

ONEKAMA TOWNSHIP BOARD

REGULAR MEETING

TUESDAY, DECEMBER 2, 2008

The meeting was called to order at 9 a.m. by Supervisor David Meister.

The Pledge of Allegiance was said.

Members present: Trustee James Wisniski, Trustee Roland Clement, Treasurer LaVonne Schafer-Beebe, Clerk Helen Mathieu.

MINUTES: Motion by Clement, second by Wisniski to accept the minutes of the Tuesday, Nov. 11, 2008 Regular Meeting as presented. Motion carried.

TREASURER'S REPORT: Received and placed on file. Beebe presented an Investment Policy Resolution. **Motion** by Clement, second by Wisniski to approve Investment Policy Resolution No. 2008-11. Roll call vote: Mathieu Helen Mathieu, Yes; LaVonne Schafer-Beebe, Yes; Roland Clement, Yes; James Wisniski, Yes, David Meister, Yes. Nays: None. Absent: None. Motion carried.

INVESTMENT POLICY

ONEKAMA TOWNSHIP

MANISTEE COUNTY, MICHIGAN

RESOLUTION # 2008-11

1, PURPOSE

It is the policy of the township to invest public funds in a manner which will provide the Highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state statutes and local ordinances governing the investment of public funds.

2.0 SCOPE

This investment policy applies to all transactions involving the financial assets and related activity of the township except for any employee pension funds and any employee deferred compensation funds which are organized and administered separately. These funds are accounted for in the annual or monthly report and included the following funds:

General Fund, Fire Fund, Tax/Special, North Point Park.

3.0 OBJECTIVES

Funds of the township will be invested in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended and in accordance with the following objectives in order of priority.

3.1 SAFETY

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capita in the overall portfolio.

3.2 DIVERSIFICATION

The investments shall be diversified by specific maturity dates, individual financial institutions or a specific class of securities in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

3.3 LIQUIDITY

The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated.

3.4 RETURN OF INVESTMENT

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

4.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from the following: Onekama Township Board's most current resolution designation depositories and MCL 41.76 requiring the Onekama township Treasurer to be the custodian of the Township funds. Management responsibility for the investment program is hereby delegated to the treasurer, who shall establish procedures and internal controls for the operation of the investment program, consistent with the investment policy. No person may engage in investment transactions except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the subordinate officials.

5.0 AUTHORIZED INSTRUMENTS

In accordance with Public Act 20 of the Public Acts of 1943, as amended, the surplus funds of the township may be invested as follows:

- (a) Bonds, securities and other obligations of the United States or an agency or instrumentally of the United States.
- (b) Certificate of deposit, savings accounts, deposit accounts or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under law of this state or the United States.
- (c) Commercial paper rated at the time of purchase within the highest classification established by not less than two standard rating services and that matures no more than 270 days after the date of purchase.
- (d) Repurchase agreements consisting of instruments listed in subdivision (a) above, repurchase agreements shall be negotiated only with dealers or financial institutions with whom the township has negotiated a Master Repurchase Agreement. Repurchase agreements must be signed with the bank or dealer and must contain provisions comparable to those outlined in the public security association's model master repurchase agreement.
- (e) Banker's acceptance of United State Banks.
- (f) Mutual funds registered under the Investment Company Act of 1040 with the intention to maintain a \$1.00 per share net asset value and purchase only investment vehicles that are legal for direct investment by a public corporation.
- (g) Obligations described in subdivisions (a) through (f) as named above if purchased through an interlocal agreement under the urban cooperation act of 1967.
- (h) Investment pools organized under the surplus funds investment act 367 of 1982.

6.0 SAFEKEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements and financial institution deposits, entering into by the township shall be on a cash basis. Securities may be held by a third party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the investment officer.

7.0 PRUDENCE

Investments shall be made with judgment and care, under circumstances than prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

8.0 ETHICS AND CONFLIC OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment programs or which could impair their ability to make impartial investment decisions. Investment

officials and employees shall disclose to the supervisor and material financial interest in financial institutions that conduct business within the jurisdiction, and they shall further disclose and large personal financial investment positions that could be related to the performance of the investment, particularly with regard to the time of purchase and sales.

9.0 EFFECTIVE DATE

This policy shall become effective the day following adoption by the township board.

ONEKAMA TOWNSHIP

INVESTMENT POLICY RESOLUTION

WHEREAS, in accordance with MCLA 129.91, which provides that the governing body of a township may authorize its investment officer to invest the fund of the township; and

WHEREAS, the township board has adopted a written investment policy as required by said statute and designation its treasurer as the investment officer;

NOW, THEREFORE, BE IT RESOLVED the township treasurer is hereby authorized to invest the funds of the township in all instruments included in the township investment policy in accordance with the above mentioned act.

