

**DRAFT**

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**ONEKAMA DISINCORPORATION COMMISSION MEETING  
MONDAY, MARCH 12, 2012, 3 P.M.**

The meeting was called to order at 3 p.m. by Chairman Suzanne Schwing.

The Pledge of Allegiance was said.

Recording Secretary Mary Lou Millard called the roll: Alternate Steve Szilvagy, Al Taylor, Rosalind Jaffe, representing the Township; Mary Reed, Roger Burger, Schwing, representing the Village. Absent: Village Alternate Paula Fortin, Township member Dan Behring. Also present: Village Council President Bob Blackmore, Township Supervisor David Meister, Attorney Peter Doren via Telephone conference call.

Facilitator is Eric Lupher, Director of Local Affairs for the Citizens Research Council of Michigan.

**APPROVAL OF AGENDA:** Add: Correction to Feb. 15 Update on Disincorporation of the Village of Onekama after No. 10 on agenda-Sewer Advisory Board.

**APPROVAL OF MINUTES:** Lupher stressed that all activity regarding minutes of a meeting has to be discussed at a regular meeting, not outside of the meeting, according to the Open Meetings Act. Question was raised by Nicki Jach regarding a ruling on taxes collected after disincorporation. Attorney said taxes are due when the bills go out; it is just transferring money to another tax shareholder. Meister said the taxes are paid in arrears. Doren and Lupher will meet with village and township lawyers and the state's attorney general to obtain an answer.

**Motion** by Taylor, second by Szilvagy to accept the minutes as corrected. Motion carried.

**PUBLIC COMMENT:** Comments received from Rudy Milasich regarding minutes and corrections, referred to a correction to the Update on Disincorporation of the Village of Onekama; Rod Hudson asking about a state law regarding a takeover of villages; Nikki Jach regarding her conversation with the county on taking over villages.

**FIVE YEAR PROJECTIONS FOR FISCAL MATTERS: FISCAL IMPACT:** On Page 2 under Other Revenues, consensus of the commission to add another paragraph stating "The intent is for the township funds to cover all future costs. In the event this does not happen, a Special Assessment District is possible."

---Page 1, paragraph 2: after "system", add "currently as a result of a transfer". Doren said he did not see how disincorporation would ever affect sewer charges.

---Page 3: Joint Planning Commission:Schwing asked regarding the allocation of \$4,500 to \$5,500. Meister said the township has funded planners before, and will go from 9 planners to 7, after the (combined) zoning ordinance is done. Lupher to make a correction to this in the Fiscal Impact document.

---Page 3- Parks: Schwing asked about park expenditures. Lupher said the township appropriated more than it is spending.

---Page 3-Other Expenses/Streets: Schwing questioned the allocation of amounts collected from the 1 mill property tax levied for streets. Lupher will correct the data to read; "The Township will expend funds raised from the 1 mill township-wide property tax levied for street purposes."

---Page 5 Farr Center: Farr Center allocation is \$10,683; Farr Center for government purposes is \$5,508. Lupher said they are separated in the budget to define the use.

Lupher said that the Plus signs in the document are used to delineate addition of appropriations.

---Page 9: Various funds were discussed: Fund Accounting refers to sources used to explain the accounting of funds held by the Village of Onekama. General Fund, Special Revenues, Proprietary Funds, Cemetery, Liquor Law, Enterprise, Sewer Funds are among other funds explained and described in the document. Lupher said the Equipment Fund is a way to account for the pickup truck, which can be used by various departments and they reimburse the Equipment Fund for usage. It is an internal fund, no restrictions on money, the funds can be transferred in or out.

---Page 5:-Five Year Budget: Lupher said the township revenue grew an average of 2.6 per cent over the past 5 years; state sales tax revenues grew an average of 2.1 per cent since Proposal A of 1994; Liquor Enforcement funds are returned relative to liquor sales in jurisdiction; average growth in inflation over the past 10 years was 2.5 percent. Regarding the village plow truck, he said it won't be replaced. The township does not have road responsibilities, so it will go to the road commission. Regarding Expenditures, Lupher said the township does not increase salaries on an annual basis, so there is a built in inflation factor of 2.5 per cent. On Parks, there will be a separate line item for Park Improvements. Other items were discussed and reviewed. Lupher will make changes for the next meeting.

