

ONEKAMA TOWNSHIP BOARD REGULAR MEETING
WEDNESDAY, November 8, 2023, 4 P.M.
AGENDA

Join Zoom Meeting

<https://us06web.zoom.us/j/82869659087?pwd=TmZDUFlscUxYWjRVeng5cHNUS3dGQT09>

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE

MINUTES

October 11, 2023 Regular Meeting Minutes

October 30, 2023 Special Meeting Minutes

AMEND AGENDA

PUBLIC COMMENT

CLERK'S REPORT

Revenue & Expense Reports, Trial Balance

TREASURER'S REPORT

Treasurer's Report

Cash & Investments, Investment Income, Balance Sheet

FIRE

Report

COUNTY COMMISSIONERS

Jeff Dontz

Janice McCraner

ASSESSOR

Molly Whetstone

NEW BUSINESS

Elections Update

Ordinance 2010-1 ORV's

Hunting on Township Property

Short-Term Rental

Township Hall Use

BS & A

UNFINISHED BUSINESS

Title Work for 5 Parcels

Phone System

REPORTS OF BOARDS AND COMMITTEES:

HARBOR COMMISSION

PARKS & RECREATION

Report

PLANNING COMMISSION

ZONING

Katie Mehl and Glenn Zaring

Action Report

Enforcement Report

ROADS

INVASIVE SPECIES

Bre – PLM Report

ZBA
PLA
RECYCLE
PUBLIC COMMENT
CORRESPONDENCE
BILLS TO BE PAID
ADJOURN

**ONEKAMA TOWNSHIP
REGULAR BOARD MEETING
WEDNESDAY, OCTOBER 11, 2023, 4:00 PM**

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

Pledge of Allegiance

ATTENDANCE: Bob Blackmore, Al Taylor, Ed Bradford, Shelli Johnson, and Meister

MINUTES: September 13, 2023 Regular Board Meeting Minutes: Bradford requested the Minutes be amended in the Treasurer's Report to reflect:

“Thursday, September ~~15th~~, the office hours will be from 9 am – 5 pm to ~~eliminate the 1% interest in late fees.~~” To be replaced with, “ Thursday, September 14th, the office hours will be from 9 am – 5 pm to allow residents to pay prior to the 1% interest being charged”.

Motion by Taylor, Seconded by Blackmore to approve the Minutes for the September 13, 2023 Regular Board Meeting with the amendments as stated. M/C

AMEND AGENDA: Add Commissioner Janice McCraner to follow Commissioner Jeff Dontz. Move Recycle up to speak after the Assessor.

PUBLIC COMMENT: Comment received from a resident residing in Wick-a-te-wah regarding the proposed roadwork to be done in the area, that majority of the residents were unaware of. He is in communication with the Manistee County Road Commission and the Township Liaison regarding the proposal. Many concerns were voiced, that may not have been considered when the project was recommended. Inquiring to see if the Township would entertain having input from the locals and perhaps a committee with input that allows residents to be on such committee.

Comment received from a resident regarding the contract that the Township has with the Manistee County Planning Department. The request was for 10 days (instead of 7) to receive documents for public hearings, in order for the public to view, develop questions, and respond.

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

TREASURER'S REPORT: Bradford reported that he had included the investment information in the Board Packet. September 14th was the due date for the Summer taxes. Most of the taxes have been received.

FIRE REPORT: Report from Fire Chief Rob Johnson. The Department responded to 19 calls in the month of September. There were 3 mutual aides, 1 lift assist, 2 structure fires, and 2 PI accidents. The department is at 276 runs for the year. The department would like to renew the Lexipol Training agreement for 2024. It has been a great training opportunity and very convenient for everyone. It also gives a different avenue vs the same training year after year. The boat will be removed from the water at the end of October and winterized for the season. The new rescue vehicle is on track for the end of this year. There is a final “build” meeting scheduled for tomorrow on the new engine. All apparatuses have passed the DOT inspections.

Johnson will get with the Sheriff to try and schedule a debriefing on the boat accident in Lake Michigan up near Arcadia.

COUNTY COMMISSIONERS:

Jeff Dontz: Commissioner Dontz spoke of the 9 days of Early Voting. There will be 3 sites within the County. Kaleva, Manistee Township, and the City. MSU Extension gave its report to the Board. The Youth of the 4H has doubled in capacity, according to an update from Ms. Bossingham. Veterans Grant has been signed for \$69,000. The Board has signed for the Sheriff’s department Boat for \$45,000, Manistee County Community Foundation for \$10,000. Onekama Township has renewed the Zoning Agreement with the County Planning. Glenn Zaring has signed the Code Enforcement Agreement with the Planning Department. \$28,000 has been spent to run fiber optic through the Planning Department. The Drain Commissioner has asked to close the Lumley Drain. That has been tabled. The County has voted to not renew the MTA agreement.

Janice McCraner: Shared Dontz’s comments.

ASSESSOR: Molly Whetstone gave the monthly report. Changes to the Veteran Exemption were given to the Government. For example, if the widow moved, and the veteran didn’t live there, the exemption goes with her/him. Beginning in the year 2025, file once and filing doesn’t have to be done anymore. Keep your eye on the website. As soon as we get the Bulletin with the update(s), they will be posted on the website.

www.onekamatwp.org/assessor

RECYCLE: Discussion over placement of the recycle bins and the recycle trailer. The Township has experienced and expressed the pain and agony of the “violators” over several years. Township personnel has taken trash/doors/chairs/the list goes on, to their residential dumpsters for disposal for years. If it doesn’t affect people, they don’t seem to care. As the site was used at the fairgrounds the Township has received numerous compliments on the cleanliness of the building and area. The School representative likes the fairgrounds area better than the Township as well. The Fair Board, however, has felt the pain of the “violators”. They don’t want the mess. The Lion’s Club wants the parking spots back. The next project is finding a new location for the recycle containers. Onekama Township taxpayers are recycling items for non-participating Townships, which are out of our control. In the meantime, we need to work

together to come up with a solution. The topic will be discussed at the County Commissioners meeting next Tuesday.

NEW BUSINESS:

Elections Update: Johnson stated that the County-wide Agreement is not complete yet. Should be done within the next few days. Johnson is looking for Election Inspectors. Anyone interested should contact her at clerk@onekamatwp.org. Training for Clerks on Early Voting is in the works but most clerks are on a waiting list as spaces are limited. The changes for Clerks/Deputy Clerks seem to be happening on a daily basis.

Ordinance 2010-1 ORV's: Blackmore handed out some proposed changes to the ORV ordinance. Tabled until November.

Hunting on Township Property: The Clerk's Office has received several visits, calls, and emails regarding hunting on Township Property. This prompts potential issues to arise. Documentation to be drawn up for November's meeting.

UNFINISHED BUSINESS:

Title Work 5 Parcels: Meeting between the Attorney, Whetstone, Meister, and Bradford. Letters to the property owners drawn up for the Attorney to review. Resurvey Midway property? Bradford to contact Bentley to stake out the property.

Move forward on adjusting the property line on Woods. Meister to get with Grier on this issue.

Phone System: Bradford and Johnson working on this project. No new updates.

REPORTS OF BOARDS AND COMMITTEES:

HARBOR COMMISSION: Report given by Jim Simons. The committee is working with Michelle Ervin on the waterways trail.

PARKS & RECREATION: Report given by Bick Pratt. The word Draft needs to come off of the August Meeting Minutes. **Motion** by Blackmore, seconded by Johnson to approve the application for John Wemlinger to the Parks & Recreation Committee. M/C Meister to set up a meeting with Dave Schuler regarding the sand and drain issue at Langland park. Pratt would like to move forward with the ADA mats for the beach area, and the ADA compliant tables, which are 300 lbs each. Meister stated that he will do a follow up on the bridge for Glen Park.

PLANNING COMMISSION: Report given by Dave Wallace. A Special Meeting/Public Hearing was held on September 21 with approximately 50 citizens attending. Wallace gave a review of the evening and discussions that took place. The Planning Commission has reviewed the language of the ordinance in Article 84 and have decided to keep it as-is. Bradford stated that there is some confusion regarding his concern over the Ordinance. He believes that section 6 is a duplicate and should be removed. Bradford would like the PC to look at it one more time.

Regarding the sidewalk between PPI and Langland, research was done. Yes, the sidewalk is there, however, it isn't a "dedicated" sidewalk. **Motion** by Johnson, seconded by Blackmore to appoint Christopher Forth as a member to the Planning Commission. M/C The Master Plan was distributed to the Township Board. Comments were received from the public. One in particular being the pictures. Some of them weren't of the Onekama area. The thought process behind those was that there was potential to someday have places in Onekama similar to the pictures placed in the Master Plan. There were attempts to replace some of them, but there were no suitable replacements.

ZONING: Reports were received from the County and the Code Enforcement Officer. Last month, the Township Board had a consensus to approve the Zoning Agreement, however, did not have the actual revised contract due to some clerical adjustments that needed to be made. **Motion** by Bradford, Seconded by Blackmore to approve the County Contract for Zoning. M/C.

ROADS: Report from Blackmore. Continued discussion on Wick-a-te-wah area paving. The project list for 2024 is due in January. Schedule a special meeting to discuss budgeting in a work session type meeting.

INVASIVE SPECIES: Taylor stated that the Fish Study report was distributed and he briefly went over the results. The study can be found on the Township website. A chart was distributed regarding a timeline of events that has happened during 2023, year-to-year comparisons on treatments, and comparisons to local lakes. PLM will be at the November Township Board meeting. Johnson inquired about the Ecoli test results. Taylor stated that he has tried contacting the individual a few times with no response. Meister requested the contact information so that he may attempt as well.

ZBA: There is a Public Hearing on October 26th at 2:00 PM.

PLA: Fall Festival is complete. The group is looking at the Fairgrounds to hold the event in the future.

PUBLIC COMMENT: None

CORRESPONDENCE: None

BILLS TO BE PAID: **Motion** by Blackmore, seconded by Taylor to pay the bills for September. M/C

ADJOURN at 7:15 pm

**ONEKAMA TOWNSHIP
SPECIAL BOARD MEETING
MONDAY OCTOBER 30, 2023 @ 10:00 AM**

Meeting called to order by Supervisor David Meister at 10:02 AM

Pledge of Allegiance

ATTENDANCE: Bob Blackmore, Al Taylor, Shelli Johnson, and Meister.
Absent: Ed Bradford

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:
None

PHONE SYSTEM:

Proposal received from Ring Central and BSB Communications Inc, a cloud-based phone system to replace the current system at the Township. The current phone system has had the repair company in twice to troubleshoot, without success. Right now, only one line can be utilized. If that line is being used, nobody can call in/out of the Township. **Motion** by Johnson, Seconded by Blackmore to purchase the Cloud-based phone system per the proposal received for \$2,319. M/C

RECYCLE SYSTEM:

Meister attended the Green Team meeting last week. The Fair Board wants the trailer and containers moved out of the Fairgrounds as it is damaging the property; and was a temporary location. The school will be making a determination on the location of the trailer, as that item is their responsibility. The Township is not against the Recycle Program and feels recycling is important. Alternative locations have been presented to the County and discussed for the past seven years, with no progress. The latest grant has been denied, and the topic was supposed to be on their Agenda at their last meeting. **Motion** by Meister to bring the green bins back to the Township Hall location. Motion Failed with lack of support. **Motion** by Blackmore, seconded by Taylor to not bring the green bins back to the Township Hall property. Yeas – 3 Nays – 1 M/C

PUBLIC COMMENT: None

ADJOURNED AT 10:28 AM

Shelli Johnson, Clerk

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
Account Type: Expenditure							
Unclassified							
101	TOWNSHIP BOARD	114,100.00	114,100.00	62,584.59	5,893.40	51,515.41	54.85
171	SUPERVISOR	27,750.00	27,750.00	11,737.94	1,565.06	16,012.06	42.30
215	CLERK	50,975.00	50,975.00	26,059.38	3,654.90	24,915.62	51.12
247	BOARD OF REVIEW	3,800.00	3,800.00	216.71	0.00	3,583.29	5.70
253	TREASURER	57,050.00	57,050.00	25,456.35	3,232.49	31,593.65	44.62
257	ASSESSOR	49,500.00	49,500.00	30,361.20	4,692.00	19,138.80	61.34
262	ELECTIONS	33,900.00	33,900.00	537.49	537.49	33,362.51	1.59
265	BUILDING & GROUNDS	83,960.00	83,960.00	77,908.52	3,526.70	6,051.48	92.79
266	ATTORNEY	35,000.00	35,000.00	4,473.00	399.00	30,527.00	12.78
330	LIQUOR LAW ENFORCEMENT	1,290.00	1,290.00	745.20	99.36	544.80	57.77
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	2,760.00	325.00	14,840.00	15.68
701	PLANNING COMMISSION	20,860.00	20,860.00	3,450.85	932.46	17,409.15	16.54
702	ZONING	40,800.00	40,800.00	18,871.66	15,000.00	21,928.34	46.25
751	PARKS & RECREATION	150,585.00	150,585.00	48,140.61	1,841.20	102,444.39	31.97
Unclassified		691,370.00	691,370.00	314,176.37	41,699.06	377,193.63	45.44
Total Expenditure:		691,370.00	691,370.00	314,176.37	41,699.06	377,193.63	45.44
TOTAL EXPENDITURES		691,370.00	691,370.00	314,176.37	41,699.06	377,193.63	45.44
Fund 101 - GENERAL FUND:		691,370.00	691,370.00	314,176.37	41,699.06	377,193.63	45.44
TOTAL EXPENDITURES		691,370.00	691,370.00	314,176.37	41,699.06	377,193.63	45.44

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	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

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Fund 206 - FIRE FUND							
Expenditures							
Account Type: Expenditure							
Unclassified							
000		254,600.00	254,600.00	199,910.04	8,180.38	54,689.96	78.52
Unclassified		254,600.00	254,600.00	199,910.04	8,180.38	54,689.96	78.52
Total Expenditure:		254,600.00	254,600.00	199,910.04	8,180.38	54,689.96	78.52
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		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 220 - LAKE IMPROVEMENT FUND (INVASIVE SPECIES)							
Expenditures							
Account Type: Expenditure							
Unclassified							
000		75,000.00	75,000.00	40,707.87	12,841.44	34,292.13	54.28
Unclassified		75,000.00	75,000.00	40,707.87	12,841.44	34,292.13	54.28
Total Expenditure:		75,000.00	75,000.00	40,707.87	12,841.44	34,292.13	54.28
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TOTAL EXPENDITURES		75,000.00	75,000.00	40,707.87	12,841.44	34,292.13	54.28
TOTAL EXPENDITURES - ALL FUNDS		1,405,970.00	1,405,970.00	577,095.50	62,720.88	828,874.50	41.05

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2023	MONTH 10/31/23	BALANCE	
				NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
Account Type: Expenditure							
Unclassified							
101	TOWNSHIP BOARD	114,100.00	114,100.00	62,584.59	5,893.40	51,515.41	54.85
171	SUPERVISOR	27,750.00	27,750.00	11,737.94	1,565.06	16,012.06	42.30
215	CLERK	50,975.00	50,975.00	26,059.38	3,654.90	24,915.62	51.12
247	BOARD OF REVIEW	3,800.00	3,800.00	216.71	0.00	3,583.29	5.70
253	TREASURER	57,050.00	57,050.00	25,456.35	3,232.49	31,593.65	44.62
257	ASSESSOR	49,500.00	49,500.00	30,361.20	4,692.00	19,138.80	61.34
262	ELECTIONS	33,900.00	33,900.00	537.49	537.49	33,362.51	1.59
265	BUILDING & GROUNDS	83,960.00	83,960.00	77,908.52	3,526.70	6,051.48	92.79
266	ATTORNEY	35,000.00	35,000.00	4,473.00	399.00	30,527.00	12.78
330	LIQUOR LAW ENFORCEMENT	1,290.00	1,290.00	745.20	99.36	544.80	57.77
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	2,760.00	325.00	14,840.00	15.68
701	PLANNING COMMISSION	20,860.00	20,860.00	3,450.85	932.46	17,409.15	16.54
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567	CEMETERY	17,600.00	17,600.00	2,760.00	325.00	14,840.00	15.68
701	PLANNING COMMISSION	20,860.00	20,860.00	3,450.85	932.46	17,409.15	16.54
702	ZONING	40,800.00	40,800.00	18,871.66	15,000.00	21,928.34	46.25
751	PARKS & RECREATION	150,585.00	150,585.00	48,140.61	1,841.20	102,444.39	31.97
Unclassified		691,370.00	691,370.00	314,176.37	41,699.06	377,193.63	45.44
Total Expenditure:		691,370.00	691,370.00	314,176.37	41,699.06	377,193.63	45.44
TOTAL EXPENDITURES		691,370.00	691,370.00	314,176.37	41,699.06	377,193.63	45.44
Fund 101 - GENERAL FUND:		691,370.00	691,370.00	314,176.37	41,699.06	377,193.63	45.44
TOTAL EXPENDITURES		691,370.00	691,370.00	314,176.37	41,699.06	377,193.63	45.44

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	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 10/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET	10/31/2023 NORM (ABNORM)	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)		
Fund 206 - FIRE FUND										
Expenditures										
Account Type: Expenditure										
Unclassified										
000		254,600.00	254,600.00	199,910.04		8,180.38		54,689.96		78.52
Unclassified		254,600.00	254,600.00	199,910.04		8,180.38		54,689.96		78.52
Total Expenditure:		254,600.00	254,600.00	199,910.04		8,180.38		54,689.96		78.52
TOTAL EXPENDITURES		254,600.00	254,600.00	199,910.04		8,180.38		54,689.96		78.52
Fund 206 - FIRE FUND:										
TOTAL EXPENDITURES		254,600.00	254,600.00	199,910.04		8,180.38		54,689.96		78.52

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 220 - LAKE IMPROVEMENT FUND (INVASIVE SPECIES)							
Expenditures							
Account Type: Expenditure							
Unclassified							
000		75,000.00	75,000.00	40,707.87	12,841.44	34,292.13	54.28
Unclassified		75,000.00	75,000.00	40,707.87	12,841.44	34,292.13	54.28
Total Expenditure:		75,000.00	75,000.00	40,707.87	12,841.44	34,292.13	54.28
TOTAL EXPENDITURES		75,000.00	75,000.00	40,707.87	12,841.44	34,292.13	54.28
Fund 220 - LAKE IMPROVEMENT FUND (INVASIVE SPECIES):							
TOTAL EXPENDITURES		75,000.00	75,000.00	40,707.87	12,841.44	34,292.13	54.28
TOTAL EXPENDITURES - ALL FUNDS		1,405,970.00	1,405,970.00	577,095.50	62,720.88	828,874.50	41.05

