

DRAFT DRAFT

ONEKAMA TOWNSHIP BOARD REGULAR MEETING

Tuesday, March 3, 2015, 9 a.m.

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 Robert Blackmore, Treasurer LaVonne Beebe, Clerk Helen Mathieu.

MINUTES: Motion by Wisniski, second by Blackmore to approve the minutes of the Feb. 3, 2015 meetings presented. Motion carried.

CLERK'S REPORT: Mathieu reported that public hearing on the 2015-2016 Budget followed by a special meeting on Monday, March 30, 2015 at 9:30 a.m. A workshop session was conducted on the proposed budget on Feb. 16, 2015. The Clerk-Treasurer's annual meeting will be held Monday, March 23, 2015 at 60 p.m. at the Bungalow Inn in Manistee.

TREASURER'S REPORT: Beebe reported the General Fund balance as of Feb. 28, 2015 is \$474,174.28; Other Banks is \$505,255.65. Fire Fund balance as of Feb. 28, 2015 is \$249,152.81; Other Banks is \$105,929.53.

AMEND AGENDA: Add Policy Review under New Business.

PUBIC COMMENT: None.

KENNY KOTT: Kenny Kott introduced himself as the new director of the Manistee Recreation Association and described the work and activities of the organization. He presented the contract for 2015 for Onekama Township. The township's previous contract was for \$3,346 for 60 registrations, with 39 participants. The MRA contract for this year is for \$2,700. **Motion** by Wisniski, second by Beebe to contribute \$2,700 for 2015 for the MRA. Motion carried.

COMMISSIONER KEN HILLIARD: Hilliard reported the Manistee County Board of Commissioners had three applications for appointment to the Library; it appointed Barry Lind to the board. The heating and cooling system in the library will need to be addressed. The elevator in the courthouse needs repairs. Brian Postma was named to West Shore Medical Center Board of Trustees. The commissioners adopted a resolution to support the Manistee County-Wide Park Project.

COMMISSIONER JEFF DONTZ: Absent.

FIRE/RESCUE: Capt. Clinton Osborn reported there were 4 fire runs, 6 JAWS runs, 5 rescues and 2 meetings for the month of February. There is a joint training with a Superior Energy representative March 16 at 7 p.m. in the Onekama Township hall on Pipeline Natural gas awareness. The EMS Winterfest is March 19-22 at the Little River Casino. The explorer is ordered as a 2016 model year for \$35,961 with the upfit. The fire board reviewed and approved new wording for the Cadet Program and reviewed and proposed changes to the department's by-laws and policies. **Motion** by Blackmore, second by Wisniski to approve changes in the requirements in the guidelines for the Firefighter Cadet Program under Requirements, No. 10 to now read "Must be a resident of Onekama Township, or Child

or legal ward of an active department member, or within a reasonable response distance to the **Onekama Township Fire Dept. (determined during application review)**; and, **No. 11: At age 18 the Fire Cadet will no longer be a cadet. At the recommendation of the Chief the cadet may be be transitioned to a Fire Department member.** Motion carried.

PLANNING COMMISSION: Vice Chairman Taylor reported that an “Introduction to Shoreline Zoning” workshop will be conducted Monday, March 30, 2015 from 5:30-8:30 p.m. in Manistee City Hall. Those planning to attend should notify Clerk Mathieu by March 18. The commission will ask the Parks & Recreation Committee to pursue a proposal for a kayak launch in the area. The commission may need a continuing resolution to adopt the current Master Plan for six months since it runs out in March and a new plan is not ready yet.

B.O.R. MEETING DATES: Dates are Monday, March 9 from 9 a.m. to noon and 1 to 4 p.m. and Wednesday, March 11 from 2 to 5 and 6 to 9 p.m. in the township hall. Written protests must be received by March 11.

BOARD OF REVIEW/ASSESSOR: Assessor Ginny Martz reported the assessment roll was submitted to Equalization Feb. 17, notices of assessment change were mailed Feb. 18 and 29, personal property roll was submitted Feb. 23 and those notices were mailed on Feb. 24. Forms L4021 and L4037 were generated and signed March 2, the legal date. The organizational meeting for the Board of Review was March 3. No appeals were heard at this meeting. Martz expressed recognition to Mike Acton, board member who has resigned the position, members Ken Heikkinen, Rudy Gross for their years of service and welcomed new member Jon Phillips.

ZONING BOARD OF APPEALS: Chairman Tom Gerhardt reported no activity for February.

ZONING ADMINISTRATOR: Zoning Administrator’s report showed one Land Use Permit, no violations or variances for February.

COUNTY-WIDE PARK AND RECREATION PLAN RESOLUTION NO. 2015-03: Motion by Blackmore, second by Beebe to approve Resolution No. 2015-03. Motion carried.

