

**ONEKAMA TOWNSHIP BOARD REGULAR MEETING
WEDNESDAY, MARCH 20, 2024, 4 P.M.
AGENDA**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE

MINUTES

Minutes of Regular Board Meeting of February 14, 2024

Minutes of Special Board Meeting of February 21, 2024

Minutes of Special Board Meeting of March 4, 2024

AMEND AGENDA

PUBLIC COMMENT

CLERK'S REPORT

Revenue & Expense Report, Trial Balance

TREASURER'S REPORT

Treasurer's Report

COUNTY COMMISSIONERS

Jeff Dontz

Janice McCraner

NEW BUSINESS

ARPA Reporting Date

Larsen's Landscaping

Household Hazardous Waste

UNFINISHED BUSINESS

ORV Ordinance

Cost Recovery Ordinance

Property Update

DeVoe Property

Budget Resolutions

REPORTS OF BOARDS AND COMMITTEES:

FIRE

ASSESSOR

ROADS

Correspondence received on Wick-et-e-wah

HARBOR COMMISSION

PARKS & RECREATION

PLANNING COMMISSION – OFF UNTIL APRIL

BOR

INVASIVE SPECIES

RECYCLE

PLA

PUBLIC COMMENT

CORRESPONDENCE

BILLS TO BE PAID

ADJOURN

**ONEKAMA TOWNSHIP
REGULAR BOARD MEETING
WEDNESDAY, FEBRUARY 14, 2024 at 4:00 PM**

Meeting called to order by Supervisor David Meister at 4:00 PM

Pledge of Allegiance

ATTENDANCE: Bob Blackmore, Ed Bradford, Shelli Johnson and Meister.
Al Taylor was present remotely

MINUTES:

Board Meeting of January 10, 2024. **Motion** by Blackmore, seconded by Bradford to approve the Minutes as presented for the Regular Board Meeting of January 10, 2024. M/C

AMEND AGENDA: Add Public Property/Private Property Deed to Old Business. Add ADA Request from Taylor to Immediately following this. Move P&R to after Public Comment.

ADA REQUEST: A letter was submitted from Taylor requesting that the Township Board allow him reasonable accommodations, due to mobility issues. This is based on the Attorney General's research that was done. **Motion** by Blackmore, seconded by Bradford to grant the request to Taylor. M/C

PUBLIC COMMENT: None

PARKS & REC: Presentation by John Wemlinger regarding the Village Park Improvement Plan. Phase II to replace the picnic pavilion of like architecture. The Village has \$10,000 as a line item in their Budget. Suggestion for the Township to designate/Contribute a Budget of \$15,000 toward the project. **Motion** by Bradford, seconded by Blackmore to include \$15,000 in the fiscal year budget toward the project contingent on the Village funding toward the project and contingent on the Township residents getting the same rates as the Village residents when renting the pavilion. M/C

Bick Pratt led a discussion on the wetlands and the Grand Traverse Land Conservancy and conserving land. GTLC would like to move forward. Pratt would like to recommend Dr. Brian Allen be the advocate/representative that the GTLC is looking for. **Motion** by Blackmore, seconded by Bradford to approve Dr. Brian Allen to fulfill that representative spot that the GTLC is looking for. M/C.

CLERK'S REPORT: Johnson reported the Revenue and Expenses for the month, along with the Trial Balance.

Early Voting starts on Saturday. Onekama Residents will be required to Vote at Manistee Township Hall if they wish to early vote, located at 410 Holden St.

TREASURER'S REPORT: Bradford reported the cash balances and investment reports, along with the investments for the month.

COUNTY COMMISSIONERS:

Jeff Dontz: Joe Suchocki has been selected to fill the vacancy on the Tax Allocation Board. The County Commission will now vote on filling that Board position. The Regional Summit will be held on 9/19/2024. The Dial-A-Ride Resolution 2024-3 has passed. The Sheriff's department has received 3 new vehicles through Enterprise. The department also received a new airboat through a Federal Grant. Katie Mehl has been appointed to the Remonumentation Grant Administrator position. The Airport has recorded its 4th best January on record. The 9-1-1 Board has the 800 Mhz radios in line to be programmed.

Janice McCraner: Absent

NEW BUSINESS

MRA: Eric Thuemmel reviewed a PowerPoint presentation with a Year-In-Review of statistics for county wide activities. The MRA offers activities to adults as well. Last year, the Township's contribution was \$4,100. Regular cost to participants would be \$72/activity. With the Township participating, the cost per participant is now \$30/activity. The Township covers the Village's portion of residents as well. **Motion** by Blackmore, seconded by Johnson to accept the 2024 agreement in the amount of \$3,060. Roll Call Vote: Yeas: 5 Nays: 0 Absent: 0

Manistee County Housing North: Would like to have someone from this group come in and give a presentation on this vs a contract to sign.

UNFINISHED BUSINESS

Ordinance 1020-1 ORV: Tabled to March.

Property for Recycle Containers: Waiting on the owners to work through Probate.

DeVoe Litigation: Next Friday, back in court. Everything is to be done by July.

Cost Recovery Ordinance: Tabled until March

Proposed Draft Budget: Brief Discussion on items. Public Hearing on Wednesday, February 21, 2024 at 5:00 PM *Because of the amount of sales that took place, there will most likely be a Headlee Rollback.

Deed for the Privately owned Public Property: **Motion** by Johnson, seconded by Blackmore to pay for the Deed on the property that is Public Access on Privately Owned property, 3 individual checks. M/C

Civic Plus: **Motion** by Bradford, seconded by Blackmore to approve the Civic Plus website Agreement in the amount of \$3,888.25. M/C

REPORTS OF COMMITTEES AND COMMISSIONS:

FIRE: Report by Chief Rob Johnson. The month of January was extremely busy with over 40 calls. 11 Mutual Aid, 4 lift assists, 5 to Brown Township, and several other fire and medical

related calls. We had a call for our Drone to be used on Manistee Lake, where we assisted the City of Manistee FD, Tribal Police, and Manistee DPW. Discussion taking place to work on a plan to try and alleviate some of the calls to the Bear Lake area. This is a work-in-progress as we navigate through this complicated situation. One member resigned from the Department and that puts us at 10 members. **Motion** by Blackmore, seconded by Johnson to accept the resignation of Matt Erts. M/C Thank you to Matt for the years of service and dedication to the fire department. Your hard work, time, and energy are greatly appreciated!!

ASSESSOR: Assessment notices went out today. Everyone should have them by Monday.

ROADS: Table the Wick-et-e-wah topic until March.

HARBOR COMMISSION: Report received from Jim Simons. Conversations are taking place with the DNR to try and get things done with the ramp this year.

PLANNING COMMISSION: Report received from Dave Wallace. There isn't any news on PPI, so they are letting it rest until they reconvene in April.

BOR: Board of Review will be in March. Johnson to get with Amber Sedelmaier on publishing in the Newspaper.

INVASIVES: Taylor reported that the 2023 Lake Report has minor revisions and corrections for April. This is PLM's last year for the contract.

PLA: Progress continues ahead.

PUBLIC COMMENT: Comment received on the ORV ordinance.

CORRESPONDENCE: Correspondence received from Five Cap. Correspondence received regarding Opioid Lawsuit.

BILLS TO BE PAID:

Motion by Blackmore, seconded by Bradford to pay the incoming regular January Bills.
M/C

ADJOURNED AT 5:34 pm

Shelli Johnson, Clerk

**ONEKAMA TOWNSHIP BOARD
SPECIAL MEETING
WEDNESDAY, FEBRUARY 21, 2024
5:00 PM,**

Meeting called to order at 5:00 pm by Supervisor David Meister.

Pledge of Allegiance

Attendance: Bob Blackmore, Ed Bradford, Shelli Johnson, and Meister.

Amend Agenda: None

Public Comment: None

Open Public Hearing on 2024/2025 Budget at 5:04 pm

Bick Pratt questioned when the Parks & Rec will be discussed?

Cyndy Wangbichler inquired about having the most recent worksheet.

Trustee Al Taylor joined the meeting at 5:09 pm

Close the Public Hearing at 5:05 pm

Open Special Meeting at 5:05 pm

Discussion over budget items, open forum. Adjustments made from discussions.

Resignation Letter: Meister read a resignation letter turned in by Johnson effective March 8, 2024. **Motion** by Blackmore, seconded by Bradford to accept the resignation letter from Johnson. M/C An ad will be placed in the newspaper and the website for the open position to be filled for the remainder of the term. The Township Clerk is an elected position.

Blackmore stated that he would like the Board to consider a 3rd party to take care of the bookkeeping (ie. Accounts Payable).

Bradford stated that the monthly and quarterly taxes could be done by a CPA.

Public Comment: Comment received, asking if the State would ever want the SAW Grant back?

Adjourned at 6:26 pm

**ONEKAMA TOWNSHIP BOARD
SPECIAL MEETING
MONDAY, MARCH 4, 2024
5:00 PM,**

Meeting called to order at 5:00 pm by Supervisor David Meister.

Pledge of Allegiance

Attendance: Bob Blackmore, Ed Bradford, Shelli Johnson, and Meister.
Al Taylor attended via Zoom as well.

Amend Agenda: Add the Township Board meeting for March to the position after the Clerk.

Public Comment: None

Clerk Position: The Township Board had placed an ad for accepting resumes for the Clerk position and has received four. Johnson will not be voting on the appointment. Discussion over the position and the duties of the clerk. The statutory duties were placed on the website, along with numerous postings from private individuals on facebook. Johnson wants everyone to be aware that the statutory duties are only a fraction of what the actual duties of the position entail. A list follows for those interested. Contrary to what is being published, the office hours being part-time, the work itself is full-time. The clerk puts in more than 15 hours per week, especially during an election period. **Motion** by Blackmore, seconded by Bradford to appoint Amber Sedelmaier to fill the remainder of the term as Township Clerk as of March 8, 2024. Roll Call Vote: Yeas: 4 Nays: 0
M/C

Clerk Statutory Duties and Office Duties:

- 1) Maintains Custody of All Township Records
 - Including files for every committee/commission, properties, notices, etc, etc
 - Scanning, rotating and shredding
- 2) Maintains General Ledger
 - a. Inputs invoices for payment

- b. Codes in general ledger
- c. Journalizes
- d. Inputs timesheets for Payroll
- e. Journalizes for warrants/direct deposit files
- 3) Prepares Warrants for Township checks/Uploads direct deposit files to bank
- 4) Records and maintains township meeting minutes
Synopsis and publish in newspaper
- 5) Keeps Book of Oaths
- 6) Responsible for Special Meeting Minutes
- 7) Keeps Township Ordinance Book
Public Hearings of record if applicable, attorney conversations, attorney correspondence, newspaper publications, minutes of record.
- 8) Financial Statements
- 9) Delivers Tax certificates to supervisor and county clerk by September 30
- 10) Must appoint a deputy
- 11) Must post a surety bond
- 12) Keeps voter registration file and conducts elections
Extra hours required prior to election.
Early voting 9 days prior to election hours
Extra training each year for elections
Ballots process all week long prior to the election
- 13) Resolutions book
- 14) FOIA Coordinator
- 15) Taxes (Monthly, Quarterly, Annually, W2's, W3, 1099)
- 16) STR's
- 17) eLearning Program
- 18) Laserfishe
- 19) BS & A
- 20) Grants – Application, Process, Updating, Closing
- 21) In charge of the building schedule, public needs, anyone coming into the building with issues comes to the Clerk.
- 22) Projects, Attorney/Client information documentation, everything that comes through this office.
- 23) Cemetery
- 24) Hours: NOT JUST PART TIME: Office Hours, Board Meetings, Special Meetings, Public Hearings, Committee Meeting Fill-ins, Clerk Meetings, Election Hours, Early Election Hours, Training Hours, emails/phone-calls 7 days/wk (all day, into the late evening).
- 25) Any other requests not mentioned.