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INVOICE REGISTER REPORT FOR ONEKAMA TOWNSHIP
 EXP CHECK RUN DATES 10/01/2023 - 10/31/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: FIRE

Inv Num Inv Ref#	Vendor	Description GL Distribution	Inv Date	Due Date Entered By	Inv Amt	A
Vendor 0442 - ALLIED FIRE SALES & SERVICES LLC:						
	50798					
4540	ALLIED FIRE SALES & SERVICES LLC	VEHICLE INSPECTIONS AND LABOR	10/09/2023	10/31/2023 AMBER	3,022.96	
	206-000-931.000	REPAIRS AND MAINT - AUTO & APPARATUS			3,022.96	
	3625					
4556	ALLIED FIRE SALES & SERVICES LLC	CAPS	09/13/2023	10/31/2023 AMBER	418.94	
	206-000-727.000	SUPPLIES			418.94	
	Total for vendor 0442 - ALLIED FIRE SALES & SERVICES LLC:				3,441.90	
Vendor 0345 - CADILLAC GARAGE DOOR INC.:						
	88746					
4575	CADILLAC GARAGE DOOR INC.	COMMERCIAL SERVICE CALL	10/19/2023	10/31/2023 AMBER	181.00	
	206-000-930.000	REPAIRS AND MAINTENANCE			181.00	
	Total for vendor 0345 - CADILLAC GARAGE DOOR INC.:				181.00	
Vendor 0038 - CHARTER COMMUNICATIONS:						
	005323901100123FF					
4554	CHARTER COMMUNICATIONS	TV, INTERNET AND PHONE	10/01/2023	10/31/2023 AMBER	161.90	
	206-000-920.000	UTILITIES			161.90	
	Total for vendor 0038 - CHARTER COMMUNICATIONS:				161.90	
Vendor 0045 - CONSUMERS ENERGY:						
	CONMAINOCT2023FF					
4548	CONSUMERS ENERGY	CONSUMERS ENERGY MAIN ST FF	09/26/2023	10/24/2023 AMBER	40.13	
	206-000-920.000	UTILITIES			40.13	
	Total for vendor 0045 - CONSUMERS ENERGY:				40.13	
Vendor 0344 - ELAN CARDMEMBER SERVICE:						
	ELANOCT2023FF					
4529	ELAN CARDMEMBER SERVICE	CREDIT CARD PAYMENT- BOOTS	09/27/2023	10/27/2023 AMBER	539.00	
	206-000-727.000	SUPPLIES			539.00	
	Total for vendor 0344 - ELAN CARDMEMBER SERVICE:				539.00	
Vendor 0283 - EMERGENCY MEDICAL PRODUCTS INC:						
	2587679					
4570	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	10/03/2023	10/31/2023 AMBER	181.60	
	206-000-728.000	SUPPLIES - MEDICAL & SAFETY			181.60	
	Total for vendor 0283 - EMERGENCY MEDICAL PRODUCTS INC:				181.60	
Vendor 0536 - ONEKAMA MARINE:						
	47587					
4571	ONEKAMA MARINE	ROPE	09/06/2023	10/31/2023 AMBER	101.90	
	206-000-931.000	REPAIRS AND MAINT - AUTO & APPARATUS			101.90	
	47709					
4572	ONEKAMA MARINE	FUEL FOR BOAT	09/11/2023	10/31/2023 AMBER	148.73	
	206-000-931.000	REPAIRS AND MAINT - AUTO & APPARATUS			148.73	
	Total for vendor 0536 - ONEKAMA MARINE:				250.63	

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INVOICE REGISTER REPORT FOR ONEKAMA TOWNSHIP
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 BANK CODE: FIRE

Inv Num	Vendor	Description	Inv Date	Due Date	Inv Amt	AI
Inv Ref#		GL Distribution		Entered By		
Vendor 0202 - REPUBLIC SERVICES:						
	0239-003436741FF					
4560	REPUBLIC SERVICES		09/30/2023	10/31/2023	53.10	
		TRASH- FIRE		AMBER		
	206-000-920.000	UTILITIES			53.10	
	Total for vendor 0202 - REPUBLIC SERVICES:				<u>53.10</u>	

Vendor 0291 - YOUR FLEETCARD PROGRAM:						
	FLEETCARDOCT2023					
4569	YOUR FLEETCARD PROGRAM		10/06/2023	10/27/2023	138.69	
		CREDIT CARD- FUEL		AMBER		
	206-000-931.000	REPAIRS AND MAINT - AUTO & APPARATUS			138.69	
	Total for vendor 0291 - YOUR FLEETCARD PROGRAM:				<u>138.69</u>	

# of Invoices:	11	# Due:	0	Totals:	4,987.95
# of Credit Memos:	0	# Due:	0	Totals:	<u>0.00</u>
Net of Invoices and Credit Memos:					4,987.95

--- TOTALS BY FUND ---		
206 - FIRE FUND		4,987.95
--- TOTALS BY DEPT/ACTIVITY ---		
000 -		4,987.95

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INVOICE REGISTER REPORT FOR ONEKAMA TOWNSHIP
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 BANK CODE: WESTG

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date Entered By	Inv Amt	Al
Vendor 0024 - BETSIE VALLEY IRRIGATION:					
	6247				
4521	BETSIE VALLEY IRRIGATION WINTERIZATION OF IRRIGATION SYSTEM	09/28/2023	10/28/2023 AMBER	180.00	
	101-265-802.000 CONTRACTUAL SERVICES			180.00	
	Total for vendor 0024 - BETSIE VALLEY IRRIGATION:			180.00	
Vendor 0455 - BLACK CAP FARMS:					
	000121				
4576	BLACK CAP FARMS PLANTS	09/21/2023	10/31/2023 AMBER	299.19	
	101-751-727.000 SUPPLIES			299.19	
	Total for vendor 0455 - BLACK CAP FARMS:			299.19	
Vendor 0038 - CHARTER COMMUNICATIONS:					
	005323901100123				
4553	CHARTER COMMUNICATIONS TV, INTERNET AND PHONE	10/01/2023	10/31/2023 AMBER	161.90	
	101-265-920.000 UTILITIES			161.90	
	Total for vendor 0038 - CHARTER COMMUNICATIONS:			161.90	
Vendor 0045 - CONSUMERS ENERGY:					
	CON2NDSTOCT2023				
4542	CONSUMERS ENERGY CONSUMERS ENERGY- 2ND ST	09/26/2023	10/23/2023 AMBER	28.79	
	101-101-921.000 LIGHTING			28.79	
	CONLEDLIGHTSOCT2023				
4543	CONSUMERS ENERGY CONSUMERS ENERGY - LED LIGHTS	10/01/2023	10/31/2023 AMBER	238.15	
	101-101-921.000 LIGHTING			238.15	
	CONSTREETOCT2023				
4544	CONSUMERS ENERGY CONSUMERS ENERGY - STREET LIGHTS	10/01/2023	10/31/2023 AMBER	86.34	
	101-101-921.000 LIGHTING			86.34	
	CONGREENWAYOCT2023				
4545	CONSUMERS ENERGY CONSUMERS ENERGY - GREENWAY ST	09/28/2023	10/27/2023 AMBER	37.19	
	101-751-921.000 LIGHTING			37.19	
	CONFAIRWAYOCT2023				
4546	CONSUMERS ENERGY CONSUMERS ENERGY - FAIRWAY ST	09/28/2023	10/27/2023 AMBER	28.79	
	101-101-921.000 LIGHTING			28.79	
	CONMAINOCT2023				
4547	CONSUMERS ENERGY CONSUMERS ENERGY - MAIN ST	09/26/2023	10/24/2023 AMBER	40.13	
	101-101-921.000 LIGHTING			40.13	
	Total for vendor 0045 - CONSUMERS ENERGY:			459.39	
Vendor 0344 - ELAN CARDMEMBER SERVICE:					
	ELANOCT2023				
4528	ELAN CARDMEMBER SERVICE CREDIT CARD PAYMENT	09/27/2023	10/27/2023 AMBER	393.49	
	101-101-727.000 SUPPLIES			72.00	
	101-215-727.000 SUPPLIES			58.46	
	101-101-727.000 SUPPLIES			141.80	
	101-101-727.000 SUPPLIES			71.97	
	101-253-727.000 SUPPLIES			49.26	
	Total for vendor 0344 - ELAN CARDMEMBER SERVICE:			393.49	

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INVOICE REGISTER REPORT FOR ONEKAMA TOWNSHIP
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date Entered By	Inv Amt	Al
Vendor 0527 - GRAND TRAVERSE CONSTRUCTION:					
	8-23847-01				
4525	GRAND TRAVERSE CONSTRUCTION DROP BOX FOR TOWNSHIP HALL	09/27/2023	10/27/2023 AMBER	2,500.00	
	101-265-930.000		REPAIRS AND MAINTENANCE	2,500.00	
	Total for vendor 0527 - GRAND TRAVERSE CONSTRUCTION:			2,500.00	
Vendor 0473 - GREAT LAKES ASSESSING:					
	ASSESSOCT2023				
4526	GREAT LAKES ASSESSING ASSESSING CONTRACT	10/01/2023	10/31/2023 AMBER	3,859.00	
	101-257-802.000		CONTRACTUAL SERVICES	3,859.00	
	Total for vendor 0473 - GREAT LAKES ASSESSING:			3,859.00	
Vendor 0539 - GRIZ'S EXCAVATING:					
	3129				
4561	GRIZ'S EXCAVATING LAYOUT AND STRIPING OF PARKING LOT	09/29/2023	10/31/2023 AMBER	650.00	
	101-101-971.000		CAPITAL OUTLAY	650.00	
	Total for vendor 0539 - GRIZ'S EXCAVATING:			650.00	
Vendor 0090 - JACKPINE BUSINESS CENTER:					
	INV3022				
4541	JACKPINE BUSINESS CENTER DIGITAL FILE COPIES	10/04/2023	10/31/2023 AMBER	71.25	
	101-701-727.000		SUPPLIES	71.25	
	Total for vendor 0090 - JACKPINE BUSINESS CENTER:			71.25	
Vendor 0104 - LARSEN'S LANDSCAPING & LAWN CARE:					
	82475				
4552	LARSEN'S LANDSCAPING & LAWN CARE LAWN CARE	09/30/2023	10/31/2023 AMBER	270.00	
	101-265-802.000		CONTRACTUAL SERVICES	270.00	
	Total for vendor 0104 - LARSEN'S LANDSCAPING & LAWN CARE:			270.00	
Vendor 0119 - MANISTEE COUNTY PLANNING DEPARTMENT:					
	22-2023				
4555	MANISTEE COUNTY PLANNING DEPARTMENT ZONING CONTRACT SERVICES	10/04/2023	10/31/2023 AMBER	15,000.00	
	101-702-802.000		CONTRACTUAL SERVICES	15,000.00	
	Total for vendor 0119 - MANISTEE COUNTY PLANNING DEPARTMENT:			15,000.00	
Vendor 0166 - ONEKAMA BUILDING SUPPLY:					
	2309-233406				
4522	ONEKAMA BUILDING SUPPLY TOILET PAPER AND PAPER TOWEL	09/21/2023	10/21/2023 AMBER	0.00	
	101-265-727.000		SUPPLIES	129.98	
	Total for vendor 0166 - ONEKAMA BUILDING SUPPLY:			0.00	
Vendor 0538 - PIVOT POINT PARTNERS LLC:					
	1798				
4527	PIVOT POINT PARTNERS LLC ASSESSING SOFTWARE	09/25/2023	10/25/2023 AMBER	833.00	
	101-257-727.000		SUPPLIES	833.00	
	Total for vendor 0538 - PIVOT POINT PARTNERS LLC:			833.00	
Vendor 0419 - PRINTING SYSTEMS INC:					

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INVOICE REGISTER REPORT FOR ONEKAMA TOWNSHIP
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date Entered By	Inv Amt	Al
4539	229157 PRINTING SYSTEMS INC AV BALLOT RETURN AND OUTER ENVELOPES 101-262-727.000 SUPPLIES Total for vendor 0419 - PRINTING SYSTEMS INC:	10/05/2023	10/31/2023 AMBER	537.49 537.49 537.49	
Vendor 0202 - REPUBLIC SERVICES:					
4559	0239-003436741 REPUBLIC SERVICES TRASH 101-751-920.000 UTILITIES 101-265-920.000 UTILITIES Total for vendor 0202 - REPUBLIC SERVICES:	09/30/2023	10/31/2023 AMBER	518.60 465.50 53.10 518.60	
Vendor 0393 - RICHARDS & MCDOUGALL, P.C.:					
4558	29724 RICHARDS & MCDOUGALL, P.C. ACCOUNTING SERVICES 101-101-801.000 PROFESSIONAL SERVICES Total for vendor 0393 - RICHARDS & MCDOUGALL, P.C.:	09/30/2023	10/31/2023 AMBER	2,880.00 2,880.00 2,880.00	
Vendor 0207 - RUNNING, WISE & FORD, P.L.C.:					
4549	44840 RUNNING, WISE & FORD, P.L.C. ATTORNWY FEES- GENERAL MATTERS 101-266-803.000 ATTORNEY	10/03/2023	10/31/2023 AMBER	343.00 343.00	
4550	44839 RUNNING, WISE & FORD, P.L.C. ATTORNEY FEES- STOKES/VANECEK ZBA 101-266-803.000 ATTORNEY Total for vendor 0207 - RUNNING, WISE & FORD, P.L.C.:	10/03/2023	10/31/2023 AMBER	56.00 56.00 399.00	
Vendor 0221 - SIEVERT, JOHN:					
4538	035236 SIEVERT, JOHN CEMETERY FALL MOWING 101-567-802.000 CONTRACTUAL SERVICES Total for vendor 0221 - SIEVERT, JOHN:	10/04/2023	10/31/2023 AMBER	325.00 325.00 325.00	
Vendor 0363 - SPICER GROUP:					
4573	224370 SPICER GROUP LANGLAND PARK JOINT PERMIT PRE- 101-751-802.000 CONTRACTUAL SERVICES Total for vendor 0363 - SPICER GROUP:	09/28/2023	10/31/2023 AMBER	485.50 485.50 485.50	
Vendor 0246 - THE PIONEER GROUP:					
4557	PIONEEROCT2023 THE PIONEER GROUP NEWSPAPER PUBLISHING 101-101-900.000 PUBLISHING Total for vendor 0246 - THE PIONEER GROUP:	09/30/2023	10/17/2023 AMBER	134.25 134.25 134.25	
Vendor 0534 - WEST MICHIGAN POWER WASH:					
4551	10896 WEST MICHIGAN POWER WASH POWERWASH OF RESTROOM AT LANGLAND	10/04/2023	10/31/2023 AMBER	500.00	

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 BANK CODE: WESTG

Inv Num	Vendor	Description	Inv Date	Due Date	Inv Amt	As
Inv Ref#		GL Distribution		Entered By		
	101-751-802.000	CONTRACTUAL SERVICES			500.00	
		Total for vendor 0534 - WEST MICHIGAN POWER WASH:			500.00	
# of Invoices:	27	# Due:	0	Totals:	30,457.06	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	
Net of Invoices and Credit Memos:					30,457.06	

--- TOTALS BY FUND ---

101 - GENERAL FUND 30,457.06

--- TOTALS BY DEPT/ACTIVITY ---

101 - TOWNSHIP BOARD 4,372.22
 215 - CLERK 58.46
 253 - TREASURER 49.26
 257 - ASSESSOR 4,692.00
 262 - ELECTIONS 537.49
 265 - BUILDING & GROUNDS 3,165.00
 266 - ATTORNEY 399.00
 567 - CEMETERY 325.00
 701 - PLANNING COMMISSION 71.25
 702 - ZONING 15,000.00
 751 - PARKS & RECREATION 1,787.38

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INVOICE REGISTER REPORT FOR ONEKAMA TOWNSHIP
 POST DATES 10/01/2023 - 10/31/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: LAKE

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	An
4523	PLM LAKE & LAND MANAGEMENT CORP	09/27/2023	10/27/2023	152.25	
4524	PLM LAKE & LAND MANAGEMENT CORP	09/20/2023	10/20/2023	8,730.69	
4574	PLM LAKE & LAND MANAGEMENT CORP	06/15/2023	10/31/2023	3,958.50	
# of Invoices:	3	# Due:	0	Totals:	12,841.44
# of Credit Memos:	0	# Due:	0	Totals:	0.00
Net of Invoices and Credit Memos:					12,841.44

--- TOTALS BY FUND ---
 220 - LAKE IMPROVEMENT FUND (INVAS 12,841.44
 --- TOTALS BY DEPT/ACTIVITY ---
 000 - 12,841.44

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	BALANCE		2023-24 AMENDED BUDGET	END BALANCE 10/31/2023
		NORMAL	(ABNORMAL)		
Fund 101 - GENERAL FUND					
Assets					
Function: Unclassified					
Dept 000					
101-000-001.000	CASH		(12,630.84)		76,806.80
101-000-001.001	CASH - ESCROW		19,849.28		19,499.28
101-000-002.000	CASH - MM		0.00		0.00
101-000-003.000	CASH - CD'S		0.00		0.00
101-000-005.000	CASH - MICHIGAN CLASS		860,993.35		857,586.88
101-000-020.000	PROPERTY TAXES RECEIVABLE		12,397.27		(2,065.90)
101-000-040.000	ACCOUNTS RECEIVABLE		0.00		0.00
101-000-078.000	DUE FROM STATE		28,126.42		3,133.42
101-000-081.000	DUE FROM OTHER GOVERNMENT		0.00		0.00
101-000-084.204	DUE FROM ROAD FUND		0.00		0.00
101-000-084.206	DUE FROM FIRE FUND		7,032.23		57,126.77
101-000-084.220	DUE FROM LAKE IMPROVEMENT FUND		0.00		0.00
101-000-084.703	DUE FROM TAX COLLECTION		0.00		0.00
101-000-123.000	PREPAID EXPENDITURES		5,458.50		4,904.82
Total Dept 000			921,226.21		1,016,992.07
Total - Function Unclassified			921,226.21		1,016,992.07
TOTAL ASSETS			921,226.21		1,016,992.07
Liabilities					
Function: Unclassified					
Dept 000					
101-000-200.000	FUNDS HELD IN ESCROW		19,499.28		19,499.28
101-000-202.000	ACCOUNTS PAYABLE		19,515.91		32.11
101-000-214.000	DUE TO OTHER FUNDS		18,139.93		14,828.01
101-000-214.206	DUE TO FIRE FUND		0.00		0.00
101-000-228.001	DUE TO STATE - INCOME TAX WITHHELD		(1,940.81)		(3,945.67)
101-000-229.001	DUE TO FEDERAL - INCOME TAX WITHHELD		1,917.59		(3,797.10)
101-000-229.002	DUE TO FEDERAL - FICA		4,076.30		4,368.02
101-000-230.000	DUE TO OTHER UNITS OF GOVERNMENT		0.00		0.00
101-000-231.000	DUE TO STATE - SUTA		0.00		(1.04)
101-000-257.000	ACCRUED WAGES PAYABLE		0.00		(1,634.65)
101-000-339.000	UNEARNED REVENUE		47,448.09		0.00
Total Dept 000			108,656.29		29,348.96
Total - Function Unclassified			108,656.29		29,348.96
TOTAL LIABILITIES			108,656.29		29,348.96
Fund Equity					
Function: Unclassified					
Dept 000					
101-000-390.000	FUND BALANCE		886,002.50		1,038,787.24
Total Dept 000			886,002.50		1,038,787.24
Total - Function Unclassified			886,002.50		1,038,787.24
TOTAL FUND EQUITY			886,002.50		1,038,787.24
Revenues					
Function: Unclassified					
Dept 000					
101-000-402.000	CURRENT PROPERTY TAXES		47.45	279,900.00	0.00
101-000-411.000	DELINQUENT PROPERTY TAXES		10,623.47	7,200.00	8,840.51
101-000-445.000	PENALTIES AND INTEREST ON TAXES		106.20	0.00	0.00
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE		59,999.81	77,700.00	63,082.29
101-000-448.000	SUMMER TAX COLLECTION FEE		3,524.00	8,000.00	0.00
101-000-451.000	SPECIAL ASSESSMENTS		0.00	0.00	0.00
101-000-476.000	BUSINESS LICENSE AND PERMITS		1,700.00	5,000.00	6,900.00
101-000-478.000	LAND AND SPECIAL USE PERMITS		15,790.00	15,000.00	13,420.00