**A RESOLUTION SUPPORTING THE DEVELOPMENT OF THE
MANISTEE COUNTY-WIDE PARK AND RECREATION PLAN**

ONEKAMA TOWNSHIP

No. 2015-03

WHEREAS, the State of Michigan Department of Natural Resources has outlined a process with which to follow to receive State Approval of a locally developed Park and Recreation Plan; and

WHEREAS, the State of Michigan Department of Natural Resources requires that a locally developed Park and Recreation Plan meet State guidelines and approval to be eligible for grant funding through the Natural Resources Trust Fund; and

WHEREAS, the Manistee County Planning Department and the Alliance for Economic Success are leading a planning process to develop a Manistee County-Wide Park and Recreation Plan which will meet the requirements and approval of the State of Michigan Department of Natural Resources; and

WHEREAS, the DNR requirements met by the Manistee County-Wide Park and Recreation Plan will also do so for each participating municipality within Manistee County, creating a total of 20 approved plans under the umbrella of the County-Wide Plan; and

WHEREAS, Onekama Township recognizes that recreation is a major economic drive for Manistee County and all local municipalities contained within; and

WHEREAS, the development, improvement and creation of recreational sites and assets provides avenues for increased tourism and recreation site participation, as well as building a sense of community and providing access for increased healthy activities; and

WHEREAS, support and participation within the planning process is completely voluntary and doesn't require financial contribution by Onekama Township; and

WHEREAS, Onekama Township recognizes that a grassroots bottom-up approach to the planning process will be used focusing on stakeholder inclusion and sound public input, seeking consensus for the fundamental development of the plans, goals and recommendations;

NOW THEREFORE BE IT RESOLVED that Onekama Township supports the development of the Manistee County-Wide Park and Recreation Plan and seeks to participate throughout the process of ultimately adopting said plan if it meets the intent and desire of the residents of Onekama Township.

David Meister, Township Supervisor

Date: _____

Helen Mathieu, Township Clerk

Date: _____

LANGLAND PARK (Turn-Around): Discussion centered on project plans when the grant funding arrives, project suggestions will be sought from the Explore the Shores sub-committee of the Parks and Recreation Committee. There is a need to look at conceptual plans which are in the 2014 Park Five-Year Plan.

MTA (Local): The next meeting will be Wednesday, March 25 at 7 p.m. at Cleon Township.

PORTAGE LAKE HARBOR COMMISSION: Meister reported the group sent a letter to Sen. Darwin Booher seeking his help in finding funding for infrastructure work on the Portage Lake Channel. Tom O'Bryan of the Army Corps of Engineers notified the group the Corps will provide two new "Rip Current" signs for the channel pier heads. The next commission meeting is Thursday, March 26 at 7 p.m. in the township hall.

INVASIVE SPECIES: Chairman Mary Reed said the grant application for additional testing of Eurasian watermilfoil and hybrid watermilfoil was accepted by the DNR for funding. Portage Lakes was one of the lakes that will be a part of this study with additional surveying being done this summer. The grant was to Michigan Tech University and Professional Lake Management will work with them on the project. The grant was fully funded at \$330,000. Three other grants that were awarded from the 3.3 million dollars went to other agencies which the Invasive Species Committee supported and will offer benefits to Manistee County. The contract with Professional Lake Management for the treatment costs needs to be

signed. This is in addition to the management contract signed last month. Permit application has been signed PLM will submit it to the DEQ and charge the township. New Portage Lake Watershed Forever website is now available and it can be accessed at: portagelakewatershed.com, portagelakewatershedforever.com, and Onekama.info/watershed. **Motion** by Wisniski, second by Blackmore to sign the Portage Lake Management Contract. Motion carried.

ALLIANCE FOR ECONOMIC SUCCESS: No report.

PLA: Chairman Al Taylor reported Winterfest was a success and plans include some additional activities for 2016. The petunias are ordered, a fund-raiser is set for June 26, all summer concerts are booked. The group is working with the Lions Club to help improve Onekama Days.

RESCIND ROAD MOTION FROM FEBRUARY MEETING: **Motion** by Beebe, second by Blackmore to rescind the Feb. 3, 2015 motion that the monies the township gives to the village for roads be sent to the village the third week in March. Motion carried.

Motion by Beebe, second by Blackmore that after a review of state guidelines regarding road millage allocation, the Onekama Township board can no longer participate in Onekama Village road projects, as of March 3, 2015. Motion carried.

CERTIFICATION ISSUE FOR ROADS: Meister said according to a letter from Manistee county Road Manager Mark Sohldan the county cannot maintain non-certified roads.

POLICIES AND PROCEDURES:

Meeting Rules: **Motion** by Blackmore, second by Beebe to change the word "Monday" to "24 hours" in the third paragraph of Meeting Rules to now read: "The clerk shall prepare the board data and documents before the board meeting, which will be available for board member inspection '24 hours' before each board meeting." Motion carried.

Procurement Policy:

Page 1: 1.2 Application: Omit the word "every" from the third line so sentence now reads: "It shall apply to expenditures of public funds by the Township irrespective of the source of the funds.

Page 4: 2.4 Purchases Not Exceeding \$20,000:

No.2-Purchases over \$1,000 but less than \$20,000 : Change \$1,000 to **\$2,500.**

No. 3-Purchases Under \$1,000: Change \$1,000 to **\$2,500.**

Page 7: 2.12 Contract Administration: Correct sentence to now read "The Board may oversee that a contractor is performing in accordance with the solicitation under which the contract was awarded, and according to the terms and conditions of the contract."

Motion by Blackmore, second by Beebe to approve the changes on Pages 1, 4 and 7 of the Procurement Policy. Motion carried.

PPUBLIC COMMENT: None.

CORRESPONDENCE: None.

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

ADJOURN: 12:33p.m.

Helen Mathieu, Clerk