March Board Meeting: There is a conflict with Board of Review at the same time as the Township Meeting for Meister. **The Township Board Meeting Time for March 13, 2024 will be changed to 6:00 PM**

Public Comment: None

Adjourned at 5:15 pm

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/29/2024 NORM (ABNORM)	MONTH 02/29/24 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
Account Type: Expenditure							
Unclassified							
101	TOWNSHIP BOARD	114,100.00	114,100.00	103,702.95	10,673.51	10,397.05	90.89
171	SUPERVISOR	27,750.00	27,750.00	18,815.71	1,600.06	8,934.29	67.80
215	CLERK	50,975.00	50,975.00	41,006.94	3,714.42	9,968.06	80.45
247	BOARD OF REVIEW	3,800.00	3,800.00	701.13	0.00	3,098.87	18.45
253	TREASURER	57,050.00	57,050.00	52,404.16	1,929.07	4,645.84	91.86
257	ASSESSOR	49,500.00	49,500.00	46,424.92	4,486.72	3,075.08	93.79
262	ELECTIONS	33,900.00	33,900.00	2,661.02	1,058.04	31,238.98	7.85
265	BUILDING & GROUNDS	83,960.00	83,960.00	85,831.64	795.56	(1,871.64)	102.23
266	ATTORNEY	35,000.00	35,000.00	11,362.05	1,092.00	23,637.95	32.46
330	LIQUOR LAW ENFORCEMENT	1,290.00	1,290.00	1,192.32	99.36	97.68	92.43
536	SANITARY SEWER	4,200.00	4,200.00	872.87	0.00	3,327.13	20.78
567	CEMETERY	17,600.00	17,600.00	3,260.00	0.00	14,340.00	18.52
701	PLANNING COMMISSION	20,860.00	20,860.00	6,420.73	0.00	14,439.27	30.78
702	ZONING	40,800.00	40,800.00	19,886.74	0.00	20,913.26	48.74
751	PARKS & RECREATION	150,585.00	150,585.00	92,344.73	(107.44)	58,240.27	61.32
Unclassified		691,370.00	691,370.00	486,887.91	25,341.30	204,482.09	70.42
Total Expenditure:		691,370.00	691,370.00	486,887.91	25,341.30	204,482.09	70.42
TOTAL EXPENDITURES		691,370.00	691,370.00	486,887.91	25,341.30	204,482.09	70.42
Fund 101 - GENERAL FUND:		691,370.00	691,370.00	486,887.91	25,341.30	204,482.09	70.42
TOTAL EXPENDITURES		691,370.00	691,370.00	486,887.91	25,341.30	204,482.09	70.42

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/29/2024 NORM (ABNORM)	MONTH 02/29/24 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 204 - ROAD FUND							
Expenditures							
Account Type: Expenditure							
Unclassified							
000		385,000.00	385,000.00	22,301.22	0.00	362,698.78	5.79
Unclassified		385,000.00	385,000.00	22,301.22	0.00	362,698.78	5.79
Total Expenditure:		385,000.00	385,000.00	22,301.22	0.00	362,698.78	5.79
TOTAL EXPENDITURES		385,000.00	385,000.00	22,301.22	0.00	362,698.78	5.79
Fund 204 - ROAD FUND:							
TOTAL EXPENDITURES		385,000.00	385,000.00	22,301.22	0.00	362,698.78	5.79

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/29/2024 NORM (ABNORM)	MONTH 02/29/24 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 206 - FIRE FUND							
Expenditures							
Account Type: Expenditure							
Unclassified							
000		254,600.00	254,600.00	239,904.19	10,266.43	14,695.81	94.23
Unclassified		254,600.00	254,600.00	239,904.19	10,266.43	14,695.81	94.23
Total Expenditure:		254,600.00	254,600.00	239,904.19	10,266.43	14,695.81	94.23
TOTAL EXPENDITURES		254,600.00	254,600.00	239,904.19	10,266.43	14,695.81	94.23
Fund 206 - FIRE FUND:							
TOTAL EXPENDITURES		254,600.00	254,600.00	239,904.19	10,266.43	14,695.81	94.23

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/29/2024 NORM (ABNORM)	MONTH 02/29/24 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 220 - LAKE IMPROVEMENT FUND (INVASIVE SPECIES)							
Expenditures							
Account Type: Expenditure							
Unclassified							
000		75,000.00	75,000.00	40,787.89	0.00	34,212.11	54.38
Unclassified		75,000.00	75,000.00	40,787.89	0.00	34,212.11	54.38
Total Expenditure:		75,000.00	75,000.00	40,787.89	0.00	34,212.11	54.38
TOTAL EXPENDITURES		75,000.00	75,000.00	40,787.89	0.00	34,212.11	54.38
Fund 220 - LAKE IMPROVEMENT FUND (INVASIVE SPECIES):							
TOTAL EXPENDITURES		75,000.00	75,000.00	40,787.89	0.00	34,212.11	54.38
TOTAL EXPENDITURES - ALL FUNDS		1,405,970.00	1,405,970.00	789,881.21	35,607.73	616,088.79	56.18

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-402.000	CURRENT PROPERTY TAXES	195,700.00	192,238.98	112,307.40	3,461.02	98.23
206-000-411.000	DELINQUENT PROPERTY TAXES	5,000.00	0.00	0.00	5,000.00	0.00
206-000-502.000	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
206-000-626.000	CHARGE FOR SERVICES	0.00	0.00	0.00	0.00	0.00
206-000-626.001	FIRE AND RESCUE CHARGES	9,000.00	8,250.00	750.00	750.00	91.67
206-000-642.000	SALES	30,000.00	0.00	0.00	30,000.00	0.00
206-000-665.000	INTEREST INCOME	9,000.00	17,717.36	1,280.70	(8,717.36)	196.86
206-000-674.000	DONATIONS	1,500.00	100.00	0.00	1,400.00	6.67
206-000-675.000	LOCAL GRANTS	5,000.00	11,775.71	0.00	(6,775.71)	235.51
206-000-676.000	REIMBURSEMENT TO TWP	0.00	0.00	0.00	0.00	0.00
206-000-684.000	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
Total Dept 000		255,200.00	230,082.05	114,338.10	25,117.95	90.16
TOTAL REVENUES		255,200.00	230,082.05	114,338.10	25,117.95	90.16
Expenditures						
Dept 000						
206-000-702.000	WAGES	45,000.00	35,167.12	1,818.70	9,832.88	78.15
206-000-715.000	SOCIAL SECURITY	3,500.00	2,690.20	139.15	809.80	76.86
206-000-718.000	SUTA	0.00	0.00	0.00	0.00	0.00
206-000-727.000	SUPPLIES	10,000.00	25,104.98	0.00	(15,104.98)	251.05
206-000-728.000	SUPPLIES - MEDICAL & SAFETY	12,000.00	7,985.12	349.10	4,014.88	66.54
206-000-801.000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
206-000-803.000	ATTORNEY	0.00	0.00	0.00	0.00	0.00
206-000-860.000	MILEAGE	0.00	0.00	0.00	0.00	0.00
206-000-880.000	ADVERTISING AND PROMOTION	500.00	0.00	0.00	500.00	0.00
206-000-920.000	UTILITIES	6,600.00	4,009.69	176.00	2,590.31	60.75
206-000-930.000	REPAIRS AND MAINTENANCE	10,000.00	2,884.40	0.00	7,115.60	28.84
206-000-931.000	REPAIRS AND MAINT - AUTO & APPARATUS	30,000.00	8,023.10	0.00	21,976.90	26.74
206-000-940.000	RENT EXPENSE	0.00	0.00	0.00	0.00	0.00
206-000-955.000	OTHER EXPENSE	0.00	30.00	0.00	(30.00)	100.00
206-000-956.000	TRAINING & EDUCATION	2,500.00	793.10	0.00	1,706.90	31.72
206-000-957.000	MEMBERSHIP DUES	3,500.00	75.00	0.00	3,425.00	2.14
206-000-958.000	INSURANCE	21,000.00	23,582.00	2,266.00	(2,582.00)	112.30
206-000-971.000	CAPITAL OUTLAY	110,000.00	129,559.48	5,517.48	(19,559.48)	117.78
Total Dept 000		254,600.00	239,904.19	10,266.43	14,695.81	94.23
TOTAL EXPENDITURES		254,600.00	239,904.19	10,266.43	14,695.81	94.23
Fund 206 - FIRE FUND:						
TOTAL REVENUES		255,200.00	230,082.05	114,338.10	25,117.95	90.16
TOTAL EXPENDITURES		254,600.00	239,904.19	10,266.43	14,695.81	94.23
NET OF REVENUES & EXPENDITURES		600.00	(9,822.14)	104,071.67	10,422.14	1,637.02

User: SHELLI

PERIOD ENDING 02/29/2024

DB: Onekama Twp

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	CURRENT PROPERTY TAXES	279,900.00	277,804.44	162,295.12	2,095.56	99.25
101-000-411.000	DELINQUENT PROPERTY TAXES	7,200.00	8,840.51	0.00	(1,640.51)	122.78
101-000-445.000	PENALTIES AND INTEREST ON TAXES	0.00	0.00	0.00	0.00	0.00
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE	77,700.00	77,496.28	8,271.43	203.72	99.74
101-000-448.000	SUMMER TAX COLLECTION FEE	8,000.00	7,987.00	7,987.00	13.00	99.84
101-000-451.000	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
101-000-476.000	BUSINESS LICENSE AND PERMITS	5,000.00	8,200.00	900.00	(3,200.00)	164.00
101-000-478.000	LAND AND SPECIAL USE PERMITS	15,000.00	17,690.00	2,260.00	(2,690.00)	117.93
101-000-479.000	VARIANCE AND APPEALS	3,000.00	1,500.00	0.00	1,500.00	50.00
101-000-480.000	CEMETERY FEES	500.00	0.00	0.00	500.00	0.00
101-000-502.000	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
101-000-528.000	FEDERAL GRANTS - OTHER	0.00	0.00	0.00	0.00	0.00
101-000-540.000	STATE GRANTS	75,900.00	68,310.00	0.00	7,590.00	90.00
101-000-541.000	LIQUOR LICENSE REVENUE	1,200.00	892.65	0.00	307.35	74.39
101-000-542.000	METRO ACT REVENUE	5,000.00	5,664.28	0.00	(664.28)	113.29
101-000-573.000	LOCAL COMMUNITY STABILIZATION AUTHORITY	800.00	856.84	756.10	(56.84)	107.11
101-000-574.000	STATE REVENUE SHARING	105,000.00	84,681.00	0.00	20,319.00	80.65
101-000-626.000	CHARGE FOR SERVICES	100.00	580.80	0.00	(480.80)	580.80
101-000-642.000	SALES	0.00	0.00	0.00	0.00	0.00
101-000-665.000	INTEREST INCOME	20,000.00	41,638.63	3,558.17	(21,638.63)	208.19
101-000-667.000	RENTAL INCOME	0.00	0.00	0.00	0.00	0.00
101-000-668.000	ROYALTIES	1,800.00	1,256.82	0.00	543.18	69.82
101-000-674.000	DONATIONS	1,000.00	500.00	0.00	500.00	50.00
101-000-675.000	LOCAL GRANTS	5,000.00	4,885.00	0.00	115.00	97.70
101-000-676.000	REIMBURSEMENT TO TWP	3,500.00	99.48	0.00	3,400.52	2.84
101-000-684.000	OTHER REVENUE	1,500.00	2,243.90	0.00	(743.90)	149.59
101-000-693.000	SALE OF FIXED ASSETS	70,000.00	14,521.00	0.00	55,479.00	20.74
101-000-699.000	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
Total Dept 000		687,100.00	625,648.63	186,027.82	61,451.37	91.06
TOTAL REVENUES		687,100.00	625,648.63	186,027.82	61,451.37	91.06
Expenditures						
Dept 101 - TOWNSHIP BOARD						
101-101-702.000	WAGES	24,000.00	17,416.96	1,373.08	6,583.04	72.57
101-101-715.000	SOCIAL SECURITY	1,800.00	1,332.41	105.04	467.59	74.02
101-101-727.000	SUPPLIES	8,000.00	8,249.45	(4,300.31)	(249.45)	103.12
101-101-801.000	PROFESSIONAL SERVICES	35,000.00	28,210.00	9,400.00	6,790.00	80.60
101-101-802.000	CONTRACTUAL SERVICES	11,500.00	17,549.35	5,601.25	(6,049.35)	152.60
101-101-860.000	MILEAGE	500.00	16.38	16.38	483.62	3.28
101-101-900.000	PUBLISHING	5,000.00	1,495.20	0.00	3,504.80	29.90
101-101-921.000	LIGHTING	5,500.00	5,191.65	207.07	308.35	94.39
101-101-930.000	REPAIRS AND MAINTENANCE	300.00	524.00	0.00	(224.00)	174.67
101-101-955.000	OTHER EXPENSE	7,000.00	1,398.71	537.00	5,601.29	19.98
101-101-956.000	TRAINING & EDUCATION	2,000.00	18.00	0.00	1,982.00	0.90
101-101-957.000	MEMBERSHIP DUES	3,500.00	3,543.09	0.00	(43.09)	101.23
101-101-958.000	INSURANCE	5,000.00	12,964.00	(2,266.00)	(7,964.00)	259.28
101-101-971.000	CAPITAL OUTLAY	5,000.00	5,793.75	0.00	(793.75)	115.88
101-101-995.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
Total Dept 101 - TOWNSHIP BOARD		114,100.00	103,702.95	10,673.51	10,397.05	90.89