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	BALANCE		END BALANCE
		10/31/2022	2023-24	10/31/2023
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)
Fund 101 - GENERAL FUND				
Revenues				
101-000-479.000	VARIANCE AND APPEALS	750.00	3,000.00	0.00
101-000-480.000	CEMETERY FEES	150.00	500.00	0.00
101-000-502.000	FEDERAL GRANTS	0.00	0.00	0.00
101-000-528.000	FEDERAL GRANTS - OTHER	47,447.01	0.00	0.00
101-000-540.000	STATE GRANTS	0.00	75,900.00	68,310.00
101-000-541.000	LIQUOR LICENSE REVENUE	1,208.90	1,200.00	727.65
101-000-542.000	METRO ACT REVENUE	4,866.84	5,000.00	5,664.28
101-000-573.000	LOCAL COMMUNITY STABILIZATION AUTHORITY	0.00	800.00	100.74
101-000-574.000	STATE REVENUE SHARING	50,340.00	105,000.00	47,357.00
101-000-626.000	CHARGE FOR SERVICES	21.70	100.00	580.80
101-000-642.000	SALES	0.00	0.00	0.00
101-000-665.000	INTEREST INCOME	5,414.96	20,000.00	26,226.66
101-000-667.000	RENTAL INCOME	0.00	0.00	0.00
101-000-668.000	ROYALTIES	1,214.75	1,800.00	1,225.82
101-000-674.000	DONATIONS	325.00	1,000.00	500.00
101-000-675.000	LOCAL GRANTS	0.00	5,000.00	4,885.00
101-000-676.000	REIMBURSEMENT TO TWP	1,103.41	3,500.00	58.46
101-000-684.000	OTHER REVENUE	2,539.67	1,500.00	632.03
101-000-693.000	SALE OF FIXED ASSETS	0.00	70,000.00	14,521.00
101-000-699.000	TRANSFERS IN	0.00	0.00	0.00
Total Dept 000		207,173.17	687,100.00	263,032.24
Total - Function Unclassified		207,173.17	687,100.00	263,032.24
TOTAL REVENUES		207,173.17	687,100.00	263,032.24
Expenditures				
Function: Unclassified				
Dept 000				
101-000-718.000	SUTA	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00
Dept 101 - TOWNSHIP BOARD				
101-101-702.000	WAGES	10,717.01	24,000.00	10,958.10
101-101-715.000	SOCIAL SECURITY	826.50	1,800.00	838.30
101-101-727.000	SUPPLIES	2,006.57	8,000.00	9,708.90
101-101-801.000	PROFESSIONAL SERVICES	32,421.60	35,000.00	18,310.00
101-101-802.000	CONTRACTUAL SERVICES	8,312.23	11,500.00	8,948.10
101-101-860.000	MILEAGE	72.80	500.00	0.00
101-101-900.000	PUBLISHING	2,617.45	5,000.00	895.35
101-101-921.000	LIGHTING	2,951.62	5,500.00	3,445.49
101-101-930.000	REPAIRS AND MAINTENANCE	0.00	300.00	524.00
101-101-955.000	OTHER EXPENSE	1,329.21	7,000.00	213.26
101-101-956.000	TRAINING & EDUCATION	0.00	2,000.00	18.00
101-101-957.000	MEMBERSHIP DUES	3,064.85	3,500.00	3,543.09
101-101-958.000	INSURANCE	4,616.00	5,000.00	4,532.00
101-101-971.000	CAPITAL OUTLAY	0.00	5,000.00	650.00
101-101-995.000	TRANSFERS OUT	0.00	0.00	0.00
Total Dept 101 - TOWNSHIP BOARD		68,935.84	114,100.00	62,584.59
Dept 171 - SUPERVISOR				
101-171-702.000	WAGES	9,990.41	23,900.00	10,903.80
101-171-715.000	SOCIAL SECURITY	764.27	1,850.00	834.14
101-171-727.000	SUPPLIES	0.00	1,000.00	0.00
101-171-860.000	MILEAGE	0.00	500.00	0.00
101-171-955.000	OTHER EXPENSE	0.00	0.00	0.00
101-171-956.000	TRAINING & EDUCATION	0.00	500.00	0.00
Total Dept 171 - SUPERVISOR		10,754.68	27,750.00	11,737.94
Dept 215 - CLERK				
101-215-702.000	WAGES	21,403.69	42,175.00	23,340.75
101-215-715.000	SOCIAL SECURITY	1,630.84	3,650.00	1,771.12
101-215-727.000	SUPPLIES	2,062.94	4,000.00	859.63
101-215-801.000	PROFESSIONAL SERVICES	0.00	0.00	0.00
101-215-860.000	MILEAGE	100.50	500.00	62.88
101-215-955.000	OTHER EXPENSE	0.00	0.00	0.00
101-215-956.000	TRAINING & EDUCATION	0.00	500.00	25.00

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	BALANCE		END BALANCE
		10/31/2022	2023-24	10/31/2023
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)
Fund 101 - GENERAL FUND				
Expenditures				
101-215-957.000	MEMBERSHIP DUES	0.00	150.00	0.00
101-215-971.000	CAPITAL OUTLAY	0.00	0.00	0.00
Total Dept 215 - CLERK		25,197.97	50,975.00	26,059.38
Dept 247 - BOARD OF REVIEW				
101-247-702.000	WAGES	120.00	2,500.00	180.00
101-247-715.000	SOCIAL SECURITY	9.18	200.00	13.78
101-247-727.000	SUPPLIES	0.00	0.00	0.00
101-247-860.000	MILEAGE	0.00	100.00	22.93
101-247-900.000	PUBLISHING	0.00	500.00	0.00
101-247-955.000	OTHER EXPENSE	0.00	0.00	0.00
101-247-956.000	TRAINING & EDUCATION	0.00	500.00	0.00
Total Dept 247 - BOARD OF REVIEW		129.18	3,800.00	216.71
Dept 253 - TREASURER				
101-253-702.000	WAGES	21,396.28	40,000.00	22,444.99
101-253-715.000	SOCIAL SECURITY	1,634.13	3,000.00	1,717.04
101-253-727.000	SUPPLIES	510.97	1,200.00	509.23
101-253-801.000	PROFESSIONAL SERVICES	0.00	0.00	0.00
101-253-802.000	CONTRACTUAL SERVICES	0.00	12,000.00	785.09
101-253-860.000	MILEAGE	0.00	200.00	0.00
101-253-900.000	PUBLISHING	0.00	0.00	0.00
101-253-955.000	OTHER EXPENSE	0.00	500.00	0.00
101-253-956.000	TRAINING & EDUCATION	0.00	0.00	0.00
101-253-957.000	MEMBERSHIP DUES	0.00	150.00	0.00
101-253-971.000	CAPITAL OUTLAY	0.00	0.00	0.00
Total Dept 253 - TREASURER		23,541.38	57,050.00	25,456.35
Dept 257 - ASSESSOR				
101-257-702.000	WAGES	1,038.47	0.00	0.00
101-257-715.000	SOCIAL SECURITY	79.45	0.00	0.00
101-257-727.000	SUPPLIES	0.00	1,000.00	833.00
101-257-802.000	CONTRACTUAL SERVICES	24,127.00	48,500.00	29,528.20
101-257-860.000	MILEAGE	0.00	0.00	0.00
101-257-900.000	PUBLISHING	0.00	0.00	0.00
101-257-955.000	OTHER EXPENSE	0.00	0.00	0.00
101-257-956.000	TRAINING & EDUCATION	0.00	0.00	0.00
101-257-971.000	CAPITAL OUTLAY	0.00	0.00	0.00
Total Dept 257 - ASSESSOR		25,244.92	49,500.00	30,361.20
Dept 262 - ELECTIONS				
101-262-702.000	WAGES	3,022.00	20,000.00	0.00
101-262-715.000	SOCIAL SECURITY	0.00	0.00	0.00
101-262-727.000	SUPPLIES	1,154.90	10,000.00	537.49
101-262-802.000	CONTRACTUAL SERVICES	582.25	2,500.00	0.00
101-262-860.000	MILEAGE	0.00	100.00	0.00
101-262-900.000	PUBLISHING	0.00	300.00	0.00
101-262-955.000	OTHER EXPENSE	0.00	0.00	0.00
101-262-956.000	TRAINING & EDUCATION	0.00	1,000.00	0.00
Total Dept 262 - ELECTIONS		4,759.15	33,900.00	537.49
Dept 265 - BUILDING & GROUNDS				
101-265-702.000	WAGES	2,688.00	6,000.00	2,226.00
101-265-715.000	SOCIAL SECURITY	205.62	460.00	170.28
101-265-727.000	SUPPLIES	820.35	13,000.00	283.78
101-265-802.000	CONTRACTUAL SERVICES	9,150.65	20,000.00	9,824.70
101-265-920.000	UTILITIES	6,357.90	9,000.00	5,930.10
101-265-930.000	REPAIRS AND MAINTENANCE	1,629.00	23,000.00	2,807.66
101-265-955.000	OTHER EXPENSE	203.47	500.00	0.00
101-265-958.000	INSURANCE	9,620.00	12,000.00	0.00
101-265-971.000	CAPITAL OUTLAY	0.00	0.00	56,666.00
Total Dept 265 - BUILDING & GROUNDS		30,674.99	83,960.00	77,908.52
Dept 266 - ATTORNEY				
101-266-803.000	ATTORNEY	21,069.21	35,000.00	4,473.00

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	BALANCE		END BALANCE
		10/31/2022	2023-24	10/31/2023
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)
Fund 101 - GENERAL FUND				
Expenditures				
Total Dept 266 - ATTORNEY		21,069.21	35,000.00	4,473.00
Dept 330 - LIQUOR LAW ENFORCEMENT				
101-330-702.000	WAGES	738.40	1,200.00	692.25
101-330-715.000	SOCIAL SECURITY	56.48	90.00	52.95
101-330-727.000	SUPPLIES	0.00	0.00	0.00
101-330-955.000	OTHER EXPENSE	0.00	0.00	0.00
Total Dept 330 - LIQUOR LAW ENFORCEMENT		794.88	1,290.00	745.20
Dept 536 - SANITARY SEWER				
101-536-801.000	PROFESSIONAL SERVICES	0.00	2,000.00	0.00
101-536-802.000	CONTRACTUAL SERVICES	0.00	1,200.00	0.00
101-536-955.000	OTHER EXPENSE	0.00	1,000.00	872.87
Total Dept 536 - SANITARY SEWER		0.00	4,200.00	872.87
Dept 567 - CEMETERY				
101-567-702.000	WAGES	0.00	0.00	0.00
101-567-727.000	SUPPLIES	47.26	600.00	310.00
101-567-802.000	CONTRACTUAL SERVICES	1,275.00	15,000.00	2,450.00
101-567-860.000	MILEAGE	0.00	0.00	0.00
101-567-930.000	REPAIRS AND MAINTENANCE	1,625.00	2,000.00	0.00
101-567-955.000	OTHER EXPENSE	0.00	0.00	0.00
101-567-956.000	TRAINING & EDUCATION	0.00	0.00	0.00
101-567-957.000	MEMBERSHIP DUES	0.00	0.00	0.00
101-567-971.000	CAPITAL OUTLAY	0.00	0.00	0.00
Total Dept 567 - CEMETERY		2,947.26	17,600.00	2,760.00
Dept 701 - PLANNING COMMISSION				
101-701-702.000	WAGES	3,829.00	6,000.00	2,978.76
101-701-715.000	SOCIAL SECURITY	272.34	460.00	207.34
101-701-727.000	SUPPLIES	34.99	2,200.00	71.25
101-701-801.000	PROFESSIONAL SERVICES	11,431.37	7,000.00	0.00
101-701-860.000	MILEAGE	0.00	0.00	0.00
101-701-900.000	PUBLISHING	0.00	4,000.00	193.50
101-701-955.000	OTHER EXPENSE	0.00	0.00	0.00
101-701-956.000	TRAINING & EDUCATION	0.00	500.00	0.00
101-701-957.000	MEMBERSHIP DUES	0.00	700.00	0.00
Total Dept 701 - PLANNING COMMISSION		15,567.70	20,860.00	3,450.85
Dept 702 - ZONING				
101-702-702.000	WAGES	130.00	1,300.00	60.00
101-702-715.000	SOCIAL SECURITY	9.94	0.00	4.59
101-702-727.000	SUPPLIES	0.00	300.00	0.00
101-702-802.000	CONTRACTUAL SERVICES	15,736.05	38,000.00	18,807.07
101-702-860.000	MILEAGE	0.00	0.00	0.00
101-702-900.000	PUBLISHING	0.00	1,200.00	0.00
101-702-955.000	OTHER EXPENSE	0.00	0.00	0.00
101-702-956.000	TRAINING & EDUCATION	0.00	0.00	0.00
Total Dept 702 - ZONING		15,875.99	40,800.00	18,871.66
Dept 751 - PARKS & RECREATION				
101-751-702.000	WAGES	0.00	0.00	6,540.00
101-751-715.000	SOCIAL SECURITY	0.00	0.00	500.29
101-751-727.000	SUPPLIES	5,945.89	11,085.00	7,990.81
101-751-801.000	PROFESSIONAL SERVICES	0.00	16,500.00	0.00
101-751-802.000	CONTRACTUAL SERVICES	18,645.79	24,000.00	21,875.39
101-751-920.000	UTILITIES	348.31	1,000.00	1,756.56
101-751-921.000	LIGHTING	272.03	500.00	239.36
101-751-930.000	REPAIRS AND MAINTENANCE	9,868.24	20,500.00	9,238.20
101-751-955.000	OTHER EXPENSE	32.34	1,000.00	0.00
101-751-971.000	CAPITAL OUTLAY	0.00	76,000.00	0.00
Total Dept 751 - PARKS & RECREATION		35,112.60	150,585.00	48,140.61
Dept 880 - INVASIVE SPECIES				
101-880-802.000	CONTRACTUAL SERVICES	0.00	0.00	0.00
101-880-955.000	OTHER EXPENSE	0.00	0.00	0.00

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	BALANCE		2023-24 AMENDED BUDGET	END BALANCE	
		10/31/2022 NORMAL (ABNORMAL)			10/31/2023 NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 880 - INVASIVE SPECIES		0.00		0.00		0.00
Total - Function Unclassified		280,605.75		691,370.00		314,176.37
TOTAL EXPENDITURES		280,605.75		691,370.00		314,176.37
Total Fund 101 - GENERAL FUND						
TOTAL ASSETS		921,226.21				1,016,992.07
BEG. FUND BALANCE		882,619.42				1,038,787.24
+ NET OF REVENUES & EXPENDITURES		(73,432.58)		(4,270.00)		(51,144.13)
+ FUND BALANCE ADJUSTMENTS		3,383.08				0.00
= ENDING FUND BALANCE		812,569.92				987,643.11
+ LIABILITIES		108,656.29				29,348.96
= TOTAL LIABILITIES AND FUND BALANCE		921,226.21				1,016,992.07

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	BALANCE		2023-24 AMENDED BUDGET	END BALANCE 10/31/2023
		NORMAL	(ABNORMAL)		
Fund 204 - ROAD FUND					
Assets					
Function: Unclassified					
Dept 000					
204-000-001.000	CASH	494,951.72			144,375.01
204-000-005.000	CASH - MICHIGAN CLASS		0.00		523,263.73
204-000-020.000	PROPERTY TAXES RECEIVABLE	7,147.71			5,856.40
204-000-084.101	DUE FROM GENERAL FUND		0.00		0.00
Total Dept 000		502,099.43			673,495.14
Total - Function Unclassified		502,099.43			673,495.14
TOTAL ASSETS		502,099.43			673,495.14
Liabilities					
Function: Unclassified					
Dept 000					
204-000-202.000	ACCOUNTS PAYABLE		0.00		0.00
204-000-214.101	DUE TO GENERAL FUND		0.00		0.00
Total Dept 000		0.00			0.00
Total - Function Unclassified		0.00			0.00
TOTAL LIABILITIES		0.00			0.00
Fund Equity					
Function: Unclassified					
Dept 000					
204-000-390.000	FUND BALANCE	537,839.43			679,747.83
Total Dept 000		537,839.43			679,747.83
Total - Function Unclassified		537,839.43			679,747.83
TOTAL FUND EQUITY		537,839.43			679,747.83
Revenues					
Function: Unclassified					
Dept 000					
204-000-402.000	CURRENT PROPERTY TAXES	0.00		188,300.00	0.00
204-000-411.000	DELINQUENT PROPERTY TAXES	0.00		4,800.00	0.00
204-000-665.000	INTEREST INCOME	155.27		10,000.00	16,048.53
204-000-676.000	REIMBURSEMENT TO TWP	0.00		0.00	0.00
204-000-684.000	OTHER REVENUE	0.00		0.00	0.00
Total Dept 000		155.27		203,100.00	16,048.53
Total - Function Unclassified		155.27		203,100.00	16,048.53
TOTAL REVENUES		155.27		203,100.00	16,048.53
Expenditures					
Function: Unclassified					
Dept 000					
204-000-727.000	SUPPLIES	0.00		1,000.00	145.00
204-000-801.000	PROFESSIONAL SERVICES	0.00		20,000.00	0.00
204-000-930.000	REPAIRS AND MAINTENANCE	35,895.27		364,000.00	22,156.22
204-000-955.000	OTHER EXPENSE	0.00		0.00	0.00
Total Dept 000		35,895.27		385,000.00	22,301.22

