

## ONEKAMA TOWNSHIP BOARD REGULAR MEETING

TUESDAY, FEBRUARY 4, 2014, 9 A.M.

The meeting was called to order at 9:05 a.m. by Supervisor David Meister with the Pledge of Allegiance.

Members present: James Wisniski, Robert Blackmore, LaVonne Beebe, Helen Mathieu.

**MINUTES:** Motion by Wisniski, second by Blackmore, to approve the minutes of the January 7, 2014 Regular Meeting with the following correction under Board of Review: correct spelling of “w3ll” to “will”.

**AMEND AGENDA:** Add Ordinance No. 2014-01, Contract with Manistee County, School Report, under New Business.

**TREASURER’S REPORT:** Beebe reported a balance in the General Fund as of Jan. 31, 2014, of \$467,887.56; a balance in the Fire Fund as of Jan. 31, 2014, of \$149,448.72.

**CLERK’S REPORT:** Mathieu presented a budget report to date to the board. The board will have a Special Meeting on the 2014-2015 Budget on Wednesday, March 5 at 9 a.m.

**PUBLIC COMMENT:** None.

**COMMISSIONER KEN HILLIARD:** Hilliard reported the work on the Kettle Hole drain is completed. An audit will be conducted for the drain commissioner’s department; Manistee County Commissioners will pay for the audit. The County Board of Commissioners will meet on Feb. 18.

**COMMISSIONER KARL WAITNER:** Absent.

**SUZANNE SCHWING:** Schwing, a member of the Community Master Plan Committee discussed seeking a permit from the Michigan DEQ to remove the sand dune in Langland Park along the western edge of the parking lot. She said she has received support from the Parks and Recreation Committee, Village of Onekama, and Lakes to Land Initiative and plans to address other groups with the idea. Meister said he has talked with Rep. Ray Franz, Sen. Darwin Booher, and the DEQ. He will be responsible for setting up a meeting in the Spring between those in the community interested in the project and state officials. Comments were also received from Dr. Donald Schwing and Rudy Milasich, who are assisting Ms. Schwing in looking into the project.

**FIRE/RESCUE:** Blackmore reported for the month of January: 5 fires, 1 Jaws run, 2 Jaws cancellations, 10 rescues, 6 meetings. Blackmore reported two trucks are being repaired.

Assistant Fire Chief Bret Mathieu presented a proposal for the development of a full-time Onekama Fire Department position, for a rank of Captain. The Captain’s position combines the Training Officer, Equipment Maintenance Officer, Medical Coordinator and Image Trend Coordinator positions.

Community service is a top priority for the Onekama Fire Department. The department’s goal is to have medical and fire personnel coverage/response during the daytime hours. Currently the department does not have resources for that coverage, potentially resulting in tragedy and/or devastation. The department is the life-line of the community and creating the proposed full-time position will consolidate, realign and structure the operation.

Cost of this position could be offset in a couple ways: Currently the fire department has 4 meetings per month, plus training days. Week 1 is the Officers Meeting, Week 2 is Fire Personnel Meeting, Week 3 is medical Personnel Meeting and Week 4 is the Truck General Maintenance Meeting. Creating this (captain’s ) position will eliminate some of the meetings and/or combine meetings with training. The truck maintenance would be done by this position, eliminating Week 4’s meeting. Weeks 1-3 could be combined into an informational and training

for all personnel. Communication will strengthen within the department as the number of people involved in the planning and daily tasks is limited. Meetings would be structured and efficient.

Qualifications and responsibilities are listed, but not limited to the following:

Hours of Operation: 5 days/week, 40 hour week, availability between 7 a.m. and 5 p.m., required to be within distance of having a rescue apparatus en route within 3-5 minutes.

Qualifications: Must be a certified Medical First Responder, Firefighter I, Firefighter II, Extrication. Also: Computer literate to make medical and fire incident reports, monthly township reports, image trend reports, registration of personnel on the State of Michigan website, strong communication skills, positive attitude, ability to lift 75 pounds.

Daily responsibilities: medical rescue and reporting, fire incidents and reporting, cleaning within the department and building, lawn maintenance, minor building maintenance repairs, apparatus checks, testing and routine maintenance.

Other responsibilities: safety and evacuation plans directly involving Onekama School, Annual Fire Prevention Week Activities, Scheduling and supervising on-site, apparatus and equipment repairs and certification/licensing, medical and fire personnel training and scheduling, monthly association training meeting attendance, public relations, ability to promote, coordinate and communicate mutual aid with other departments, ability to communicate with Central Dispatch.

Projects: identify and set up a pre-plan system to major structures/commercial buildings in the Onekama District, MSDS Retention, Update Standard Operating Procedures, identify obstructions to structures (i.e.trees).

Wages: \$25,000 to \$30,000.