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 171 - SUPERVISOR						
101-171-702.000	WAGES	23,900.00	17,446.08	1,453.84	6,453.92	73.00
101-171-715.000	SOCIAL SECURITY	1,850.00	1,334.63	111.22	515.37	72.14
101-171-727.000	SUPPLIES	1,000.00	35.00	35.00	965.00	3.50
101-171-860.000	MILEAGE	500.00	0.00	0.00	500.00	0.00
101-171-955.000	OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00
101-171-956.000	TRAINING & EDUCATION	500.00	0.00	0.00	500.00	0.00
Total Dept 171 - SUPERVISOR		27,750.00	18,815.71	1,600.06	8,934.29	67.80
Dept 215 - CLERK						
101-215-702.000	WAGES	42,175.00	37,226.08	3,450.48	4,948.92	88.27
101-215-715.000	SOCIAL SECURITY	3,650.00	2,833.35	263.94	816.65	77.63
101-215-727.000	SUPPLIES	4,000.00	859.63	0.00	3,140.37	21.49
101-215-801.000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
101-215-860.000	MILEAGE	500.00	62.88	0.00	437.12	12.58
101-215-955.000	OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00
101-215-956.000	TRAINING & EDUCATION	500.00	25.00	0.00	475.00	5.00
101-215-957.000	MEMBERSHIP DUES	150.00	0.00	0.00	150.00	0.00
101-215-971.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 215 - CLERK		50,975.00	41,006.94	3,714.42	9,968.06	80.45
Dept 247 - BOARD OF REVIEW						
101-247-702.000	WAGES	2,500.00	630.00	0.00	1,870.00	25.20
101-247-715.000	SOCIAL SECURITY	200.00	48.20	0.00	151.80	24.10
101-247-727.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-247-860.000	MILEAGE	100.00	22.93	0.00	77.07	22.93
101-247-900.000	PUBLISHING	500.00	0.00	0.00	500.00	0.00
101-247-955.000	OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00
101-247-956.000	TRAINING & EDUCATION	500.00	0.00	0.00	500.00	0.00
Total Dept 247 - BOARD OF REVIEW		3,800.00	701.13	0.00	3,098.87	18.45
Dept 253 - TREASURER						
101-253-702.000	WAGES	40,000.00	36,273.83	3,350.47	3,726.17	90.68
101-253-715.000	SOCIAL SECURITY	3,000.00	2,774.95	256.32	225.05	92.50
101-253-727.000	SUPPLIES	1,200.00	1,309.23	0.00	(109.23)	109.10
101-253-801.000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
101-253-802.000	CONTRACTUAL SERVICES	12,000.00	12,046.15	(1,677.72)	(46.15)	100.38
101-253-860.000	MILEAGE	200.00	0.00	0.00	200.00	0.00
101-253-900.000	PUBLISHING	0.00	0.00	0.00	0.00	0.00
101-253-955.000	OTHER EXPENSE	500.00	0.00	0.00	500.00	0.00
101-253-956.000	TRAINING & EDUCATION	0.00	0.00	0.00	0.00	0.00
101-253-957.000	MEMBERSHIP DUES	150.00	0.00	0.00	150.00	0.00
101-253-971.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 253 - TREASURER		57,050.00	52,404.16	1,929.07	4,645.84	91.86
Dept 257 - ASSESSOR						
101-257-702.000	WAGES	0.00	0.00	0.00	0.00	0.00
101-257-715.000	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-257-727.000	SUPPLIES	1,000.00	1,677.72	844.72	(677.72)	167.77
101-257-802.000	CONTRACTUAL SERVICES	48,500.00	44,747.20	3,642.00	3,752.80	92.26
101-257-860.000	MILEAGE	0.00	0.00	0.00	0.00	0.00
101-257-900.000	PUBLISHING	0.00	0.00	0.00	0.00	0.00
101-257-955.000	OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00
101-257-956.000	TRAINING & EDUCATION	0.00	0.00	0.00	0.00	0.00
101-257-971.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 257 - ASSESSOR		49,500.00	46,424.92	4,486.72	3,075.08	93.79
Dept 262 - ELECTIONS						
101-262-702.000	WAGES	20,000.00	189.00	0.00	19,811.00	0.95
101-262-715.000	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00
101-262-727.000	SUPPLIES	10,000.00	940.21	141.23	9,059.79	9.40
101-262-802.000	CONTRACTUAL SERVICES	2,500.00	1,531.81	916.81	968.19	61.27
101-262-860.000	MILEAGE	100.00	0.00	0.00	100.00	0.00
101-262-900.000	PUBLISHING	300.00	0.00	0.00	300.00	0.00
101-262-955.000	OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00
101-262-956.000	TRAINING & EDUCATION	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 262 - ELECTIONS		33,900.00	2,661.02	1,058.04	31,238.98	7.85
Dept 265 - BUILDING & GROUNDS						
101-265-702.000	WAGES	6,000.00	3,931.20	319.20	2,068.80	65.52
101-265-715.000	SOCIAL SECURITY	460.00	300.73	24.42	159.27	65.38
101-265-727.000	SUPPLIES	13,000.00	595.55	6.67	12,404.45	4.58
101-265-802.000	CONTRACTUAL SERVICES	20,000.00	14,592.71	670.27	5,407.29	72.96
101-265-920.000	UTILITIES	9,000.00	6,782.79	0.00	2,217.21	75.36
101-265-930.000	REPAIRS AND MAINTENANCE	23,000.00	2,962.66	(225.00)	20,037.34	12.88
101-265-955.000	OTHER EXPENSE	500.00	0.00	0.00	500.00	0.00
101-265-958.000	INSURANCE	12,000.00	0.00	0.00	12,000.00	0.00
101-265-971.000	CAPITAL OUTLAY	0.00	56,666.00	0.00	(56,666.00)	100.00
Total Dept 265 - BUILDING & GROUNDS		83,960.00	85,831.64	795.56	(1,871.64)	102.23
Dept 266 - ATTORNEY						
101-266-803.000	ATTORNEY	35,000.00	11,362.05	1,092.00	23,637.95	32.46
Total Dept 266 - ATTORNEY		35,000.00	11,362.05	1,092.00	23,637.95	32.46
Dept 330 - LIQUOR LAW ENFORCEMENT						
101-330-702.000	WAGES	1,200.00	1,107.60	92.30	92.40	92.30
101-330-715.000	SOCIAL SECURITY	90.00	84.72	7.06	5.28	94.13
101-330-727.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-330-955.000	OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00
Total Dept 330 - LIQUOR LAW ENFORCEMENT		1,290.00	1,192.32	99.36	97.68	92.43
Dept 536 - SANITARY SEWER						
101-536-801.000	PROFESSIONAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
101-536-802.000	CONTRACTUAL SERVICES	1,200.00	0.00	0.00	1,200.00	0.00

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-536-955.000	OTHER EXPENSE	1,000.00	872.87	0.00	127.13	87.29
Total Dept 536 - SANITARY SEWER		4,200.00	872.87	0.00	3,327.13	20.78
Dept 567 - CEMETERY						
101-567-702.000	WAGES	0.00	0.00	0.00	0.00	0.00
101-567-727.000	SUPPLIES	600.00	310.00	0.00	290.00	51.67
101-567-802.000	CONTRACTUAL SERVICES	15,000.00	2,950.00	0.00	12,050.00	19.67
101-567-860.000	MILEAGE	0.00	0.00	0.00	0.00	0.00
101-567-930.000	REPAIRS AND MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00
101-567-955.000	OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00
101-567-956.000	TRAINING & EDUCATION	0.00	0.00	0.00	0.00	0.00
101-567-957.000	MEMBERSHIP DUES	0.00	0.00	0.00	0.00	0.00
101-567-971.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 567 - CEMETERY		17,600.00	3,260.00	0.00	14,340.00	18.52
Dept 701 - PLANNING COMMISSION						
101-701-702.000	WAGES	6,000.00	4,088.76	0.00	1,911.24	68.15
101-701-715.000	SOCIAL SECURITY	460.00	290.73	0.00	169.27	63.20
101-701-727.000	SUPPLIES	2,200.00	71.25	0.00	2,128.75	3.24
101-701-801.000	PROFESSIONAL SERVICES	7,000.00	1,776.49	0.00	5,223.51	25.38
101-701-860.000	MILEAGE	0.00	0.00	0.00	0.00	0.00
101-701-900.000	PUBLISHING	4,000.00	193.50	0.00	3,806.50	4.84
101-701-955.000	OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00
101-701-956.000	TRAINING & EDUCATION	500.00	0.00	0.00	500.00	0.00
101-701-957.000	MEMBERSHIP DUES	700.00	0.00	0.00	700.00	0.00
Total Dept 701 - PLANNING COMMISSION		20,860.00	6,420.73	0.00	14,439.27	30.78
Dept 702 - ZONING						
101-702-702.000	WAGES	1,300.00	780.00	0.00	520.00	60.00
101-702-715.000	SOCIAL SECURITY	0.00	59.67	0.00	(59.67)	100.00
101-702-727.000	SUPPLIES	300.00	0.00	0.00	300.00	0.00
101-702-802.000	CONTRACTUAL SERVICES	38,000.00	19,047.07	0.00	18,952.93	50.12
101-702-860.000	MILEAGE	0.00	0.00	0.00	0.00	0.00
101-702-900.000	PUBLISHING	1,200.00	0.00	0.00	1,200.00	0.00
101-702-955.000	OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00
101-702-956.000	TRAINING & EDUCATION	0.00	0.00	0.00	0.00	0.00
Total Dept 702 - ZONING		40,800.00	19,886.74	0.00	20,913.26	48.74
Dept 751 - PARKS & RECREATION						
101-751-702.000	WAGES	0.00	6,760.00	50.00	(6,760.00)	100.00
101-751-715.000	SOCIAL SECURITY	0.00	517.13	3.83	(517.13)	100.00
101-751-727.000	SUPPLIES	11,085.00	8,290.61	(374.75)	2,794.39	74.79
101-751-801.000	PROFESSIONAL SERVICES	16,500.00	0.00	0.00	16,500.00	0.00
101-751-802.000	CONTRACTUAL SERVICES	24,000.00	26,124.39	155.00	(2,124.39)	108.85
101-751-920.000	UTILITIES	1,000.00	3,153.06	0.00	(2,153.06)	315.31
101-751-921.000	LIGHTING	500.00	443.24	58.48	56.76	88.65
101-751-930.000	REPAIRS AND MAINTENANCE	20,500.00	10,858.20	0.00	9,641.80	52.97
101-751-955.000	OTHER EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-751-971.000	CAPITAL OUTLAY	76,000.00	36,198.10	0.00	39,801.90	47.63
Total Dept 751 - PARKS & RECREATION		150,585.00	92,344.73	(107.44)	58,240.27	61.32
Dept 880 - INVASIVE SPECIES						
101-880-802.000	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
101-880-955.000	OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00
Total Dept 880 - INVASIVE SPECIES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		691,370.00	486,887.91	25,341.30	204,482.09	70.42
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		687,100.00	625,648.63	186,027.82	61,451.37	91.06
TOTAL EXPENDITURES		691,370.00	486,887.91	25,341.30	204,482.09	70.42
NET OF REVENUES & EXPENDITURES		(4,270.00)	138,760.72	160,686.52	(143,030.72)	3,249.67

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 220 - LAKE IMPROVEMENT FUND (INVASIVE SPECIES)			
Dept 000			
220-000-001.005	CASH	73,208.97	
220-000-020.000	PROPERTY TAXES RECEIVABLE	3,146.56	
220-000-390.000	FUND BALANCE		49,496.01
220-000-451.000	SPECIAL ASSESSMENTS		67,633.37
220-000-665.000	INTEREST INCOME		14.04
220-000-727.000	SUPPLIES	80.02	
220-000-802.000	CONTRACTUAL SERVICES	40,707.87	
Total Dept 000		117,143.42	117,143.42
Total Fund 220 - LAKE IMPROVEMENT FUND (INVASIVE SPECIES)		117,143.42	117,143.42

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 101 - GENERAL FUND			
Dept 000			
101-000-001.000	CASH	340,746.03	
101-000-001.001	CASH - ESCROW	19,124.53	
101-000-005.000	CASH - MICHIGAN CLASS	823,734.69	
101-000-020.000	PROPERTY TAXES RECEIVABLE	10,331.37	
101-000-078.000	DUE FROM STATE	23,219.00	
101-000-084.206	DUE FROM FIRE FUND	9,278.27	
101-000-123.000	PREPAID EXPENDITURES	4,904.82	
101-000-200.000	FUNDS HELD IN ESCROW		19,124.53
101-000-202.000	ACCOUNTS PAYABLE		26,419.01
101-000-214.000	DUE TO OTHER FUNDS		14,828.01
101-000-228.001	DUE TO STATE - INCOME TAX WITHHELD		1,469.52
101-000-229.001	DUE TO FEDERAL - INCOME TAX WITHHELD	949.30	
101-000-229.002	DUE TO FEDERAL - FICA		3,676.10
101-000-231.000	DUE TO STATE - SUTA	1.04	
101-000-257.000	ACCRUED WAGES PAYABLE		1,634.65
101-000-390.000	FUND BALANCE		1,026,376.51
101-000-402.000	CURRENT PROPERTY TAXES		277,804.44
101-000-411.000	DELINQUENT PROPERTY TAXES		8,840.51
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE		77,496.28
101-000-448.000	SUMMER TAX COLLECTION FEE		7,987.00
101-000-476.000	BUSINESS LICENSE AND PERMITS		8,200.00
101-000-478.000	LAND AND SPECIAL USE PERMITS		17,690.00
101-000-479.000	VARIANCE AND APPEALS		1,500.00
101-000-540.000	STATE GRANTS		68,310.00
101-000-541.000	LIQUOR LICENSE REVENUE		892.65
101-000-542.000	METRO ACT REVENUE		5,664.28
101-000-573.000	LOCAL COMMUNITY STABILIZATION AUTHORITY		856.84
101-000-574.000	STATE REVENUE SHARING		84,681.00
101-000-626.000	CHARGE FOR SERVICES		580.80
101-000-665.000	INTEREST INCOME		41,638.63
101-000-668.000	ROYALTIES		1,256.82
101-000-674.000	DONATIONS		500.00
101-000-675.000	LOCAL GRANTS		4,885.00
101-000-676.000	REIMBURSEMENT TO TWP		99.48
101-000-684.000	OTHER REVENUE		2,243.90
101-000-693.000	SALE OF FIXED ASSETS		14,521.00
Total Dept 000		1,232,289.05	1,719,176.96
Dept 101 - TOWNSHIP BOARD			
101-101-702.000	WAGES	17,416.96	
101-101-715.000	SOCIAL SECURITY	1,332.41	
101-101-727.000	SUPPLIES	8,249.45	
101-101-801.000	PROFESSIONAL SERVICES	28,210.00	
101-101-802.000	CONTRACTUAL SERVICES	17,549.35	
101-101-860.000	MILEAGE	16.38	
101-101-900.000	PUBLISHING	1,495.20	
101-101-921.000	LIGHTING	5,191.65	
101-101-930.000	REPAIRS AND MAINTENANCE	524.00	
101-101-955.000	OTHER EXPENSE	1,398.71	
101-101-956.000	TRAINING & EDUCATION	18.00	
101-101-957.000	MEMBERSHIP DUES	3,543.09	
101-101-958.000	INSURANCE	12,964.00	
101-101-971.000	CAPITAL OUTLAY	5,793.75	
Total Dept 101 - TOWNSHIP BOARD		103,702.95	0.00
Dept 171 - SUPERVISOR			
101-171-702.000	WAGES	17,446.08	
101-171-715.000	SOCIAL SECURITY	1,334.63	
101-171-727.000	SUPPLIES	35.00	
Total Dept 171 - SUPERVISOR		18,815.71	0.00
Dept 215 - CLERK			
101-215-702.000	WAGES	37,226.08	
101-215-715.000	SOCIAL SECURITY	2,833.35	
101-215-727.000	SUPPLIES	859.63	
101-215-860.000	MILEAGE	62.88	
101-215-956.000	TRAINING & EDUCATION	25.00	
Total Dept 215 - CLERK		41,006.94	0.00
Dept 247 - BOARD OF REVIEW			