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	BALANCE		2023-24 AMENDED BUDGET	END BALANCE	
		10/31/2022			10/31/2023	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
Fund 204 - ROAD FUND						
Expenditures						
Total - Function Unclassified		35,895.27		385,000.00		22,301.22
TOTAL EXPENDITURES		35,895.27		385,000.00		22,301.22
Total Fund 204 - ROAD FUND						
TOTAL ASSETS		502,099.43				673,495.14
BEG. FUND BALANCE		537,839.43				679,747.83
+ NET OF REVENUES & EXPENDITURES		(35,740.00)		(181,900.00)		(6,252.69)
= ENDING FUND BALANCE		502,099.43				673,495.14
+ LIABILITIES		0.00				0.00
= TOTAL LIABILITIES AND FUND BALANCE		502,099.43				673,495.14

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	BALANCE		2023-24 AMENDED BUDGET	END BALANCE 10/31/2023
		10/31/2022 NORMAL (ABNORMAL)			
Fund 206 - FIRE FUND					
Assets					
Function: Unclassified					
Dept 000					
206-000-001.000	CASH	160,525.06			109,220.25
206-000-002.000	CASH - MM	0.00			0.00
206-000-005.000	CASH - MICHIGAN CLASS	301,875.85			319,912.73
206-000-020.000	PROPERTY TAXES RECEIVABLE	7,109.32			(1,284.27)
206-000-040.000	ACCOUNTS RECEIVABLE	0.00			0.00
206-000-084.101	DUE FROM GENERAL FUND	0.00			0.00
206-000-123.000	PREPAID EXPENDITURES	9,574.75			9,593.98
206-000-133.000	ACCUMULATED DEPRECIATION	0.00			0.00
206-000-146.000	FURNITURE AND EQUIPMENT	0.00			0.00
Total Dept 000		479,084.98			437,442.69
Total - Function Unclassified		479,084.98			437,442.69
TOTAL ASSETS		479,084.98			437,442.69
Liabilities					
Function: Unclassified					
Dept 000					
206-000-202.000	ACCOUNTS PAYABLE	0.00			650.73
206-000-214.101	DUE TO GENERAL FUND	7,032.23			57,126.77
206-000-231.000	DUE TO STATE - SUTA	0.00			0.00
206-000-257.000	ACCRUED WAGES PAYABLE	0.00			(419.52)
206-000-339.000	UNEARNED REVENUE	0.00			0.00
Total Dept 000		7,032.23			57,357.98
Total - Function Unclassified		7,032.23			57,357.98
TOTAL LIABILITIES		7,032.23			57,357.98
Fund Equity					
Function: Unclassified					
Dept 000					
206-000-390.000	FUND BALANCE	485,325.68			550,814.71
Total Dept 000		485,325.68			550,814.71
Total - Function Unclassified		485,325.68			550,814.71
TOTAL FUND EQUITY		485,325.68			550,814.71
Revenues					
Function: Unclassified					
Dept 000					
206-000-402.000	CURRENT PROPERTY TAXES	0.00	195,700.00		0.00
206-000-411.000	DELINQUENT PROPERTY TAXES	0.00	5,000.00		0.00
206-000-502.000	FEDERAL GRANTS	53,005.00	0.00		0.00
206-000-626.000	CHARGE FOR SERVICES	0.00	0.00		0.00
206-000-626.001	FIRE AND RESCUE CHARGES	5,250.00	9,000.00		5,250.00
206-000-642.000	SALES	0.00	30,000.00		0.00
206-000-665.000	INTEREST INCOME	1,976.01	9,000.00		12,054.33
206-000-674.000	DONATIONS	1,760.00	1,500.00		100.00
206-000-675.000	LOCAL GRANTS	0.00	5,000.00		11,775.71
206-000-676.000	REIMBURSEMENT TO TWP	0.00	0.00		0.00
206-000-684.000	OTHER REVENUE	0.00	0.00		0.00
Total Dept 000		61,991.01	255,200.00		29,180.04
Total - Function Unclassified		61,991.01	255,200.00		29,180.04

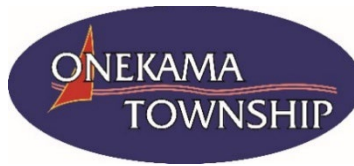
PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	BALANCE		2023-24 AMENDED BUDGET	END BALANCE 10/31/2023
		NORMAL	(ABNORMAL)		
Fund 206 - FIRE FUND					
Revenues					
TOTAL REVENUES		61,991.01		255,200.00	29,180.04
Expenditures					
Function: Unclassified					
Dept 000					
206-000-702.000	WAGES	26,666.76		45,000.00	24,177.21
206-000-715.000	SOCIAL SECURITY	2,040.02		3,500.00	1,849.47
206-000-718.000	SUTA	0.00		0.00	0.00
206-000-727.000	SUPPLIES	4,133.28		10,000.00	26,737.45
206-000-728.000	SUPPLIES - MEDICAL & SAFETY	1,750.58		12,000.00	7,532.88
206-000-801.000	PROFESSIONAL SERVICES	0.00		0.00	0.00
206-000-803.000	ATTORNEY	0.00		0.00	0.00
206-000-860.000	MILEAGE	0.00		0.00	0.00
206-000-880.000	ADVERTISING AND PROMOTION	871.68		500.00	0.00
206-000-920.000	UTILITIES	2,636.52		6,600.00	2,920.13
206-000-930.000	REPAIRS AND MAINTENANCE	1,091.56		10,000.00	2,046.70
206-000-931.000	REPAIRS AND MAINT - AUTO & APPARATUS	17,521.54		30,000.00	7,550.20
206-000-940.000	RENT EXPENSE	0.00		0.00	0.00
206-000-955.000	OTHER EXPENSE	0.00		0.00	30.00
206-000-956.000	TRAINING & EDUCATION	0.00		2,500.00	0.00
206-000-957.000	MEMBERSHIP DUES	0.00		3,500.00	0.00
206-000-958.000	INSURANCE	18,552.00		21,000.00	3,024.00
206-000-971.000	CAPITAL OUTLAY	0.00		110,000.00	124,042.00
Total Dept 000		75,263.94		254,600.00	199,910.04
Total - Function Unclassified		75,263.94		254,600.00	199,910.04
TOTAL EXPENDITURES		75,263.94		254,600.00	199,910.04
Total Fund 206 - FIRE FUND					
TOTAL ASSETS		479,084.98			437,442.69
BEG. FUND BALANCE		485,325.68			550,814.71
+ NET OF REVENUES & EXPENDITURES		(13,272.93)		600.00	(170,730.00)
= ENDING FUND BALANCE		472,052.75			380,084.71
+ LIABILITIES		7,032.23			57,357.98
= TOTAL LIABILITIES AND FUND BALANCE		479,084.98			437,442.69

GL NUMBER	DESCRIPTION	BALANCE		2023-24 AMENDED BUDGET	END BALANCE	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
Fund 220 - LAKE IMPROVEMENT FUND (INVASIVE SPECIES)						
Assets						
Function: Unclassified						
Dept 000						
220-000-001.000	CASH	16,395.93				0.00
220-000-001.005	CASH		0.00			5,651.81
220-000-020.000	PROPERTY TAXES RECEIVABLE	3,882.90				3,146.56
220-000-084.101	DUE FROM GENERAL FUND		0.00			0.00
Total Dept 000		20,278.83				8,798.37
Total - Function Unclassified		20,278.83				8,798.37
TOTAL ASSETS		20,278.83				8,798.37
Liabilities						
Function: Unclassified						
Dept 000						
220-000-202.000	ACCOUNTS PAYABLE		0.00			0.00
220-000-214.101	DUE TO GENERAL FUND		0.00			0.00
Total Dept 000		0.00				0.00
Total - Function Unclassified		0.00				0.00
TOTAL LIABILITIES		0.00				0.00
Fund Equity						
Function: Unclassified						
Dept 000						
220-000-390.000	FUND BALANCE	33,424.88				49,496.01
Total Dept 000		33,424.88				49,496.01
Total - Function Unclassified		33,424.88				49,496.01
TOTAL FUND EQUITY		33,424.88				49,496.01
Revenues						
Function: Unclassified						
Dept 000						
220-000-451.000	SPECIAL ASSESSMENTS	0.00		75,000.00		0.00
220-000-665.000	INTEREST INCOME	0.00		500.00		10.23
220-000-684.000	OTHER REVENUE	0.00		0.00		0.00
Total Dept 000		0.00		75,500.00		10.23
Total - Function Unclassified		0.00		75,500.00		10.23
TOTAL REVENUES		0.00		75,500.00		10.23
Expenditures						
Function: Unclassified						
Dept 000						
220-000-727.000	SUPPLIES	0.00		0.00		0.00
220-000-801.000	PROFESSIONAL SERVICES	0.00		0.00		0.00
220-000-802.000	CONTRACTUAL SERVICES	13,146.05		74,000.00		40,707.87
220-000-955.000	OTHER EXPENSE	0.00		1,000.00		0.00
Total Dept 000		13,146.05		75,000.00		40,707.87
Total - Function Unclassified		13,146.05		75,000.00		40,707.87

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	BALANCE		2023-24 AMENDED BUDGET	END BALANCE	
		10/31/2022			10/31/2023	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
Fund 220 - LAKE IMPROVEMENT FUND (INVASIVE SPECIES)						
Expenditures						
TOTAL EXPENDITURES		13,146.05		75,000.00		40,707.87
Total Fund 220 - LAKE IMPROVEMENT FUND (INVASIVE SPECIES)						
TOTAL ASSETS		20,278.83				8,798.37
BEG. FUND BALANCE		33,424.88				49,496.01
+ NET OF REVENUES & EXPENDITURES		(13,146.05)		500.00		(40,697.64)
= ENDING FUND BALANCE		20,278.83				8,798.37
+ LIABILITIES		0.00				0.00
= TOTAL LIABILITIES AND FUND BALANCE		20,278.83				8,798.37



Memo to: Township Board
From: Ed Bradford, Treasurer
Subject: October 2023 Treasurer Report
Date: November 5, 2023

Cash Balances

I have included a cash and investment report in the packet for your review and information. Cash and investments total \$2,084,659.

Balance Sheet

I have included a balance sheet in the packet for your review and information.

Investments

I have included an investment income report in the packet for your review and information. Total investment earnings for the month were \$7,924. The recent daily yield on invested funds is 5.54% as of November 4.

Revenues

Revenues are included in the Clerk's Revenue & Expense Report.

Property Taxes

I have included the property tax collection report for the summer 2023 taxes. Due date for summer taxes was September 14. Most summer taxes have been collected. The 2023 winter tax special assessment roll is being finalized with the County. Winter bills go out December 1.

Credit Card Payments

Point & Pay onboarding is underway.

Phone System

Working with vendor to start implementation process.

All Records
SPEC. POPULATION: AD VALOREM+SPECIAL ACTS
REAL & PERSONAL PROPERTY
SUMMER BILLING TYPE(S)
USE CURRENTLY CHARGED INTEREST/PENALTY %

Taxing Authority	Original Roll	+/- Adjustments	Total to Collect	Taxes Collected	Amount Delinquent	Leased Land Delinquent
(S) COUNTY OPER	1,121,783.10	-1,407.62	1,120,375.48	1,079,442.07	40,933.41	0.00
(S) ST EDUC TAX	1,223,767.24	-1,535.59	1,222,231.65	1,177,576.67	44,654.98	0.00
(S) SCH OPER/51060	2,069,104.94	-1,938.37	2,067,166.57	1,981,713.68	85,452.89	0.00
(S) SCH DEBT/51060	713,858.74	-895.76	712,962.98	686,914.68	26,048.30	0.00
(S) SCH SF/51060	200,074.66	-251.05	199,823.61	192,523.33	7,300.28	0.00
(S) MANISTEE ISD	463,247.23	-581.28	462,665.95	445,762.52	16,903.43	0.00
(S) COMM COLLEGE	628,314.24	-788.42	627,525.82	604,599.10	22,926.72	0.00
(S) SCHOOL OPER FC	0.00	0.00	0.00	0.00	0.00	0.00
(*) QFF QUAL FOREST FEE	1,669.87	0.00	1,669.87	1,669.87	0.00	0.00
(S) SubTotals	6,421,820.02	-7,398.09	6,414,421.93	6,170,201.92	244,220.01	0.00
(S) Admin Fee	64,205.45	-73.98	64,131.47	61,727.42	2,404.05	0.00
(S) Interest					0.00	0.00
(S) Penalty					0.00	0.00
(S) Totals	6,486,025.47	-7,472.07	6,478,553.40	6,231,929.34	246,624.06	0.00
Grand Totals	6,486,025.47	-7,472.07	6,478,553.40	6,231,929.34	246,624.06	0.00

All Records
SPEC. POPULATION: AD VALOREM+SPECIAL ACTS
REAL & PERSONAL PROPERTY
SUMMER BILLING TYPE(S)
USE CURRENTLY CHARGED INTEREST/PENALTY %

Taxing Authority	Original Roll	+/- Adjustments	Total to Collect	Taxes Collected	Amount Delinquent	Leased Land Delinquent
UNIT 11 Onekama Township TOTALS:						
(S) COUNTY OPER	1,121,783.10	-1,407.62	1,120,375.48	1,079,442.07	40,933.41	0.00
(S) ST EDUC TAX	1,223,767.24	-1,535.59	1,222,231.65	1,177,576.67	44,654.98	0.00
(S) SCH OPER/51060	2,069,104.94	-1,938.37	2,067,166.57	1,981,713.68	85,452.89	0.00
(S) SCH DEBT/51060	713,858.74	-895.76	712,962.98	686,914.68	26,048.30	0.00
(S) SCH SF/51060	200,074.66	-251.05	199,823.61	192,523.33	7,300.28	0.00
(S) MANISTEE ISD	463,247.23	-581.28	462,665.95	445,762.52	16,903.43	0.00
(S) COMM COLLEGE	628,314.24	-788.42	627,525.82	604,599.10	22,926.72	0.00
(*) SP. ASSESSMENTS	1,669.87	0.00	1,669.87	1,669.87	0.00	0.00
(S) SubTotals	6,421,820.02	-7,398.09	6,414,421.93	6,170,201.92	244,220.01	0.00
(S) Admin Fee	64,205.45	-73.98	64,131.47	61,727.42	2,404.05	0.00
Interest					0.00	0.00
Penalty					0.00	0.00
(S) Totals	6,486,025.47	-7,472.07	6,478,553.40	6,231,929.34	246,624.06	0.00
Grand Totals	6,486,025.47	-7,472.07	6,478,553.40	6,231,929.34	246,624.06	0.00

All Records
SPEC. POPULATION: AD VALOREM+SPECIAL ACTS
REAL & PERSONAL PROPERTY
SUMMER BILLING TYPE(S)
USE CURRENTLY CHARGED INTEREST/PENALTY %

Taxing Authority	Original Roll	+/- Adjustments	Total to Collect	Taxes Collected	Amount Delinquent	Leased Land Delinquent
SCHOOL DISTRICT TOTALS: 51060 UNIT ID: 11 Onekama Township						
(S) COUNTY OPER	1,121,783.10	-1,407.62	1,120,375.48	1,079,442.07	40,933.41	0.00
(S) ST EDUC TAX	1,223,767.24	-1,535.59	1,222,231.65	1,177,576.67	44,654.98	0.00
(S) SCH OPER/51060	2,069,104.94	-1,938.37	2,067,166.57	1,981,713.68	85,452.89	0.00
(S) SCH DEBT/51060	713,858.74	-895.76	712,962.98	686,914.68	26,048.30	0.00
(S) SCH SF/51060	200,074.66	-251.05	199,823.61	192,523.33	7,300.28	0.00
(S) MANISTEE ISD	463,247.23	-581.28	462,665.95	445,762.52	16,903.43	0.00
(S) COMM COLLEGE	628,314.24	-788.42	627,525.82	604,599.10	22,926.72	0.00
(*) SP. ASSESSMENTS	1,669.87	0.00	1,669.87	1,669.87	0.00	0.00
(S) SubTotals	6,421,820.02	-7,398.09	6,414,421.93	6,170,201.92	244,220.01	0.00
(S) Admin Fee	64,205.45	-73.98	64,131.47	61,727.42	2,404.05	0.00
Interest					0.00	0.00
Penalty					0.00	0.00
(S) Totals	6,486,025.47	-7,472.07	6,478,553.40	6,231,929.34	246,624.06	0.00
Grand Totals	6,486,025.47	-7,472.07	6,478,553.40	6,231,929.34	246,624.06	0.00

CASH SUMMARY BY ACCOUNT FOR ONEKAMA TOWNSHIP
 FROM 10/01/2023 TO 10/31/2023
 FUND: 101 204 206 220 703
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 10/01/2023	Total Debits	Total Credits	Ending Balance 10/31/2023
Fund 101	GENERAL FUND				
001.000	CASH	84,556.55	41,202.31	48,952.06	76,806.80
001.001	CASH - ESCROW	19,499.28	0.00	0.00	19,499.28
005.000	CASH - MICHIGAN CLASS	853,599.10	3,987.78	0.00	857,586.88
	GENERAL FUND	<u>957,654.93</u>	<u>45,190.09</u>	<u>48,952.06</u>	<u>953,892.96</u>
Fund 204	ROAD FUND				
001.000	CASH	144,368.88	6.13	0.00	144,375.01
005.000	CASH - MICHIGAN CLASS	520,830.56	2,433.17	0.00	523,263.73
	ROAD FUND	<u>665,199.44</u>	<u>2,439.30</u>	<u>0.00</u>	<u>667,638.74</u>
Fund 206	FIRE FUND				
001.000	CASH	115,937.20	754.96	7,471.91	109,220.25
005.000	CASH - MICHIGAN CLASS	318,425.14	1,487.59	0.00	319,912.73
	FIRE FUND	<u>434,362.34</u>	<u>2,242.55</u>	<u>7,471.91</u>	<u>429,132.98</u>
Fund 220	LAKE IMPROVEMENT FUND (INVASIVE SPECIES)				
001.005	CASH	18,492.39	0.86	12,841.44	5,651.81
Fund 703	TAX FUND				
001.000	CASH	4,039,039.29	66,908.27	4,077,604.71	28,342.85
	TOTAL - ALL FUNDS	<u>6,114,748.39</u>	<u>116,781.07</u>	<u>4,146,870.12</u>	<u>2,084,659.34</u>