---Page 7: Last paragraph, first line, correct "b" to "be".

Jaffe asked Lupher to try to obtain audited figures which are missing on Page 6.

Schwing said Page 1 needs more reference on time change.

**ZOSEL PARK:** Doren sent a letter stating that Zosel Park is now used as a mini-park. Technically it is a platted road end of Zosel Street from Dock to Lake Streets. Intent of the commission has been to plan for continuation of all parks and streets; this land is under both categories. He asked for and received consent from the commission to make changes so this area can be transferred to the Township with restrictions that it be used for park purposes and any other allowable purpose under the Plat of Farr's Subdivision of Lots C and D.

**COLLATERAL MATTERS/ORDINANCES:** Doren said he is not asking for tentative approval; he will prepare the ordinances for Blackmore and the village attorney to review and then ask the council to remove out of date ordinances from the books, then the commission will have ordinances worthy of addressing.

**MANISTEE COUNTY ROAD COMMISSION LETTER:** Letter received from Road Commission Manager Gerald Peterson stating “ The Manistee County Road Commission understands the importance of keeping all roads and streets clear and safe year round. If the Onekama Village disincorporates and the roads become road commission roads, we will maintain them the best we can year round with what resources we have. If the township chooses to supplement the road commission with additional funds to compensate the costs of having a plow driver remove snow early in the morning, the road commission would be happy to provide such service as long as funds to do so were covered. These costs would be a fixed amount per year to keep things as simple as possible and for ease of budgeting for such services by both agencies. We look forward to future talks concerning such services and if you should have any further questions please do not hesitate to call.” Schwing asked for a letter from the road commission indicating its approval of Peterson’s letter. The letter from Peterson was accepted by the commissioners.

Meister left the meeting at 4: 25 p.m.

**SEWER ADVISORY BOARD/Letter from David Meister:** Letter follows:

“ I am pleased to inform you that the Onekama Township Board has authorized the creation of a Sewer Advisory Board to advise the Onekama Township Board regarding any future expansion or major improvements to the sewer system, if the jurisdiction over the sewer system transfers to the Township as a result of disincorporation. The Sewer Advisory Board would consist of two users and two non-users. The Village Council would appoint the two sewer customer members and the Township Board would appoint the two non-sewer customer members. The terms of the members would be for two years.”

The commissioners added the following, after “non-users”: “and, if there is an outside contract, two users from outside the township”. They then accepted the letter regarding the Sewer Advisory Board.

**UPDATE CORRECTION:** In the Update on Disincorporation of the Village of Onekama memo which was included in taxpayer assessment notices the following correction was requested in the second paragraph, first line, Correct : “The citizens in the Village of Onekama circulated a petition designed to begin the process of evaluating if the Village and Township governments should be combined” to read: The citizens of the Village and the Township circulated a petition designed to begin the process of evaluating if the Village and Township governments should be combined.”

**REPORT FORMAT DISCUSSION:** Commissioners and Luper discussed what is needed in the final report. They stressed the need for an executive summary and all details of the plan. Schwing asked to include the real and personal assets and an update of the property net value. The plan will ultimately be presented to the village and township boards and to the public, via placement in both government offices, library, and on the website.

**PUBLIC COMMENT:** Comments received from Rod Hudson regarding Five-Year Plan and fund balances; Rudy Milasich regarding zoning administrator funding.

**COMMISSIONERS' COMMENTS:**

--- Schwing asked if a zoning administrator letter will be included in the commission data. The commissioners answer was no, it is not part of disincorporation. She said all correspondence should be included.

---Szilvagyai said some things are not our job. We have to be careful to not meddle in township or village jobs; we are only fact-finders.

---Taylor said under normal circumstances the village is responsible for roads—today. The township has on occasion approved additional streets but it has no obligation, and-- it gave 1 mill.

---Schwing said the village roads are part of the township, which has the responsibility for all roads in the network.

**ADJOURN:** 5:11 p.m.

Submitted by  
Mary Lou Millard  
Recording Secretary

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Facilitator

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Date