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 101 - GENERAL FUND			
101-247-702.000	WAGES	630.00	
101-247-715.000	SOCIAL SECURITY	48.20	
101-247-860.000	MILEAGE	22.93	
Total Dept 247 - BOARD OF REVIEW		701.13	0.00
Dept 253 - TREASURER			
101-253-702.000	WAGES	36,273.83	
101-253-715.000	SOCIAL SECURITY	2,774.95	
101-253-727.000	SUPPLIES	1,309.23	
101-253-802.000	CONTRACTUAL SERVICES	12,046.15	
Total Dept 253 - TREASURER		52,404.16	0.00
Dept 257 - ASSESSOR			
101-257-727.000	SUPPLIES	1,677.72	
101-257-802.000	CONTRACTUAL SERVICES	44,747.20	
Total Dept 257 - ASSESSOR		46,424.92	0.00
Dept 262 - ELECTIONS			
101-262-702.000	WAGES	189.00	
101-262-727.000	SUPPLIES	940.21	
101-262-802.000	CONTRACTUAL SERVICES	1,531.81	
Total Dept 262 - ELECTIONS		2,661.02	0.00
Dept 265 - BUILDING & GROUNDS			
101-265-702.000	WAGES	3,931.20	
101-265-715.000	SOCIAL SECURITY	300.73	
101-265-727.000	SUPPLIES	595.55	
101-265-802.000	CONTRACTUAL SERVICES	14,592.71	
101-265-920.000	UTILITIES	6,782.79	
101-265-930.000	REPAIRS AND MAINTENANCE	2,962.66	
101-265-971.000	CAPITAL OUTLAY	56,666.00	
Total Dept 265 - BUILDING & GROUNDS		85,831.64	0.00
Dept 266 - ATTORNEY			
101-266-803.000	ATTORNEY	11,362.05	
Total Dept 266 - ATTORNEY		11,362.05	0.00
Dept 330 - LIQUOR LAW ENFORCEMENT			
101-330-702.000	WAGES	1,107.60	
101-330-715.000	SOCIAL SECURITY	84.72	
Total Dept 330 - LIQUOR LAW ENFORCEMENT		1,192.32	0.00
Dept 536 - SANITARY SEWER			
101-536-955.000	OTHER EXPENSE	872.87	
Total Dept 536 - SANITARY SEWER		872.87	0.00
Dept 567 - CEMETERY			
101-567-727.000	SUPPLIES	310.00	
101-567-802.000	CONTRACTUAL SERVICES	2,950.00	
Total Dept 567 - CEMETERY		3,260.00	0.00
Dept 701 - PLANNING COMMISSION			
101-701-702.000	WAGES	4,088.76	
101-701-715.000	SOCIAL SECURITY	290.73	
101-701-727.000	SUPPLIES	71.25	
101-701-801.000	PROFESSIONAL SERVICES	1,776.49	
101-701-900.000	PUBLISHING	193.50	
Total Dept 701 - PLANNING COMMISSION		6,420.73	0.00
Dept 702 - ZONING			
101-702-702.000	WAGES	780.00	

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 101 - GENERAL FUND			
101-702-715.000	SOCIAL SECURITY	59.67	
101-702-802.000	CONTRACTUAL SERVICES	19,047.07	
Total Dept 702 - ZONING		19,886.74	0.00
Dept 751 - PARKS & RECREATION			
101-751-702.000	WAGES	6,760.00	
101-751-715.000	SOCIAL SECURITY	517.13	
101-751-727.000	SUPPLIES	8,290.61	
101-751-802.000	CONTRACTUAL SERVICES	26,124.39	
101-751-920.000	UTILITIES	3,153.06	
101-751-921.000	LIGHTING	443.24	
101-751-930.000	REPAIRS AND MAINTENANCE	10,858.20	
101-751-971.000	CAPITAL OUTLAY	36,198.10	
Total Dept 751 - PARKS & RECREATION		92,344.73	0.00
Total Fund 101 - GENERAL FUND		1,719,176.96	1,719,176.96

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 204 - ROAD FUND			
Dept 000			
204-000-001.000	CASH	211,305.75	
204-000-005.000	CASH - MICHIGAN CLASS	653,928.74	
204-000-020.000	PROPERTY TAXES RECEIVABLE	5,856.40	
204-000-390.000	FUND BALANCE		679,747.83
204-000-402.000	CURRENT PROPERTY TAXES		186,910.71
204-000-665.000	INTEREST INCOME		26,733.57
204-000-727.000	SUPPLIES	145.00	
204-000-930.000	REPAIRS AND MAINTENANCE	22,156.22	
Total Dept 000		893,392.11	893,392.11
Total Fund 204 - ROAD FUND		893,392.11	893,392.11

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 206 - FIRE FUND			
Dept 000			
206-000-001.000	CASH	247,797.52	
206-000-005.000	CASH - MICHIGAN CLASS	295,556.53	
206-000-020.000	PROPERTY TAXES RECEIVABLE	5,825.05	
206-000-123.000	PREPAID EXPENDITURES	9,593.98	
206-000-202.000	ACCOUNTS PAYABLE		944.25
206-000-214.101	DUE TO GENERAL FUND		9,278.27
206-000-390.000	FUND BALANCE		558,372.70
206-000-402.000	CURRENT PROPERTY TAXES		192,238.98
206-000-626.001	FIRE AND RESCUE CHARGES		8,250.00
206-000-665.000	INTEREST INCOME		17,717.36
206-000-674.000	DONATIONS		100.00
206-000-675.000	LOCAL GRANTS		11,775.71
206-000-702.000	WAGES	35,167.12	
206-000-715.000	SOCIAL SECURITY	2,690.20	
206-000-727.000	SUPPLIES	25,104.98	
206-000-728.000	SUPPLIES - MEDICAL & SAFETY	7,985.12	
206-000-920.000	UTILITIES	4,009.69	
206-000-930.000	REPAIRS AND MAINTENANCE	2,884.40	
206-000-931.000	REPAIRS AND MAINT - AUTO & APPARATUS	8,023.10	
206-000-955.000	OTHER EXPENSE	30.00	
206-000-956.000	TRAINING & EDUCATION	793.10	
206-000-957.000	MEMBERSHIP DUES	75.00	
206-000-958.000	INSURANCE	23,582.00	
206-000-971.000	CAPITAL OUTLAY	129,559.48	
Total Dept 000		798,677.27	798,677.27
Total Fund 206 - FIRE FUND		798,677.27	798,677.27

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 220 - LAKE IMPROVEMENT FUND (INVASIVE SPECIES)			
Dept 000			
220-000-001.005	CASH	73,208.97	
220-000-020.000	PROPERTY TAXES RECEIVABLE	3,146.56	
220-000-390.000	FUND BALANCE		49,496.01
220-000-451.000	SPECIAL ASSESSMENTS		67,633.37
220-000-665.000	INTEREST INCOME		14.04
220-000-727.000	SUPPLIES	80.02	
220-000-802.000	CONTRACTUAL SERVICES	40,707.87	
Total Dept 000		117,143.42	117,143.42
Total Fund 220 - LAKE IMPROVEMENT FUND (INVASIVE SPECIES)		117,143.42	117,143.42
Total - All Funds:		3,528,389.76	3,528,389.76

February 15, 2024

Re: ARPA Reporting Date

Dear Client,

As we approach the ARPA reporting deadline, we wanted to touch base to remind you of some important dates that are approaching quickly.

First, the next annual reporting period will be for expenditures from April 1, 2023 through March 31, 2024. The government gives a narrow window to report those expenditures, as the report is due April 30, 2024. If we helped you with reporting last year, we will again send out a questionnaire you can use to tell us the information needed for reporting. Be on the lookout for that questionnaire in March 2024, and return it to us as soon as you know your final ARPA expenditures through March 31, 2024. Please return to us no later than April 16, 2024 in order for us to get this submitted timely on behalf of the Entity.

The next important date to be aware of is December 31, 2024. This is the date you will need to have spent all your ARPA money, or at least have "fully obligated" your remaining ARPA funds. "Fully Obligated" has a strict definition with the U. S. Treasury program and means you have signed a written contract with someone related to spending your remaining ARPA funds. Once "fully obligated", you cannot un-obligate those funds with that vendor and re-obligate them someplace else after December 31, 2024. Please note the U.S. Treasury's definition of "fully obligated" is different than the CVRTS program definition.

An example of why this could turn into a problem is as follows: Say you plan to install a fence at the entity cemetery, and you contact a vendor in the summer of 2024. The vendor tells you they think they can complete the fence in 2024 before winter, so you sign a contract with the vendor and "obligate" the ARPA funds. In the fall of 2024, the fence vendor tells you they are too busy to do the fence in the fall of 2024 but assures you that they will complete the work in the summer of 2025. This is okay - if the work is actually completed by this vendor for this specific project by December 31, 2026. In this example, so far everything is fine.

Where you would run into trouble is if after December 31, 2024, the fence vendor goes out of business, or tells you that they can no longer complete the project for the entity. Because you are beyond December 31, 2024, you cannot re-obligate the unspent ARPA money for any other purpose and the unspent ARPA money will have to be returned to the federal government.

Because of this concern, we advise you to attempt to spend the ARPA funds before December 31, 2024, or if you cannot spend before December 31, 2024, obligate the funds with a vendor that you have 100% certainty can perform the project before December 31, 2026. An example of this might be obligating with the county road commission to spread gravel on some dirt roads within the entity. Depending on your

relationship with the road commission, there could be a high certainty that the gravel will get spread within the allotted time frame.

If you have any questions or concerns about any of this, please contact us. We are here to serve you.

Sincerely,

UHY Advisors Great Lakes, Inc.

Formerly Baird Cotter and Bishop, PC



Dear Valued Customer,

We are beginning our planning for spring and summer services, as spring will be here before we know it!

During the winter months, our staff spends time analyzing and evaluating the properties we serviced the prior season. We analyze things like labor hours for our mowing customers and quantity of materials used for our fertilization customers to know whether the estimate we last gave accurately reflects the amount of time spent or materials used on each property. If you notice a price change on your services, that means that upon analysis of your property, we found a change was needed to reflect the actual time spent or amount of materials we use on your site or there was an increase in the cost of the materials used to service your property.

Enclosed you will find your service contract(s) for the 2024 season. If you wish to be added to the schedule, return a signed copy of the contract for each service you wish to sign up for. Please return them as soon as possible as early planning leads to better service.

The maintenance services we offer include: spring and fall leaf cleanups, lawn mowing, lawn fertilization/weed control, as well as landscape maintenance such as weeding, mulching, edging of planting beds, sidewalks and driveways, pruning, pond maintenance and annual flower planting.

Our landscaping services include: landscape design, paver patios and walkways, retaining walls, fire pits, bubbling boulders, fountains, outdoor kitchens and much more! Visit our website to learn more about the services we offer or to request a quote using our online form.

We look forward to hearing from you. Please let us know if you have any questions or concerns about our services. Our office hours are Monday-Friday from 8:00 a.m. to 4:30 p.m.

Thank you,

The Larsen's Landscaping Team

ONEKAMA TOWN HALL
5435 MAIN ST.
ONEKAMA, MI 49675



Larsen's Landscaping, LLC.
3091 N. US-31
Scottville, MI 49454

Phone: 231-757-3850 Fax: 757-2515

2024
Fertilization Agreement

Our fertilization schedule and fees are as follows: (you must select at least 3 applications)

<input type="checkbox"/> Application #1 (Early Spring) crabgrass control, fertilizer, and weed control	\$43.00
<input type="checkbox"/> Application #2 (Early Summer) fertilizer, weed control AND grub preventative	\$76.00
<input type="checkbox"/> Application #3 (Mid Summer) fertilizer and weed control (as needed)	\$43.00
<input type="checkbox"/> Application #4 (Fall) fertilizer and weed control (as needed)	\$43.00
<input type="checkbox"/> Application #5 (Late Fall) winterization fertilizer	\$43.00
Total for 5 fertilization applications during 2024	\$248.00

Prepay for the season and receive 5% off your price.

Total for fertilizer applications with prepay (5% discount)..... \$236.00

Additional Services that cannot be prepaid for (will be billed to you upon completion):

<input type="checkbox"/> AERATION	\$269.00 PER HOUR WITH A \$150.00 MINIMUM
<input type="checkbox"/> AERATION & OVERSEED	\$269.00 PER HOUR PLUS GRASS SEED AT \$5.00 PER POUND, \$150.00 MINIMUM
<input type="checkbox"/> JAPANESE BEETLE TREATMENT	\$5.00 PER GALLON & \$65.00 SERVICE CALL
<input type="checkbox"/> MONTHLY SUMMER DEER PRO	\$50.00/GALLON
<input type="checkbox"/> WINTER DEER PRO	\$70.00/GALLON
<input type="checkbox"/> TALPIRID MOLE WORMS (AS NEEDED).....	\$6.00 EACH

- Yes, sign me up for the above selected services. I am enclosing a check for pre-pay.
- Yes, sign me up for the selected services, but I would like to be billed after each application.
- Please do not leave a door hanger bag on my door as I do not live there year-round.
- Please contact me about the following other services: _____
- No, I am not interested in fertilization service for the following reason(s): _____

Customer Signature _____ Date _____ Phone Number _____

Please list your email if you would like your bills to be emailed: _____

Please sign and return the green copy to Larsen's Landscaping acknowledging your acceptance of this contract and the procedures as outlined on back. Keep the white copy for your records. Contracts must be returned by March 1st, 2024 to qualify for the prepay discount. Contracts returned after we've started serving your area will be charged an additional \$45.00 special trip fee. Late sign-ups may also miss the first application which is crucial for crabgrass control.