REVENUE AND EXPENDITURE REPORT FOR ONEKAMA TOWNSHIP
PERIOD ENDING 10/31/2023
% Fiscal Year Completed: 58.47

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	10/31/2023	MONTH 10/31/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
101-000-665.000	INTEREST INCOME	20,000.00	26,226.66	3,991.64		(6,226.66)	131.13	
204-000-665.000	INTEREST INCOME	10,000.00	16,048.53	2,439.30		(6,048.53)	160.49	
206-000-665.000	INTEREST INCOME	9,000.00	12,054.33	1,492.55		(3,054.33)	133.94	
220-000-665.000	INTEREST INCOME	500.00	10.23	0.86		489.77	2.05	
TOTAL REVENUES - ALL FUNDS		39,500.00	54,339.75	7,924.35		(14,839.75)	137.57	
TOTAL EXPENDITURES - ALL FUNDS		0.00	0.00	0.00		0.00	100.00	
NET OF REVENUES & EXPENDITURES		39,500.00	54,339.75	7,924.35		(14,839.75)	137.57	

Fund 101 GENERAL FUND

GL Number	Description	Balance
*** Assets ***		
101-000-001.000	CASH	76,806.80
101-000-001.001	CASH - ESCROW	19,499.28
101-000-002.000	CASH - MM	0.00
101-000-003.000	CASH - CD'S	0.00
101-000-005.000	CASH - MICHIGAN CLASS	857,586.88
101-000-020.000	PROPERTY TAXES RECEIVABLE	(2,065.90)
101-000-040.000	ACCOUNTS RECEIVABLE	0.00
101-000-078.000	DUE FROM STATE	3,133.42
101-000-081.000	DUE FROM OTHER GOVERNMENT	0.00
101-000-084.204	DUE FROM ROAD FUND	0.00
101-000-084.206	DUE FROM FIRE FUND	57,126.77
101-000-084.220	DUE FROM LAKE IMPROVEMENT FUND	0.00
101-000-084.703	DUE FROM TAX COLLECTION	0.00
101-000-123.000	PREPAID EXPENDITURES	4,904.82
Total Assets		1,016,992.07
*** Liabilities ***		
101-000-200.000	FUNDS HELD IN ESCROW	19,499.28
101-000-202.000	ACCOUNTS PAYABLE	32.11
101-000-214.000	DUE TO OTHER FUNDS	14,828.01
101-000-214.202	DUE TO ROAD FUND	0.00
101-000-214.206	DUE TO FIRE FUND	0.00
101-000-228.001	DUE TO STATE - INCOME TAX WITHHELD	(3,945.67)
101-000-229.001	DUE TO FEDERAL - INCOME TAX WITHHELD	(3,797.10)
101-000-229.002	DUE TO FEDERAL - FICA	4,368.02
101-000-230.000	DUE TO OTHER UNITS OF GOVERNMENT	0.00
101-000-231.000	DUE TO STATE - SUTA	(1.04)
101-000-257.000	ACCRUED WAGES PAYABLE	(1,634.65)
101-000-339.000	UNEARNED REVENUE	0.00
Total Liabilities		29,348.96
*** Fund Balance ***		
101-000-390.000	FUND BALANCE	1,038,787.24
Total Fund Balance		1,038,787.24
Beginning Fund Balance		1,038,787.24
Net of Revenues VS Expenditures		(51,144.13)
Fund Balance Adjustments		0.00
Ending Fund Balance		987,643.11
Total Liabilities And Fund Balance		1,016,992.07

Fund 204 ROAD FUND

GL Number	Description	Balance
*** Assets ***		
204-000-001.000	CASH	144,375.01
204-000-005.000	CASH - MICHIGAN CLASS	523,263.73
204-000-020.000	PROPERTY TAXES RECEIVABLE	5,856.40
204-000-084.101	DUE FROM GENERAL FUND	0.00
Total Assets		673,495.14
*** Liabilities ***		
204-000-202.000	ACCOUNTS PAYABLE	0.00
204-000-214.101	DUE TO GENERAL FUND	0.00
Total Liabilities		0.00
*** Fund Balance ***		
204-000-390.000	FUND BALANCE	679,747.83
Total Fund Balance		679,747.83
Beginning Fund Balance		679,747.83
Net of Revenues VS Expenditures		(6,252.69)
Ending Fund Balance		673,495.14
Total Liabilities And Fund Balance		673,495.14

Fund 206 FIRE FUND

GL Number	Description	Balance
*** Assets ***		
206-000-001.000	CASH	109,220.25
206-000-002.000	CASH - MM	0.00
206-000-005.000	CASH - MICHIGAN CLASS	319,912.73
206-000-020.000	PROPERTY TAXES RECEIVABLE	(1,284.27)
206-000-040.000	ACCOUNTS RECEIVABLE	0.00
206-000-084.101	DUE FROM GENERAL FUND	0.00
206-000-123.000	PREPAID EXPENDITURES	9,593.98
206-000-133.000	ACCUMULATED DEPRECIATION	0.00
206-000-146.000	FURNITURE AND EQUIPMENT	0.00
Total Assets		437,442.69
*** Liabilities ***		
206-000-202.000	ACCOUNTS PAYABLE	650.73
206-000-214.101	DUE TO GENERAL FUND	57,126.77
206-000-231.000	DUE TO STATE - SUTA	0.00
206-000-257.000	ACCRUED WAGES PAYABLE	(419.52)
206-000-339.000	UNEARNED REVENUE	0.00
Total Liabilities		57,357.98
*** Fund Balance ***		
206-000-390.000	FUND BALANCE	550,814.71
Total Fund Balance		550,814.71
Beginning Fund Balance		550,814.71
Net of Revenues VS Expenditures		(170,730.00)
Ending Fund Balance		380,084.71
Total Liabilities And Fund Balance		437,442.69

Fund 220 LAKE IMPROVEMENT FUND (INVASIVE SPECIES)

GL Number	Description	Balance
*** Assets ***		
220-000-001.000	CASH	0.00
220-000-001.005	CASH	5,651.81
220-000-020.000	PROPERTY TAXES RECEIVABLE	3,146.56
220-000-084.101	DUE FROM GENERAL FUND	0.00
Total Assets		8,798.37
*** Liabilities ***		
220-000-202.000	ACCOUNTS PAYABLE	0.00
220-000-214.101	DUE TO GENERAL FUND	0.00
Total Liabilities		0.00
*** Fund Balance ***		
220-000-390.000	FUND BALANCE	49,496.01
Total Fund Balance		49,496.01
Beginning Fund Balance		49,496.01
Net of Revenues VS Expenditures		(40,697.64)
Ending Fund Balance		8,798.37
Total Liabilities And Fund Balance		8,798.37

Fund 703 TAX FUND

GL Number	Description	Balance
*** Assets ***		
703-000-001.000	CASH	28,342.85
Total Assets		28,342.85
*** Liabilities ***		
703-000-202.000	ACCOUNTS PAYABLE	0.00
703-000-214.101	DUE TO GENERAL FUND	271.97
703-000-214.204	DUE TO ROAD FUND	0.00
703-000-214.206	DUE TO FIRE FUND	0.00
703-000-214.220	DUE TO LAKE IMPROVEMENT FUND	0.00
703-000-222.001	DUE TO COUNTY - OPERATING	4,831.28
703-000-222.002	DUE TO COUNTY - 911	0.00
703-000-222.003	DUE TO COUNTY - RECYCLING	0.00
703-000-222.005	DUE TO COUNTY - CONSERVATION DISTF	0.00
703-000-222.006	DUE TO COUNTY - COUNCIL ON AGING	0.00
703-000-222.007	DUE TO COUNTY - DIAL A RIDE	0.00
703-000-222.008	DUE TO COUNTY - MEDICAL CARE	0.00
703-000-223.000	DUE TO COUNTY - LIBRARY	0.00
703-000-225.001	DUE TO SCHOOL - DEBT	3,074.44
703-000-225.002	DUE TO SCHOOL - OPERATING	9,340.92
703-000-225.003	DUE TO SCHOOL - SINKING FUND	861.66
703-000-227.001	DUE TO VILLAGE - DLQ SEWER	0.00
703-000-228.002	DUE TO STATE - SET	5,270.51
703-000-228.003	DUE TO STATE - QUALIFIED FOREST FF	0.00
703-000-230.000	DUE TO OTHER UNITS OF GOVERNMENT	0.00
703-000-234.000	DUE TO MANISTEE INTERMEDIATE SCHOC	1,995.11
703-000-235.000	DUE TO WEST SHORE COLLEGE	2,705.98
703-000-275.000	DUE TO TAXPAYERS	(9.02)
Total Liabilities		28,342.85
*** Fund Balance ***		
703-000-390.000	FUND BALANCE	0.00
Total Fund Balance		0.00
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		0.00
Ending Fund Balance		0.00
Total Liabilities And Fund Balance		28,342.85

Fire Report for October

We had a total of 22 runs for the month. These included 4- Mutual Aid, 2- Lift Assist, 2- Brown Twp., 2 serious PI accidents and 1 CPR call.

We have pulled the boat for the year. Onekama Marine ended up making room in one of their heated storage barns for us. The storage will be at no charge, we will be billed for winterization. The boat was winterized before they found room to store the boat inside (if anybody was wondering).

Need to get 105 appraised and come up with a price for MMR, as they would like to purchase this vehicle from us to make an echo unit.

The county is getting ready to announce sign-ups for fire fighter class for next year, this will be offered to Benzie County as well, with Manistee County having priority.

We are also attempting to get our Township/Fire property approved through the State of Michigan as a certified training facility for a MER (MFR) course. This will be scheduled for October 2024 2 nights a week and 3 to 4 Saturdays. Expect to see an uprise in activity and people in the building.

There is a debriefing scheduled for the 13th of this month to discuss the boating accident that happened this summer off the shore of Arcadia/Onkama. I am planning on attending.

AGREEMENT FOR ELECTION SERVICES
BETWEEN Manistee County AND THE FOLLOWING TOWNSHIPS and CITIES:
 Arcadia, Bear Lake, Brown, Cleon, Dickson, Filer, Manistee, Maple Grove, Marilla, Norman, Onekama,
 Pleasanton, Springdale, Stronach and the City of Manistee.

This County Early Voting Site Agreement (the "Agreement") is made between Manistee County, 415 Third Street, Manistee, MI 49660 and the Jurisdictions at the following addresses:

- Arcadia Township** - 3422 Lake St, Arcadia, MI 49613
- Bear Lake Township** - 7771 Lake St, Bear Lake, MI 49614
- Brown Township** - 8223 Coates Hwy, Manistee, MI 49660
- Cleon Township** - 16505 Imhoff Dr, Copemish, MI 49625
 *(including new Cleon Township Hall location, spring of 2024)
- Dickson Township** - 14270 Brethren Blvd, Brethren, MI 49619
- Filer Township** - 2505 Filer City Rd, Manistee, MI 49660
- Manistee Township** - 410 Holden St, Manistee, MI 49660
- Maple Grove Township** - 9208 Kauko St, Kaleva, MI 49645
- Marilla Township** - 9991 Marilla Rd, Copemish, MI 49625
- Norman Township** - 1273 S. Seaman Rd, Wellston, MI 49689
- Onekama Township** - 5435 Main St, Onekama, MI 49675
- Pleasanton Township** - 8958 Lumley Rd, Bear Lake, MI 49614
- Springdale Township** - 14992 Glovers Lake Rd, Bear Lake, MI 49614
- Stronach Township** - 2471 Main St, Manistee, MI 49660
- City of Manistee** - 70 Maple St, Manistee, MI 49660, Precinct One and Precinct Two

In this Agreement, the county and each municipality will be represented by their respective clerk in their official capacity.

PURPOSE OF THE AGREEMENT. The county and the municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site.

Name of county
Manistee County

Name of municipality	Number of precincts in municipality	Number of registered electors in municipality*	Percentage of Cost Share
Arcadia Township	1	668	3.065%
Bear Lake Township	1	1,569	7.200%
Brown Township	1	661	3.033%
Cleon Township	1	928	4.258%
Dickson Township	1	860	3.946%
Filer Township	1	2,196	10.077%
Manistee Township	1	2,801	12.853%
Maple Grove Township	1	1,183	5.429%

Marilla Township	1	339	1.556%
Norman Township	1	1,582	7.260%
Onekama Township	1	1,410	6.470%
Pleasanton Township	1	809	3.712%
Springdale Township	1	808	3.708%
Stronach Township	1	808	3.708%
City of Manistee	2	Precinct 1 – 2,440 Precinct 2 – 2,730	11.197% 12.528%

Voter registration numbers as of October 2, 2023. Percentages will remain in effect through the 2024 election cycle.

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
 - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
 - 1.2 **Coordinator** means the individual appointed by the county clerk and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
 - 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).
 - 1.4 **Election Services** encompasses the following individual Election Services provided by the county or either municipality’s Elections Division, if applicable:
Manistee County Clerk
 - 1.5 **Legislative Body of the Municipality** means the city or township council elected or appointed and serving in the municipality.
 - 1.6 **Municipality** means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, Board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons’ successors.
 - 1.7 **QVF** means the Qualified Voter File as described in MCL 168.509m.
 - 1.8 **QVF Controller** means the individual appointed by the county clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.
 - 1.9 **Site Supervisor** means the participating municipal clerk or a member of the county clerk’s staff who shall act as supervisor for each day of early voting. The county clerk may appoint a different participating municipal clerk or member of the county clerk’s staff to act as a supervisor for different days of early voting.

2. **PARTIES TO AN AGREEMENT.**
 - 2.1 An Agreement may be entered into between one or more municipalities wholly or partially located within the same county and the county clerk of that county.

2.2 A municipality located in multiple counties can only enter into an Agreement with one of the counties in which the municipality is located.

3. **SCOPE OF THE AGREEMENT.**

3.1 The parties must decide among themselves and include in the Agreement the elections to which the Agreement applies. Early voting must be provided for all statewide and federal elections, but parties may extend early voting to non-statewide elections at their discretion.

4. **EARLY VOTING SITE COORDINATOR.**

4.1 Early Voting Site #1 – Heather Pefley
Early Voting Site #2 – Dianne Taylor
Early Voting Site #3 – Fran Beldo

will serve as coordinator of the early voting site as indicated and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.

4.1.1 In the event that that coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.

4.2 If the coordinator becomes unavailable for any reason, the role will be filled in one of the following ways, as determined by the parties upon execution of this Agreement:

4.2.1 The county clerk will appoint the new coordinator.

4.2.2 Early Voting Site #1 – Lora Laurain
Early Voting Site #2 – Heather Taylor and/or Melanie Young
Early Voting Site #3 – Pam Bagley

as backup coordinator, would assume the responsibilities of coordinator. If the backup coordinator is unavailable for any reason, the county clerk will appoint the new coordinator.

5. **QVF CONTROLLER.**

5.1 Early Voting Site #1 – Heather Pefley and/or Lora Laurain

Early Voting Site #2 – Dianne Taylor and/or Heather Taylor and/or Melanie Young

Early Voting Site #3 – Fran Beldo and/or Pam Bagley

will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF controller must meet the security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed.

6. **APPROVAL OF EARLY VOTING SITES.**

6.1 Pursuant to MCL 168.662, the county clerk, after consulting the participating municipal clerks, must submit each early voting site location to the board of county election commissioners for approval.

- 6.2 Each early voting site may serve all electors covered by the county Agreement, the electors in specific municipalities, the electors of one municipality, or any combination of these options, as long as each elector in the county is served by one or more early voting sites.

7. APPOINTMENT OF ELECTION INSPECTORS.

- 7.1 The board of county election commissioners is responsible for the appointment of election inspectors and receiving board for each early voting site.
- 7.2 At least 51 days before each statewide and federal election, the City and Township Clerks of every participating jurisdiction must submit a list of all available election inspectors and receiving board members for appointment. The Clerk for the Early Voting Host Site will indicate the inspectors they wish to utilize for their Receiving Board.
- 7.3 At least 31 days before each statewide and federal election, the board will appoint the election inspectors for each early voting site.
- 7.4 The County Clerk will be responsible for forwarding the names of appointed election inspectors to each political party.
- 7.5 The Early Voting Site Coordinator will be responsible for scheduling the election inspectors and further appointing a chairperson for each day of early voting at each early voting site.
- 7.6 The selection of election inspectors will be governed by MCL 168.674.

8. APPROVAL OF EARLY VOTING HOURS.

- 8.1 Prior to the submission of an Agreement or early voting plan, the county clerk and the clerks of the participating municipalities will do all of the following:
 - 8.1.1 For the nine early voting days guaranteed by the Constitution, decide among themselves the hours that early voting will be provided at the approved joint early voting site or sites and include those hours in this Agreement.
 - 8.1.2 For any dates or hours beyond the dates and hours guaranteed by the Constitution, the county clerk may set hours without regard to the required hours for early voting on the nine required days of early voting and include those days and hours in this Agreement.
 - 8.1.3 Indicate whether the days and hours specified in this Agreement apply to all elections or only to statewide and federal elections.

9. NOTICE OF EARLY VOTING HOURS.

- 9.1 Not less than 45 days before Election Day, the county clerk and the clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site or sites by posting of the notice on the county's and each municipality's website and any other publication or posting the clerk considers advisable.

10. BUDGET AND COST SHARING.

- 10.1 Prior to the submission of an Agreement or early voting plan, the county clerk and the clerks of the participating municipalities will produce a proposal for the early voting budget and cost sharing and chargeback procedures and enter the terms here:
 - 10.1.1 For all Federal/State elections (including the Presidential Primary), the Early Voting Site Coordinator will prepare a Site Early Voting Cost Report, for submission to the County Clerk, listing all Early Voting Site costs not paid for by the County. Costs to

be included are wages, payroll taxes, site rental fees, supplies, and miscellaneous costs deemed necessary by the Site Coordinator to run the Early Voting Site. The Site Early Voting Reports will be combined by the County Clerk to create the County Early Voting Site Cost Report. The County will provide a copy of the County Early Voting Site Cost Report to each municipality. Each municipality will be billed for its share of the costs listed on the County Early Voting Cost Report based on the municipality's Percentage of Cost Share as shown on page 1 and 2 of this agreement.

