

**ONEKAMA TOWNSHIP BOARD REGULAR MEETING  
TUESDAY, FEBRUARY 4, 2020  
9:00 AM**

Meeting called to order by Supervisor David Meister at 9:03 a.m.

Pledge of Allegiance was previously said at Elections Commission Meeting.

Attendance: James Wisniski, Bob Blackmore, LaVonne Beebe, Shelli Johnson and David Meister.

**MINUTES:** **Motion** by Blackmore, Second by Wisniski to Approve the minutes of the January 7, 2020 Regular Board Meeting. M/C

**Motion** by Blackmore, Second by Wisniski to Approve the minutes of the January 28, 2020 Special Board Meeting. M/C

**CLERK'S REPORT** received by Johnson. Revenue & Expense Report and the Trial Balance Report distributed. 2020/2021 Onekama Township Meeting Calendar was presented and general consensus in agreement with the dates. The Public Accuracy Test and Preliminary Testing will be done on February 6 at 5:30 pm for the March 10 Election. The Clerk will be out of the office on February 17, 18, and 19. The Deputy Clerk will be checking the mail daily for AV requests and mailing ballots accordingly. There will be a budget meeting/public hearing on February 26<sup>th</sup> at 9:30 am.

**TREASURER'S REPORT** was received by Beebe for individual Fund Balances for month ending January, 2020.

**AMEND AGENDA:** Move Invasive Species/Watershed to report after County Commissioners. Add Mika Meyers to New Business.

**PUBLIC COMMENT:** Request received to get the Township Meeting Agenda out to the Public before meetings.

**COUNTY COMMISSIONER PAULINE JAQUISH:** Report received by Jaquish regarding County activities. Fairboard meeting tonight at 6:30 pm at the Manistee County Road Commission. **DIAL-A-RIDE FACT SHEET INFO:** The Dial-A-Ride is requesting a 1/3 (0.33) of one mill RENEWAL and 1/6 (0.16) of one mill INCREASE for 6 years. For a home with a taxable value of \$50,000 this millage increase would be \$0.63 per month! The Dial-A-Ride millage has NEVER been increased in 45 years. During 2019, 163,000 passengers were served. Current millage rates: State Average: .85 mill, Benzie .50 mill, Cadillac .60 mill, Manistee .33 mill.

Manistee County Medical Care Facility has a 5 year operations renewal coming up in the August Election. The County renewed a 3 year contract with Jollette Funeral Home Medical Examiner. Manistee County currently has 10 homeless veterans. Regarding the POS situation, Kalkaska rescinded and no progress or updates have been made.

**COUNTY COMMISSIONER JEFF DONTZ:** Report received by Dontz regarding County activities. There is a new contract with Homeward Bound for the next 2 years in the amount of \$41,000. A new website is coming together. The airport authority gave an update on new members. Erosion continues to be an issue around the entire Great Lakes Region. Rail relocation is ongoing. Congressman Bergman will be meeting with Dontz regarding the Airport and TSA. Floodplain administration is being worked on by all townships. Ken Falk is the new Sheriff; Brian Gutowski is the new Under Sheriff, and Jason Torrey is the new EOC. The City Logo is under discussion for new design. New forms are to be used for all fire departments requesting equipment from the 9-1-1 board.

**INVASIVE SPECIES/WATERSHED:** Report received from Mary Reed. There is a meeting on February 17 in Traverse City. Sharon Marie is the chairperson for the watershed. Riparian overlay (shoreline protection) discussions are going on. High water should be in the watershed 10 year plan.

