



**ACME TOWNSHIP REGULAR BOARD MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
Tuesday, April 3, 2012, 7:00 p.m.**

**MEETING CALLED TO ORDER WITH THE PLEDGE OF ALLEGIANCE AT 7:00 p.m.**

**Members present:** D. Dunville, R. Hardin, W. Kladder, E. Takayama, L. Wikle, F. Zarafonitis

**Members excused:** P. Scott

**Staff present:** S. Vreeland, Township Manager/Recording Secretary  
J. Jocks, Township Counsel

**B. LIMITED PUBLIC COMMENT:**

Dean Bott, County Finance Director and resident of Mayfield Township is running for County Treasurer. He is endorsed by the current County Treasurer. He is the interim County Administrator, a CPA and Certified Public Finance Officer and has been employed by the county for 22 years. He feels his financial experience is his strength and wants to maintain the county's AA bond rating. A good overall financial position and sound budgeting practices are important. He ensures that the County is living within its budget throughout the course of the year.

Dave Hoxsie, 6259 M-72 East spoke on behalf of his family, the Acme Business Association and the Acme Heritage Society, asking for a vote in favor of turning the Hoxsie House over to them this evening.

Steven Smith, principal of The Village at Grand Traverse LLC, read a [letter](#) into the record. His letter indicated that over the years the VGT has offered space within its development to various civic uses and mentions that the barn that used to be on the property was given to Bob Garvey for relocation to Mr. Garvey's Lautner Road property in return for a future charitable donation. Mr. Smith has asked Mr. Garvey to make that donation to the Acme Heritage Society to help support moving the Hoxsie House to the VGT property for long-term preservation and potential repurposing. Mr. Smith's letter also mentions a commitment that the development be served effectively by a variety of transportation modes. Kladder thanked Mr. Smith for his offer.

Mr. Hoxsie stated that the Heritage Society is prepared to write a check this evening for unpaid Hoxsie House "mothballing" costs to date.

**C. APPROVAL OF AGENDA: Motion by Zarafonitis, support by Dunville to approve the agenda as presented. Motion carried unanimously.**

**D. INQUIRY AS TO CONFLICTS OF INTEREST:** None noted.

**E. CONSENT CALENDAR: Motion by , support by to approve the Consent Calendar as amended to remove the Clerk's and Treasurer's reports for additional discussion including:**

**RECEIVE AND FILE:**

1. [Treasurer's Report](#) as of February 2012
2. [Clerk's Report](#) as of 3/28/12
3. Draft Unapproved Meeting Minutes:
  - a. Planning Commission [03/26/12](#)
  - b. Metro Emergency Services [02/28/12](#)
  - c. Shoreline Advisory [03/21/12](#)
4. [Parks and Maintenance Report](#) – Tom Henkel
5. [Fiscal YTD Budget Update](#)

6. "The Metro Insider" [Newsletter](#)
7. Approve [03/12/12](#) Proposed New Road Name: Mlsna Lane

**ACTION – Consider approval:**

7. Township Board meeting minutes of [3/6/12](#)
8. [Accounts Payable](#) of \$985,937.32 through 03/28/12 (recommend approval: Dunville)

**Motion carried by unanimous roll call vote.**

**F. ITEMS REMOVED FROM THE CONSENT CALENDAR:**

1. [Clerk's Report](#) as of 3/28/12 and [Treasurer's Report](#) as of February 2012: Takayama asked a question about pages 9 and 10 regarding the Farmland Preservation Fund. Line item 999.000 Transfer to Other Funds shows \$456,822.05. He was wondering where the offsetting transactions are and why it may appear as if they occurred more than once. Vreeland explained that when we received the proceeds from our recent bond issue to support recent closings related to our farmland and shoreline preservation projects, the funds were divided into various accounts with \$1 million going into the farmland fund and \$300,000 going into the shoreline fund. The conditions of the bond issue did not require this, but this division matches the intended final use of the funds. To proceed with recent shoreline property closings we needed to use some of the \$1 million placed in the farmland fund on a short-term basis for cash flow while we awaited reimbursements of grant monies from the Natural Resources Trust fund. The transactions Takayama is seeing is the money moving back and forth between the funds as land purchases occurred and as reimbursements came from the Trust Fund. Some reimbursements from the Trust Fund are still pending. The Clerk, Treasurer and Manager work closely on each transaction to ensure accuracy.