- 10.1.2** The Early Voting Site Coordinator will be responsible for paying election worker wages and any Early Voting Site costs. The Early Voting Site Chairperson(s) will be paid \$16.00 per hour; Early Voting Election Worker(s) will be paid \$15.00 per hour. The County Clerk is responsible for reimbursing each Early Voting Site Coordinator for the costs listed on their Site Early Voting Cost Report.
- 10.1.3** The Presidential Primary Reimbursement Form will be prepared and submitted by the County Clerk and/or the Site Coordinator, as directed by the Bureau of Elections, for all Early Voting costs not paid for by the County. Any Reimbursements will be distributed to the municipalities based on the municipality's Percentage of Cost Share as shown on pages 1 and 2 of this agreement.
- 10.1.4** The County Clerk will be responsible for ordering all equipment, including tabulators, print on demand devices, electronic poll books and printers for all Participating Jurisdictions. Costs not covered by the State of Michigan will be shared equally between all Participating Jurisdictions.
- 10.1.5** The County Clerk will be responsible for purchasing all memory transfer bags, early voting bags, ballot storage bags, test ballot storage bags, secrecy sleeves, additional voting booth ballot boxes, and any other equipment deemed necessary for the operation of the Early Voting Site. The costs, not covered by the State of Michigan, will be covered 50% by Manistee County and the remainder 50% will be divided by the Participating Jurisdictions equally.
- 10.1.6** The County Clerk will purchase and maintain a stock of blank ballot stock for on demand ballot printing. The County will pay the costs association with blank ballot stock.
- 10.1.7** Early Voting publication costs incurred by the County will be charged back equally to each municipality.
- 10.1.8** The County Clerk will be responsible for ordering and paying for all early voting precinct kits, if not paid for by the State of Michigan.
- 10.1.9** All Participating Jurisdictions will be responsible for the costs for ongoing maintenance costs for the early voting tabulators, voter assist terminals and print on demand devices, and electronic poll books for their respective municipality.

11. STAFFING AND SUPERVISION

- 11.1** The Early Voting Site Coordinator for each site is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees a specific early voting site(s). The Early Voting Site Coordinator will attempt to schedule workers from each Participating Jurisdiction proportionately to the best of their ability and based on worker availability.

- 11.2 The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.
- 11.3 The site supervisors for early voting sites must be listed in the attached Exhibit B.

12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).

- 12.1 Prior to the submission of the Early Voting Plan, the county clerk and the clerks of the participating municipalities will do all of the following:
 - 12.1.1 Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site.
 - 12.1.2 Determine whether the county or a municipality will provide the tabulators and early voting poll book laptops or other voting equipment.
- 12.2 The Early Voting Site Coordinator will be responsible for conducting testing of the electronic voting equipment.
- 12.3 All early voting equipment will be stored by the Early Voting Site Coordinator at their respective locations.
- 12.4 The Early Voting Site Coordinator will be responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
 - 12.4.1 If the coordinator is not a clerk, the county clerk and the clerks of the participating municipalities must decide among themselves which clerk is responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
- 12.5 Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY

- 13.1 During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State
- 13.2 During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3 At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.

14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS

- 14.1 The board of county election commissioners is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the county clerk.
- 14.2 At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.

15. EXECUTION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.

- 15.1** A county Early Voting Site Agreement must be finalized and signed by the participating county and all municipalities:
- 15.1.1** No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.
 - 15.1.2** No later than 90 days before a special statewide or federal election.

16. EARLY VOTING PLAN.

- 16.1** No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator will be responsible for ensuring an early voting plan, attached as Exhibit A, is filed with the county clerk of the county in which the municipalities are located.

17. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.

- 17.1** Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating county and municipalities. This ensure that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

18. DURATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.

- 18.1** This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of the county clerk and each participating municipal clerk.
- 18.2** The agreement is valid for all participating municipalities through 2024 election cycle.

19. CANCELLATION, MODIFICATION, AND TERMINATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.

- 19.1** If the county clerk withdraws from the Agreement for any reason, the Agreement will cease to exist and the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 19.2** If the parties terminate Agreement for any reason, the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 19.3** If a party withdraws from the Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided. A party to a municipal Agreement may withdraw from the Agreement by providing at least 30 days' written notice to the other Parties to the Agreement.
- 19.4** A Party may not withdraw from the Agreement during the period beginning 150 days before the first statewide November election in an even numbered year and ending on the completion of the county canvass for the statewide general November election in that even numbered year.
- 19.5** If the Agreement covers any elections in addition to statewide and federal elections, a Party may not withdraw from the Agreement during the period beginning 150 days before

the election covered under the Agreement and ending on the completion of the county canvass for that election.

Manistee County

<u>Lindsey Margaret</u> Printed name of County Clerk	<u>Lindsey Margaret</u> Signature of County Clerk	<u>10-17-2023</u> Date
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Arcadia Township

_____ Printed name of Clerk	_____ Signature of Clerk	_____ Date
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Bear Lake Township

_____ Printed name of Clerk	_____ Signature of Clerk	_____ Date
--------------------------------	-----------------------------	---------------

Brown Township

_____ Printed name of Clerk	_____ Signature of Clerk	_____ Date
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Cleon Township

_____ Printed name of Clerk	_____ Signature of Clerk	_____ Date
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Dickson Township

_____ Printed name of Clerk	_____ Signature of Clerk	_____ Date
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Filer Township

_____ Printed name of Clerk	_____ Signature of Clerk	_____ Date
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Manistee Township

<u>DIANNE TAYLOR</u> Printed name of Clerk	<u>Dianne Taylor</u> Signature of Clerk	<u>10-20-2023</u> Date
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the election covered under the Agreement and ending on the completion of the county canvass for that election.

Manistee County

Printed name of County Clerk Signature of County Clerk _____
Date

Arcadia Township

Tracy Catlin *Tracy Catlin* 10/16/2023
Printed name of Clerk Signature of Clerk Date

Bear Lake Township

Printed name of Clerk Signature of Clerk _____
Date

Brown Township

Printed name of Clerk Signature of Clerk _____
Date

Cleon Township

Printed name of Clerk Signature of Clerk _____
Date

Dickson Township

Printed name of Clerk Signature of Clerk _____
Date

Filer Township

Printed name of Clerk Signature of Clerk _____
Date

Manistee Township

Printed name of Clerk Signature of Clerk _____
Date

the election covered under the Agreement and ending on the completion of the county canvass for that election.

Printed name of County Clerk

Signature of County Clerk

Date

Arcadia Township

DEANNA

PATTISON



10-10-23

Printed name of Clerk

Signature of Clerk

Date

Bear Lake Township

Printed name of Clerk

Signature of Clerk

Date

Brown Township

Printed name of Clerk

Signature of Clerk

Date

Cleon Township

Printed name of Clerk

Signature of Clerk

Date

Dickson Township

Printed name of Clerk

Signature of Clerk

Date

Filer Township

Printed name of Clerk

Signature of Clerk

Date

Manistee Township

Printed name of Clerk

Signature of Clerk

Date

Maple Grove Township

the election covered under the Agreement and ending on the completion of the county canvass for that election.

Manistee County

Printed name of County Clerk Signature of County Clerk Date

Arcadia Township

Printed name of Clerk Signature of Clerk Date

Bear Lake Township

Printed name of Clerk Signature of Clerk Date

Brown Township

Deborah Knutson *Deborah Knutson* 10-23-23
Printed name of Clerk Signature of Clerk Date

Cleon Township

Printed name of Clerk Signature of Clerk Date

Dickson Township

Printed name of Clerk Signature of Clerk Date

Filer Township

Printed name of Clerk Signature of Clerk Date

Manistee Township

Printed name of Clerk Signature of Clerk Date

the election covered under the Agreement and ending on the completion of the county canvass for that election.

Manistee County

Printed name of County Clerk	Signature of County Clerk	Date
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Arcadia Township

Printed name of Clerk	Signature of Clerk	Date
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Bear Lake Township

Printed name of Clerk	Signature of Clerk	Date
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Brown Township

Printed name of Clerk	Signature of Clerk	Date
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Cleon Township

Amy Herrst Printed name of Clerk	 Signature of Clerk	10/16/23 Date
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Dickson Township

Printed name of Clerk	Signature of Clerk	Date
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Filer Township

Printed name of Clerk	Signature of Clerk	Date
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Manistee Township

Printed name of Clerk	Signature of Clerk	Date
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the election covered under the Agreement and ending on the completion of the county canvass for that election.

Manistee County

Printed name of County Clerk	Signature of County Clerk	Date
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Arcadia Townshp

Printed name of Clerk	Signature of Clerk	Date
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Bear Lake Township

Printed name of Clerk	Signature of Clerk	Date
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Brown Township

Printed name of Clerk	Signature of Clerk	Date
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Cleon Township

Printed name of Clerk	Signature of Clerk	Date
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Dickson Township

Wendy Maier Printed name of Clerk	Wendy Maier Signature of Clerk	10-17-23 Date
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Filer Township

Printed name of Clerk	Signature of Clerk	Date
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Manistee Township

Printed name of Clerk	Signature of Clerk	Date
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the election covered under the Agreement and ending on the completion of the county canvass for that election.

Manistee County

Printed name of County Clerk Signature of County Clerk Date

Arcadia Township

Printed name of Clerk Signature of Clerk Date

Bear Lake Township

Printed name of Clerk Signature of Clerk Date

Brown Township

Printed name of Clerk Signature of Clerk Date

Cleon Township

Printed name of Clerk Signature of Clerk Date

Dickson Township

Printed name of Clerk Signature of Clerk Date

Filer Township

Shirley A. BALL Shirley A. Ball 10-18-2023
Printed name of Clerk Signature of Clerk Date

Manistee Township

Printed name of Clerk Signature of Clerk Date

Maple Grove Township

Printed name of Clerk

Signature of Clerk

Date

Marilla Township

Printed name of Clerk

Signature of Clerk

Date

Norman Township

JUANNE MUNZ GUBERT



10/19/2023

Printed name of Clerk

Signature of Clerk

Date

Onekama Township

Printed name of Clerk

Signature of Clerk

Date

Pleasanton Township

CAROL MERRILL



Oct 20 2023

Printed name of Clerk

Signature of Clerk

Date

Springdale Township

Printed name of Clerk

Signature of Clerk

Date

Stronach Township

Printed name of Clerk

Signature of Clerk

Date

City of Manistee

Printed name of Clerk

Signature of Clerk

Date

Maple Grove Township

Printed name of Clerk

Signature of Clerk

Date

Marilla Township

Misty S. Cudney
Printed name of Clerk

Misty S. Cudney
Signature of Clerk

10-23-2023
Date

Norman Township

Printed name of Clerk

Signature of Clerk

Date

Onkama Township

Printed name of Clerk

Signature of Clerk

Date

Pleasanton Township

Printed name of Clerk

Signature of Clerk

Date

Springdale Township

Printed name of Clerk

Signature of Clerk

Date

Stronach Township

Printed name of Clerk

Signature of Clerk

Date

City of Manistee

Printed name of Clerk

Signature of Clerk

Date

Maple Grove Township

FRANCES J. Beldo *Frances J. Beldo*
Printed name of Clerk Signature of Clerk

10-20-2023
Date

Marilla Township

Printed name of Clerk Signature of Clerk Date

Norman Township

Printed name of Clerk Signature of Clerk Date

Onkama Township

Printed name of Clerk Signature of Clerk Date

Pleasanton Township

Printed name of Clerk Signature of Clerk Date

Springdale Township

Printed name of Clerk Signature of Clerk Date

Stronach Township

Printed name of Clerk Signature of Clerk Date

City of Manistee

Printed name of Clerk Signature of Clerk Date

Maple Grove Township

Printed name of Clerk

Signature of Clerk

Date

Marilla Township

Printed name of Clerk

Signature of Clerk

Date

Norman Township

Printed name of Clerk

Signature of Clerk

Date

Onkama Township

Shelli Johnson



10/12/23

Printed name of Clerk

Signature of Clerk

Date

Pleasanton Township

Printed name of Clerk

Signature of Clerk

Date

Springdale Township

Printed name of Clerk

Signature of Clerk

Date

Stronach Township

Printed name of Clerk

Signature of Clerk

Date

City of Manistee

Printed name of Clerk

Signature of Clerk

Date

Maple Grove Township

Printed name of Clerk

Signature of Clerk

Date

Marilla Township

Printed name of Clerk

Signature of Clerk

Date

Norman Township

Printed name of Clerk

Signature of Clerk

Date

Onekama Township

Printed name of Clerk

Signature of Clerk

Date

Pleasanton Township

Printed name of Clerk

Signature of Clerk

Date

Springdale Township

Penny Nelson
Printed name of Clerk

Penny Nelson
Signature of Clerk

10/16/23
Date

Stronach Township

Printed name of Clerk

Signature of Clerk

Date

City of Manistee

Printed name of Clerk

Signature of Clerk

Date

Maple Grove Township

Printed name of Clerk	Signature of Clerk	Date

Marilla Township

Printed name of Clerk	Signature of Clerk	Date

Norman Township

Printed name of Clerk	Signature of Clerk	Date

Onkama Township

Printed name of Clerk	Signature of Clerk	Date

Pleasanton Township

Printed name of Clerk	Signature of Clerk	Date

Springdale Township

Printed name of Clerk	Signature of Clerk	Date

Stronach Township

<i>Barbara Rishel</i>	<i>Barbara Rishel</i>	<i>10-20-2023</i>
Printed name of Clerk	Signature of Clerk	Date

City of Manistee

Printed name of Clerk	Signature of Clerk	Date

Maple Grove Township

Printed name of Clerk

Signature of Clerk

Date

Marilla Township

Printed name of Clerk

Signature of Clerk

Date

Norman Township

Printed name of Clerk

Signature of Clerk

Date

Onkama Township

Printed name of Clerk

Signature of Clerk

Date

Pleasanton Township

Printed name of Clerk

Signature of Clerk

Date

Springdale Township

Printed name of Clerk

Signature of Clerk

Date

Stronach Township

Printed name of Clerk

Signature of Clerk

Date

City of Manistee

Heather Peley
Printed name of Clerk

Heather Peley
Signature of Clerk

10/17/2023
Date

EXHIBIT A: Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the County Agreement, is filed with the county clerk of the county.

Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating county and municipalities. This ensure that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

Plan Coverage: County Agreement

Coordinator of County Agreement:

Name of Coordinator	Position	Email Address	Phone Number
Lindsey Marquardt	County Clerk	lmarquardt@manisteecountymi.gov	231-723-3331

County:

Name of county	Clerk of County
Manistee	Lindsey Marquardt

Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Arcadia Township	Tracy Catlin	1	668

Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Bear Lake Township	Deanna Pattison	1	1,569

Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Brown Township	Deborah Knutson	1	661

Municipality 4:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Cleon Township	Amy Herrst	1	928

Municipality 5:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Dickson Township	Wendy Maier	1	860

Municipality 6:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Filer Township	Shirley Ball	1	2,196

Municipality 7:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Manistee Township	Dianne Taylor	1	2,801

Municipality 8:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Maple Grove Township	Fran Beldo	1	1,183

Municipality 9:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Marilla Township	Misty Cudney	1	339

Municipality 10:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Norman Township	JoAnne Montgomery	1	1,582

Municipality 11:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Onekama Township	Michelle Johnson	1	1,410

Municipality 12:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Pleasanton Township	Carol Merrill	1	809

Municipality 13:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Springdale Township	Penny Nelson	1	808

Municipality 14:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Stronach Township	Barbara Rishel	1	808

Municipality 15:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Manistee	Heather Pefley	2	1 – 2,440 2 – 2,730

Early Voting Location Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Location of site	City of Manistee	Manistee Township Hall	Maple Grove Community Center
Municipalities served at site	1 City of Manistee – Precinct 1 City of Manistee – Precinct 2	5 Arcadia Township Filer Township Manistee Township Onekama Township Stronach Township	9 Brown Township Bear Lake Township Cleon Township Dickson Township Maple Grove Township Marilla Township Norman Township Pleasanton Township Springdale Township

Number of Election Workers at site	Minimum 3	Minimum 3	Minimum 3
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Yes	Yes	Yes
Hours for 9 days of Constitutionally-required early voting	8:30 a.m. - 4:30 p.m.	8:30 a.m. – 4:30 p.m.	8:30 a.m. – 4:30 p.m.
How many (if any) additional days of early voting will be provided at this site?	None	None	None
Hours for any additional days of early voting	N/A	N/A	N/A
Is this site ADA compliant?	Yes	Yes	Yes
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Yes	Yes	Yes

Early Voting Equipment Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Number of tabulators at site	1	1	1
Municipality responsible for providing tabulators	County of Manistee	County of Manistee	County of Manistee
Number of early voting poll book laptops	1	1	1
Municipality responsible for providing early voting poll book laptops	County of Manistee	County of Manistee	County of Manistee
Clerk responsible for taking necessary steps to set up the early voting poll book laptops	Heather Pefley or Lora Laurain	Dianne Taylor or Heather Taylor	Fran Beldo or Pam Bagley

Describe the communication strategy for informing electors of their opportunity for early voting:


New Voter Registration Cards; County/City/Township websites; News Paper Publications; Social Media

EXHIBIT B: SITE SUPERVISORS

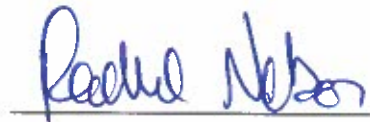
Early Voting Site Supervisors:

	Supervisor at Early voting site #1	Supervisor at Early voting site #2	Supervisor at Early voting site #3
Early Voting Day 1	Heather Pefley and/or Lora Laurain	Dianne Taylor and/or Heather Taylor	Fran Beldo and/or Pam Bagley
Early Voting Day 2	Heather Pefley and/or Lora Laurain	Dianne Taylor and/or Heather Taylor	Fran Beldo and/or Pam Bagley
Early Voting Day 3	Heather Pefley and/or Lora Laurain	Dianne Taylor and/or Heather Taylor	Fran Beldo and/or Pam Bagley
Early Voting Day 4	Heather Pefley and/or Lora Laurain	Dianne Taylor and/or Heather Taylor	Fran Beldo and/or Pam Bagley
Early Voting Day 5	Heather Pefley and/or Lora Laurain	Dianne Taylor and/or Heather Taylor	Fran Beldo and/or Pam Bagley
Early Voting Day 6	Heather Pefley and/or Lora Laurain	Dianne Taylor and/or Heather Taylor	Fran Beldo and/or Pam Bagley
Early Voting Day 7	Heather Pefley and/or Lora Laurain	Dianne Taylor and/or Heather Taylor	Fran Beldo and/or Pam Bagley
Early Voting Day 8	Heather Pefley and/or Lora Laurain	Dianne Taylor and/or Heather Taylor	Fran Beldo and/or Pam Bagley
Early Voting Day 9	Heather Pefley and/or Lora Laurain	Dianne Taylor and/or Heather Taylor	Fran Beldo and/or Pam Bagley

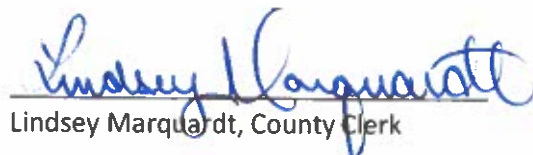
Approved by Manistee County Election Commission


 Jared C. Henry, Probate Court Judge

10/23/2023
 Date:


 Rachel Nelson, County Treasurer

10-23-23
 Date


 Lindsey Marquardt, County Clerk

10-23-2023
 Date

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 Onekama 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.