This resolution was offered by_____

Seconded by:_____

Ayes:

Nays:

Abstentions:

Absent:

_STATE OF MICHIGAN

COUNTY OF MANISTEE

I, the undersigned, the duly qualified and elected township clerk of Onekama Township; Manistee County, Michigan, do hereby certify that this policy is in accordance with Michigan PA Act 20 of Public CTS OF 1943, as amended.

IN WITNESS WHEREOF, I have hereunto affix my official signature this _____ day of _____, 2008.

Helen Mathieu, Onekama Township Clerk

AMEND AGENDA: Add Septic Ordinance and Portage Point Inn Storage under New Business.

PUBLIC COMMENT: Comment received from Doug Callaway.

COMMISSIONER ED HAIK: Haik reported 3 members have been appointed to the hospital board; other appointments will be announced. Regarding the proposed ORV

Ordinance, Haik said he feels it is flawed as it allows a driver to operated on a maintained roadway, not on a gravel shoulder, and there is a difference in the speed of the ORV and motor vehicles using the highway. He said the county can make the ordinance more restrictive but not more expansive. He feels the county needs to talk with all the townships before considering the ordinance for adoption. The County Commissioners' next meeting will be Monday, Dec. 15. He announced that the Revenue Sharing Board will meet Monday, Dec 8 at 5 p.m. at the county road commission.

COMMISSIONER KEN HILLIARD: Absent.

FIRE/RESCUE REPORT: Chief Laurence Hrachovina reported for fire for month of November: 2 meetings, 5 runs, 1 mutual aid request, 1 maintenance airpack meeting, 2 training sessions. For rescue: 16 runs, 2 mutual aid runs. Meister asked the chief to submit a list of the total runs for the township and for Brown Township for 2008. The board agreed to purchase the lights needed for the truck on the township credit card. Hrachovina said the department and Trustee Wisniski are still working on the fire truck search. Rob and Shelly Johnson and Jeff Wisniski will start their firefighter I class in January. Clerk asked to check with MTA regarding possible financial assistance for a candidate's fire training. It was reported that the township is classified as a "9" , for insurance purposes.

9:47 a.m.- Board took a two-minute recess.

9:51 a.m.- Board resumed the meeting.

PLANNING COMMISSION: The next meeting will be Thursday, Dec. 11. **Motion** by Wisniski, second by Clement to extend the terms of current planning commission members Rudy Gross, Dan Behring and Jon Phillips temporarily to fill in until such time as the Joint Planning Commission is formed. Motion carried. Clement reported the commission talked about the transition to a joint planning commission, and what is involved. Chairman Behring said the Manistee Foundation believes funding is available to hire a consultant skilled in zoning regulations to do a combined ordinance, and could also address the possibility of a combined zoning township/village ordinance.

BOARD OF REVIEW: Meister announced the Board of Review will meet Tuesday, Dec. 9 at 9 a.m. for corrections, errors and omissions only. No appeals will be heard. He also announced that the state has increased the taxable value to 4.4 per cent for 2009.

Motion Mathieu, second by Beebe to re-appoint Mike Acton, Rudy Gross and Ken Heikkinen each to a two-year term. Motion carried.

CEMETERY: Surveyors are continuing their work.

ZONING BOARD OF APPEALS: Letter of resignation received and accepted from ZBA alternate Jim Millard.

ZONING ADMINISTRATOR: Zoning Administrator Dana Schindler reported: 3 Land Use permits issued; Road Commission suspended all permits on Outlot 6 for the present time; Doug Callaway reviewed the circumstances regarding the “Welcome To Onekama” sign. **Motion** by Wisniski, second by Beebe to accept the “Welcome to Onekama” sign. Motion carried.

PORTAGE LAKE HARBOR COMMISSION: No report. A group consisting of two members each from the village, township Watershed Project and Harbor Commission will meet Tuesday, Jan. 6 at 11:30 a.m. at the township hall.

PARKS & RECREATION COMMITTEE: Secretary Tom Gerhardt reported on the recent public hearing and special meeting for the Parks & Rec Five-Year Plan. The committee approved a resolution to recommend to the township to approve the plan. He will have the resolution in January for the township, village and school to sign. A sub-committee of Howard Hughes and Jon Phillips ordered 1,000 red pine trees from the Manistee Conservation District at a cost of \$160, to be planted April 24 (Arbor Day), by a group of volunteers.

PORTAGE LAKE WATERSHED: Mike Acton reported the group will meet Wednesday, Dec. 10 from 4-6 p.m. in Farr Center.

COMMUNITY FOUNDATION: Acton reported the Foundation is hosting a “Sleighbell Soiree” Friday, Dec. 5 at the Ramsdell Theater.

