

DRAFT DRAFT

ONEKAMA TOWNSHIP BOARD REGULAR MEETING

TUESDAY, SEPTEMBER 2, 2014, 9 A.M.

The meeting was called to order at 9:02 a.m. by Supervisor David Meister with the Pledge of Allegiance.

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

MINUTES: Motion by Blackmore, second by Wisniski to accept the minutes of the August 4, 2014 Regular Meeting as presented. Motion carried.

CLERK'S REPORT: Clerk Mathieu reported auditors Vanderwal, Spratto & Richards of Manistee are currently at the township office, conducting their review of township records. The April, 2014 through August, 2014 budget was presented to the board and the audience.

TREASURER'S REPORT: Beebe reported a balance in the General Fund of \$199,150.50 as of August 31, 2014. The balance in the Fire Fund is \$189,758.67 as of August 31, 2014.

AMEND AGENDA: Add Lee LaFleur, after Commissioners' Report; add State Tax Commission Resolution, after Assessor's Report.

PUBLIC COMMENT: None.

COMMISSIONER KEN HILLIARD: Absent.

COMMISSIONER JEFF DONTZ: Dontz reported the commissioners have settled on the Kettle Hole Drain, for a total settlement of \$17,229.55. The 2015 budget is prepared and available to view on You Tube. The Recycling fee will increase from \$13 to \$16 per parcel.

LEE LAFLEUR: LaFleur said he wanted to do something special for the community. He has approval from the Village to create a bandshell in the village park, at no expense to the village. He suggests replacing the existing 21 by 55 foot pavilion with a bandshell. He has a "walk-through" on Sept. 10 with Architect Kendra Thompson for some suggestions and ideas. He said the project wouldn't exceed \$100,000 but if more funds are received the fountain and handicap-accessible toilet facilities could be addressed. The kick-off for fund-raising is July 1, 2015.

FIRE/RESCUE: Capt. Clinton Osborne reported six fire runs, 7 Jaws runs, 22 rescue runs and two meetings for the month of August. Several department members attended a school bus training in Ludington, featuring extrication techniques and a bus-burning demonstration. The newspaper will take pictures of the department members for the paper on Monday, Sept. 15, 2014 at 7 p.m. The truck sold to a fire department in Maine is at its destination, that department is pleased with the truck. Information for fire protection area wildfire hazard assessment is updated with Jed Jaworski of the MSU Extension Office and a date will be set to complete the project. Water samples were collected for the Little Eden and Pierport water fountains. The department is applying to the Revenue Sharing Board for grants for two chain saws and two float dock strainers. Verbal presentations to the Board are scheduled

for Monday, Oct. 13, 2014 at Manistee Township Hall. Fire department paperwork has been condensed and updated into one file cabinet; the remainder has been scanned.

PLANNING COMMISSION: Chairman Jim Trout presented Draft #3 of an ordinance to Authorize and Regulate Organized Special Events on the Roads of Onekama Township. **Motion** by Blackmore second by Wisniski to have the Planning Commission send the draft to the township attorney for review and to develop applications and waiver forms. Motion carried.

---**Interim Zoning Administrator:** The procedure for this is explained in the Onekama Township Zoning Ordinance.

---**Fireworks:** Trout reported current Michigan law allows the use of Class C fireworks the day before, day of, and day after a national holiday, but allows local units to enact ordinances limiting ignition, discharge, or use of Class C fireworks to between the hours of midnight or 1 a.m. and 8 a.m. Resident Tad Duemler and his ad-hoc committee suggested creation of an ordinance like the one Glen Arbor has. The board turned the issue over to the Planning Commission to report back at the meeting in April, 2015.

---**Article 50, COMMERCIAL, RESIDENTIAL (CR-1), Section 5004:** Trout pointed out there is no language in this section for a Special Use for a Campground. Planners will address this at their September meeting.

---**Zoning Ordinance Workshop:** Zoning Administrator Kris Philpot and Planner Tom Volkema will attend the "Streamlining the Zoning Ordinance" workshop Monday, Sept. 29, 2014 from 6 to 9 p.m. in Manistee City Hall.

BOARD OF REVIEW/ASSESSOR: Assessor Ginny Martz reported The AMAR (Audit of Minimum Assessing Requirements) review appointment is Tuesday, Sept. 9 in the Equalization Department office. Martz is gathering the original documentation required for the audit. She assumes that Tax Management Associates, contracted by the State Tax Commission to do this audit, were in Onekama Township recently doing field inspections of their select properties. Normally, they call and let the assessors know they will be in the area, but she did not receive that call. All deeds, transfer affidavits, PRE affidavits and recissions have been processed. Field inspections are still being done. Pictures have been attached, but the cards are not updated. New and ongoing construction will be checked. Mailing labels were generated and printed August 12 for an Invasive Species mailing.

ZONING BOARD OF APPEALS: No activity.