**FIRE/RESCUE REPORT** was given by Asst Chief Rob Johnson. The Department went on 9 EMS Runs (1 MA – MTFD), 1 Fire Run, 1 EMS Meeting/Training, 1 Maintenance Meeting, 1 Fire Meeting/Training, and 1 Officer’s Meeting. Portage Point Inn was toured and pre-plans are being developed. Joel Faber has successfully passed EMR class and is now a licensed EMR through the State of Michigan. Congratulations to Joel! He is now taking the Fire Academy. New Accountability Boards were distributed at the last Fire Chief’s/Training Officer’s/Association meeting. Everyone is now on the same system. Two Separate quotes for dual band radios are received. **Motion** by Blackmore, Second by Johnson to purchase the radio per quote for \$3,227.00 from donation money. M/C **Motion** by Blackmore, Second by Johnson to purchase additional radios from Fire Fund. **Motion withdrew by Blackmore** and to be put on the March Agenda for discussion. Work continues on By-Laws. Per the 15-year truck cycle plan established by the Township Board, 107 is due to be replaced this year. 105 is due to be replaced next year. The process has been started with getting 107 appraised by Fire Tec Truck Sales, who we have used in the past. Avenues are being pursued through grant opportunities for dual purpose watercraft. A cadet was accepted onto the department and is eligible to participate in fire department activities.

**MRA** director Stephanie Carpenter presented the 2020 funding formula for the county and township. **Motion** by Blackmore, Second by Wisniski to continue the \$3,900 Contract for 2020 services. Roll Call Vote: Wisniski – Yes, Blackmore – Yes, Beebe – Yes, Johnson – Yes, Meister – Yes. M/C

**ROADS:** Report from Mark Sohlden, Manistee County Road Commission. Sohlden gave report on the 2020 Annual Meeting with MCRC Updates, Snowfall data, federal, state, and local funded projects, PASER ratings, staffing, historical data, and Capital Project request for 2020.

**ASSESSOR/BOARD OF REVIEW:** Report given by Ginny Martz. The organizational meeting for the March Board of Review is scheduled for March 3<sup>rd</sup> at 9:00 am. No appeals will be heard at this meeting. Appeals will be heard during the regular Board of Review meetings which are Monday March 9 from 9:00 am until 12:00 pm and from 1:00 pm until 4:00 pm. Also on Wednesday March 11 from 2:00 pm until 5:00 pm and 6:00 pm until 9:00 pm. Written appeals must be received by March 9<sup>th</sup>.

February 20<sup>th</sup> is the deadline for filing personal property statements and also the Eligible Personal Property Exemption form 5076. Updating field inspected parcels and calculating new and ongoing construction continue. **Motion** by Blackmore, Second by Wisniski to approve Resolution 2020-01 Federal Poverty Guidelines for 2020. M/C **Motion** by Johnson, Second by Blackmore to approve Resolution 2020-02 Poverty Guideline Asset Test for 2020. M/C

## **POVERTY RESOLUTION # 2020-01**

### **RESOLUTION AUTHORIZING POVERTY RESOLUTION # 2020-01 TO TAKE EFFECT IMMEDIATELY.**

**WHEREAS**, the homestead of persons, who, in the judgement of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Poverty Tax Act; and

**WHEREAS**, the township board is required by Section 7u of the General Property Tax Act, Public Act 390 of 1994 (MCL 211.7u.) to adopt guidelines for poverty exemptions;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, pursuant to MCL 211.7u, that Onekama Township, Manistee County, adopts the following amended guidelines for the supervisor and board of review to implement.

The amended guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, file in the current or immediately preceding year.

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner and occupy as a homestead the property for which an exemption is requested.
2. File a claim with the supervisor or board of review, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year.
3. Produce a valid driver's license or other form of identification if requested.
4. Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, if requested.
5. Meet the *federal poverty income guidelines as defined and determined annually by the United States Office of Management and Budget and OR the current poverty income guidelines adopted by the township board.* (Note: If you plan to adopt guidelines other than federal poverty guidelines-making it easier for a person to be eligible for

**the exemption-but cannot be lower than the federal poverty guidelines-making it harder to be eligible).**

6. Meet additional eligibility requirements as determined by the township board, including:

SIZE OF HOUSEHOLD	2020 Max. Total Income
1	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430
Additional Person	\$4,420

**BE IT ALSO RESOLVED** that the board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the board of review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these are communicated in writing to the claimant.