Assistant Fire Chief Mathieu also asked the board to deny the Manistee County Fair Board's request. **Motion** by Blackmore, second by Clerk Mathieu to deny the request from the Manistee County Fair Board to water the track for the Antique Classic Snowmobile Race. Motion carried.

**ONEKAMA COMMUNITY PLANNING COMMISSION:** Al Taylor reported the Master Plan Committee is continuing to review the Community Master Plan with regard to visioning, input, demographics. It was pointed out by Meister that the township still has a township Planning Commission. It was never dissolved. And, the Village also has its village Planning Commission. Meister said township planners act only on Township ordinances; village planners act only Village ordinances. The Community Planning Commission will only work on the Community Master Plan. **Motion** by Wisniski, second by Mathieu to put Blackmore on the Township Planning Commission as the Township representative. Motion carried.

**BOARD OF REVIEW:** Assessor Ginny Martz reported the organizational meeting for the Board of Review is Tuesday, March 4, 2014 at 9 a.m. No appeals will be heard at this meeting. Appeals will be heard Monday, March 10 from 9a.m. to noon and 1 to 4 p.m. and Wednesday, March 12 from 2 to 5 and 6 to 9 p.m. Written appeals must be received by March 12. Opinions and judgments from two Michigan Tax Tribunals on Jan. 17 were received on Feb. 1. The assessor has another hearing on Feb. 20 in Ludington on an uncapping appeal. She is in the final stages of processing 2014 assessments, new construction has been calculated, late transfers are being uncapped PRE's are being entered. Changes for the 2014 assessment year regarding personal property. Personal property classed as Commercial and Industrial will be exempt from taxes on a true cash value of \$80,000 or less. Affidavit #5076 must be filed by Feb. 10, 2014 to receive this exemption.

**ZONING BOARD OF APPEALS:** Chairman Tom Gerhardt reported the group's organizational meeting was held Jan. 27. The incumbent officers were retained for 2014. They are Gerhardt, chairman; Dennis Beebe, vice chairman ; and Jim Trout, secretary.

**ZONING ADMINISTRATOR’S REPORT:** Meister reported for Zoning

Administrator Kris Philpot: one Land Use Permit issued for January. Philpot attended the annual MTA Conference. There is a MSU Extension class March 31 in Manistee, addressing “Wildfire Hazards Through Zoning”.

**PARKS & RECREATION:** Co-chairman Jon Phillips reported the group discussed Arbor Day Plans, possible budget items and heard a presentation by Suzanne Schwing on seeking a permit from the Michigan DEQ to remove the sand dune in Langland Park along the western edge of the parking lot and asked the Parks and Rec Committee for support.

**MTA (Local Chapter):** Wisniski reported the group will meet Wednesday, Feb. 26 at Marilla Township. Election of officers will be conducted. He also reported on the annual MTA Conference he attended in Traverse City. Others attending from the township were Treasurer LaVonne Beebe, Deputy Treasurer Amber Flippen and Zoning Administrator Kris Philpot. The attendees all reported it was an educational and worthwhile conference.

**PORTAGE LAKE HARBOR COMMISSION:** The group will meet Thursday, Feb. 27 at 7 p.m. in the township hall.

**INVASIVE SPECIES:** Chairman Mary Reed presented a resolution to renew a special assessment district for eradication or control of aquatic weeds and plants in and around Portage Lake. Two public hearings on the resolution are scheduled for Tuesday April 15 and Tuesday, May 13, both at 7 p.m. and both in the township hall.

**RESOLUTION OF THE ONEKAMA TOWNSHIP BOARD TO TENTATIVELY  
DECLARE ITS INTENTION TO ESTABLISH A SPECIAL ASSESSMENT  
DISTRICT FOR THE ERADICATION OR CONTROL OF AQUATIC WEEDS AND PLANTS  
IN AND AROUND PORTAGE LAKE**

**Onekama Township, Manistee County**

**Resolution Number 2014-03**

WHEREAS, the Onekama Township Board is aware of an increased growth of invasive species within and around Portage Lake and possible degradation in the water quality of Portage Lake; and

WHEREAS, THE Onekama Township Board has invested in partially paying for a Lake Management Plan Study by Lakeshore Environmental, Inc. to determine the extent of the problem; and

WHEREAS, the Township Board established the Invasive Species Subcommittee of the Portage Lake Watershed Forever as an official committee whose first task was to research long term solutions for these issues within Portage Lake; and

WHEREAS, financing of control agents will be necessary as defined by the cost estimates for a 5 Year Plan; and

WHEREAS, a Special Assessment District has been suggested as a means of financing this lake improvement through the levying of an assessment against real properties in the district based upon the property’s assessed value; and

Whereas, Michigan Public Act 188 of 1954 authorizes townships to make certain improvements, including the eradication of control of aquatic weeds and plants in and around Portage Lake;

THEREFORE,

NOW, BE IT RESOLVED THAT the Onekama Township Board tentatively declares its intention to establish a Special Assessment District to include the entire area of Onekama Township, against which the cost of the proposed removal of aquatic weeds and plants from the Lake would be assessed based upon each property’s assessed value. The assessments would be allocated according to the approximate

proportional benefit that would be realized by each property in the SAD as a result of the removal activities, as defined by the attached map (zone 1A defined as a riparian properties and those deeded access to the Lake; zone 1B defined as everything south of Maidens Road and as extended along section lines west of M-22 to Lake Michigan excluding 1A; and zone 2 defined as everything north of 1A and 12B that is within the Township).