ZONING ADMINISTRATOR: Zoning Administrator Kris Philpot reported four Land Use Permits issued, two Land Use parcel numbers were corrected to read: LUP 2014-04 is 51-11-570-004-20 (was 51-11-570-004-00), LUP 2014-006 is 51-11-290-031-00 was (51-11-370-089-00). A violation notice was sent to Richard Zeile, 7447 Torrant St. for rubbish, junk and building materials. Corrective action is to be taken by Sept. 3. A parcel split for 51-11-032-005-05 was approved for Mike Acton.

SARAH ARCHER: Sarah Archer, Recycling Coordinator for Manistee County, reported the County Board of Commissioners approved a 2015 PA69 assessment of \$16, up from \$13, but a reduction of the original \$18 annual assessment approved in June. **Motion** by Beebe, second by Blackmore to accept and sign the Recycling Program Interlocal Agreement for Jan. 1, 2015 through Dec. 31, 2015. Motion carried.

PARKS & RECREATION:

---**Glen Park:** The board acknowledge the fact that a trail extends beyond the boundary of Glen Park on the north part of the park. Chairman Jon Phillips will contact Amor Sign in Manistee to see about replacing the directional Glen Park sign at the corner of Main Street and Fourth Avenue.

---**Community Dock: Motion** by Wisniski, second by Blackmore to accept the bid from Ron Brown & Sons for \$5,043 (pending a decision on handicap sidewalk width). The bid is for removal of the busted concrete sidewalk, remove the steps and one tree, and install an eight-foot path. Motion carried.

---**Pierhead Light:** Mathieu reported \$3,000 in donations has been received for the light. Parks Secretary Tom Gerhardt said 250 copies of a Pierhead Light booklet have been printed. The commemorative plaque is to arrive in early September. Dedication for the light has been set for Sunday, July 5, 2015 at 10 p.m.

MTA (Local): Wisniski reported that representatives from FEMA attended and displayed maps showing the fire range areas. The group observed a moment of silence in memory of MTA Secretary and Manistee Township Clerk Joy Hutchinson, who passed away.

PORTAGE LAKE HARBOR COMMISSION: No report.

INVASIVE SPECIES: Chairman Mary Reed reported a recent survey for Eurasian Water Milfoil found 18 new acres of new EWM. Twenty-seven acres treated near Andy's Point did not have expected results and will be re-treated at no cost. The EWM treatments this year will total 127 acres at a cost of \$65,623. Other costs for permits, surveying and lakeshore treatments will total about \$90,000 for the year. Phragmites will be treated in September. A public hearing will be Thursday, Sept. 11, 2014 at 7 p.m. in Farr Center for any lakefront owner to object to treatment. Wildlife and Wetlands will also treat any Purple Loosestrife and Japanese Knotweed along the shoreline as in past years. Cost of the survey and treatment is expected to cost \$7,500. The group is closely monitoring the cattails, but is recommending no treatment of the cattails at this time, because they are beneficial to the lake and environment. "Tuesdays with Water" was well attended and the Portage Lake Watershed is working on follow-up plans for all six of the sessions. The board thanked the committee for its efforts in presenting this program. Stream monitoring for depth continues, using the Crowd Hydrology method to gather data. The ciBioBase maps of weed bed density in the lake continue to be evaluated.

ALLIANCE FOR ECONOMIC SUCCESS: No report.

PLA: No report.

WATERSHED: Reed reported the fund-raiser was successful. The group is looking for new members for the Watershed Council.

EXPLORE THE SHORES: No report.

ROADS: Motion by Blackmore, second by Beebe to sign the proposal from Ron Brown & Sons to grade, gravel and compact sections of: Lake Isle Avenue from Portage Point to Ardmore Road, Seymour Road from Lake Park Drive to start of West Greenway, Lakeside Avenue from Lake Isle Avenue to South End, Lakeside Avenue from Lake Isle Avenue to North End, Lakeside Avenue from Ninth Street to South End, Clark Road from Portage Point Road to North End, at a cost of \$27,989.00. Motion carried. Consensus of

the board to have Ron Brown & Sons to submit a bid to grade, gravel and compact sections of the following roads: Ardmore, Arborvitae, Ferndale, Juniper Way, Beachward, Norwood, Ridge Avenue, Happy Hollow, Pine Run Drive, and Park Place.

PORTAGE AVENUE ACCESS: Consensus to have a surveyor mark the corner of the Portage Avenue Access.

SEALCOATING: Motion by Wisniski, second by Blackmore to accept the bid from Brian's Sealcoating of Manistee to stripe and sealcoat the Township parking lot at a cost of \$1,200. Motion carried.

MOWER: A power lawn mower was donated to the Township by David Meister.

TELEPHONE: No action.

COPIER: A representative from Michigan Office Solutions will attend the October meeting to present a proposal for a multi-function copier.

ROOF: Mathieu reported Bob's Roofing of Manistee was hired to replace the Township hall roof at a total cost of \$39,368, with one half of that—\$19,684, paid as a down payment.

