

ONEKAMA TOWNSHIP BOARD
REGULAR MEETING NOVEMBER 1, 2016, 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: James Wisniski, Robert Blackmore, LaVonne Beebe, Helen Mathieu, Meister.

MINUTES: Motion by Beebe, second by Blackmore to approve the minutes of the Oct. 4, 2016 Regular Meeting with the following correction: Page 3, under McMillan Road, correct the spelling of Wick-A-“The”-Wah to Wick-A-“Te”-Wah. Motion carried. **Motion** by Blackmore, second by Wisniski, to approve the minutes of the Oct. 12, 2016 Special Meeting as presented. Motion carried.

CLERK’S REPORT: Mathieu reported she distributed copies of the township audit to board members. The township received a “clean” audit. She suggested the township consider donating the GIS (Geographical Information System) to the Onekama Library. Consensus of the board to first check with the library.

TREASURER’S REPORT: Beebe reported the ending General Fund Balance for the month of October is \$111,890.43; ending Fire Fund Balance is \$162,449.72. She suggested the township get a bookkeeping system that handles township business, such as BSA, instead of Quickbook.

AMEND AGENDA: Add Laserfiche, under New Business.

KEVIN HUGHES: Supt. Kevin Hughes addressed the board and reviewed the school’s status. He said there was a substantial increase of students (20) in 2016. Younger families are moving in. The SAT test is given to every junior. The state score is 1,000. The Onekama students’ average score is 1,069. He outlined what the school is doing for students not going to college, such as offering vocational technical training classes at West Shore Community College. Onekama students are also eligible to enroll in college level courses while still attending high school.

COMMISSIONER JEFF DONTZ: Absent.

PLANNING COMMISSION: Mathieu resigned as the township representative to the Planning Commission due to her retirement. **MOTION** by Wisniski, second by Beebe to return Blackmore as the township representative to the Planning Commission. Motion carried.

Planning Commission Vice Chairman Al Taylor said the commission is working on the ordinance, Article 10, Section 1007, Subsection B, Water Protection. A hearing on the issue will be Thursday, Nov. 17 at 6:30 p.m. as part of the commission’s regular meeting. Taylor said the PPI committee will have a “walk-around” with the three experts on Friday and Saturday, Nov. 5 and 6. The experts on traffic and marina will meet Friday; the zoning expert will meet with the committee Saturday.

BOR/ASSESSOR: Supervisor Meister acknowledged a letter from BOR Chairman Ken Heikkinen who plans to resign after the December Board of Review. A candidate will be sought for his replacement. Assessor Ginny Martz reported the December Board of Review will be Tuesday, Dec. 13 at 9 a.m. Currently the board has 10 affidavits to act on. The 2017 Inflation Rate Multiplier is 1.009. The 2016 Inflation Rate Multiplier was 1.003. If a 2016 taxable value was \$1,000 and there were no physical changes, the 2017 value would be \$1,009.

There is a Michigan Tax Tribunal hearing on Nov. 18 at 10 a.m. in Baldwin. It is for a PRE denial from the Department of Treasury. Field inspecting new and ongoing construction along with the transfers is ongoing and will continue through the end of the year. All deeds, transfer affidavits, pre's and rescind affidavits have been processed.

ZONING ADMINISTRATOR: Zoning Administrator Kris Philpot reported five Land Use Permits and one pending permit (address pending) issued for the month of October. Philpot said 21 Land Use Permits were issued for the year. Of those 10 were issued in the past two months, 15 were issued in the last three months. Variance request for John Adams denied; petitioner had other options. A hearing on a variance request for John Bigler is scheduled for Tuesday, November 15 at 2 p.m. in the township hall.

PARKS & RECREATION: Chairman Jon Phillips reported the committee will do a "clean-up" review of activities and list projects for submission for the 2017 budget.

LANGLAND PARK: Taylor reported a "walk-through" with the contractors to check off a "punch list". Payment is being held until the work is done.

KAYAK LAUNCH: Taylor said the committee re-submitted the application to the Michigan Natural Resources Trust Fund with a higher score of 360. They will know in December if the grant is approved.