**Motion by Takayama, support by Hardin to approve the Clerk's and Treasurer's Report as presented. Motion carried by unanimous roll call vote.**

**G. REPORTS:**

1. [Sheriff's Report](#) – Mike Matteucci: received and filed.
2. **County Commissioner's Report – Larry Inman:** Inman stated that Mr. Bott has done an excellent job for the County. Inman has officially filed his petition to run for the County Commission again. He voted to continue having the Drain Commissioner oversee the Soil Erosion functions and was disappointed about the outcome. At this month's meeting there will be a recommendation from staff as to what the Drain Commissioner's salary should be with the soil erosion duties now transferred away from that office and to the Construction Code office. The candidates for County Administrator have been interviewed over Skype and each Commissioner will now provide feedback as to their individual top 5 candidates. They will soon decide how many candidates to invite to in-person interviews at the end of the month. Fred Keesler retired after 20 years of service at the Health Department this month. A local, state and national search for a replacement will follow. He noted the letter to the county about septic treatment plant financing later on the agenda, and he will support accommodating the five guaranteeing townships in terms of refinancing the bonds when they become callable to extend the term and perhaps receive a lower interest rate. This will be discussed at the Ways and Means meeting on April 18 at 7:00 p.m. Total savings over the term of the bonds could be estimated at as much as \$250,000.

**H. SPECIAL PRESENTATIONS/DISCUSSIONS:**

1. **Resolution of Gratitude for Service – Pat Collins:** Mr. Collins received his award just prior to the meeting this evening from Dunville and Kladder. He served as a member of the Acme Volunteer Fire Department for many years, and has been a township Planning Commissioner and member of the Zoning Board of Appeals and the Board of Review. He was the Chair of the Public Safety Advisory as well.

**I. CORRESPONDENCE:**

1. **03-16-12 Email from Cindy Lahti - DISCUSSION REQUESTED:** Ms. Lahti has twice had vegetation from neighboring properties fall on her property and the neighbors not clean it up properly. She had to take care of it at her expense. She feels the township should have and enforce an ordinance to help in this situation. There was Board consensus that such situations should remain a private matter between the landowners involved and their homeowners insurance companies.
2. **Letter to County Board of Commissioners regarding Septage Treatment Plan Financing:** received and filed.

**J. PUBLIC HEARINGS: None**

**K. OLD BUSINESS:**

1. **Orchard Shores Sanitary System:** Wikle reported that the township and Mr. LaPointe, President of the Orchard Shores neighborhood association have worked on documents that would accomplish turnover of the neighborhood sanitary system by the township to the neighborhood association. Wikle recommends that, with one additional item to be addressed that she discussed with Mr. LaPointe today the documents are ready for signature so that Mr. LaPointe can take the next steps in the process. Jocks confirmed this and described the three documents in moderate detail. The next step would be for the letter to be signed by the Supervisor to be provided to the neighborhood association members. If they vote to assume responsibility of the system, additional steps in the turnover process would move forward. The only document of the three in the packet to be signed this evening is the letter to the lot owners stating that the township has approved of the proposed amendment to the association covenants.

One homeowner is in arrears in their quarterly service payments to the township. Mr. LaPointe will make the township whole for the amount, which is \$36.00.

Takayama asked if this will affect the property assessments for the individual lot owners. Vreeland reported that it will not; the sanitary improvements are already figured into their assessment figures.

**Motion by Zarafonitis, support by Dunville to approve the agreement to transfer the Orchard Shores sanitary sewerage system, the letter to the Orchard Shores residents, and the proposed amendments to the Orchard Shores Declaration of Covenants and Restrictions subject to the Orchard Shores owners approving the transfer. Motion carried unanimously.**

2. **Shoreline Placemaking Consultant Selection:** Kladder summarized the packet materials and the interview process. The interview committee is recommending that the township contract with Beckett & Raeder to assist the township with the shoreline district placemaking process.

**Motion by Dunville, support by Wikle to authorize the Supervisor and Manager to negotiate a final scope of services and contract for the Shoreline District Placemaking Project with Beckett & Raeder at an amount not to exceed \$35,000. Motion carried by unanimous roll call vote.**

3. **Create Placemaking Leadership Committee & approve list of responsibilities:** During the interview process, most of the applicants mentioned an expectation that they would be working with a leadership committee to help conduct the public placemaking process. The expectations for this leadership committee as discussed with John Iacoangeli from Beckett & Raeder are set forth in the packet materials. Kladder is proposing that the leadership committee include himself, the Manager, another Board member, a Planning Commissioner

and one member each from the Shoreline and Parks & Recreation Advisories.

**Motion by Dunville, support by Wikle that a Placemaking Leadership Committee be formed consisting of the Township Supervisor, Township Manager, and one representative from and chosen by each of the following bodies: Board, Planning Commission, Shoreline Advisory, and Parks & Recreation Advisory. Motion carried unanimously.**

4. **Hoxsie House**: Acme Heritage Society President Sally Frye stated that the AHS is accepting the VGT's offer of a place for the Hoxsie House to be moved to within their development. They had originally wanted the house to stay where it is, but felt that this would be the second best option for ensuring appropriate preservation of the home. They do not want to move it more than once so the timing of the move would partially depend on when the VGT has met any township zoning requirements to enable it to be put at its new location. If the AHS is allowed to move and preserve the house it will assume the costs of maintaining the house until moving time.