Proposal for:
Onekama Township, Manistee County MI

October 25, 2023

Quoted by: Keegan Nixon

Software and Services for BS&A Cloud Upgrade



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Upgrade - Cloud Modules

Financial Management

General Ledger	\$1,265
Accounts Payable	\$1,060
Cash Receipting	\$1,060

Personnel Management

Payroll	\$1,735
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Property

Assessing	\$2,845
Tax	\$2,375

BS&A Online

Public Records Search + Online Bill Pay <i>With use of integrated Credit Card Processor Pay-Per-Hit</i>	\$0
--	-----

Subtotal **\$10,340**

Upgrade Implementation

Services include:

- Management of your upgrade by our dedicated upgrade team for a smooth shift from .NET to cloud-based software, minimizing disruption
- Project schedule aligned with your processes and needs, ensuring a seamless transition timeline
- Expedited upgrade to cloud capturing existing process to minimize demands required of client teams
- Onboarding planned around critical process dates, ensuring your team is well-prepared for effective cloud software utilization
- Central contact for streamlined communication between project leaders, developers, IT staff, and conversion resources
- Testing and implementation of existing municipal customizations prior to go-live, preserving functionality and ensuring critical components are converted
- Preliminary data conversion with attachments, mirroring final conversion for a smooth transition
- Thorough data verification for all modules, ensuring accuracy and reliability of converted data, including automated balancing
- Key module validation managed by dedicated upgrade team (vs. customer in previous methodology), including testing of parallel processes
- Migration of key custom user-based designed reports handled out-the-box, enabling seamless access to critical insights.
- As needed, transition from .NET Online Payments to cloud architecture configuration for uninterrupted payment processing.
- Automated scaffolding of users and security roles based on your previous configurations
- Conversion of approval workflows based on role-based security, maintaining established processes
- As needed, configuration of existing hardware (barcode scanners, etc.) for seamless integration with cloud environment
- Documentation of our standard processes, facilitating easy access to essential information
- Upgrade training
- Prioritized response post go-live for 2 weeks from the upgrade team
- 3 post go-live survey touch points to check-in on post-go live experience
- Remote go-live assistance and remote office hours for a successful transition to the cloud-based software
- Travel not expected, but any necessary travel would be billed at a per trip and/or per day cost

\$18,100

Cost Totals

Modules	\$10,340
Upgrade Implementation	\$18,100

Total Proposed **\$28,440**

Hosting Fees \$1,200

Travel not expected. Any necessary travel to be billed at a per trip and/or per day cost.

Payment Schedule

- 1st Payment: **\$9,050** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$11,540** to be invoiced at activation of customer's site.
- 3rd Payment: **\$9,050** to be invoiced upon completion of training.

Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U)."

Financial Management	
General Ledger	\$1,265
Accounts Payable	\$1,060
Cash Receipting	\$1,060
Personnel Management	
Payroll	\$1,735
Property	
Assessing	\$2,845
Tax	\$2,375
BS&A Online	
Public Records Search (Pay-Per-Hit)	\$0
Total Annual Service Fees	\$10,340

Hosting Fees

Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.

\$1,200

Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Cash Receipting Hardware

			Quantity		Cost
Epson THM-6000V Series Receipt Printer*	\$925	x	_____	=	\$_____
APG Series 100Cash Drawer**	\$275	x	_____	=	\$_____
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$275	x	_____	=	\$_____
Credit Card Reader (if using Invoice Cloud)	\$75	x	_____	=	\$_____

This will add \$_____ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

Please provide the number of cash drawers that will be hooked up to the printer_____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost. Returns require pre-approval, and all purchased equipment must be shipped back to BS&A in its original packaging. Returns are subject to a re-stocking fee of \$50.00.

BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsaonline/public-records-search/> for information.

Onekama Township Parks & Recreation Committee

Monthly Meeting Minutes—DRAFT

October 27, 2023 8:30a

In attendance: Michelle Ervin (via telephone), Chair Bick Pratt, Al Taylor, Tyler Dula, Gary Madden, Brian Allen.
Absent: Paul Mueller, Justin Sedelmaier, John Wemlinger. Also present: Rick Alameddine.

Meeting called to order at 8:33a.

Taylor asks to add e Coli testing and boat washing station to the agenda.

Motion to approve the September 29th meeting minutes by Dula, seconded by Allen. AIF, motion carried.

Public comment: none

Correspondence: none

Committee reports:

Ervin reports that there is going to be another Village/Township joint working group meeting scheduled. Chair Pratt, Taylor, and Allen want to get involved with this. Ervin will be in charge of getting a mutually agreed upon date scheduled.

Ad Hoc History—Ervin reports that MacBeth will be used as the prototype for the history project. Also, there is a meeting scheduled to learn how to use the StoryCorps app to be used by the History group.

Ad Hoc Wetlands—There was a preliminary meeting with the Grand Traverse Regional Land Conservancy and they have expressed interest in working with the Committee.

Chair Pratt informed the group that Sedelmaier no longer has the time to be a part of this Committee and will be stepping down. Rick Alameddine was introduced as a potential new member and gave his background and reason for wanting to join.

Old business:

Chair Pratt to purchase five new 36" fire rings for Langland Park.

Rigid walkway for Langland Park—Chair Pratt secured a bid for a rigid walkway and bench to install on the south side access to the beach. Clerk Johnson is waiting for an invoice, and installation is set for April 1, 2024. The Mobi Mats will be moved to the north side access. Water runoff issues still need to be resolved. A meeting with EGLE to discuss runoff mitigation has not been set yet.

Seating at Glen, Carden, and North Point Parks—Board approved the purchase of 7 tables. Parks and Rec will locate the tables as follows: 2 for Glen, 1 for Carden, and 4 for North Point. They will ship early April, 2024. We will need to find volunteers to assemble the tables upon delivery.

Glen Park bridge—Supervisor Meister is still attempting to contact property owners to discuss loop access possibilities instead of pursuing a bridge for \$100,000+.

Invasive species removal in front of the bench at Carden Park—Scarlotta is scheduled to do the final application at North Point. Chair Pratt wondered if it's possible to get him to also do the removal of invasives at Carden. Chair Pratt to ask the Board for additional funds to cover this cost.

There was further discussion on which group, Parks & Rec or Invasive Species Committee, is going to take responsibility for land based invasives. Dula to be the point person for working with Scarlotta. Ervin to draft a write up of how to deal with invasive species and submit to this committee.

North Point snowplowing—Chair Pratt reports the Board did not object to snowplowing of the parking lot to enable keeping the bathroom open all winter. Taylor reported that Jean Capper is in contact with someone to make cross country trails. Chair Pratt to officially ask the Board to add the North Point parking lot to the winter plow list.

New business:

Water trails—Ervin has a meeting scheduled for next week to work on starting a water trail in Onekama. It's a statewide program and we'd like to get Onekama included on the trail.

Parks & Recreation member terms—Clerk Johnson has requested a list of the service terms for the members. The Committee bylaws need to be confirmed by the Board. Chair Pratt will work to get a member terms of service chart made for the Board with the intent maximizing participation of Village and School board participation via rotation.

Budget—Chair Pratt reminded the Committee that Parks & Rec needs to present a budget to the Board no later than February for the upcoming budget year beginning April 1, 2024. Pratt asked members to think about ideas on how to spend capital expenditures money for next year, and asked to have those ideas submitted to him in November in lieu of a meeting. Sedelmaier has asked that the Committee focus on more recreation opportunities. Taylor said the capital plan from this Committee should be based on each parks' management plan. The next meeting will be December 29th (Pratt may attend remotely), and Pratt will have a proposed budget to share at that meeting.

Boat washing stations—Taylor wants to know if there is movement with this. It's going to be added to the agenda as a discussion item at the joint Village/Township meeting.

E Coli data—Taylor reports testing data has been received. They're still working on DNA testing to determine whether the contamination is from human or animal sources. Taylor to keep the group informed as further information is received.

Meeting adjourned at 9:52a.

Bick Pratt_Chair

Submitted by Michelle Swanson, Recording Secretary

Parks and Recreation Requests – November 8, 2023 Township board meeting.

1. Approve Ric Alameddine to replace Justin Sedelmaier on Parks and Recreation committee. Sedelmaier's new responsibilities prevent participation. Application included in package
2. Approve \$1500 to remove terrestrial invasive species from Cardin Park to enable viewing of the creek. Exceeds Parks and Rec Invasive Species budget by \$1500, but well within overall fiscal year budget.
3. Formalize snowplow authorization for North Point park parking lot this winter.
4. Confirmation of bylaws and authority to establish terms for existing members, with the goal of including ongoing rotation of representatives from both the village and the school board.

<https://d.docs.live.net/c643c667465b9e86/Documents/Parks^0rec20020901/Township meetings/2023/11 November/Board request from P^OR.docx>



PARKS AND RECREATION COMMITTEE

BYLAWS

Section 1: NAME

1. The official name of this body shall be the "ONEKAMA TOWNSHIP PARKS & RECREATION COMMITTEE", hereinafter the "Committee"

Section 2: ENABLING LEGISLATION AND AUTHORITY

1. This Commission is established by the Onkama Township Board pursuant to the Board's powers under the Michigan General Law Township Act at MCL 41.1a et. seq.

Section 3: NON-PARTISANSHIP

1. The Committee shall be nonpartisan and shall not endorse any political party or candidates, collectively as the Committee, nor as an individual Committee member representing the Committee.

Section 4: PURPOSE, OBJECTIVE & DUTIES

1. The general purpose of the Committee is to assist and advise the Onkama Township Board in Township parks and recreation matters.
2. The Committee's responsibilities and duties shall be:
 - (a) Develop and recommend an annual budget for parks & recreation.
 - (b) Recommend the acquisition, design and improvement of current and future areas and facilities for recreation.
 - (c) Recommend maintenance standards for each of the Township's parks and recreation areas.
 - (d) Recommend rules and regulations governing the use of Township parks and recreation areas.
 - (e) Develop and lead recreation programs.
 - (f) Research, recommend, foster and evaluate new and existing recreational partnerships.

- (g) Research and recommend grant funding opportunities to support Parks & Recreation. Write, submit and/or review grants on the Township's behalf with prior Onekama Township Board approval.
- (h) Establish and maintain cooperative relationships with the State and other local recreation agencies and officials.
- (i) Review, create and recommend parks and recreation content for the Township website.
- (j) Educate the public as to the goals, objectives and outcomes of the Parks & Recreation Committee.

Section 5: COMMITTEE MEMBERS

- 1. The Committee shall consist of no less than five and no more than nine members.
- 2. One Committee member shall be an Onekama Township Board member.
- 3. All Committee members shall be appointed by the Onekama Township Board, in its sole discretion.
- 4. Prospective members shall apply for consideration of appointment by completing the Onekama Township Committee application.
- 5. The Onekama Township Board shall have a goal to appoint members representing a broad cross-section of community interests, as well as members with special expertise in areas of parks, recreation, landscape architecture, natural resources and similar fields.
- 6. The Onekama Township Board may remove a member of the Commission for no reason at any time, in its sole discretion.
- 7. A member may resign at any time by providing written notice to the Commission Chair or Township Supervisor. *COMMITTEE ?*
- 8. Members shall serve without compensation but may be reimbursed for budgeted expenses pre-approved by the Township Supervisor or Clerk.

Section 6: TERMS OF OFFICE

- 1. Committee members shall serve a three-year term of office.
- 2. Terms shall begin on April 1 and end March 31.
- 3. Terms shall be staggered so that approximately one third of the Members' terms expire each year.

Section 7: OFFICERS

1. The officers of the Committee shall consist of Chair, Vice-Chair & Secretary.
2. Election of Officers shall be by a majority vote of the Committee and the terms will be one year in duration, expiring on March 31 each year.
3. An officer may resign at any time by providing written notice to the Committee Chair or Vice-Chair.
4. In case of a vacancy in an Officer position, the Committee shall hold an election to fill such vacancy for remainder of the term at their next regularly scheduled meeting, or any special meeting called for that purpose.

Section 8: OFFICER DUTIES & RESPONSIBILITIES

1. The Chair will preside at all meetings of the Committee, prepare the meeting agenda, and conduct meetings in an orderly fashion. The Chair shall have voice and vote on all Committee matters and shall appoint the Chairs of all sub and special committees, as needed.
2. The Vice-Chair will preside at all meetings that the Chair is absent.
3. The Secretary will keep the minutes of all meetings in the same format as Section 11: Order of Business, and as further prescribed by the Township Clerk. They will maintain comprehensive records of the Committee's work including documents presented or reviewed during meetings. Committee minutes and/or documents will be considered official Township records and filed with the Township Clerk.
4. An officer may be removed from office by a majority vote of the Committee at any regular meeting, or any special meeting called for that purpose.

Section 9: MEETINGS

1. Meetings will be held in the Onekama Township Hall.
2. The Committee shall hold an organizational meeting annually in April, where the Committee shall establish a calendar of meetings, review the bylaws and elect Officers.
3. The Committee shall hold a minimum of four regular meetings per year.
4. Special meetings may be called by the Chair, or any two members, on 18 hours notice. The notice for the special meeting shall include the date, time, place and purpose of the meeting, and no other items may be considered at a special meeting unless all members of the Committee are present and agree to consider other matters not included in the special meeting notice.
5. Committee members may participate virtually in a meeting if approved by the Chair as long as they can hear and be heard.
6. All meetings of the Committee shall be subject to the Michigan Open Meetings Act.

Section 10: QUORUM

1. A majority of the Committee shall constitute a quorum for the purpose of conducting the business of the Committee.

Section 11: ORDER OF BUSINESS

1. The order of business at all regular meetings shall be as follows:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Public Comment On Agenda Items
- Approval of Minutes
- Correspondence
- Report of Sub-Committees
- Old/Unfinished business
- New Business
- Public Comment
- Committee Member Comments
- Adjournment

2. The above order may be amended, changed or altered at the discretion of the Chairperson at the regularly scheduled meeting.

Section 12: FINANCES, AUTHORITY & REPORTING

1. Neither the Committee nor its members shall have independent authority to spend money. The Committee may incur expenses within its established budget after prior approval by the Township Board; or Township Supervisor or Clerk if in compliance with the Township purchasing policy.
2. Neither the Committee nor its members shall have the authority to bind the Township in any matter, nor enter into any contracts. The Committee may recommend contracts or agreements to the Township Board for approval.
3. No Committee members may speak officially on behalf of the Committee unless authorized by the Committee.
4. The Committee shall provide a monthly written report to the Township Board to be included in the monthly agenda packet.
5. The Committee may present at the monthly Township Board meeting if desired or requested by the Township Supervisor.

Section 13: AMENDMENTS TO BYLAWS

1. The bylaws shall be reviewed at the organizational meeting in March.

2. All changes or amendments to the Bylaws must be recommended for approval by a majority of the Commission. → COMMITTEE?
3. Upon such recommendation, the Bylaws, showing the proposed amendment(s), shall be submitted to the Onekama Township Supervisor for submission for legal review.
4. Any amendments must be approved by the Onekama Township Board before going into effect.

Section 13: CONFLICT OF INTEREST

1. A member who has a direct interest in any matter before the Committee shall disclose their interest prior to any discussion of that matter by the Committee, which disclosure shall become a part of the record of the Authority's official proceedings.
2. The member shall refrain from participation in the Committee's action on the matter.

Approved by the Onekama Township Board

5/11/2022

Date

Shelli Johnson, Township Clerk



APPLICATION FOR APPOINTMENT

Thank you for your interest in serving the community by volunteering for appointment to a committee. Please complete this application and provide the requested information in addition to any other information you think appropriate for the Township Board to consider. If possible, please plan on attending the Township Board meeting at which your appointment will be considered.

COMMITTEE APPLIED FOR:

- Board of Review
- Parks & Recreation Committee
- Harbor Commission
- Planning Commission
- Invasive Species Committee
- Zoning Board of Appeals

NAME: Ric Alameddine

ADDRESS: 3553 Lakeshore Drive
Manistee, MI 49660

PHONE: 734.735.3803 Mobile Home Work

E-MAIL: ralameddine@aol.com Personal Work

I want to volunteer for this position because:

I completed a project to address issues at
Lansford Park. This gave me a feel for
the added value I can have by joining
the team.

Please summarize any education, experience or background you think makes you a strong candidate to serve. Attach a resume and/or biography if available.

Ric has over 35 years of corporate
expertise across numerous consumer durable
companies. His experience spans both
commercial and general management roles

Feel free to attach any additional information that you think the Township Board may find helpful in making a decision about your appointment.

Ric Stault
Signature

10/30/23
Date

=====
Internal Use Only:

Date of Meeting _____

Appointed Term ending _____

Not Appointed



Portage Lake Association, P.O. Box 493, Onekama MI 49675

October 31, 2023

Dear Supporters of the Petunia Parade:

We wanted to take this opportunity to thank you for your continued support of the Petunia Parade, an annual community endeavor. I am sure you would agree that the flowers have been a welcoming and nostalgic addition to the community again this past year, despite Mother Nature's reluctance to bestow rain on them in May and June!

This is what you, as a supporter, accomplished:

- Larsen's Landscaping provided weed control and tilling in fall and spring
- Steve Hall watered **3,420** individual **petunia transplants** between Memorial Day and end of September, thanks to the support of Onekama Township
- The Blue Slipper, Onekama Township, Onekama Village, Onekama Library, Amigos Restaurant, Five Star Real Estate, West Shore Bank, Onekama Building Supply, Onekama Post Office, and Patina watered petunias, grasses, sweet potato vine, and yellow mums in **17 planters** in front of their businesses or government buildings
- Greg Miller provided **41 pumpkins** as a shot of color for September and October
- Onekama Village removed end-of-season petunia plants from **29 plots**
- Onekama Lions stored the planters over the winter months.