FURTHERMORE, plans of the proposed activities to eradicate or control aquatic weeds and plants in and around Portage Lake, as well as an estimate of the cost of eradication or control activities on either a fixed or periodic basis, shall be filed with the township Clerk. Subsequent to the filing of the plans and the cost estimate, the Township board shall fix a time and place to meet and hear any objections to the proposed activities and to the Special Assessment District, and shall cause notice of the hearing to be given as provided in PA 188. The notice shall state that the plans and the estimate are on file with the Township Clerk for public examination and shall contain a description of the proposed Special Assessment District.

MOTION MADE BY: James Wisniski

SECONDED BY: Robert Blackmore

AYES: James Wisniski, Robert Blackmore, Helen Mathieu, Lavonne Beebe, David Meister

NAYS: None

The Supervisor declared the resolution adopted by a roll call vote at the regular meeting of the Onekama Township Board held on Feb. 4, 2014, at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

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Helen Mathieu, Clerk

**WATERSHED COMMITTEE:** Chairman Mary reed reported the group plans to present a “crowd hydrology” program, to get people involved to become better and measure the depth of streams in the area.

**ALLIANCE FOR ECONOMIC SUCCESS:** Meister reported the Alliance is talking to agencies regarding Portage Point Inn. Plans re to place information on the website.

**ROADS:** Wisniski will ask the road commission at its Feb. 13 meeting about placing a stop sign at Smith Road and M-22.

**PLA:** President Al Taylor reported that there is good background information in the January newsletter on what the PLA does, and how it spends its money. The group is working with the Lions Club on Onekama Days; petunias will be planted in the Spring. The group will also create a section on PPI for the website.

**PPI/SEWER:** An amendment to Ordinance No. 96-1 was discussed.

**TOWNSHIP OF ONEKAMA**

**MANISTEE COUNTY**

**ORDINANCE NO. 2014-01**

**AN ORDINANCE TO AMEND ORDINANCE NO. 96-1 ADOPTED ON JUNE 4,**

**1966 AND STYLED**

**“AN ORDINANCE TO PROVIDE FOR THE**

**VOLUNTARY CONNECTION TO A PUBLIC**

**SANITARY SEWER SYSTEM TO BE LOCATED IN THE  
TOWNSHIP, ETC," AND TO REPEAL ALL ORDINANCES IN CONFLICT**

**HEREWITH**

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**THE TOWNSHIP OF ONEKAMA ORDAINS:**

Section 1-Amendment of Ordinance 96-1.

Section 1 of Ordinance 96-1 is hereby amended to read, in its entirety, as follows:

Section 1. Definitions

As used herein the following terms shall have the meanings herein ascribed.

- A. "Public sanitary sewer system" or "system" means the sanitary sewer system used or intended for use by the public for the collection and transportation of sanitary sewage for treatment or disposal and owned by the Village.
- B. "Structure in which sanitary sewage originates" or "structure" means a building located in the Township in which toilet, kitchen, laundry, bathing or other facilities which generate water carried sanitary sewage are used or are available for use for household, commercial, industrial or other purposes.
- C. "Township" means the Township of Onekama, Manistee County, Michigan.
- D. "Village" means the Village of Onekama, Manistee County, Michigan.

Section 2.-Repeal

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict and no further.

Section 3.-Effective Date

This Ordinance shall be effective immediately upon publication as provided by law.

**MOTION BY: Robert Blackmore, second by James Wisniski.**

**THOSE VOTING IN FAVOR: Wisniski, Blackmore, Beebe, Mathieu, Meister.**

**THOSE VOTING AGAINST:**

**THOSE ABSENT OR ABSTAINING:**

**ORDINANCE DECLARED PASSED.**

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**Helen Mathieu, Clerk**  
**Township of Onekama**

**CERTIFICATION**

The undersigned Clerk of Onekama Township hereby CERTIFIES that the foregoing Ordinance is a true and correct copy of the Ordinance that was adopted by the Township Board of Onekama Township at a regular Township Board meeting held on the 4<sup>th</sup> day of February, 2014.