MTA: Wisniski reported Commissioner Jeff Dontz addressed the group. Dontz said the county commission sold 6.5 acres behind West Shore Hospital to Munson Medical Center. The commission is working on a plan to share a medical examiner with Benzie County. It renewed a lease for the Animal Shelter. Frances Wallace, a Medicaid-Medicare volunteer, spoke about the need to help senior citizens with their supplemental coverage. Appointments for this would be made through the Manistee Council on Aging. Sheriff Dale Kowalski, who is retiring, thanked the local MTA chapter for its support over the years.

PLA: Taylor reported the fall festival was successful. "Christmas in Onekama" is Saturday, Nov. 19; lighting of the trees will be Sunday, Nov. 20.

INVASIVE SPECIES: Chairman Mary Reed said 21.35 acres of Eurasian Water Milfoil were treated this summer, a substantial reduction from last year's treatment. The committee will meet with the Lake Manager in January to review all the 2016 data. Total costs for this year's surveys, treatments, permits and lake management was \$28,632. The committee has not received bills or a report from the acres treated by Wetlands and Wildlife, but it is estimated the bill would be less than \$5,000.

Water quality sampling was done and upstream samplings were also conducted.

WATERSHED: Chairman Reed attended a Watershed Summit meeting, a Benzie Watershed Coalition and a road stream crossings field trip. She participated in macro invertebrate stream monitoring to collect and identify indicators of the water quality. The committee will continue to study the ecology of invasive

cattails and phragmites. The local Watershed unit will have its annual meeting Nov. 29 with an election of officers and a council.

AES: No report.

FIRE/RESCUE: Fire Chief Clinton Osborn reported 5 fire runs, 11 rescues and 2 meetings for October.

Motion by Blackmore, second by Wisniski, to submit a Risk Reduction Grant application for \$430.25 for the purchase of four pediatric mannequins. Motion carried. **Motion** by Wisniski, second by Blackmore to seek bids for the No. 106-1996 Ford F-250 truck. Motion carried.

A CPR class is scheduled with Jim Henderson Nov. 21; a yearly air pack maintenance is scheduled Dec.29.

Motion by Blackmore, second by Wisniski to approve hiring Jared Bair and Todd Merrill, both of Bear Lake and both FFII, to the Onekama Fire/Rescue Department. Motion carried. The board asked the new members to attend a board meeting to introduce themselves.

ROADS:

---**Alley H:** Blackmore and Wisniski looked at the alley; the people will remove the trees.

---**McMillan Ave.:** The board discussed McMillan Ave. and listened to comments from resident Dan Behring.

---**Leonard Ave.:** Consensus to send a letter to the Manistee County Road Commission regarding improper chipping and sealing and final payment of Leonard Avenue.

MAINTENANCE CONTRACT: Wisniski is looking into the issue.

WINDOW BLINDS/CARPET: Blackmore will obtain information on 5 window blinds. He will also get information on tile for the door entrances and carpeting for the hall.

CONSUMER'S ENERGY: Place on December agenda.

TOWNSHIP OFFICE POLICIES, SALARIES:

---**Policies:** **Motion** by Wisniski, second by Blackmore, to approve the policies for Township Board Members Statutory Duties and Office Hours, with a correction in the zoning administrator's office hours from Monday, Tuesday and Wednesday to Monday and Wednesday. Motion carried.

ONEKAMA TOWNSHIP BOARD

POLICIES AND PROCEDURES

ONEKAMA TOWNSHIP BOARD MEMBERS STATUTORY DUTIES

Township Supervisor's Statutory Duties

- . Moderates board and annual meetings
- . Chief assessing officer (if certified)
- . Secretary to Board of Review
- . Township's legal agent

- . Must maintain records of supervisor's office
- . Responsible for tax allocation board budget (if applicable)
- . Develops township budget
- . Appoints some commission members
- . May call special meetings
- . May appoint a deputy

Township Clerk's Statutory Duties

- . Maintains custody of all township records
- . Maintains general ledger
- . Prepares warrants for township checks
- . Records and maintains township meeting minutes
- . Keeps the township book of oaths
- . Responsible for meeting notices
- . Publishes board meeting minutes (if taxable value is \$64 million in 2002, annually indexed, or a charter township)
- . Keep voter registration file and conducts elections
- . Keeps township ordinance book
- . Prepares financial statements
- . Delivers tax certificates to supervisor and county clerk by September 30
- . Must appoint a deputy
- . Must post a surety bond.