Vreeland spoke with the Grants Management department manager at the Trust Fund, who also discussed the matter with Rodney Stokes, the head of the DNR. The Trust Fund is willing to allow up to several years to move the house as long as the township makes clear that the property where it sits today is public parkland and welcoming to all, the house is not used for any non-outdoor recreational purposes (although it may be possible to secure permission for 1 or 2 open house events for fundraising purposes), and specifying a date by which the house must absolutely be removed.

Jocks expressed confidence that the Board could make a motion this evening to approve the general concept of giving ownership of the home to the AHS, authorizing the Supervisor, Manager and legal counsel to negotiate the details of final agreements to be approved by the Board at the May meeting. The township does need to provide the Trust Fund with its plan in a letter by April 15. Kladder agreed that there are many details to be worked out and would plan on getting meetings going with the AHS right away to accomplish the project.

Hardin asked Takayama for his thoughts, as at the last meeting he suggested moving the house a short distance to the old portion of Bayside Park. He believes that having the house in the shoreline district would be a great placemaking project element. He feels that the VGT project is less of a village and more of a large shopping center that will be flattened and largely devoid of landscaping. He is concerned about how many people would stop by the house after shopping there as opposed to how many would visit if it were in the park. However, if the AHS and the Hoxsie family have a strong vision and the cooperation of the VGT, he will not stand in their way.

**Motion by Wikle, support by Dunville to accept the proposal from the Acme Heritage Society to assume eventual ownership of the Hoxsie House conditioned on the Heritage Society covering all costs related to the house while on township property and all moving costs, the township obtaining approval for the plan from the Michigan Natural Resources Trust Fund, and approval of appropriate documents setting forth the details and terms of the agreement by the Board at a subsequent meeting.**

Dunville expressed that the AHS will make the house so beautiful that people will come from miles around to visit. Kladder feels it will serve as an impetus for a true village center at that location.

**Motion carried unanimously.**

5. **Planning and Zoning staffing**: Vreeland and Kladder summarized the information in the meeting packets.

**Motion by Zarafonitis, support by Takayama to approve hiring Beckett & Raeder for an initial period of 6 months as a contract planner to the township in accordance with the professional service fees schedule provided, and to hire a part-time Zoning Administrator for 15-20 hours/week at a starting wage of \$15.00/hour. Motion carried by unanimous roll call vote.**

6. **Sewer Authority- Funding for Phase I Study by Plante Moran:** Kladder previously informed the Board about a proposed study of whether or not the townships with water and/or sewer service should form a water and sewer authority. A proposal was received from Plante Moran to study the issue, but people were concerned that the initial proposed cost would be excessive. Under the new proposal the costs are reduced somewhat and Acme Township's share of the project cost would be 12.5%. Kladder supports the current proposal and cost-sharing structure. Any township can opt out of the process at any time.

Takayama noted that the proposal does not include studying bringing septic under an authority. Kladder noted that the governmental units not already guaranteeing the septic treatment plant are unwilling to become responsible for that operation if it were to come under the wing of an eventual authority.

Right now with the sewer and water services under the County Department of Public Works, the Board of Public Works includes a variety of individuals, including the supervisors of the townships that have no water and sewer service. Those people are making decisions about the infrastructure in which they have no stake. By contrast, only those having the infrastructure would be included in a potential authority.

Takayama noted the proposed scope of work, and does not see that it will result in any deliverables that will really help to make a decision about whether it makes fiscal sense to proceed. Inman noted that bond counsel John Axe has studied the different types of sewer and water infrastructure management structures, including an authority. The current county model is unique and has some levels of redundancy that the county and townships have been seeking to eliminate. Inman recommended reviewing Mr. Axe's report again as a good starting point for the process. It is possible that much of what the Plante Moran study would discover is already provided there. Kladder noted that attorney Jim Young, who wrote some potential authority bylaws, had a copy of this report. Kladder also responded to Takayama's question by stating that one attraction of working with Plante Moran is their past experience in working with the financial aspects of infrastructure authorities. One of the complications is that each governmental unit that might participate has infrastructure of different ages, different states of repair, and different levels of existing debt. Crafting a funding structure that would be seen as fair to all under these circumstances could be complicated. Takayama feels as if all Plante Moran is offering in Phase I is "the hook" that is designed to get us to pay for a second phase before we get any truly helpful information.

