

DRAFT DRAFT

ONEKAMA TOWNSHIP BOARD REGULAR MEETING

TUESDAY, FEBRUARY 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 Beebe, second by Wisniski, to accept the minutes of the January 6, 2015 with the following correction under Parks & Recreation: "Phillips reported he and Mary Reed are the township representatives to the Manistee County Parks & Recreation Plan project". Motion carried.

CLERK'S REPORT: Mathieu reported there is a Special Election Tuesday, May 5, 2015 concerning raising the sales tax from 6 per cent to 7 per cent for road funding. At this time, Meister briefly explained some of the details in the proposed bill. Mathieu said the road millage renewal is due by Dec. 15, 2015. Consensus of the board to wait to place the road millage on either the August or November ballot.

Due to incorrect posting Clerk Mathieu requested to amend the budget from Contingency 101-890 to Clerk 101-215 for \$12,000. **Motion** by Wisniski, second by Blackmore to amend the budget as requested. Roll call vote: James Wisniski, yes; Robert Blackmore, yes; Lavonne Beebe, yes; Helen Mathieu, David Meister, yes. Motion carried.

The board will have a budget work session on Monday, Feb. 16, 2015, at 10:30 a.m.

CONTRACTURAL AGREEMENT: Onekama Township's 2014 fee for tax maps, assessment roll maintenance, tax rolls, tax bills, computer services is \$9,987.90 for 2,561 parcels at \$3.90 per parcel. **Motion** by Wisniski, second by Blackmore to have Supervisor Meister sign the 2015 agreement. Motion carried.

TREASURER'S REPORT: Beebe reported the General Fund balance as of Jan. 31, 2015 is \$228,340.61; Other Banks is \$505,062.93. Fire Fund balance as of Jan. 31, 2015 is \$171,056.99; Other Banks is \$105,876.99.

Beebe presented two resolutions which point out that Chemical Bank replaces Northwest Bank as one of the financial institutions. **Motion** by Beebe, second by Wisniski to approve Resolution No. 2015-01. Motion carried.

TOWNSHIP OF ONEKAMA

RESOLUTION 2015-01

(Replaces 2011-01 and 2012-13)

BE IT RESOLVED, THAT THE Township Board of Onekama approve the Township Treasurer doing business with the following financial institutions as a Township Policy, commencing February 3, 2015.

**ONEKAMA TOWNSHIP
POLICIES AND PROCEDURES MANUAL**

FINANCIAL INSTITUTIONS TO BE UTILIZED BY THE ONEKAMA TOWNSHIP TREASURER:

Fifth Third Bank, Filer Credit Union, Huntington National Bank, Members Credit Union, PNC, Chemical Bank, Honor Bank, West Shore Bank, West Michigan Bank, Shelby State Bank.

BE IT FURTHER RESOLVED that the Township Board will not require amendment of this Resolution unless the Township Board is made aware of a significant change in the status of a listed financial institution rendering that institution unqualified for business with the Township.

EFFECTIVE DATE: This policy shall become effective after adoption by the Onekama Township Board.

Motion by LaVonne Beebe, second by James Wisniski, to approve Resolution 2015-01.

Supervisor declared Resolution No. 2015-01 adopted on this 3rd day of February, 2015.

CERTIFICATION

I, Helen Mathieu, Clerk of the Township of Onekama do here certify that the above is a true and correct copy of a Resolution which was passed and approved by the Township Board of the Township of Onekama on the 3rd day of February, 2015.

Helen Mathieu, Clerk

Motion by Beebe, second by Wisniski to approve Resolution No. 2015-02. Motion carried.

TOWNSHIP OF ONEKAMA

RESOLUTION 2015-02

(Replaces Investment Procedures Dated April 10, 2001 and August 6, 2012)

**ONEKAMA TOWNSHIP
POLICIES AND PROCEDURE MANUAL**

PUBLIC FUNDS INVESTMENT

PURPOSE

It is the policy of Onekama Township to invest 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.

SCOPE

This investment policy applies to all transactions involving the financial assets and related activity of Onekama 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 financial report and include the following funds: General Fund, Fire fund, North Point Fund, Tax Fund, and any new fund created by the governing body unless specifically exempted by the governing body.

OBJECTIVES

Funds of Onekama Township will be invested in accordance with the Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives of priority:

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 capital in the overall portfolio.

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.

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

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.

DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from MCL41.76. 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 the 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.

AUTHORIZED INSTRUMENTS

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

- (A) Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.
- (B) Certificates 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 not 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 Onokama 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 Securities Associations Model Master Repurchase Agreement.
- (E) Banker's acceptance of United States Banks.
- (F) Mutual funds registered under the investment company act of 1940 with the intention to maintain of \$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 of 1967.
- (H) Investment pools organized under the Surplus Funds Investment Act 367 of 1982.

INSTITUTIONS OF DEPOSIT

The Onokama Township Treasurer shall be authorized to use any of the following financial institutions without prior consent of the Onokama Township Board: Fifth Third Bank, Filer Credit Union, Huntington National Bank, Members Credit Union, PNC, Chemical Bank, Honor Bank, West Michigan Bank, Shelby State Bank.

SAFEKEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by Onokama 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.

PRUDENCE

Investments shall be made with judgment and care, under circumstances then 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.

ETHICS AND CONFLICTS 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 program, or which could impair their ability to make impartial investment decisions. Investment officials and employees shall disclose to the Supervisor any material financial interests in financial institutions that conduct business with the jurisdiction, and they shall further disclose any large personal financial investment positions that could be related to the performance of the investment, particularly with regard to the time of purchases and sales.

REPORTS

Within 120 days of the end of the fiscal year, the treasurer shall prepare an annual written report to the governing body concerning the investment of funds.

EFFECTIVE DATE

This policy shall become effective after adoption by the Onekama Township Board.

Motion by Beebe, second by Wisniski, to approve Resolution 2015-02.

Supervisor declared Resolution No. 2015-02 adopted on this 3rd day of February, 2015.

CERTIFICATION

I, Helen Mathieu, Clerk of the Township of Onekama, do hereby certify that the above is a true and correct copy of a Resolution which was passed and approved by the Township Board of the Township of Onekama on the 3rd day of February, 2015.

Helen Mathieu, Clerk

AMEND AGENDA: Move Harbor Commission after Commissioner Jeff Dontz, add Don Oswell before Public Comment.

DON OSWELL: Oswell explained the creation of the Arcadia-Pierport Watershed Management Plan, now underway. He said this area is the last in the region which does not have a watershed plan. The watershed encompasses 29.62 square miles, which includes five townships: Arcadia, Onekama Pleasanton, Joyfield and Blaine. The goal is to complete a draft watershed plan sometime between June and September of 2015, if adequate funding can be secured. Grants will be sought. Sharon Goble is project manager. A letter of support was requested from the township. Information about the plan is on the Lakes to Land website: www.lakestoland.org/arcadia-pierportwatershed. **Motion** by Wisniski, second by Blackmore to send a letter of support to the Alliance for Economic Success. Motion carried.

PUBLIC COMMENT: None.

COMMISSIONER HILLIARD: Absent.

COMMISSION DONTZ: Dontz discussed needs of the Manistee County Library Board. He is the liaison from the County Board of Commissioners to the County road Commission. He said the road commission's first quarter audit indicates the commission is in good shape.

PORTAGE LAKE HARBOR COMMISSION: Chairman Jim Mrozinski reported the channel was dredged in 2013, but sand is starting to creep into the dredged area. The commission will write to the Army Corps and other officials who helped get the channel dredged, and encourage them to write letters to come and finish the dredging. He said the Harbor Commission is scheduling two boating safety courses with the Coast Guard and Sheriff's Department. The courses are mainly for children under age 17 and 18, and will be conducted at Onekama Marine.

FIRE/RESCUE: Blackmore submitted his resignation from the Fire Department, which was accepted by the board. Blackmore will be the liaison from the department to the township board. Blackmore explained the request to purchase a 2016 medical/first responder truck. **Motion** by Blackmore, second by Wisniski to purchase the truck for under \$40,000, including the graphics. Roll call vote: James Wisniski, yes; Robert Blackmore, yes; Helen Mathieu, yes; LaVonne Beebe, yes; David Meister, yes. Motion carried.

Capt. Clinton Osborn reported 4 fire runs, 7 JAWS runs, 7 rescue runs and 2 meetings for the month of January. Revenue Sharing grants ready for submittal by March 6 are \$1,650 for three carbon fiber air bottles, no cost sharing; and \$15,000 to help fund the rescue vehicle. A Par Plan grant for \$5000 to help fund the rescue vehicle is also ready for submittal. Craig Peterson submitted his resignation. The department is working on updating the cadet program and wording of the by-laws.