Township Treasurer's Statutory Duties

- . Collects real and personal property taxes
- . Keeps an account of township receipts (revenues) and expenditures
- . Issues township checks
- . Deposits township revenues in approved depositories
- . Invests township funds in approved investment vehicles
- . Collects delinquent personal property tax
- . Responsible for jeopardy assessments in collecting property tax
- . Collects mobile home specific tax
- . Must appoint a deputy
- . Must post a surety bond

Township Trustee's Statutory Duties

- . Township legislators, required to vote on all issues
- . Responsible for township's fiduciary health
- . Other duties as assigned by board

Additional Responsibilities

In addition to statutory duties and responsibilities, the supervisor and other township board members are frequently delegated additional functions and duties by the township board. Township board

members may be paid extra compensation for non-statutory duties, provided the sum is established before the duty is performed (MCL 41.96 and Article XI, Sec. 3, of the Michigan Constitution).

It is the opinion of the author that these additional duties may be delegated, performed and compensated for. Although MCL 15.403(2) states that a public employee shall resign from other township employment during his or her elected term when elected to township office, the author believes this statute does not relate to additional delegated duties. It should be recognized, however, that duties and responsibilities delegated by statute to a particular officer cannot be taken away from that officer and given, or taken over, by someone else without that officer's written consent. In other words, the supervisor can no more assume or interfere with the functions of the clerk or treasurer than the clerk or treasurer can assume the duties and responsibilities of the supervisor or any other statutory official. Each officer has independent functions and duties except when acting as a member of the board.

MCLs 15.183 and 15.322 further eliminate conflict restrictions on a public officer or employee from being authorized to perform additional services for the township having a population of less than 25,000, with or without compensation.

From: MTA Michigan Township Association Authorities & Responsibilities, 2010 Edition. Author: John H. Bauckham.

ONEKAMA TOWNSHIP BOARD

POLICIES AND PROCEDURES

ONEKAMA TOWNSHIP OFFICE HOURS: 9 A.M.-2 P.M.

Clerk:	Monday, Tuesday and Wednesday.
Treasurer:	Monday, Tuesday and Wednesday.
Assessor:	Monday, Tuesday and Wednesday.
Zoning Administrator:	Monday and Wednesday.
Supervisor:	As Needed.
Trustee:	As Needed.
Fire Chief:	8 a.m.-4 p.m. Monday, Tuesday, Wednesday, Thursday, Friday.

CLOSED FOR HOLIDAYS ON:

New Year's Day, Christmas Day, Thanksgiving Day, Fourth of July, Election Day(except for Clerk's Office), Easter, Memorial Day.

RESOLUTION NO. 2016-06
ESTABLISHING ANNUAL SALARY OF THE TOWNSHIP SUPERVISOR
TOWNSHIP OF ONEKAMA
MANISTEE COUNTY, MICHIGAN

At a regular meeting of the Township Board of the Township of Onkama, County of Manistee, Michigan, held in said Township on the 1st day of November, 2016, there were:

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

Absent: None.

The following resolution was offered by Blackmore and seconded by Wisniski.

WHEREAS, according to MCL 41.95 (3), in a township that does not hold an annual meeting, the salary of officers composing the township board shall be determined by the township board, and

WHEREAS, the Township Board of the Township of Onkama has concluded that the following salary is appropriate for the township Supervisor to carry out his statutory duties, on an annual basis, as supervisor, as described by the General Law Township Act at MCL 41.1 et seq.

NOW, THEREFORE, BE IT RESOLVED the Township Supervisor's annual salary for the supervisor's statutory duties shall be \$10,600.

ROLL CALL VOTE:

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

NAYES: None.

ABSENT: None.

MOTION APPROVED.