*If you have irrigation and sign up for aeration services, please have your irrigation company flag your irrigation heads while starting up your system in the spring. We will remove flags after aeration has been completed.
**If you select overseeding, please note that the crabgrass preemergent product will not be applied as part of your first application as it will prevent the grass seed from germinating.

Larsen's Landscaping, LLC Fertilization and Weed Control Service:

- *Slow release granular fertilizer and liquid weed control
- *Customized application plan
- *Cleaning debris off hard surfaces
- *Optional pesticide applications
- *Commercially Licensed Applicators
- *Professional grade products
- *Organic product choices
- *Phosphorus free fertilizers

Fertilization Procedures:

Step 1 – Lawn inspection upon arrival noting any problem areas.

Step 2 – Proper application of specified products and any additionally requested items.

Step 3 – Granules are blown from sidewalks, drives, patios and beds as necessary.

Step 4 – Flyer is left on door alerting customer to products used, follow up directions and recommendations. If you do not want this flyer left on the door, please mark the box on your fertilization contract that says “do not leave a door hanger”.

Step 5 – Leave lawn posting sign alerting customer of application at entrance to property.

Fertilization Schedule:

Our fertilization schedule varies depending on weather conditions, however, a tentative schedule is printed on your contract specifying which applications take place at which time of the year. For customers who sign up for a 5-application program, we typically apply each application approximately 4-6 weeks apart. If you request to be called prior to an application of fertilizer, our technician **will attempt** to contact you when in your area. In the event that the technician **isn't able** to reach you by phone, **he/she will proceed with the contracted lawn application.**

Billing:

Customers who are not “prepay customers” will be invoiced upon completion of each application. Invoices are either mailed or emailed. Emailing invoices is preferred due to postage increases. Please list your email address on the contract if you would prefer to receive your invoice via email. Payment is expected within 30 days of your receipt of the invoice. A finance charge of 2% (24% annual rate) will be assessed to all past due balances with a minimum monthly finance charge of \$5.00. If your account is not kept current, your service will be suspended. Accounts sent to collections will be charged a \$100.00 administrative fee.

Additional Services:

Unless specified in agreement, all additional services will be billed at a standard hourly rate of \$58.00 per man hour for a general laborer & \$68.00 per man hour for a crew leader plus the cost of materials. This includes but is not limited to: pick up and disposal of sticks, branches, or trash; trimming shrubs or branches, landscape services, or other maintenance. All additional services require pre-approval from both parties. Additional services may also be subject to a “service call” charge if the service isn't performed as part of a regularly scheduled visit.

Concerns:

Larsen's Landscaping, LLC. strives to do the best job each and every visit. If you are dissatisfied for any reason, please do not hesitate to call us. Our office hours are Monday-Friday from 8:00 a.m. to 4:30 p.m.

Cancellations:

If for any reason, you need to cancel service with us, we request at least **two weeks notice**. If your lawn appears to be too dry or burnt from high heat and/or lack of water, too wet, or otherwise inaccessible at the time of our visit, our technicians may recommend that we reschedule that application for a later date.

If you have any questions about this or any other service we offer, please call us at: (231) 757-3850.



Household Hazardous Waste Disposal Program
 Mason-Lake Conservation District
 655 N. Scottville Rd.
 Scottville, MI 49454
 (231) 757-3707 Ext. 5.



February 12, 2024

Michelle Johnson
 P.O. Box 458
 Onkama, MI 49675

Dear Onkama Township Board,

On behalf of the three-county Household Hazardous Waste (HHW) Committee and your local Conservation District, we are writing to request your support for the 2024 HHW and Clean-Sweep collection event scheduled for Saturday, August 17th.

Last year's collection was a tremendous success, resulting in the safe disposal of nearly 90,000 pounds of material across Manistee, Mason, and Oceana Counties. The total cost for this one-day event was nearly \$70,000 and with support from the community, we were able to cover these expenses.

The HHW collection has been a crucial service for our community. The demand remains steady and expenses continue to increase, with costs averaging \$130 per car. While the industry's disposal costs are on the rise, our allocation request from municipalities **remains unchanged at \$0.40 per capita**. Population based on 2020 Census. Data for villages/cities have been separated from Townships to avoid duplicate billing.

Requested amount from Onkama Township:

1338 people x .40/person = \$535.20

If it is possible to round up to the nearest \$25 amount or greater, we would greatly appreciate any additional support!

For residents dropping off materials on collection day, the committee is continuing with the suggested donation of \$15 to help cover the increasing costs of disposal.

Enclosed, you will find two contract agreements. Please retain one for your records and sign and return the other with a check made payable to "Mason-Lake Conservation District" (as fiduciary for the Mason, Manistee & Oceana HHW Program). **Contracts and payments are requested no later than June 30th.**

Should you wish to discuss the program further, we are happy to attend a board/council meeting at your convenience or provide past data on the program. We extend our heartfelt appreciation for your ongoing support of our program and the protection of our precious water resources.

Very Sincerely,

Household Hazardous Waste Committee

Frequently Asked Questions

What is this program all about?

The goal is to provide a way for residents to safely and easily dispose of hazardous materials so that they do not end up in our lakes, streams, groundwater or public water supplies. This often includes chemicals and heavy metals found in electronics or batteries.

What is the average cost per car?

On average, each car brings \$130 worth of hazardous materials for disposal. Our request for funds is only \$0.40 per person from the township, and a suggested \$15 donation at the site from program participants.

How much waste is collected each year?

From 2016-2023, the committee has collected and safely disposed more than **370 tons** in the 3-county area. That breaks down to an average of 92,486 pounds each year.

Why can't it just get thrown away?

Many of these hazardous materials are not allowable in municipal waste stream because they cannot be safely disposed of and could end up in the environment. For example, we most commonly collect pesticides, fertilizers, oils and other chemicals. Pesticides can acutely impact human health when they spill and leach through the soil and into the groundwater aquifers. These water resources are the source of drinking water for many people's wells in our rural communities. Nitrogen pollution in groundwater (from fertilizers) can cause chronic effects in infants and the elderly by affecting the blood's ability to carry oxygen. In addition to these more immediate threats, pesticides and fertilizers can impact our local watersheds, causing harmful algae blooms and/or fish and invertebrate die-offs. Items such as pesticides, fertilizers, motor oil and heavy metals found in electronics and batteries can be safely reused, recycled, or disposed of through our program, helping to keep our drinking water clean and rivers healthy.

Why does this program have two names?

This collection is often referred to as the HHW/Clean Sweep Program. It was founded upon the need for safe pesticide disposal in the 3-county area. The Clean-Sweep program was operated for many years before it inspired the collection and disposal of Household Hazardous Waste and the formation of the HHW committee in 2006.

For more information, please visit our website at: mason-lakeconservation.org

2024
CONTRACT AND
AGREEMENT FOR SERVICES
Onekama Township
WITH MANISTEE, MASON, AND OCEANA
CONSERVATION DISTRICTS

Onekama Township and the Manistee, Mason and Oceana Conservation Districts desire to act cooperatively to provide the proper disposal of household hazardous waste for residents of Onekama Township and Mason County. Therefore, Onekama Township contracts with Manistee, Mason and Oceana Conservation Districts for collection and disposal of household hazardous waste for the amount of \$_____. This service agreement will promote the public health, safety, and welfare of the Township and County residents.

Date: _____ by: _____
Onekama Township Representative

Date: 2/01/24 by: *Renee Mallison*
Manistee Conservation District
Representative

Date: 2/01/24 by: *Danell McJany*
Mason-Lake Conservation District
Representative

Date: 2/01/24 by: *S Knoll*
Oceana Conservation District
Representative

Retain this copy for your records

Manistee County

TOWNSHIPS/VILLAGES/CITIES	AMOUNT REQUESTED	AMOUNT RECEIVED	# of Cars	# of Households
Arcadia Township	\$262.80	\$275.00	12	13
Bear Lake Township	\$595.60	\$600.00	24	28
Brown Township	\$281.60	\$300.00	9	10
Cleon Township	\$425.20	\$400.00	10	11
Dickson Township	\$392.00	\$400.00	5	5
Filer Township	\$927.20	\$927.20	16	19
Manistee Township	\$1,442.80	\$1,445.00	36	39
Maple Grove Township	\$334.00	\$334.00	11	14
Marilla Township	\$159.20	\$159.20	1	1
Norman Township	\$626.80	\$626.80	4	4
Onekama Township	\$535.20	\$535.10	39	42
Pleasanton Township	\$348.00	\$348.00	11	15
Springdale Township	\$339.60	\$339.60	4	6
Stronach Township	\$333.60	\$333.60	4	5
Village of Bear Lake	\$136.80		11	13
Village of Copemish	\$78.00	\$78.00	1	1
Village of East Lake	\$166.00		0	0
Village of Kaleva	\$202.80	\$188.00	0	0
Village of Onekama	\$0.00		7	7
City of Manistee	\$2,503.60	\$2,525.00	37	41
Manistee County	\$8,900.00	\$8,900.00		
TOTAL	\$18,990.80	\$18,714.50	242	274

Collection Items	Manistee County (lbs)
Household Haz. Waste	6,242
Rx & Sharps	233
Controlled substances	5
Pesticides and other chemicals	2,347
Oil / Auto fluids	4,728
Auto Batteries	800
Household Batteries	757
Electronics/Appliances	7,010
Oil Based Paints	3,145
Total Pounds	25,267

2024
CONTRACT AND
AGREEMENT FOR SERVICES
Onekama Township AND
MANISTEE, MASON, AND OCEANA
CONSERVATION DISTRICTS

Onekama Township and the Manistee, Mason and Oceana Conservation Districts desire to act cooperatively to provide the proper disposal of household hazardous waste for residents of Onekama Township and Mason County. Therefore, Onekama Township contracts with Manistee, Mason and Oceana Conservation Districts for collection and disposal of household hazardous waste for the amount of \$_____. This service agreement will promote the public health, safety, and welfare of the Township and County residents.

Date: _____ by: _____
Onekama Township Representative

Date: 2/01/24 by: Renee Mallison
Manistee Conservation District
Representative

Date: 2/01/24 by: Danell McJany
Mason-Lake Conservation District
Representative

Date: 2/01/24 by: S Knoll
Oceana Conservation District
Representative

Please sign and return to Mason-Lake Conservation District with your check

STATE OF MICHIGAN
COUNTY OF MANISTEE
TOWNSHIP OF ONEKAMA

November 1, 2010

Amended Dec. 7, 2010

ORDINANCE No. 2010-1

An ordinance to authorize and regulate the operation of Off Road Vehicles (ORVs) on the roads in the Township of Onekama, to provide penalties for the violation thereof, to provide for appropriation of fines and damages resulting from the operation of ORVs and repeal all ordinances in conflict herewith.

THE TOWNSHIP OF ONEKAMA ORDAINS:

Sec. 1 As used in this Ordinance, the following definitions shall apply:

- a) "Township" means the Township of Onekama.
- b) "Drivers License" means an operators or chauffeurs license or permit issued to an individual by the secretary of state under chapter III of the Michigan vehicle code, 1949 PA 300, MCL 257.301 to 257.329, for that individual to operate a vehicle, whether or not conditions are attached to the license or permit.
- c) "Operate" means to ride in or on, and be in actual physical- control of an ORV.
- d) "Operator" means a person who operates or is in actual physical control of an ORV.
- e) "ORV" means a motor-driven recreation vehicle designed for off-road use and capable of cross-country travel without benefit of a road or trail, on or immediately over land, snow, ice, marsh, swampland, or other natural terrain. ORV includes, but is not limited to, a multi-track or multi-wheel drive vehicle, a motorcycle or related 2-wheel, 3-wheel, or 4-wheel vehicle, an amphibious machine, a ground effect air cushion vehicle, an ATV as defined in section 81101 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.81101, or other means of transportation deriving motive power from a source other than muscle or wind. ORV does not include a vehicle described in this definition that is registered for use upon a public highway and has the security required by law.
- f) "Road" means local roads of the Township as the same may be designated from time to time by the Township Board.
- g) "Safety Certificate" means a certificate issued pursuant to 1994 PA 451 as amended, MCL 324.81129, or comparable ORV safety certificate issued under the authority of another state or province of Canada.
- h) "Visual Supervision" means the direct observation of the operator with the unaided or normally corrected eye, where the observer is able to come to the immediate aid of the operator.

Sec. 2 Subject to the regulations of this Ordinance and part 811 of the natural resources and environmental protection act, 1994 PA 324.81101, an ORV may be operated on the far right of the maintained portion of any road within the Township, except Portage Point Drive from M-22 to 2nd Street West and any roadway, shoulder right-of-way of any State or Federal highway. (The following sentence was amended and included in Section 2 at the Onekama

Township Board meeting Tuesday, December 7, 2010).: "This also includes access on Portage Point Drive from Herkelrath to Bayview."

Sec. 3 An ORV may be operated from a residence on a road closed by the Township or Manistee County Road Commission solely for the purpose of gaining access to the roads open to ORV's within the Township.

Sec. 4 An ORV travelling on a road in the Township shall meet all of the following conditions, in addition to any others that may be imposed by law:

- a) Shall travel at a speed of no more than 25 miles per hour or a lower posted speed limit.
- b) Shall be operated by a person not less than 12 years of age. (SEE SECTION 5.)
- c) Shall travel with the flow of traffic.
- d) Shall be operated in a manner that does not interfere with traffic on the road.
- e) Shall travel in single file except when overtaking and passing another ORV.
- f) Shall not travel on a road when visibility is substantially reduced due to weather conditions unless displaying a lighted headlight and lighted taillight.
- g) Shall not operate before ½ hour before sunrise or after ½ hour after sunset unless displaying a lighted headlight and lighted taillight.
- h) Shall at all times display a lighted headlight, lighted tail light.
- i) Shall only be operated while the operator and each passenger is wearing a crash helmet and protective eyewear approved by the United States Department of Transportation unless the vehicle is equipped with a roof that meets or exceeds standards for a crash helmet and the operator and each passenger is wearing a properly adjusted and fastened seat belt.
- j) Shall be equipped with a throttle so designed that when the pressure used to advance the throttle is removed, the engine speed will immediately and automatically return to idle.
- k) Shall be equipped with a spark arrester type, United States Forest Service approved muffler in good working order and in constant operation.
- l) Shall observe all noise emission standards defined by law.

