



ACME TOWNSHIP REGULAR BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Tuesday, March 5, 2013, 7:00 p.m.

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

Members present: C. Bassett, C. Collett, A. Jenema, G. LaPointe, P. Scott, D. White, J. Zollinger
Members excused: None
Staff present: S. Vreeland, Township Manager/Recording Secretary
J. Jocks, Township Counsel

A. PUBLIC OPEN DISCUSSION - Open dialogue with board about community interest issues:
Karen Bolhuis, 4159 Williamston Court, asked what is happening with the town center project and Meijer store. The Planning Commission granted an extension of time to begin construction at their February 18 meeting. There is also expected to be a related matter before the Planning Commission at its March 18 meeting.

Noelle Knopf, 3585 Lookout Point in East Bay Township, asked about the upcoming reconstruction of Holiday Road. Traffic will be maintained on the road during the project period, which will start after May 15.

B. LIMITED PUBLIC COMMENT: None

C. APPROVAL OF AGENDA: Motion by Trustee LaPointe, support by Treasurer Collett to approve the agenda as presented. Motion carried unanimously.

D. INQUIRY AS TO CONFLICTS OF INTEREST: Zollinger expressed a conflict of interest with New Business item 5, a proposed budget amendment for the Clerk's Department, and will not participate in that discussion.

E. CONSENT CALENDAR: Motion by Trustee Jenema, support by Trustee LaPointe to approve the Consent Calendar as amended to remove items 1b and 2b for additional discussion, including:

1. RECEIVE AND FILE:

- a. [Treasurer's Report](#) as of January 2013
- b. [Clerk's Report](#) as of 01/31/13
- c. Draft Unapproved Meeting Minutes:
 - a. Planning Commission [02/18/13](#)
 - b. Farmland Advisory [02/06/13](#)
 - c. Parks & Rec [02/06/13](#)
- d. [Parks and Maintenance Report](#) – Tom Henkel
- e. [Planning, Zoning & Administrative Activity Report](#)
- f. [MESA 2012 Annual Report](#)

2. ACTION – Consider approval:

- a. Township Board meeting minutes of [02/05/2013](#) and [02/11/2013](#)
- b. [Accounts Payable](#) of \$147,801.26 through 02/27/13 (recommend approval: Bassett)
- c. [TCAPS 2013 Summer School Property Tax Collection Agreement](#)
- d. [Elk Rapids School District 2013 Summer School Property Tax Collection Agreement](#)

Motion carried by unanimous roll call vote.

F. ITEMS REMOVED FROM THE CONSENT CALENDAR:

1. **Clerk's Report as of 01/31/13:** LaPointe noted that we are about 75% through the fiscal year, and some line items are at vastly different percentage levels. He particularly questioned the legal expenditures under the Board cost center. Zollinger stated that there are a number of items that have been posted to incorrect line items and original budget figures that were not entered correctly. They are being cleaned up, and this is one of them.

Motion by Trustee LaPointe, support by Trustee Jenema, to receive and file the Clerk's Report. Motion carried unanimously.

2. **Accounts Payable of \$147,801.26 through 02/27/13 (recommend approval: Bassett):** LaPointe asked why there were items on the spreadsheet addendum that were not paid pending township board approval, as he thought that a policy on paying them had already been addressed. The items on the spreadsheet on the last page are pending approval this evening. The board approves every expenditure, whether after payment by policy or before payment. Approval of the budget is not sufficient.

Motion by Trustee LaPointe, support by Trustee Jenema to approve the Accounts Payable as presented. Motion carried by unanimous roll call vote.

G. SPECIAL PRESENTATIONS/DISCUSSIONS:

1. **TC-TALUS- Matt Skeels, Director:** Director Skeels explained the purpose and function of TC-TALUS, an entity of which Acme is a member. Bob Carstens attends TC-TALUS meetings on behalf of the township.
2. **The Watershed Center – 2012 Beach Monitoring and Storm Drain Testing Recap and 2013 Beach Monitoring Overview:** Sarah U'ren, Program Director, provided a **PowerPoint presentation** to supplement the report. Trustee LaPointe expressed interest in considering adding Sayler Park beach to the testing program.