EXTERIOR PAINTING: Motion by Wisniski, second by Blackmore to hire Jerry Brown to paint the exterior of the Township hall in the Spring, at a cost of \$4,285, with a third coat at a cost of \$5,479, if needed. Motion carried.

INTERIOR PAINTING: No action.

KITCHENETTE: Not to be considered at this time.

FURNACE CHANGEOVER: Not to be considered at this time.

FRONT ENTRANCE: No action planned.

REVENUE SHARING GRANT APPLICATIONS: Motion by Blackmore, second by Wisniski, to approve the Fire Department grant applications for two chain saws and two float dock strainers. Motion carried.

LITTLE EDEN WATER QUALITY: Mathieu reported that the public drinking fountain on Portage Point Drive at Little Eden Bible Camp complies with DEQ requirements for potable water. No results are available for the fountain on 13 Mile Road in Pierport.

FLOODPLAIN SIGNATURE: No paperwork received.

POLICY REVISION: Motion by Blackmore, second by Wisniski to approve the revised Freedom of Information Act Request in the Township Policies and Procedures Manual. Motion carried.

RESOLUTION NO. 2014:

RESOLUTION ADOPTING POLICY AND PROCEDURE FOR THE
PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS IN LIEU
OF CUSTOMARY BUSINESS HOURS

TOWNSHIP OF ONEKAMA
MANISTEE COUNTY, MICHIGAN
RESOLUTION NO. 2014-16

At a regular meeting of the Township Board of the Township of Onekama, County of Manistee, Michigan, held in said Township on the 2nd day of September, 2014, there were:

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

Absent: None.

The following resolution was offered by Robert Blackmore and seconded by James Wisniski.:

WHEREAS, MCL 211.10a and other statutes require that property assessment and appraisal records, and other public records, be available for inspection during customary business hours (five days per week, 9 a.m. - 5 p.m.). In light of the fact that the Township Offices are not open during all customary business hours, in order to facilitate record inspection at other times, the Township requires a policy and procedure for public inspection and copying of public records in lieu of customary business hours.

NOW THEREFORE, BE IT RESOLVED that the Township Board of Onekama Township hereby adopts the following:

**Policy and Procedure for the Public Inspection and Copying of Public Records in Lieu
of Customary Business Hours**

1. Requests for public inspection and copying of Township public records may be made verbally and/or in writing.
2. Said requests may be directed to the Township Clerk, Assessor and/or other authorized Individual responsible for said public records
3. Any requests made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.
4. If a verbal request is made, the responding Township official shall prepare a checklist of times/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.
5. The responding Township official may require the requesting party to countersign the check list to indicate compliance with the verbal request.

6. The responding Township official shall be responsible for the production of the requested copies.
7. The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges established by the Township Board.
8. If the request is for inspection of a public record, the responding Township official shall respond in a timely manner, not to exceed 5 business days, from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
9. The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the responding Township official. The place designated for the requested inspection shall be the Township Hall or the location where said public records are officially retained.
10. The responding Township official shall allow such inspection during regular Township office hours between the hours of 9:00 AM and 2:00 PM, Monday through Wednesday.
11. During other customary business hours (outside the Township's regular office hours), public records may be inspected by appointment with the Township Clerk or other appropriate official.
12. Property assessment and appraisal records may be obtained, outside of the Township's regular business hours, by making an appointment with the Township's Assessor, or by sending an e-mail to the Township Assessor at assessors@onekamatwp.org or (231)-889-3308.
13. In coordination with the official responsible for the records, the FOIA coordinator shall determine on a case-by-case basis when the Township will provide copies of the original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.
14. The Township Clerk is responsible for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or e-mail.
15. A person cannot remove books, records or files from the place the Township has provided for the inspection.
16. No documents shall be removed from the Township without permission of the appropriate Township official, except by court order, subpoena or for audit purposes. The official shall be given a receipt listing the records being removed.

Adopted this 2nd day of September, 2014.

YEAS: James Wisniski, Robert Blackmore, LaVonne Beebe, Helen Mathieu, David Meister.

NAYS: None.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Township of Onekama, County of Manistee, and State of Michigan, at a meeting held on September 2, 2014, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan 1976, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for said meeting.

Dated: September 2, 2014 _____

AMEND WAGES RESOLUTION NO: 2014-10: Put on March/April budget meeting agenda.

SUMMIT: The annual Manistee County Summit meeting will be Thursday, Sept. 18 from 7:30 a.m. to 2 p.m. at the Little River Casino Conference Center.

PUBLIC COMMENT: None.

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

CORRESPONDENCE:

---Dept. of Treasury

---District # 10 Health Dept.

---Charter

---American Planning Assn.

---Janet Cook

---Consumers Energy Co.

---FEMA

ADJOURN: 12:52 p.m.

Helen Mathieu, Clerk

Onekama Township