Sec. 5 A parent or legal guardian of a child less than 16 years of age shall not permit, and a child less than 16 years of age shall not operate an ORV on a road in the Township unless the child is under the direct visual supervision of an adult and the child has in his or her immediate possession a Michigan issued ORV safety certificate or a comparable ORV safety certificate issued under the authority of another state or a province of Canada.

Sec. 6 Unless a person possesses a valid driver's license, a person shall not operate an ORV on a road in the Township if the ORV is registered as a motor vehicle and is either more than 60 inches wide or has three wheels.

Sec. 7 Any person who violates this ordinance is guilty of a municipal civil infraction and may be ordered to pay a civil fine of not more than \$500. In addition, a court may order a person who causes damage to the environment, a road or other property as a result of the operation of an ORV to pay full restitution for that damage above and beyond the penalties paid for civil fines.

Sec. 8 The Township Treasurer shall deposit all fines and damages collected under this Ordinance into a fund to be designated as the "ORV Fund". The Onkama Township Board shall appropriate revenue in the ORV Fund as follows:

- a) Fifty percent to the Manistee County Road Commission for repairing damage to roads and the environment that may have been caused by ORV'S. Signs should be posted indicating whether a road is closed to the operation of ORV's.
- b) Fifty percent to the Manistee County Sheriff for ORV enforcement and training.

Sec. 9 This ordinance shall take effect thirty (30) days following its publication as required by law, following adoption by the Onekama Township Board.

Sec.10 The approved ORV Ordinance will be reviewed in one year.

Sec. 11 All ordinances or part of ordinances in conflict herewith are replaced to the extent of the conflict.

Motion by **Beebe**, second by **Clement**, to adopt Onekama Township ORV Ordinance No. **2010-1** with corrections.

Trustees voting "Aye": **Roland Clement, LaVonne Schafer-Beebe, Helen Mathieu, James Wisniski, David Meister.**

Trustees voting "Nay": None.

Trustees absent or abstaining: None.

RESOLUTION DECLARED PASSED

CERTIFICATION

Helen Mathieu, Onekama Township Clerk

I, **Helen Mathieu**, Clerk of the Township of Onekama, do hereby certify that this is a true and correct copy of the Ordinance duly adopted by the Township Board on November 1, 2010.
Amended _____ Dec. 7, 2010.

Helen Mathieu, Onekama Township Clerk

October 11,2023

Amend December 7, 2010

ORDINANCE No 20_____

Proposed changes:

Section 2

Delete: "except PPDrive from.....to the end of paragraph on second page "This also includes access on Portage Point Drive from Herkelrath to Bayview."

Section 3

Delete section 3.

Section 10

Delete section 10.

* SAMPLE *

ORDINANCE NO: 17-1 #1

AN ORDINANCE ESTABLISHING AND IMPLEMENTING A PROGRAM TO CHARGE MITIGATION RATES FOR THE DEPLOYMENT OF EMERGENCY AND NON-EMERGENCY SERVICES BY THE FIRE DEPARTMENT FOR SERVICES PROVIDED/RENDERED FOR THE ONEKAMA TOWNSHIP FIRE DEPARTMENT.

WHEREAS, the emergency and non-emergency services response activity to incidents continues to increase each year; Environmental Protection requirements involving equipment and training, and Homeland Security regulations involving equipment and training, creating additional demands on all operational aspects of the fire department services; and

WHEREAS, the fire department has investigated different methods to maintain a high level of quality of emergency and non-emergency service capability throughout times of constantly increasing service demands, where maintaining an effective response by the fire department decreases the costs of incidents to insurance carriers, businesses, and individuals through timely and effective management of emergency situations, saving lives and reducing property and environmental damage; and

WHEREAS, raising real property tax to meet the increase in service demands would not be fair when the responsible party(s) should be held accountable for their actions; and

WHEREAS, the Onekama Township Board of the Onekama Township Fire Department desires to implement a fair and equitable procedure by which to collect said mitigation rates and shall establish a billing system in accordance with applicable laws, regulations and guidelines; Now, Therefore

BE IT ORDAINED BY THE ONEKAMA TOWNSHIP BOARD OF THE ONEKAMA TOWNSHIP FIRE DEPARTMENT:

SECTION 1: The Onekama Township Fire Department shall initiate mitigation rates for the delivery of emergency and non-emergency services by the fire department for personnel, supplies and equipment to the scene of emergency and non-emergency incidents as listed in "EXHIBIT A". The mitigation rates shall be based on actual costs of the services and that which is usual, customary and reasonable (UCR) as shown in "EXHIBIT A", which may include any services, personnel, supplies, and equipment and with baselines established by addendum to this document.

SECTION 2: A claim shall be filed to the responsible party(s) through their insurance carrier. In some circumstances, the responsible party(s) will be billed directly.

SECTION 3: The fire department's Township Board of Trustee's may make rules or regulations and from time to time may amend, revoke, or add rules and regulations, not consistent with this Section, as they may deem necessary or expedient in respect to billing for these mitigation rates or the collection thereof.

SECTION 4: It is found and determined that all formal actions of this Board concerning and relating to the adoption of this Ordinance were adopted in open meetings of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in accordance with all legal requirements, and the Codified Ordinances of the Onekama Township Board.

SECTION 5: This Ordinance shall take effect thirty days (30) from the date of adoption as permitted by law.

Voting for:

Voting against:

The Township Supervisor declared the ordinance adopted.

David Meister
Township Supervisor

CERTIFICATION

The foregoing is a true copy of Ordinance No. 17-1 #1 which was enacted by the Board of Trustees for the Township of Onekama at a regular meeting held on January 9, 2017.

Michelle Johnson
Township Clerk

**EXHIBIT A
MITIGATION RATES
BASED ON PER HOUR**

The mitigation rates below are average “billing levels”, and are typical for the incident responses listed, however, when a claim is submitted, it will be itemized and based on the actual services provided.

MOTOR VEHICLE INCIDENTS

Level 1 - \$506.00

Provide hazardous materials assessment and scene stabilization. This will be the most common “billing level”. This occurs almost every time the fire department responds to an accident/incident.

Level 2 - \$576.00

Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. We will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.

Level 3 – CAR FIRE - \$704.00

Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.

ADD-ON SERVICES:

Extrication - \$1,520.00

Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. We will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.

Creating a Landing Zone - \$465.00

Includes Air Care (multi-engine company response, mutual aid, helicopter). We will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).

Itemized Response: The fire department has the option to bill each incident as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.

ADDITIONAL TIME ON-SCENE

Engine billed at \$400 per hour.
Truck billed at \$500 per hour.
Miscellaneous equipment billed at \$300.

HAZMAT

Level 1 - \$816.00

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

Level 2 - \$2,913.00

Intermediate Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air and detection equipment. Set-up and removal of DECON center.

Level 3 - \$6,875.00

Advanced Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of DECON center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time - **each additional hour @ \$336.00 per HAZMAT team.**

ADDITIONAL TIME ON-SCENE (for all levels of service)

Engine billed at \$400 per hour.
Truck billed at \$500 per hour.
Miscellaneous equipment billed at \$300

FIRES

Assignment - \$466.00 per hour, per engine / \$582.00 per hour, per truck

Includes:

- Scene Safety
- Investigation
- Fire / Hazard Control

This will be the most common "billing level". This occurs almost every time the fire department responds to an incident.

OPTIONAL: A fire department has the option to bill each fire as an independent event with custom mitigation rates.

Itemized, per person, at various pay levels and for itemized products use.

ILLEGAL FIRES

Assignment - \$466.00 per hour, per engine / \$582.00 per hour, per truck

When a fire is started by any person or persons that requires a fire department response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire department response at a cost not to exceed the actual expenses incurred by the fire department to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the fire department is required to respond to contain the fire the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the fire department. The actual expenses will include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response.

WATER INCIDENTS

Level 1

Billed at \$466 plus \$58 per hour, per rescue person.

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control). This will be the most common "billing level". This occurs almost every time the fire department responds to a water incident.

Level 2

Billed at \$932 plus \$58 per hour, per rescue person

Intermediate Response: Includes Level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident.

Level 3

Billed at \$2,304 plus \$58 per hour per rescue person, plus \$117 per hour per HAZMAT team member.

Advanced Response: Includes Level 1 and Level 2 services as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of DECON center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene.

Level 4

These incidents will be billed, itemized, per trained rescue person, plus rescue products used.

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates for each incident using itemized rates deemed usual, customary and reasonable (UCR).

BACK COUNTRY OR SPECIAL RESCUE

Minimum billed \$466 for the first response vehicle plus \$58 per rescue person. Additional rates of \$466 per hour per response vehicle and \$58 per hour per rescue person.

Itemized Response: Each incident will be billed with custom mitigation rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus per hour, per trained rescue person per hour, plus rescue products used.

CHIEF RESPONSE

Billed at \$291 per hour.

This includes the set-up of Command, and providing direction of the incident. This could include operations, safety, and administration of the incident.

MISCELLANEOUS / ADDITIONAL TIME ON-SCENE

Engine billed at \$466 per hour.

Truck billed at \$582 per hour.

Miscellaneous equipment billed at \$350.

LIFT ASSIST

Billed at a rate of \$100 per incident after 5 incidents within a thirty (30) day period.

This includes but is not limited to responding to the scene, assessing the situation, and assisting the individual. This includes but is not limited to lifting off the floor, from chair to bed, out of chair, or any other lift assist not resulting in any injury or medical evaluation.

MITIGATION RATE NOTES

The mitigation rates above are average "billing levels", and are typical for the incident responses listed, however, when a claim is submitted, it will be itemized and based on the actual services provided. These average mitigation rates were determined by itemizing costs for a typical run (from the time a fire apparatus leaves the station until it returns to the station) and are based on the actual costs, using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance) and labor rates (an average department's "actual personnel expense" and not just a firefighters basic wage). The actual personnel expense includes costs such as wages, retirement, benefits, workers comp, insurance, etc.

LATE FEES

If the invoice is not paid within 90 days, a Late Charge of 10% of the invoice, as well as 1.5% per month, as well as the actual cost of the collections, will be accessed to the responsible party.

ONEKAMA TOWNSHIP WAGES / SALARY / CHARGES
 2024-2025 FISCAL YEAR
 RESOLUTION 2024-_____

Motion by Robert Blackmore, Second by James Wisniski, to adopt the following resolution. RESOLVED, that this resolution shall adjust the wages of various boards and committees, fire/rescue department and charges for other township services.

ASSESSOR	Contract
ZONING ADMINISTRATOR	Contract Agreement
DEPUTY CLERK	\$ 20.20/Hr
DEPUTY TREASURER	\$ 20.20/Hr
DEPUTY SUPERVISOR	\$ 20.20/Hr
LIQUOR CONTROL OFFICER	\$ 1,2500.00
PLANNING COMMISSION Chair	\$ 62.40/Mtg
Planning Commission Member	\$ 52.00/Mtg
APPEALS BOARD Chair	\$ 62.40/Mtg
Appeals Board Member	\$ 52.00/Mtg
BOARD OF REVIEW	\$ 93.60/Mtg
ELECTION INSPECTOR Chair person	\$ 17.50/Hr
Election Inspector	\$ 16.40/Hr
CUSTODIAN	\$ 19.00/Hr
PLANNING BOARD; TOWNSHIP BOARD; BOARD OF REVIEW; TOWNSHIP BOARD ATTENDING COUNTY ROAD COMMISSION MTG; ELECTION MTS; LAWYERS; AUDITORS; ALLOCATION; COUNTY MTS; COUNTY PLANNERS; VILLAGE BOARD MTGS; JOINT VILLAGE MTG	\$ 40.00 (mileage & per diem out of town)
COURT SUBPOENA / OTHER COURT ISSUES	\$ 75.00 + Mileage
AD HOC COMMITTEES	VOLUNTEER
MILEAGE	\$.67/Mile
FIRE CHIEF SALARY	\$ 9,360/YR
FIRE & RESCUE DEPUTY	\$ 21.50/Hr
FIRE & RESCUE	\$ 15.00/Hr
CERTIFICATION/TRAINING	PRIOR TOWNSHIP BOARD APPROVAL REQUIRED
BROWN TOWNSHIP FIRE PROTECTION	\$ 9,000.00 per Agreement
STAND BY FEE PER AGREEMENT W/ CONSUMERS ENERGY. 1 ST HOUR AT NO CHARGE. \$200/Hr AFTER FIRST HOUR	
PUBLIC SERVICE ACTIVITIES	SEE FIRE & RESCUE POLICIES
COUNTY WIDE MUTUAL AID (FIRE & RESCUE)	ONEKAMA TOWNSHIP PAY DIRECTLY
TOWNSHIP GROUNDS/PROPERTIES MAINTENACE PER CONTRACT/AGREEMENT	
SPECIAL USE PERMIT	\$ 700.00, incl. 1 public hearing. Costs incurred for additional special meetings and other costs including but not limited to attorney fees or consultant fees will be billed to applicant.
AMENDMENTS TO SPECIAL USE NOT REQUIRING PUBLIC HEARING	\$ 250.00
APPEALS VARIANCE	\$ 750.00