Ms. Knopf proposed looking into amendments to state statutes and/or local ordinances, which right now specify that buildings only have to connect to a sewer line if they are within 200' of the line. Perhaps all waterfront property owners should be required to connect to a sewer system if available, countywide. It is possible to exceed the state requirements in this regard.

H. REPORTS:

1. **Sheriff's Report – Deputies Jason Roelofs and Travis Thenikl:** February law enforcement statistics were provided. There were 11 alarm responses, which is unusually high. The coming Smart911 system was mentioned. Information voluntarily entered will be available nationwide.
2. **County Commissioner's Report – Larry Inman:**

I. CORRESPONDENCE:

1. **02/05/13 Letter from Zoning Administrator Lennox – Woodland Acres Pathways:**
2. **Tribal 2% Grant Awards – December 2012 grant cycle**
3. **03/05/2013 letter from Bob Carstens regarding TC-TALUS membership**

J. PUBLIC HEARINGS: None

K. NEW BUSINESS:

1. **Request from MESA to sponsor grant application:** Assistant Chief Terry Flynn was present to explain the grant application request to fund an independent study of potential more formal collaboration between MESA, the Traverse City Fire Department, and Munson

Medical Center. The grant applicant must be a city, township, village or county; fire authorities such as MESA don't technically qualify. MESA is asking Acme Township to become the formal sponsor of the grant application to meet the requirement. The grant would fund up to 25% of the cost. If the study is not pursued for some reason the grant can be returned. Any matching costs would be paid by MESA from their 2013 budget. The total estimated study cost is \$85,000.

Motion by Trustee Scott, support by Treasurer Collett to sponsor the grant application as requested. Motion carried unanimously.

2. **Request from Parks & Rec Advisory to pursue [Bluewater Trail project](#):** Advisory co-chair Marcie Timmins presented the request to pursue a bluewater trail labeling viability assessment. Grand Traverse Regional Community Foundation Associate Director Megan Olds provided additional information about water trails, the state's interest in promoting their creation, the Conservancy's interest, and grant writing opportunities.

Motion by Treasurer Collett, support by Trustee Jenema to authorize the proposed letter of intent to be provided to the GT Regional Land Conservancy for the bluewater trail project grant application provided that at least two jurisdictions contiguous to Acme also participate. Motion carried by a vote of 4 in favor (Bassett, Collett, Jenema, Scott) and 3 opposed (LaPointe, White, Zollinger).

3. **[Grand Traverse County 911 Plan Update](#):** The County 911 plan is being updated. Unless the township opts out it will automatically be covered by the plan.
4. **[Appoint FOIA Coordinator](#):** Motion by Trustee LaPointe, support by Trustee Scott to adopt Resolution #R-2013-07 naming Treasurer Collett as the FOIA Coordinator. Motion carried unanimously.
5. **[Budget Amendment – Clerk's Department](#):** Supervisor Zollinger turned the meeting over to Clerk Bassett for this agenda item, recusing himself because the Deputy Clerk affected by the proposal is his spouse. Some of the additional hours for the Deputy Clerk authorized in the current budget were used before the new Clerk took office due to the prior Clerk's medical leave. The proposal would provide additional funding for training along with additional staff time.

Motion by Trustee Jenema, support by Treasurer Collett to adopt Resolution R-2013-08 as amended to change the increase to the Deputy Clerk's salary budget line item from \$6,132 to \$2,100, and allow the Deputy Clerk to work an additional days per week for the next 8 weeks to allow the Clerk's office to achieve its goals. Motion carried by a vote of 6 in favor (Bassett, Collett, Jenema, LaPointe, Scott, White), 0 opposed and 1 abstaining (Zollinger).

6. **[Budget Amendment – Improvement Revolving Fund, General Fund, Parks & Recreation Fund](#):** The suggestion was made to pull the revenues and expenditures for the Parks & Rec Fund into the General Fund in the coming budget year.