**Motion** by Bob Blackmore, Seconded by James Wisniski to approve Poverty Resolution # 2020-01. Roll Call Vote: Bob Blackmore - Yes; James Wisniski - Yes; LaVonne Beebe - Yes; Shelli Johnson – Yes; David Meister – Yes.

Supervisor Meister declared the Resolution passed.

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Shelli Johnson, Clerk

#### **CERTIFICATION**

I, Shelli Johnson, the duly elected and acting Clerk of Onekama Township, hereby certify that the foregoing resolution amendment was adopted by the Township Board of said township at a special meeting of said board held on February 4, 2020, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution as ordered to take immediate effect.

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Shelli Johnson, Clerk

### **ONEKAMA TOWNSHIP POVERTY GUIDELINE ASSET TEST RESOLUTION # 2020-02**

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the Onekama Township Board of Trustees; and

WHEREAS, the homestead of persons who, in the judgement of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption, in whole or in part for taxation under Public Act 390, 194 (MCL 211,7u);

NOW THEREFORE BE IT RESOLVED that, pursuant to PA 390 of 1994, Onekama Township, Manistee County adopts the following guidelines for the Supervisor and Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels or the claimant and all persons, residing in the household (income of students under the age of 18 shall not be included), including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Own and occupy as your principal residence, as defined in Section 7dd of the General Property Tax Act, the property for which the exemption is requested.
- 2) File a claim with the Supervisor or Board of Review, on an application provided by the township assessor. If you did not file a tax return then you **MUST** get a statement of benefits paid from the Social Security Administrator or Michigan Department of Social Services. With the application, all applicants must submit most recent copies of the following:
  - A. Federal Income Tax Return (1040 or 1040A)
  - B. State of Michigan Income Tax Return
  - C. Homestead Property Tax Claim (MI-1040CR)
  - D. All statement of income (ex: W2's, 1099's)

NOTE: Applications may be reviewed by the Board of Review without applicant being present. However, the Board of Review may request that any or all applicants be physically present to respond to any questions they may have. This means that you could be called to appear on short notice. You may have to answer questions regarding your financial affairs, health, the status of people living *in* your home, etc before the Board of Review, at a meeting which is open to and may be attended by the public. Teleconferencing for the purpose of asking questions of the applicant is allowable if the applicant is not able to attend.

- 3) Produce a valid driver's license or other form of identification if requested.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 5) Have an income less than or equal to the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget.
- 6) The application for an exemption shall be filed after January 1, but before the day prior to the last day of the Board of Review. The Board of Review meets three times per year each March, July, and December.

NOTE: Sign the application at the Supervisor's Office when the application is returned. If the application cannot personally return the application, a notarized application is acceptable.

- 7) Additional eligibility requirements as determined by the Township Board;
  - A. The Board of Review shall follow the policy and guidelines established herein when granting or denying an exemption.
  - B. The Board of Review may deviate from the guidelines if it determines there are substantial and compelling reasons which are to be communicated, in writing, to the applicant. Compelling reasons include, but are not limited to, excessive medical expenses or excessive expenses necessary for the care of elderly or handicapped persons, etc.
  - C. Applicants may be subject to investigation of their entire financial and property records by the Township. This would be done to verify information given or statements made to the Board of Review or assessor in regards to the poverty tax claim.
  - D. All Applicants will be evaluated based on data and statements given to the Board by the applicant. The Board can also use information gathered from any source.
  - E. The true cash value of the property for which the poverty exemption is requested shall be a consideration by the Board of Review when determining hardships.
  - F. Asset Eligibility: The value of property in excess of what is considered part of the original homestead shall be considered an asset. Assets include, but are not limited to: real estate other than the principal residence, motor vehicle, recreational vehicles and equipment, certificates of deposits, savings accounts, checking accounts, cash, stocks, bonds, life insurance, coin collections, boats, jewelry, retirement funds, etc. Assets, (except the original homestead, essential household goods and the first \$5,000 of the market value of a motor vehicle), shall

not exceed \$10,000 for an individual applicant and/or \$15,000 per household if more than one financial contributor.