LAND USE PERMITS (SEE BELOW)	
•	A fee of \$500.00 for 1600 Sq ft of living space with an attached Garage
•	A fee of \$1,000.00 for 1601 Sq ft or more of living space with an attached garage
•	A fee of \$ 35.00 for simple permits (RV Camping, Fences, Signs less than 50 Sq Ft or similar at discretion of ZA.
•	A fee of \$ 250.00 for permits for accessory building of 1200 square feet or less, signs larger than 50 Sq Ft, uncovered decks, \$500 for 1201 square feet or more, or buildings less than 25% of existing building,. buildings less than 25% of existing building.
•	A fee of \$ 125.00 for the more complex permits for new dwellings, larger additions, guest houses, covered decks, or construction in the Dunes or high risk areas.
•	Flood Zone Permit Fee \$1,000 for Primary Dwelling \$500 for Accessory Building
•	Solar and Wind Energy Permit of \$250.00 for Residential
•	Expiring Land Use \$ 10.00, Permits renewable two times only – after this time new land use application is required to continue project.
•	Builders/Developers will be billed for actual charges incurred when project is reviewed by attorney and/or engineer- ZA. (to include plats, PUD's, special use permits, etc)
•	Demolition permit charge \$ 10.00 Expires after one year.
APPLICATION TO AMEND ZONING	\$ 750.00 + Cost (Costs less than \$750 – that portion to be returned)
LAND DIVISION PERMITS	\$ 100.00/Parcel Split
	\$ 50.00 each additional (to be reimbursed to the land division officer and ZA equally) Subdivision areas are treated the same as land division. AFTER THE FACT PERMITS SHALL DOUBLE THE ORIG. FEE
SEXTON	Funeral Home charges the family, pays the township same amount, and the township pays the sexton that amount.
CEMETERY MAINTENANCE PER AGREEMENT/CONTRACT	
CEMETERY GRAVE	\$ 100.00 per site (4 cremations allowed on one site)
MASTER PLAN BOOK	\$ 40.00
ZONING ORDINANCE	\$ 30.00
LAKE STUDY	\$ 15.00
FOIA (FREEDOM OF INFORMATION ACT), OFF STREET COPIES - \$.20 PER COPY	
FAX – NO CHARGE	PROPERTY CARDS TO HOME OWNER – NO CHARGE

SUBDIVISION DEVELOPMENT

Section 5.B. Tentative Approval of Preliminary Plat: For plats with 10 or fewer lots, a fee of five hundred dollars (\$500). For plats with more than 10 lots, a fee of five hundred dollars (\$500) plus ten dollars (\$10) for each additional lot.

Section 6.B. Final Approval of Preliminary Plat: For plats with 10 or fewer lots, a fee of five hundred dollars (\$500). For plats with more than 10 lots, a fee of five hundred dollars (\$500) plus ten dollars (\$10) for each additional lot.

Section 7.B. Approval of Final Plat: For plats with 10 or fewer lots, a fee of two hundred dollars (\$200). For plats with more than 10 lots, a fee of two hundred dollars (\$200) plus ten dollars (\$10) for each additional lot.

Section 10.C. Request for Variance: Three hundred dollars (\$300)

Section 11.D. Division of a Lot in a Subdivision: One hundred dollars (\$100) plus fifty dollars (\$50) for each resulting lot over two.

SITE CONDOMINIUM (Zoning Ordinance)

Section 8904.A. For projects with 10 or fewer sites, a minimum fee of seven hundred fifty dollars (\$750) which shall include one (1) public hearing. For projects with more than ten (10) sites, a minimum fee of seven hundred fifty dollars (\$750) plus twenty dollars (\$20) for each additional site. (Section 8904.B. requires escrow account for more complex developments which may require outside consultants to provide adequate review).

BE IT FURTHER RESOLVED, that the Township of Onekama will adopt the 2024/2025 wage/salary/charge schedule as printed above.

ROLL CALL: Ayes:
 Nays:
 Absent:

I do hereby certify that the foregoing resolution was adopted by favorable vote of the members of said Onekama Township Board on

, Clerk

David Meister, Supervisor

Ed Bradford, Treasurer

Bob Blackmore, Trustee

Al Taylor, Trustee

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

RESOLUTION 2024-

This resolution is used when **NO ANNUAL MEETING** is held.

A separate resolution must be adopted for each office (Attorney General Opinion 6422).

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

WHEREAS, the township board deems that an adjustment in the salary of the office of TREASURER is warranted;

THEREFORE BE IT RESOLVED, that as of APRIL 1, 2024, the salary of the office of TREASURER shall be as follows:

Treasurer \$ 25,415

The foregoing resolution offered by board member _____.

Supported by board member _____.

Upon a roll call vote, the following voted: ____ Aye ____ Nay.

The supervisor declared the resolution adopted.

_____, Clerk

NOTE: *This resolution uses **optional two-part salary language** that a board may choose to adopt. If a board does not use the two-part salary format, it should adopt a single, fixed salary per office.*

This resolution assumes that there is no annual meeting. It assumes that there is no salary compensation commission established by MCL 41.95(4).

Pursuant to MCL 41.95(7), a salary resolution cannot result in a reduction of salary during an official's term of office unless the responsibilities and requirements of that office are diminished, and the official agrees in writing to that reduction.

If, within 30 days after the township board votes, a petition signed by 10% of the qualified electors of the township is filed requesting that the question be submitted to the electorate, the township board shall call a special election and submit the question of salary to the electors.

Revised by Michigan Townships Association Staff, September 2016

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

RESOLUTION 2024-

This resolution is used when **NO ANNUAL MEETING** is held.

A separate resolution must be adopted for each office (Attorney General Opinion 6422).

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

WHEREAS, the township board deems that an adjustment in the salary of the office of TRUSTEE is warranted;

THEREFORE BE IT RESOLVED, that as of APRIL 1, 2024, the salary of the office of TRUSTEE shall be as follows:

Trustee **\$ 9,193.00**

The foregoing resolution offered by board member _____.

Supported by board member _____.

Upon a roll call vote, the following voted: _____ Aye _____ Nay.

The supervisor declared the resolution adopted.

_____, Clerk

NOTE: *This resolution uses **optional two-part salary language** that a board may choose to adopt. If a board does not use the two-part salary format, it should adopt a single, fixed salary per office.*

This resolution assumes that there is no annual meeting. It assumes that there is no salary compensation commission established by MCL 41.95(4).

Pursuant to MCL 41.95(7), a salary resolution cannot result in a reduction of salary during an official's term of office unless the responsibilities and requirements of that office are diminished, and the official agrees in writing to that reduction.

If, within 30 days after the township board votes, a petition signed by 10% of the qualified electors of the township is filed requesting that the question be submitted to the electorate, the township board shall call a special election and submit the question of salary to the electors.

Revised by Michigan Townships Association Staff, September 2016

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

RESOLUTION 2024-

This resolution is used when **NO ANNUAL MEETING** is held.

A separate resolution must be adopted for each office (Attorney General Opinion 6422).

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

WHEREAS, the township board deems that an adjustment in the salary of the office of CLERK is warranted;

THEREFORE BE IT RESOLVED, that as of APRIL 1, 2024, the salary of the office of CLERK shall be as follows:

Clerk: \$ 27,915.00 *****

The foregoing resolution offered by board member _____.

Supported by board member _____.

Upon a roll call vote, the following voted: ____ Aye ____ Nay.

The supervisor declared the resolution adopted.

_____, Clerk

NOTE: *This resolution uses **optional two-part salary language** that a board may choose to adopt. If a board does not use the two-part salary format, it should adopt a single, fixed salary per office.*

This resolution assumes that there is no annual meeting. It assumes that there is no salary compensation commission established by MCL 41.95(4).

Pursuant to MCL 41.95(7), a salary resolution cannot result in a reduction of salary during an official's term of office unless the responsibilities and requirements of that office are diminished, and the official agrees in writing to that reduction.

If, within 30 days after the township board votes, a petition signed by 10% of the qualified electors of the township is filed requesting that the question be submitted to the electorate, the township board shall call a special election and submit the question of salary to the electors.

Revised by Michigan Townships Association Staff, September 2016





JODIE LYNCH
PLANNING AND ZONING ADMINISTRATOR
231.398-3587
jlynch@manisteecountymi.gov

Manistee County Planning Building, 395 3rd St. Manistee, MI 49660

February 29, 2024

TO: HUCK JACOB A & BIKULCIUS KIMBERLY
4237 S BURRELL ST
MILWAUKEE, WI 53207

RE: Zoning Ordinance Violation on Parcel 51-11-050-026-00 Addressed as 2942 CRESCENT BEACH RD

Dear Jacob and Kimberly,

I wanted to formally touch base to address any potential miscommunication, confirm the existing violations, and ensure that we are aligning on the necessary actions required from you as the property owner with existing zoning ordinance violations.

The Current Violations:

- A voided permit (ARTICLE 84-PERMITS 8401.Land Use Permits: I)
- Fence height in the front yard (ARTICLE 10 – GENERAL REGULATIONS 1014. Fences: 2)

Background:

You hired a contractor and gave him agency to pull permits on your behalf. When they submitted documentation for your permit, it appears that some of it was falsified, and misrepresented what was built on your property. This action negated the Zoning Administrators' attempts to verify the fence that was built and voids the permit.

The height of your fence along Crecent Beach Road is four (4) feet, which exceeds the 36 inches maximum height allowed on the front side of residential parcels.

Action Needed:

To reinstate your permit and avoid penalties, I request that you submit the following:

- A site plan illustrating your parcel, existing structures, and the current fence line.
- A survey or marked property lines.

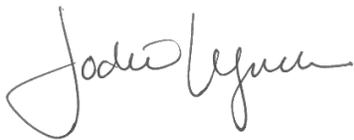
I have included a Block Survey I obtained on your behalf from Manistee County Equalization. It appears to have irons placed that mark your parcel. I could review your property once you are able to

find these irons, possibly with a metal detector and your parcel corners are marked. Another option is to have a survey conducted on your property to verify your property lines.

To address the issue of the fence height, you have two viable options. The first is to reduce the height to 36 inches (3ft) along Crescent Beach Road. Alternatively, you can apply for a variance and seek approval from the Zoning Board of Appeals for a height of four feet. It's important to note that approval is not guaranteed, and there's a possibility you may still need to reduce the height to 36 inches. I would be happy to discuss this option further with you or provide you with the Zoning Board of Appeals standards used to determine variance approvals.

To summarize, I am sympathetic to your situation, and I understand that it is not directly a result of your own actions. I would like to continue to work with you to ensure that there is not any need for enforcement on your property. I cannot verify that your fence legally complies with the zoning ordinance until I review the two requested documents and the height is reduced or a variance granted. In lieu of a survey, I can accept found irons, marked by you and I will conduct a site review to ensure that your fence is fully on your property. Please, keep our lines of communication open, and reach out with any questions you may have.

Regards,



Jodie Lynch
Planning and Zoning Administrator
Manistee County
231.398.3587
jlynch@manisteecountymi.gov





GeoHButler@gmail.com 231-299-7618 (Always leave a message.)

Mission: to be a catalyst for excellent low-priced homes. tinydevelopers.org

TO: Zoning & Planning Departments

March 2024

FROM: George Butler, Executive Director of Tiny Developers, Inc. 501(c)(3)

TINY is ready to assist our municipalities with our housing needs. In Manistee County, we need a lot of additional new homes. We are ready to assist our <80% Area Median Income (AMI) families with tiny or small homes for sale.

Many builders are providing housing for 80%-120% AMI and higher income families. TINY is willing to tackle the difficult objective of providing home ownership for our <80% AMI families. With the high cost of construction, we are convinced that tiny homes are the way forward. There are barriers that municipalities can eliminate to pave the way.

-BARRIER #1 is RESIDENTIAL SQUARE FOOT MINIMUMS

Estimate to build Tiny* = \$325/sf X Townships Minimum SF:

\$/SF X SF MIN	= Min. Home COST in the TOWNSHIP of:
\$325 X 640sf	= \$208,000 in Stronach Residential Forest
\$325 X 720sf	= \$243,700 in Benzonia & Filer & Norman
\$325 X 800sf	= \$260,000 in Arcadia & Onekama
\$325 X 960sf	= \$321,000 in City of Manistee

AFFORDABLE SQUARE FOOT for 80% AMI BUYERS,

@\$325/sf and 30% of income for mortgage +other costs

BUYER	INCOME	MORTG. (+Other)	= PRICE = SF MAX!
1-2 Pers.	\$48,480*	\$ 675 (+ \$524) = \$105k	= 323sf
3-4 Pers.	\$60,560*	\$1462 (+ \$845) = \$220k	= 675sf

*MSHDA 05/15/2023 Income and Rent Limits

*In a tiny village, including land, streets, sewer/septic, well/water, electric
To build and sell to those under 80% AMI, some homes would be less than 323sf. We recommend a 240sf minimum.

ELIMINATE THIS BARRIER with low residential square foot minimums in suitable zoning districts, possibly:

- a. **In Rural Residential** (or R2, or Multiple Use, or Rural Agricultural Zoning District, etc.)
 - Permitted - residential minimum of 240sf. (see Arcadia’s “Economy Efficiency Dwellings”)
 - Special Use - up to one accessory apartment of a minimum 240sf may be attached to a single residence.
- b. **Small Lots: Special Use** - on existing lots smaller than the minimum lot size, allow proportionately smaller residences.
Example (City of Man): Min. Lot = 6,000sf, but on 4000sf (33% less), allow 33% less than 960sf = 634sf residence.
- c. **Duplex: Special Use** - minimum residential sizes may be built as a duplex, with no main entrances on the same wall.
Example: 960sf minimum residence could be a duplex containing 2 – 480sf residential units.
- d. **PUD: Special Use** - Planned Unit Developments can have a minimum residential size of 240sf.
And options for lower affordability: Singles, doubles, triples, quads or a mix of these residences.
- e. **PUD OVERLAY: Special Use** - a PUD may overlay on designated districts, with some compatibility required.
Examples: Allow a PUD in a designated Rural Residential, Agricultural, or some Commercial district.
- f. **PUD CLUSTERING: Special Use** – no minimum residential lot lines; but average the lot requirements on the parcel.
Permitted Example: 20 Acres; 3 Residences/acre Max.; 30% open space to be enjoyed by all.
Clustering Example: 20 Acres; 60 Residences clustered on 14 acres; 6 acres (30%) open space to be enjoyed by all.