Hardin felt Takayama's point had some merit, and that we could use a clearer understanding of what we would be paying for. Takayama added that the committee seeking the study should provide the bidder(s) with a precise list of questions to be answered and ask what it will cost to get the answer. Then we can decide whether or not to accept the bid. Hardin wondered why we need to spend money to find out collectively where we stand when we already know where we stand individually. Kladder stated that one point is to have a third party verify the information that each government is verbally conveying about where they stand.

Kladder disclosed that the bid under consideration wasn't even sent directly to the township for consideration. He had been expecting it but did not receive it until it was forwarded to him by another township Supervisor.

No motion was made.

L. NEW BUSINESS:

1. Approve hiring The Watershed Center - Beach e-coli testing & storm drain assessment:

**Motion by Wikle, support by Dunville that Acme Township contract with The Watershed Center in an amount not to exceed \$5,930.00 for e-Coli testing at the Bayside Park swimming beach and for storm drain identification and testing in the shoreline district during the Summer 2012 season.**

Zarafonitis asked if this is an activity that Chris Grobbel should perform. Vreeland replied that the testing itself is fairly basic and “below his pay grade,” but that he would be a good candidate to help design systems to remediate any problems found. He designed the new created wetlands stormwater filtration systems for the Suttons Bay waterfront, which attracted federal grant funding for construction. Hardin suggested that data developed from the study be shared broadly.

**Motion carried by unanimous roll call vote.**

2. Sewer Line Inspection Phase II Analysis: Two segments of our sewer system have been cleaned and inspected. The inspection reports for the second segment needs to be reviewed, and then the problems found in both segments need to be bid out for repairs. We will need to work with an engineering firm to evaluate which repair option will be the best for each problem. Kladder obtained two bids and is suggesting that the township contract with Gourdie Fraser to perform the inspection report review. Craig Goodrich from Gourdie Fraser stated that they are committing to have the review complete within 30 days so that we can seek bids for suitable repairs.

**Motion by Dunville, support by Wikle to contract with Gourdie Fraser to review the Phase II sewer inspection reports and videos as described in their proposal. Motion carried by unanimous roll call vote.**

Kladder also recalled that the township authorized preparation of an RFP/Q for an engineering firm of record several months ago. Kladder would like to proceed to do so at this time. DPW Director Mike Slater has volunteered to assist the township in conducting the search process. Or, we could proceed to hire a firm immediately for just this project instead. Kladder has been asking himself if we would make as much use of an engineering firm on retainer as we do for legal services and expect to for planning services. It might make sense to hire an engineer of record on a project-cost basis; not paying a monthly retainer but paying for services as needed at an established hourly basis. Mr. Goodrich stated that the townships they represent as engineer of record can pick up the phone and call them at any time and they attend township meetings with both services free of charge. For each project a bid is provided.

Kladder hears from fellow township Supervisors that most of the work they have for their engineers is for their water and sanitary systems. He wonders if there is any significant work beyond that that the township might need. He also wonders if each township would need an engineer if an infrastructure authority is formed, or if that entity’s engineer would suffice for everyone. Mr. Goodrich confirmed that most of the municipal work tends to be water and sewer-based. Planning Commission Chair Jay Zollinger noted that other needs could include cell tower reviews and development plan reviews. Vreeland added public projects such as low-impact development water retention feature plans or streetscapes, and serving our dangerous buildings board. Both Vreeland and Chuck Walter, 6584 Bates Road, noted that the township had Gourdie Fraser as its engineer of record for many years.

Takayama stated that when the current administration took office in 2004 there were sizeable

annual engineering costs. He agreed that Gourdie Fraser was the engineer of record at that time. The Board voted to discontinue that relationship.

**M. PUBLIC COMMENT & OTHER BUSINESS THAT MAY COME BEFORE THE BOARD:**

Kathleen Guy, 7894 Peaceful Valley and Co-Chair of the Shoreline Advisory, thanked the township for moving the process forward regarding the shoreline placemaking project and is glad to have assisted with the interview process. She expressed gratitude for the VGTs willingness to have the Hoxsie House moved to their property and hopes that the township balances the needs of all parties, including the donors to the shoreline preservation project who are expecting open space, when pacing the project of moving the house.

Vreeland explained that while all parties will want to move the Hoxsie House to the VGT as soon as possible, there are various conditions of the Phase I Site Plan approval that will largely control the timing. For instance, all final engineering plans for the site and the new infrastructure to serve it must be developed and approved prior to issuance of any land use permits, and the new roundabout planned for the M-72 and Lautner Road intersection must be functional before any occupancy permits will be granted. The Hoxsie house will also have to receive site plan approval as either a new phase of the VGT project or an amendment to the first phase that has already been approved.

**Motion by Hardin, support by Dunville to appoint Takayama to the Shoreline District Placemaking Leadership Committee. Motion carried unanimously.**

**Meeting adjourned at 9:06 p.m.**