- G. The Board of Review will consider all assets of the owner, co-owner(s) and all qualifying financial members of the household. Any attempt to hide and/or shift assets to another person, business or corporation shall be grounds for **denial**.

Handicapped applicants may call the Township Clerk Office to make necessary arrangements for assistance.

If an applicant fails to supply the required documents and/or fails to complete the application in its entirety, or if the information supplied is found to be fraudulent, the application shall be denied.

**NOW THEREFORE, BE IT ALSO RESOLVED** that the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these are communication writing to the claimant.

The foregoing resolution offered by Shelli Johnson, support by Bob Blackmore.

Upon roll call vote, the following voted:

AYE: James Wisniski, Bob Blackmore, LaVonne Beebe, Shelli Johnson, David Meister

NAY: 0

Supervisor Meister Declared the resolution passed.

I, Shelli Johnson, the duly elected and acting Clerk of Onekama Township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at the regular meeting of said board held on February 4, 2020, which meeting a quorum was present by a roll call vote of said members as herein before set forth; that said resolution was ordered to take immediate effect.

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Shelli Johnson  
Clerk, Onekama Township

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Date

**ZONING ADMINISTRATOR:** Report received by Mike Szokola for time spent on Land Use Administration.

**PARKS & RECREATION:** Report given by Rich Lapinski. **Motion** by Wisniski, Second by Blackmore to allow Johnson to perform a title search/deed/survey/mineral rights/ownership on Glen Park. M/C **Motion** by Blackmore, Second by Johnson to proceed ahead in applying for the grant to start the Glen Park Project. M/C

**PLA:** Report received from Al Taylor. Petunias are being scheduled for planting in May. The Lions Club and the PLA are meeting to discuss the Onekama Days Parade route.

**TLSA:** Wednesday's meeting is cancelled. The help of County Commissioner Jeff Dontz and the DHD10's cooperation with Kevin Hughes (Cadillac Office) is requested.

**NEW BUSINESS:**

Trash Receptacle at Lake Isle: Johnson to call Republic Services and cancel the receptacle service at that location.

Mika Meyers: Meister stated that he received an email from Saylor regarding a boundary adjustment at red park. **Motion** by Blackmore, Second by Wisniski to allow the exchange of land in Red Park between John Baribeau and his daughter which adjusts the boundary between their currently owned parcels. M/C

Audit Company: Bids have been received for the 2020 audit to be performed on the Township's financials as the previous company no longer does audits. **Motion** by Blackmore, Second by Wisniski to accept the proposal from Baird, Cotter, & Bishop, P.C in the amount of \$5,250. Roll Call Vote: Wisniski – Yes, Blackmore – Yes, Johnson – Yes, Beebe – Yes, Meister – Yes. M/C

**CORRESPONDENCE:** Correspondence received from the Lions Club.

**BILLS TO BE PAID:** **Motion** by Blackmore, Second by Wisniski to pay all regular and incoming bills for February. M/C

**Motion** by Blackmore, Second by Wisniski to pay the Spicer Invoice # 200143 for \$11,210.75 for SAW Grant Work. Roll Call Vote: Wisniski – Yes, Blackmore – Yes, Beebe – Yes, Johnson – Yes, Meister – Yes. M/C **Motion** by Blackmore, Second by Wisniski to pay the Spicer Invoice # 198796 for \$5,547.50 for SAW Grant Work. Roll Call Vote: Wisniski – Yes, Blackmore – Yes, Johnson – Yes, Beebe – Yes, Meister – Yes. M/C

Wisniski left the meeting at 1:00 pm

**PUBLIC COMMENT:** Johnson stated that she received grant approval for an additional tabulator for elections. The state approved 50% grant to those that applied, with the new law for absent voting.

Taylor gave information about a Manistee trails group discussion that is going on for a non-motorized trail that is approximately 14' wide.

Next Board Meeting is scheduled for March 3, 2020, at 9 am.

Meeting adjourned 1:10 p.m.

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Shelli Johnson, Clerk