-BARRIER #2 PARCEL SIZES drive up the building costs.

ELIMINATE THIS BARRIER Permitted – PUD minimum size parcel is 20 acres.

-BARRIER #3 RESIDENTIAL FRONT SETBACKS

ELIMINATE THIS BARRIER Permitted – Front setbacks may be reduced to 30’ between front-facing homes, when separated by front porches and walking or bike paths. This may be used in some designs, such as: PUD, pocket neighborhood, condos, co-housing, etc., where residences face one another or open space rather than streets. Privacy is usually at the rear of the residence and parking may be at the side, rear, or at a remote parking area.

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 101 TOWNSHIP BOARD					
101-101-727.000	SUPPLIES	ELAN CARDMEMBER SERVICE	CREDIT CARD PAYMENT - ADOE	250.21	6229
101-101-727.000	SUPPLIES	JACKPINE BUSINESS CENTER	TONER	966.96	6232
101-101-801.000	PROFESSIONAL SERVICES	VC3, INC	SERVICE CONTRACT- COMPUTEF	9,400.00	6246
101-101-921.000	LIGHTING	CONSUMERS ENERGY	CONSUMERS ENERGY - 2ND ST	31.08	6228
101-101-921.000	LIGHTING	CONSUMERS ENERGY	CONSUMERS ENERGY - MAIN ST	175.99	6228
101-101-955.000	OTHER EXPENSE	JANE A TABACZKA	PROPERTY ID 51-11-300-022-	500.00	6238
101-101-955.000	OTHER EXPENSE	PORTAGE LAKE ASSOC	FIRST AID COURSE	37.00	6245
Total For Dept 101 TOWNSHI				11,361.24	
Dept 253 TREASURER					
101-253-802.000	CONTRACTUAL SERVICES	BS & A SOFTWARE	CASH RECEIPTING	663.00	6226
Total For Dept 253 TREASUF				663.00	
Dept 257 ASSESSOR					
101-257-802.000	CONTRACTUAL SERVICES	GREAT LAKES ASSESSING	ASSESSING CONTRACT	3,859.00	6231
Total For Dept 257 ASSESSC				3,859.00	
Dept 262 ELECTIONS					
101-262-727.000	SUPPLIES	ELECTION SOURCE	THERMAL PAPER ROLL, CASE C	62.44	6240
101-262-727.000	SUPPLIES	JACKPINE BUSINESS CENTER	DOUBLE WINDOW SELF SEAL EN	78.79	6242
101-262-802.000	CONTRACTUAL SERVICES	SPECTRUM PRINTERS INC	EARLY VOTING INFO POSTCARI	916.81	6237
Total For Dept 262 ELECTIC				1,058.04	
Dept 265 BUILDING & GROUNDS					
101-265-727.000	SUPPLIES	ONEKAMA BUILDING SUPPLY	PAPER TOWEL	6.67	6244
101-265-802.000	CONTRACTUAL SERVICES	BOB'S ROOFING CO.	WORK ON ROOF	2,150.00	6225
101-265-802.000	CONTRACTUAL SERVICES	LAKESHORE MECHANICAL LLC	REPLACE FLAME ROD AMD SPAF	299.05	6233
101-265-802.000	CONTRACTUAL SERVICES	LARSEN'S LANDSCAPING & LAWSNOW REMOVAL		384.00	6234
101-265-802.000	CONTRACTUAL SERVICES	LARSEN'S LANDSCAPING & LAWSNOW REMOVAL		1,150.50	6234
101-265-802.000	CONTRACTUAL SERVICES	RING CENTRAL INC	PHONE BILL	349.97	6235
Total For Dept 265 BUILDIN				4,340.19	
Dept 266 ATTORNEY					
101-266-803.000	ATTORNEY	RUNNING, WISE & FORD, P.L.ATTORNEY FEES-	GENERAL MAI	497.00	6236
101-266-803.000	ATTORNEY	RUNNING, WISE & FORD, P.L.ATTORNEY FEES -	STOKES/VAN	56.00	6236
101-266-803.000	ATTORNEY	RUNNING, WISE & FORD, P.L.ATTORNEY FEES-	MIKE DEVOE	539.00	6236
Total For Dept 266 ATTORNE				1,092.00	
Dept 751 PARKS & RECREATION					
101-751-802.000	CONTRACTUAL SERVICES	C & W PORTABLE TOILETS	PORTABLE RESTROOM	155.00	6227
101-751-921.000	LIGHTING	CONSUMERS ENERGY	CONSUMERS ENERGY - GREENWA	29.24	6228
101-751-921.000	LIGHTING	CONSUMERS ENERGY	CONSUMERS ENERGY- FAIRWAY	29.24	6228
Total For Dept 751 PARKS &				213.48	
Total For Fund 101 GENERAI				22,586.95	
Fund 206 FIRE FUND					
Dept 000					
206-000-728.000	SUPPLIES - MEDICAL & SAFETI	EMERGENCY MEDICAL PRODUCTS	SCURAPLEX	55.58	6230
206-000-728.000	SUPPLIES - MEDICAL & SAFETI	EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLIES	293.52	3240
206-000-920.000	UTILITIES	CONSUMERS ENERGY	CONSUMERS ENERGY- MAIN ST	176.00	3238
Total For Dept 000				525.10	
Total For Fund 206 FIRE FU				525.10	
Fund 703 TAX FUND					
Dept 000					
703-000-214.101	DUE TO GENERAL FUND	ONEKAMA GENERAL FUND	ADMIN FEE SUMMER TAXES	301.07	
703-000-214.101	DUE TO GENERAL FUND	ONEKAMA GENERAL FUND	ONEKAMA TOWNSHIP WINTER TA	59,515.63	2320
703-000-214.101	DUE TO GENERAL FUND	ONEKAMA GENERAL FUND	ONEKAMA TOWNSHIP WINTER TA	110,714.04	2332
703-000-214.101	DUE TO GENERAL FUND	ONEKAMA GENERAL FUND	ADMIN FEE SUMMER TAXES	336.88	2332
703-000-214.204	DUE TO ROAD FUND	ONEKAMA ROAD FUND	ONEKAMA TOWNSHIP WINTER TA	38,176.38	2322
703-000-214.204	DUE TO ROAD FUND	ONEKAMA ROAD FUND	ONEKAMA TOWNSHIP WINTER TA	71,018.19	2336

INVOICE GL DISTRIBUTION REPORT FOR ONEKAMA TOWNSHIP
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 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 703 TAX FUND					
Dept 000					
703-000-214.206	DUE TO FIRE FUND	ONEKAMA FIRE FUND	ONEKAMA TOWNSHIP WINTER TA	39,264.70	2319
703-000-214.206	DUE TO FIRE FUND	ONEKAMA FIRE FUND	ONEKAMA TOWNSHIP WINTER TA	73,042.70	2331
703-000-214.220	DUE TO LAKE IMPROVEMENT FUND	ONEKAMA INVASIVE SPECIES	ONEKAMA TOWNSHIP WINTER IN	15,691.50	2321
703-000-214.220	DUE TO LAKE IMPROVEMENT FUND	ONEKAMA INVASIVE SPECIES	ONEKAMA TOWNSHIP WINTER IN	23,927.84	2333
703-000-222.001	DUE TO COUNTY - OPERATING	MANISTEE COUNTY TREASURER	MANISTEE COUNTY SUMMER TAX	5,012.97	2316
703-000-222.001	DUE TO COUNTY - OPERATING	MANISTEE COUNTY TREASURER	MANISTEE COUNTY SUMMER TAX	5,134.83	2328
703-000-222.002	DUE TO COUNTY - 911	MANISTEE COUNTY TREASURER	MANISTEE COUNTY WINTER TAX	38,694.53	2316
703-000-222.002	DUE TO COUNTY - 911	MANISTEE COUNTY TREASURER	MANISTEE COUNTY WINTER TAX	71,982.06	2328
703-000-222.003	DUE TO COUNTY - RECYCLING	MANISTEE COUNTY TREASURER	MANISTEE COUNTY WINTER TAX	5,404.89	2316
703-000-222.003	DUE TO COUNTY - RECYCLING	MANISTEE COUNTY TREASURER	MANISTEE COUNTY WINTER TAX	8,104.18	2328
703-000-222.005	DUE TO COUNTY - CONSERVATION	MANISTEE COUNTY TREASURER	MANISTEE COUNTY WINTER TAX	8,769.73	2316
703-000-222.005	DUE TO COUNTY - CONSERVATION	MANISTEE COUNTY TREASURER	MANISTEE COUNTY WINTER TAX	16,314.16	2328
703-000-222.006	DUE TO COUNTY - COUNCIL ON	MANISTEE COUNTY TREASURER	MANISTEE COUNTY WINTER TAX	18,374.35	2316
703-000-222.006	DUE TO COUNTY - COUNCIL ON	MANISTEE COUNTY TREASURER	MANISTEE COUNTY WINTER TAX	34,181.34	2328
703-000-222.007	DUE TO COUNTY - DIAL A RI	MANISTEE COUNTY TREASURER	MANISTEE COUNTY WINTER TAX	19,344.14	2316
703-000-222.007	DUE TO COUNTY - DIAL A RI	MANISTEE COUNTY TREASURER	MANISTEE COUNTY WINTER TAX	35,985.44	2328
703-000-222.008	DUE TO COUNTY - MEDICAL CAM	MANISTEE COUNTY TREASURER	MANISTEE COUNTY WINTER TAX	19,344.14	2316
703-000-222.008	DUE TO COUNTY - MEDICAL CAM	MANISTEE COUNTY TREASURER	MANISTEE COUNTY WINTER TAX	35,985.44	2328
703-000-223.000	DUE TO COUNTY - LIBRARY	MANISTEE COUNTY TREASURER	MANISTEE COUNTY WINTER TAX	38,694.54	2316
703-000-223.000	DUE TO COUNTY - LIBRARY	MANISTEE COUNTY TREASURER	MANISTEE COUNTY WINTER TAX	71,982.07	2328
703-000-225.001	DUE TO SCHOOL - DEBT	ONEKAMA CONSOLIDATED	SCHOONEKAMA SCHOOL SUMMER TAXE	3,190.05	2318
703-000-225.001	DUE TO SCHOOL - DEBT	ONEKAMA CONSOLIDATED	SCHOONEKAMA SCHOOL SUMMER TAXE	3,267.69	2330
703-000-225.002	DUE TO SCHOOL - OPERATING	ONEKAMA CONSOLIDATED	SCHOONEKAMA SCHOOL SUMMER TAXE	12,178.25	2318
703-000-225.002	DUE TO SCHOOL - OPERATING	ONEKAMA CONSOLIDATED	SCHOONEKAMA SCHOOL SUMMER TAXE	15,966.31	2330
703-000-225.003	DUE TO SCHOOL - SINKING FUND	ONEKAMA CONSOLIDATED	SCHOONEKAMA SCHOOL SUMMER TAXE	894.07	2318
703-000-225.003	DUE TO SCHOOL - SINKING FUND	ONEKAMA CONSOLIDATED	SCHOONEKAMA SCHOOL SUMMER TAXE	915.85	2330
703-000-228.002	DUE TO STATE - SET	MANISTEE COUNTY TREASURER	MANISTEE COUNTY SUMMER TAX	5,468.69	2316
703-000-228.002	DUE TO STATE - SET	MANISTEE COUNTY TREASURER	MANISTEE COUNTY SUMMER TAX	5,601.79	2328
703-000-234.000	DUE TO MANISTEE INTERMEDIATE	MANISTEE INTERMEDIATE SCH	MANISTEE ISD SUMMER TAXES	2,070.13	2317
703-000-234.000	DUE TO MANISTEE INTERMEDIATE	MANISTEE INTERMEDIATE SCH	MANISTEE ISD SUMMER TAXES	2,120.51	2329
703-000-235.000	DUE TO WEST SHORE COLLEGE	WEST SHORE COMMUNITY COLLEGE	WSSC OPERATING SUMMER TAXE	2,807.75	2326
703-000-235.000	DUE TO WEST SHORE COLLEGE	WEST SHORE COMMUNITY COLLEGE	WSSC OPERATING SUMMER TAXE	2,876.11	2334
703-000-275.000	DUE TO TAXPAYERS	CORELOGIC CENTRALIZED REFUND	2023 Win Tax Refund 11-045	458.42	2315
703-000-275.000	DUE TO TAXPAYERS	SOMSEL ELLEN TRUST	2023 Win Tax Refund 11-023	20.05	2323
703-000-275.000	DUE TO TAXPAYERS	STAUFFER JAMES II & DEANN	2023 Sum Tax Refund 11-37C	429.51	2324
703-000-275.000	DUE TO TAXPAYERS	SUN TITLE AGENCY OF MI, LLC	2023 Win Tax Refund 11-44C	54.98	2325
703-000-275.000	DUE TO TAXPAYERS	GILMORE LAUREN & CASEY	2023 Win Tax Refund 11-29C	30.00	2327
Total For Dept 000				923,647.90	
Total For Fund 703 TAX FUN				923,647.90	

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DB: Onekama Twp

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Fund Totals:

Fund 101 GENERAL FUND	22,586.95
Fund 206 FIRE FUND	525.10
Fund 703 TAX FUND	923,647.90

946,759.95