PLANNING COMMISSION: Vice Chairman Al Taylor reported the Lakes to Land Committee is working on the M-22 Scenic Highway between Onekama and the Benzie County Line; 200 surveys were returned for the vision update for the Master Plan. A public hearing to receive input on proposed amendments to the Onekama Township Zoning Ordinance.

BOARD OF REVIEW/ASSESSOR: Meister recommended that Jon Phillips be appointed to the Board of Review to replace Mike Acton, who resigned. **Motion** by Wisniski, second by Blackmore to appoint Jon Phillips to the Board of Review. Motion carried.

Assessor Ginny Martz reported the organizational meeting for the March board of Review is Tuesday, March 3 at 9 a.m. 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 a.m. to noon and 1 to 4 p.m. and Wednesday, March 11 from 2 to 5 p.m. and 6 to 9 p.m. Written appeals must be received by Wednesday, March 11.

February 10 is the deadline to file the affidavit to claim the exemption for Eligible Personal Property (Form 5076). This affidavit must be received by the assessor by February 10, not postmarked. The statute is specific regarding the filing deadline. If a personal property owner does not file timely, there is nothing that can be done and the owner is responsible for the taxes. The normal filing deadline for the personal property statements is February 20. Work on the 2015 assessments, updating field inspected parcels and calculating new and ongoing construction is in the process of being completed. The industrial economic condition factor study has been completed and this completes the corrective action plan she submitted to the State Tax Commission.

TENNANT PROPERTY: **Motion** that the township board not recognize the Tennant split as a "split". Motion was voted down, therefore it failed.

ZONING BOARD OF APPEALS: Chairman Tom Gerhardt the board had its organizational meeting on Jan. 28. Officers retained for 2015 are (incumbent Chairman Tom Gerhardt, Vice Chairman Dennis Beebe and Secretary Jim Trout. Alternates are Alice Hendricks and Joann Hilliard.

ZONING ADMINISTRATOR: Meister read Zoning Administrator Kris Philpot's report: One Land Use Permit issued; she attended the bi-monthly Zoning Administrators' meeting on Jan. 27.

PARKS RECREATION: Chairman Jon Phillips reported that he and Mary Reed attended the meeting of the Manistee County Parks and Recreation Plan project, to create a new five year county parks & recreation plan. A kayak launch possibility was discussed at the regular parks meeting.

LANGLAND PARK: Rudy Milasich reported he is working on a permit application for work at the park. Al Taylor said the Langland Park Committee needs a township representative on it. Wisniski volunteered to be the township member on the committee. Taylor said he would open a website for

the Langland Park project. The board asked the Parks & Recreation Committee to recommend a group to oversee the Community Foundation Fund.

Motion by Beebe, second by Wisniski to refer the title opinion to the township attorney. Motion carried.

ALLIANCE FOR ECONOMIC SUCCESS: No report.

PLA: Chairman Taylor reported a 20 per cent increase on web use from 2013 to 2014 with the township, village and PPI among the top viewed sites, Onekama Days is the weekend of Aug. 7 and 8. The Scottville Clown Band is scheduled to perform at the Concerts in the Park on Aug. 3 and also for the parade and concert after the parade. All the park concerts are scheduled. The longboard contest will be in mid-May with 120 competitors already signed up. The PLA is looking at creating a community brochure on what to do, where to shop, etc. for Onekama.

ROADS: A road millage will not be on the May election ballot. **Motion** by Beebe, second by Blackmore that the monies the township gives to the village for roads be sent to the village the third week in March. Motion carried.

Consensus of the board to rebuild/repair Erdman Road, including shoulders, from 13 Mile Road south to Brown Street in the village.

POVERTY GUIDELINES: Consensus to let the current guidelines stand through 2016.

METRO PERMIT: **Motion** by Blackmore, second by Beebe to have Supervisor Meister sign the METRO permit agreement. Motion carried.

PUBLIC COMMENT: Comments received from Rudy Milasich.

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

CORRESPONDENCE:

---Charter Communications

---MRA

---Consumers Energy Company

MTA: Wisniski, Beebe and Mathieu reported on the recent MTA Conference they attended. Also attending were Amber Flippen and Mary Kuipers.

ADJOURN: 12:25 p.m.

Helen Mathieu, Clerk