Motion by Trustee Jenema, support by Trustee Scott to adopt budget amendment Resolution #R-2013-09 as presented. Motion carried by unanimous roll call vote.

7. **Discuss possible goals for township hall facility:** For many years there has been general discussion about whether a new township hall is needed and what is needed in that regard. Supervisor Zollinger suggested it is time to study the issue in depth and bring facts and options to the full board for deliberation and planning as warranted. Collett volunteered to work on this project.

8. Discuss [possible RFP for engineering services](#): Motion by Trustee Jenema, support by Trustee LaPointe to prepare an RFP for an engineer of record for the township. Motion carried unanimously.
9. Discuss [contract services for 2013-14 Fiscal Year](#): It has been within 12-18 months since the township contracted for planning consultant services, since 2005 since the township sought proposals for legal services, and approximately 5-6 years since the township has sought proposals for audit services. The most recent RFPs for all three services issued by the township are available, and the township can seek input from other townships about their processes and service providers as well. The board would like to review proposed RFP drafts at the next board meeting. Additional contract services include assessing support and farmland preservation program support.

Motion by Trustee Scott, support by Trustee White, that office staff gather information about how various townships are served and prepare draft RFPs any contract services deemed to need review for the April board meeting.

It was not known before discussion that assessing support contract services might be discussed as well. Jenema's firm provides that service, so she recused herself from the vote.

Motion carried unanimously.

10. [Budget Amendment](#) – Correcting clerical errors in previous budget amendment: Motion by Trustee Scott, support by Treasurer Collett to adopt budget amendment resolution #R-2013-10 as presented. Motion carried by unanimous roll call vote.

L. OLD BUSINESS:

1. [Meeting minutes and audio recording retention guidelines](#): The Clerk recommends keeping minutes generally as they have been prepared, but more concise and without the depth of potentially subjective detail. Jocks stated that in his professional experience, when there are very limited minutes containing only a list of motions made and not containing detail about discussion that can constitute a finding of fact, it can be easier to challenge a decision that was made. Discussion can be used to demonstrate to a judge that appropriate care and thought about sufficient facts supported a decision. There was general discussion about refraining from adjectives describing a participant's perceived emotion or how they present themselves. Trustee Scott advocated for including reasons why votes were cast as they were if those reasons were offered publicly at the meeting by those voting. He supported removing all of paragraph three. Additional discussion recommended only removing the beginning of the first sentence of the paragraph such that the sentence would begin "A record of the topics...."
2. [Accounts Payable Policy](#): The proposed resolution was discussed, with the addendum dividing expenses into pre-pay approval and post-pay approval particularly reviewed. Some expected the post-pay approval list to contain only the most basic recurring monthly services and utilities. Questions were raised about how to treat items outside of this category that are budgeted and for which budgeted amounts are still available.

Motion by Trustee Jenema, support by Treasurer Collett to adopt Resolution R-2013-11 as amended to remove the parenthetical references to an attached worksheet from all paragraphs, and to amend the second whereas to permit prepayment of only monthly utility bills and credit card statements that are in accordance with the approved purchasing policy and for which there are sufficient remaining budgeted funds. Motion carried by a vote of 6 in favor (Bassett, Collett, Jenema, Scott, White, Zollinger) and 1 opposed (LaPointe).

3. **Approval of remaining accounts payable: Motion by Trustee Jenema, support by Trustee White to approve the remaining accounts payable as presented. Motion carried by unanimous roll call vote.**

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

Zollinger suggested having an additional special meeting to complete workflow discussions, possibly on March 19.

LaPointe suggested holding two regular meetings per month, to promote shorter and more effective meetings. If there is no business to conduct, meetings could be cancelled. Scott and White preferred a single longer meeting. Collett and Bassett preferred more shorter meetings. Jenema indicated that with sufficient advanced notice either would work. Jocks recommended maintaining the level of detailed discussion that has been habitual as a good governmental practice. This will be an agenda item for the March 19 special meeting.

Meeting adjourned at 11:21 p.m. on a motion made by Trustee LaPointe and supported by Trustee White.