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**Helen Mathieu, Clerk**  
**Township of Onekama**

**CERTIFICATE OF PUBLICATION**

The undersigned Clerk of Onekama Township here CERTIFIES that the foregoing Ordinance was published in the Manistee News Advocate on the 10<sup>th</sup> day of February, 2014.

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Helen Mathieu, Clerk

Township of Onekama

**BROWNFIELD RESOLUTION:**

**RESOLUTION NO. 2014-04  
CONCURRENCE WITH THE BROWNFIELD PLAN  
FOR PORTAGE POINT INN**

There was a motion by Robert Blackmore, second by James Wisniski to adopt the following resolution:

**WHEREAS**, The Michigan Brownfield Redevelopment Financing Act 381, P.A. 1996 as amended, authorizes municipalities to create a brownfield redevelopment authority to promote the revitalization, redevelopment, and reuse of contaminated, blighted, or functionally obsolete property through tax increment financing of eligible environment and developmental activities; and

**WHEREAS**, The Manistee County Board of commissioners, pursuant to and in accordance with the provisions of Act 381, established the Manistee County Brownfield Redevelopment Authority in June 2002 to facilitate the cleanup and redevelopment of Brownfields within Manistee County; and

**WHEREAS**, a Brownfield Plan has been prepared and submitted for the Portage Point Inn that outlines the qualifications, costs, impacts, and incentives for the project developed by Windfalls Landing LLC for the reimbursement of Eligible Activities from the capture of increased taxes due to additional private investment with the adoption of the Brownfield Plan; and

**WHEREAS**, The Manistee County Brownfield Redevelopment Authority has reviewed the Brownfield Plan for the Portage Point Inn and finds that it meets the requirements of Act 381 and constitutes a public purpose of job creation, increased private investment and economic development and increased property tax value; and approved the Brownfield Plan at a regular meeting on January 15, 2014; and

**WHEREAS**, A public hearing on the Brownfield Plan by the Manistee County Board of Commissioners was noticed and held on January 28, 2014 and notice to taxing jurisdictions were provided in compliance with the requirements of Act 381 and the Manistee County Board of Commissioners approved the Brownfield Plan at a regular meeting on January 28, 2014; and

**WHEREAS**, Under Section 3)4) of Act 381, the Manistee County Brownfield Redevelopment Authority may exercise its powers with respect to Eligible Property within Onekama Township only if Onekama township has concurred with the provisions of a Brownfield Plan that apply to that Eligible Property: and

**WHEREAS,** The Onekama Township Board of Trustees heard a presentation at their January 7, 2014 Regular Meeting on the Brownfield Plan for the Portage Point Inn, finds that it meets the requirements of Act 381 and constitutes a public purpose of job creation, increased private investment and economic development and increased property tax value; and

**THEREFORE, BE IT RESOLVED,** that the Onekama Township Board of Trustees hereby concurs with the Brownfield Plan for the Portage Point Inn.

ROLL CALL: Ayes: James Wisniski, Robert Blackmore, Lavonne Beebe, Helen Mathieu, David Meister.

Nays: None.

Absent: None.

I do hereby certify that the foregoing resolution was adopted by favorable vote of the members of said Township Board on February 4, 2014.

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Helen Mathieu, Clerk

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David Meister, Supervisor

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LaVonne Beebe, Treasurer

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Robert Blackmore, Trustee

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James Wisniski, Trustee

**LIGHTHOUSE:** The board instructed the Parks and Recreation Committee to obtain cost figures to hook up the light at the top of the lighthouse at Andy's Point and place a plaque on it and present to the board for its consideration during budget talks in March.

**ESCROW DISCUSSION :** No action taken.

**BOAT LAUNCH SURVEY:** The Parks and Recreation Committee presented a boat launch fee survey prepared by committee co-chairman Howard Hughes and vice president Mary Lou Millard to several surrounding communities to obtain input on how they manage their boat launch facilities. The board members suggested doing a study this summer of boaters and usage at the village boat launch.

**CONTRACT AGREEMENT WITH MANISTEE COUNTY:** Motion by Blackmore, second by Wisniski to pay Manistee County the bill for tax maps and assessment roll maintenance, tax rolls, bills and computer services. The fee is \$9,753.60 for 2,540 parcels at \$3.84 per parcel. Motion carried.

**SCHOOL REPORT:** Meister reported on a meeting called by School Supt. Kevin Hughes, with the approval of the school board, to obtain input from residents, local contractors on what needs doing at the school and how should the school board proceed with it? The next meeting, open to the public will be Monday, Feb. 17 at 7 p.m. in the school.

**PUBLIC COMMENT:** None.

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

**CORRESPONDENCE:**

---Charter

---State of Michigan

---MTA, Oceana County chapter

**ADJOURN:** 12:50 p.m.

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Helen Mathieu, Clerk

