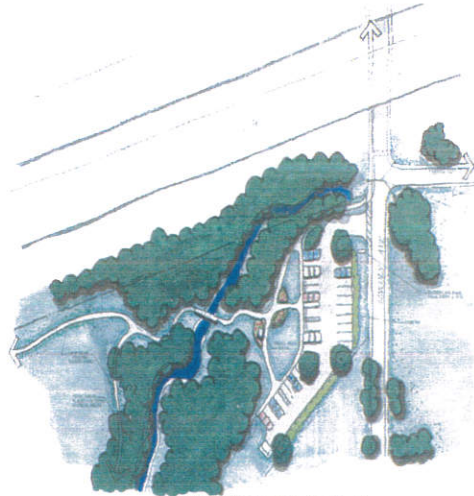
MEADOW KVAL PARK STATION



MEADOW KVAL PARK STATION



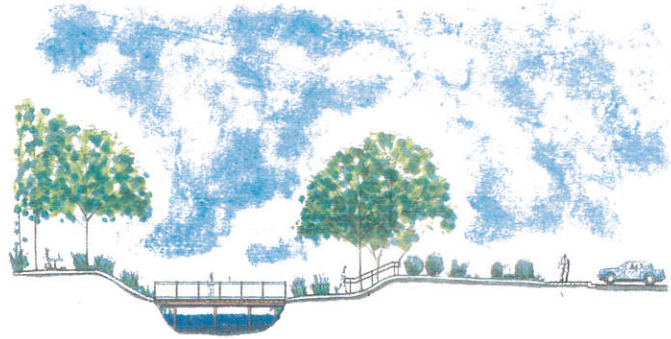
MEADOW KVAL PARK STATION



MEADOW KVAL PARK STATION



MEADOW KVAL PARK STATION



MEADOW KVAL PARK STATION

NATURE TRAIL POINTS OF INTEREST
PREPARED FOR ST. JOSEPH CHARTER TOWNSHIP