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 Onkama, County of Manistee, and State of Michigan, at a meeting held on Nov. 1, 2016, 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 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.

Township Clerk

Dated:

RESOLUTION NO. 2016-07
ESTABLISHING ANNUAL SALARY OF THE TOWNSHIP CLERK
TOWNSHIP OF ONEKAMA
MANISTEE COUNTY, MICHIGAN

At a regular meeting of the Township Board of the Township of Onekama, County of Manistee, Michigan, held in said Township on the first day of November, 2016, there were:

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

Absent: None.

The following resolution was offered by Wisniski and seconded by Blackmore:

WHEREAS, according to MCL 41.95 (3) in a township that does not hold an annual meeting, the salary of officers composing the township board shall be determined by the township board, and

WHEREAS, the Township Board of the Township of Onekama has concluded that the following annual salary is appropriate for the Township Clerk to carry out his/her duties as clerk of the township respectively, as required by the General Law Township Act at MCL 41.1 et seq.

NOW THEREFORE BE IT RESOLVED that the Township Clerk's annual salary for the clerk's statutory duties shall be \$16,735.

ROLL CALL VOTE:

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

NAYES: None.

ABSENT: None.

Motion Approved

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 Nov. 1, 2016, 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 of said meeting.

Township Clerk

Dated:

RESOLUTION NO. 2016-08
ESTABLISHING ANNUAL SALARY OF THE TOWNSHIP TREASURER
TOWNSHIP OF ONEKAMA
MANISTEE COUNTY, MICHIGAN

At a regular meeting of the Township Board of the Township of Onkama, County of Manistee, Michigan, held in said township on the 1st day of November, 2016, there were:

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

Absent: None.

The following resolution was offered by Blackmore and seconded by Wisniski:

WHEREAS, according to MCL 41.95 (3) in a township that does not hold an annual meeting, the salary of officers composing the township board shall be determined by the township board, and

WHEREAS, the Township Board of the Township of Onkama has concluded that the following annual salary is appropriate for the Township Treasurer to carry out his/her duties as treasurer of the Township respectively, as required by the General Law Township Act at MCL 41.1 et seq.

NOW THEREFORE BE IT RESOLVED that the Township Treasurer's annual salary for the treasurer's statutory duties shall be \$16,735.

ROLL CALL VOTE:

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

NAYES: None.

ABSENT: None.

Motion Approved

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 Onkama, County of Manistee, and State of Michigan, at a meeting held on Nov. 1, 2016, 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 1976, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time of said meeting.

Township Clerk

Dated:

RESOLUTION NO. 2016-09
ESTABLISHING ANNUAL SALARY OF THE TOWNSHIP TRUSTEES
TOWNSHIP OF ONEKAMA
MANISTEE COUNTY, MICHIGAN

At a regular meeting of the Township Board of the Township of Onkama, County of Manistee, Michigan, held in said township on the 1st day of November, 2016, there were:

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

Absent: None.

The following resolution was offered by Blackmore and seconded by Wisniski:

WHEREAS, according to MCL 41.95 (3) in a township that does not hold an annual meeting, the salary of officers composing the township board shall be determined by the township board, and

WHEREAS, the Township Board of the Township of Onkama has concluded that the following annual salary is appropriate for the township Trustees to carry out their duties as trustees of the Township respectively, as required by the General Law Township Act at MCL 41.1 et seq.

NOW THEREFORE BE IT RESOLVED that the Township Trustees' annual salary for the trustees' statutory duties shall be \$6,180.

ROLL CALL VOTE:

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

NAYES: None.

ABSENT: None.

Motion Approved

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 Onkama, County of Manistee, and State of Michigan, at a meeting held on Nov. 1, 2016 the original of which is on file in my office and available to the public. Public notice off said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts 1976, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time of said meeting.

Clerk

Dated:

LASERFICHE: Blackmore said numerous documents have been placed in the Laserfiche “cloud” and some of the township office personnel have been instructed on how to use it.

PUBLIC COMMENT: None.

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

CORRESPONDENCE: None.

ADJOURN: 12:40 p.m.

Helen Mathieu, Clerk
Onkama Township