JOINT MASTER PLAN: It was announced that the recent open house was successful and well-attended.

ONEKAMA COMMUNITY PLANNING COMMISSION: A public hearing on the proposed joint planning commission will be Wednesday, Dec. 17 at 6 p.m. in Farr Center.

ROADS: Wisniski reported that the County Road Commission wants to re-affirm the commission's position that Burnham Avenue is a road end. He asked the commission to put a sign on Milarch Road at Fifth Street indicating which way to turn. Meister asked board members to submit lists of future projects when the road commission meets with the township in January. **Motion** by Wisniski, second by Clement to write a letter of support suggesting County Road Commission Jerry Peterson be considered as a candidate for the Revenue Sharing Board. Motion carried.

PORTAGE STREET: Acton said the parking area near the walk to the pier has holes with water in them. The board will place this on the list for January road repairs.

LAKESIDE OUTLOT 1: No report.

PORTAGE RIDGE: Township to send a letter in response to this issue.

BROWN/13 MILE ROAD: New plat received and signed.

BUILDING RESEARCH: Clement distributed copies of a preliminary report to board members; will be placed on January agenda.

DIRKSEN/BROWN: Now in the hands of the three attorneys. Involved in the matter.

PHRAGMITES MEETING: Meeting will be Thursday, Dec. 17 at 1 p.m. at Farr Center.

DEQ-BEHRING: Behring submitted a letter he prepared at the request of the planning commission, addressed to Barry Peterman of the DEQ,. The letter was regarding the importance of protecting the remaining wetlands on the east end of the lake with consideration of data in the master plan and the watershed project. Consensus of the board to approve Behring's letter as written.

Meister left the meeting at 11:48 a.m.

Meister returned at 11:51 a.m.

HOLIDAY OFFICE HOURS: The township offices will be closed from Wednesday, Dec. 24 through Sunday, Jan. 4.

PUBLIC HEARING FOR JOINT PLAN COMMISSION: A public hearing is scheduled for Wednesday, Dec. 17 at 6 p.m. in Farr Center. **Motion** by Wisniski, second by Clement to accept the ordinance as presented. Roll call vote: Helen Mathieu, Yes; LaVonne Schafer-Beebe, Yes;

Roland Clement, Yes; James Wisniski, Yes; David Meister, Yes. Ays- none. Absent-None.
Motion carried.

NOTICE OF ADOPTION OF ONEKAMA TOWNSHIP ORDINANCE:

ORDINANCE #2008-02

TO ESTABLISH THE ONEKAMA COMMUNITY PLANNING COMMISSION

Please take notice that on December 2, 2008, at a regular meeting of the Onekama Township Board of Trustees, the Township adopted Township Ordinance #2008-02 to establish the Onekama Community Planning Commission. The Ordinance reads as follows:

The VILLAGE and TOWNSHIP find it in their long-term interest to cooperate on planning and zoning issues, and a means of achieving this goal is to jointly plan for land use and the joint exercise of certain zoning powers. As a result, both entities are entering into this Agreement to establish a Joint Planning Commission pursuant to Act 226 of 2003; which shall be referred to as the Onekama Joint Planning Commission. The jurisdictional area of the Onekama Joint Planning Commission is the Village of Onekama, Manistee County, Michigan and Onekama Township, Manistee County, Michigan.

Onekama Township hereby ordains:

Onekama Township shall approve the establishment of a Joint Planning Commission pursuant to Act 226 of 2003, and shall adhere to the Agreement, as amended, between the Village of Onekama and Onekama Township regarding the formation, composition, and operation of the Onekama Joint Planning Commission.

Dated December 2, 2008

Helen Mathieu, township Clerk

Motion by Clement, second by Wisniski to enter into the agreement contingent on discussion at the hearing on Section 8. Voting Yes-4 Voting No-1. Motion carried.

SEPTIC ORDINANCE: Mike Acton reported that the ordinance goes to the District 10 Health meeting on Friday, Dec. 19 for final approval.

PORTAGE POINT INN: Meister said he and Behring met with Mike DeVoe regarding s boats on the tennis courts. Three boats are the Inn's; three are not. The board will ask the township attorney to draft a letter to send to DeVoe.

PUBLIC COMMENT: Comments received from Behring.

BILLS: MOTION BY Beebe, second by Wisniski to pay all regular and incoming bills. Motion carried.

CORRESPONDENCE:

---Dist. 10 Health Dept. ---Atty Carl White ---DEQ#08-51-0039-P

---Cty Planning Dept. ---DEQ#00-51-0015-P ---DEQ#08-51-0043-P

ADJOURN: 12:45 p.m.

David Meister, Supervisor

Helen Mathieu, Clerk

LaVonne Schafer-Beebe, Treasurer

Roland Clement, Trustee

James Wisniski, Trustee