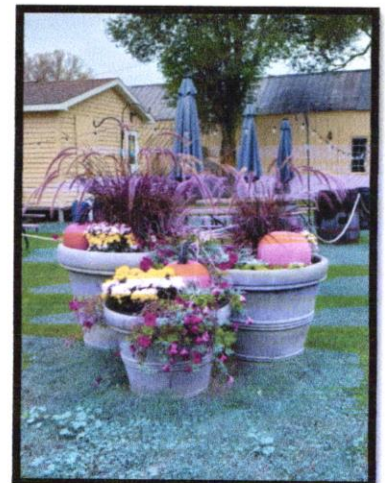
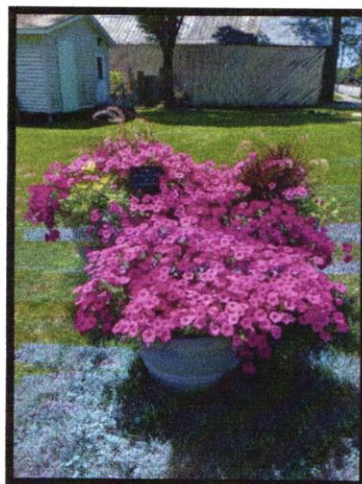
This is what donors, our volunteers, and the committee provided:

- **1,642** hours of volunteer labor for prepping, planting, maintenance, **gallons of watering**, and committee work throughout the year;
- Extraordinary donations of monetary support from the community including cash dropped into donation jars.

This could not happen without the support of the community, businesses, and individuals like you. Again, thanks so much. We look forward to your ongoing support in 2024!

Mary Jo

Mary Jo McElroy, Chair, Petunia Parade Committee



November 6, 2023

Onkama Township Board
5435 Main Street
Onkama, MI 49675

Dear Onkama Township Board,

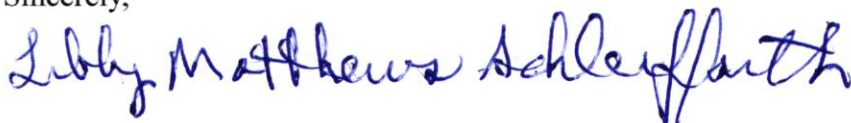
I request that the Board create township email addresses for the various boards and commissions as well as chairpersons of the said boards and commission, as it has done for Parks & Recreation and Bic Pratt, as P&R chair. Presently, other boards and commissions chairpersons and members are using personal emails for township business. The inconsistency of the present practice does not provide an established procedure for all township officials to follow. As such, it does not serve the public interest. Further, the current practice sends the message that Parks and Recreation Committee conducts the public's business but the other boards and commissions could be used for private use. On October 11th I sent an email to Tom Grier, township attorney with the same request. As of this date, I have not had a reply.

I continue to request that the Board create policies and procedures for posting information on the website, review the website for consistent, accurate and easily accessible information, utilize the budget tab to provide budget information and solicit public input on content and layout. In Spring, I emailed three board members specific examples and suggestions for website improvements. As of today, I have not had a reply nor have any of my suggestions and/or corrections been initiated. I am attaching copies of the May/June email. Further, as of today, I can't locate the OTB September 2023 meeting minutes on the website, Dave Wallace is listed as chair and vice chair of the Planning Commission and there is no email address for ZBA administrator (Jodi Lynch).

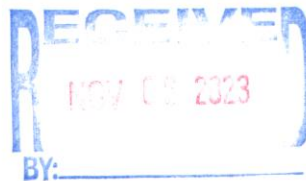
The website is vital means of communication with the public, as noted in the Township's newsletter included with summer tax bill mailing. I recommend a part time web manager be hired to create policies and procedures, to keep the website updated and to provide overseeing responsibilities.

I look forward to receiving a reply from the Board.,

Sincerely,



Libby Matthews Schleiffarth



Fw: Subject: OT website comments/suggestions/ideas

From: robert schle (libbymatthews@att.net)

To: clerk@onekamatwp.org; supervisor@onekamatwp.org; treasurer@onekamatwp.org

Date: Monday, June 12, 2023 at 02:50 PM EDT

Dear All,

Here is the email I sent to Ed with my suggestions for the website on May 27th.

----- Forwarded Message -----

From: robert schle <libbymatthews@att.net>

To: Edward Bradford <treasurer@onekamatwp.org>

Sent: Saturday, May 27, 2023 at 01:27:04 PM EDT

Subject: Subject: OT website comments/suggestions/ideas

Happy Memorial Day Weekend, Ed.

After Thursday's meeting, and your questions about the website, I wanted to provide you with specific suggestions/concerns. The township website should be a great means for sharing accurate, timely and important information with the public.

Here are my suggestions/ideas.

- Home page should **include email address** as well as phone, mailing address and fax number. Have email address whenever contact information is listed.
- Have consistency in the pages for the government officials. The treasurer's page (which I would use as the format for all) gives you the information without having to click on the name. Your page is much more user friendly.
- Budget tab on Treasurer's page is empty. Current fiscal year budget should be here. Could also include Monthly Cash Summary by Account Report.
- Have Events heading (as well as Meetings heading) on home page - list P & R monthly events, Class reunions, trash pickup, Block Party, etc.) Be sure notification lists the day, time and location.
- Update directory contact information and remove Example Group.
- DeVoe Consent Agreement link on several pages. Since consent agreement states conditions will be met by 11-1-22, and it is now spring of 2023, I would remove.
- Provide an update on the status of the DeVoe and PPI properties clean up. I would also include update on the June meeting agenda. This is an important issue for township residents, and for anyone who uses Portage Point Drive.
- I can't locate where the holiday and Christmas week closure dates for Township Office are listed on the website. Information needs to be easy to locate.
- Special Meetings postings - The 5-25 special meeting was posted on 5-15 with no meeting topic/agenda included. I had to call Shelli to find out what the meeting was about. It would be good to include that information in the announcement, either with a "draft" agenda, which could be updated or with the topic listed. It would save Shelli having to answer a basic question. Selfishly it would have made it unnecessary for me to respond to several emails and phone calls from citizens wondering if I knew what the meeting was about.
- Also, the Special Meeting was listed twice. Two listings are very confusing. Only the second listing had the agenda.
- Under Government/Public Notices - Post Special Meeting and Public Hearing Notices on this tab as well as on home page and meetings page.
- Under Government/Public Notices: Delete or update "Welcome to our new website" - May 2021
- Under Government/Public Notices - Delete out of date items such as Step by Step Process updated January 11, 2023, and Onekama Students Help with Elections.
- Under Government/Public Notices- Delete or Update, Recycling and North Point and Langland Park Restrooms information.
- On home page: Clean Sweep Trash Day information should include location and what types of trash will be accepted.
- Under Government/Departments/Recycling & Refuse - include days recycling bins at township hall are emptied, dates, times location, and types of items accepted for Clean Sweep Trash Day and the Hazardous

Waste Trash Day

- Also, information on Clean Sweep and Hazardous Waste Trash Day should be on home page under "events" on the month these are held.
- Develop and share with public the procedures and policies for website postings.
- In advance of the likely tax assessment increase in 2024, I would use the website as a tool to help explain the process, historical context and data used to educate the public and dispel misunderstandings and rumors.

One of my concerns was the sewer tab, which on Friday remained outdated and misleading. I am pleased to see that concern has been addressed as of 10:45 this morning.

I am sure other citizens would have ideas and suggestions also. I would encourage the Board to solicit public input.

Libby

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	285.77	6111
101-101-801.000	PROFESSIONAL SERVICES	RICHARDS & MCDUGALL, P.C.	ACCOUNTING SERVICES	2,880.00	6123
101-101-900.000	PUBLISHING	THE PIONEER GROUP	NEWSPAPER PUBLISHING	134.25	6126
101-101-921.000	LIGHTING	CONSUMERS ENERGY	CONSUMERS ENERGY- 2ND ST	28.79	6116
101-101-921.000	LIGHTING	CONSUMERS ENERGY	CONSUMERS ENERGY - LED LIC	238.15	6116
101-101-921.000	LIGHTING	CONSUMERS ENERGY	CONSUMERS ENERGY - STREET	86.34	6116
101-101-921.000	LIGHTING	CONSUMERS ENERGY	CONSUMERS ENERGY - FAIRWAY	28.79	6116
101-101-921.000	LIGHTING	CONSUMERS ENERGY	CONSUMERS ENERGY - MAIN SI	40.13	6116
101-101-971.000	CAPITAL OUTLAY	GRIZ'S EXCAVATING	LAYOUT AND STRIPING OF PAF	650.00	6117
Total For Dept 101 TOWNSHI				4,372.22	
Dept 215 CLERK					
101-215-727.000	SUPPLIES	ELAN CARDMEMBER SERVICE	CREDIT CARD PAYMENT	58.46	6111
Total For Dept 215 CLERK				58.46	
Dept 253 TREASURER					
101-253-727.000	SUPPLIES	ELAN CARDMEMBER SERVICE	CREDIT CARD PAYMENT	49.26	6111
Total For Dept 253 TREASUF				49.26	
Dept 257 ASSESSOR					
101-257-727.000	SUPPLIES	PIVOT POINT PARTNERS LLC	ASSESSING SOFTWARE	833.00	6110
101-257-802.000	CONTRACTUAL SERVICES	GREAT LAKES ASSESSING	ASSESSING CONTRACT	3,859.00	6108
Total For Dept 257 ASSESSC				4,692.00	
Dept 262 ELECTIONS					
101-262-727.000	SUPPLIES	PRINTING SYSTEMS INC	AV BALLOT RETURN AND OUTF	537.49	6121
Total For Dept 262 ELECTIC				537.49	
Dept 265 BUILDING & GROUNDS					
101-265-802.000	CONTRACTUAL SERVICES	BETSIE VALLEY IRRIGATION	WINTERIZATION OF IRRIGATIC	180.00	6106
101-265-802.000	CONTRACTUAL SERVICES	LARSEN'S LANDSCAPING & LAW	LAWN CARE	270.00	6119
101-265-920.000	UTILITIES	CHARTER COMMUNICATIONS	TV, INTERNET AND PHONE	161.90	6115
101-265-920.000	UTILITIES	REPUBLIC SERVICES	TRASH	53.10	6122
101-265-930.000	REPAIRS AND MAINTENANCE	GRAND TRAVERSE CONSTRUCTIC	DROP BOX FOR TOWNSHIP HALI	2,500.00	6107
Total For Dept 265 BUILDIN				3,165.00	
Dept 266 ATTORNEY					
101-266-803.000	ATTORNEY	RUNNING, WISE & FORD, P.L.	ATTORNWY FEES- GENERAL MAI	343.00	6124
101-266-803.000	ATTORNEY	RUNNING, WISE & FORD, P.L.	ATTORNEY FEES- STOKES/VANE	56.00	6124
Total For Dept 266 ATTORNE				399.00	
Dept 567 CEMETERY					
101-567-802.000	CONTRACTUAL SERVICES	SIEVERT, JOHN	CEMETERY FALL MOWING	325.00	6125
Total For Dept 567 CEMETEF				325.00	
Dept 701 PLANNING COMMISSION					
101-701-727.000	SUPPLIES	JACKPINE BUSINESS CENTER	DIGITAL FILE COPIES	71.25	6118
Total For Dept 701 PLANNIN				71.25	
Dept 702 ZONING					
101-702-802.000	CONTRACTUAL SERVICES	MANISTEE COUNTY PLANNING	ZONING CONTRACT SERVICES	15,000.00	6120
Total For Dept 702 ZONING				15,000.00	
Dept 751 PARKS & RECREATION					
101-751-727.000	SUPPLIES	BLACK CAP FARMS	PLANTS	299.19	6131
101-751-802.000	CONTRACTUAL SERVICES	WEST MICHIGAN POWER WASH	POWERWASH OF RESTROOM AT I	500.00	6127
101-751-802.000	CONTRACTUAL SERVICES	SPICER GROUP	LANGLAND PARK JOINT PERMII	485.50	6132
101-751-920.000	UTILITIES	REPUBLIC SERVICES	TRASH	465.50	6122
101-751-921.000	LIGHTING	CONSUMERS ENERGY	CONSUMERS ENERGY - GREENWA	37.19	6116
Total For Dept 751 PARKS &				1,787.38	
Total For Fund 101 GENERAI				30,457.06	
Fund 206 FIRE FUND					
Dept 000					

INVOICE GL DISTRIBUTION REPORT FOR ONEKAMA TOWNSHIP
 POST DATES 10/01/2023 - 10/31/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 206 FIRE FUND					
Dept 000					
206-000-727.000	SUPPLIES	ELAN CARDMEMBER SERVICE	CREDIT CARD PAYMENT- BOOTS	539.00	3205
206-000-727.000	SUPPLIES	ALLIED FIRE SALES & SERVICCAPS		418.94	3206
206-000-728.000	SUPPLIES - MEDICAL & SAFETI	EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLIES	181.60	3211
206-000-920.000	UTILITIES	CONSUMERS ENERGY	CONSUMERS ENERGY MAIN ST F	40.13	3208
206-000-920.000	UTILITIES	CHARTER COMMUNICATIONS	TV, INTERNET AND PHONE	161.90	3207
206-000-920.000	UTILITIES	REPUBLIC SERVICES	TRASH- FIRE	53.10	3209
206-000-930.000	REPAIRS AND MAINTENANCE	CADILLAC GARAGE DOOR INC.	COMMERCIAL SERVICE CALL	181.00	3210
206-000-931.000	REPAIRS AND MAINT - AUTO	&ALLIED FIRE SALES & SERVIC	VEHICLE INSPECTIONS AND LA	3,022.96	3206
206-000-931.000	REPAIRS AND MAINT - AUTO	&ONEKAMA MARINE	ROPE	101.90	3212
206-000-931.000	REPAIRS AND MAINT - AUTO	&ONEKAMA MARINE	FUEL FOR BOAT	148.73	3212
206-000-931.000	REPAIRS AND MAINT - AUTO	&YOUR FLEETCARD PROGRAM	CREDIT CARD- FUEL	138.69	3213
Total For Dept 000				4,987.95	
Total For Fund 206 FIRE FU				4,987.95	
Fund 220 LAKE IMPROVEMENT FUND (INVASIVE SPECIES)					
Dept 000					
220-000-802.000	CONTRACTUAL SERVICES	PLM LAKE & LAND MANAGEMENI	PHRAGMITES TREATMENT	152.25	1007
220-000-802.000	CONTRACTUAL SERVICES	PLM LAKE & LAND MANAGEMENI	NEWSLETTER, TREATMENT, LA	8,730.69	1007
220-000-802.000	CONTRACTUAL SERVICES	PLM LAKE & LAND MANAGEMENI	TREATMENT OF MARINA AND EA	3,958.50	1008
Total For Dept 000				12,841.44	
Total For Fund 220 LAKE IM				12,841.44	
Fund 703 TAX FUND					
Dept 000					
703-000-214.101	DUE TO GENERAL FUND	ONEKAMA GENERAL FUND	ADMIN FEE SUMMER TAXES	39,044.95	2271
703-000-214.101	DUE TO GENERAL FUND	ONEKAMA GENERAL FUND	ADMIN FEE SUMMER TAXES	1,308.20	2278
703-000-222.001	DUE TO COUNTY - OPERATING	MANISTEE COUNTY TREASURER	MANISTEE COUNTY SUMMER TAX	679,944.43	2267
703-000-222.001	DUE TO COUNTY - OPERATING	MANISTEE COUNTY TREASURER	MANISTEE COUNTY SUMMER TAX	21,419.81	2275
703-000-225.001	DUE TO SCHOOL - DEBT	ONEKAMA CONSOLIDATED SCHO	ONEKAMA SCHOOL SUMMER TAXE	432,690.39	2270
703-000-225.001	DUE TO SCHOOL - DEBT	ONEKAMA CONSOLIDATED SCHO	ONEKAMA SCHOOL SUMMER TAXE	13,630.70	2277
703-000-225.002	DUE TO SCHOOL - OPERATING	ONEKAMA CONSOLIDATED SCHO	ONEKAMA SCHOOL SUMMER TAXE	1,267,895.55	2270
703-000-225.002	DUE TO SCHOOL - OPERATING	ONEKAMA CONSOLIDATED SCHO	ONEKAMA SCHOOL SUMMER TAXE	48,503.20	2277
703-000-225.003	DUE TO SCHOOL - SINKING FU	ONEKAMA CONSOLIDATED SCHO	ONEKAMA SCHOOL SUMMER TAXE	121,271.76	2270
703-000-225.003	DUE TO SCHOOL - SINKING FU	ONEKAMA CONSOLIDATED SCHO	ONEKAMA SCHOOL SUMMER TAXE	3,820.27	2277
703-000-228.002	DUE TO STATE - SET	MANISTEE COUNTY TREASURER	MANISTEE COUNTY SUMMER TAX	741,759.59	2267
703-000-228.002	DUE TO STATE - SET	MANISTEE COUNTY TREASURER	MANISTEE COUNTY SUMMER TAX	23,367.12	2275
703-000-234.000	DUE TO MANISTEE INTERMEDI	AMANISTEE INTERMEDIATE SCH	MANISTEE ISD SUMMER TAXES	280,788.01	2268
703-000-234.000	DUE TO MANISTEE INTERMEDI	AMANISTEE INTERMEDIATE SCH	MANISTEE ISD SUMMER TAXES	8,845.38	2276
703-000-235.000	DUE TO WEST SHORE COLLEGE	WEST SHORE COMMUNITY COLLE	WSCC OPERATING SUMMER TAXE	380,839.56	2274
703-000-235.000	DUE TO WEST SHORE COLLEGE	WEST SHORE COMMUNITY COLLE	WSCC OPERATING SUMMER TAXE	11,997.33	2280
703-000-275.000	DUE TO TAXPAYERS	OCONNOR THOMAS F & MELISSA	2023 Sum Tax Refund 11-530	267.91	2269
703-000-275.000	DUE TO TAXPAYERS	OSELAND SUSAN	2023 Sum Tax Refund 11-013	7.00	2272
703-000-275.000	DUE TO TAXPAYERS	SKIMIN PATRICK PETER	2023 Sum Tax Refund 41-025	62.93	2273
703-000-275.000	DUE TO TAXPAYERS	ROESE ROBERT & LISA K	2023 Sum Tax Refund 11-002	140.62	2279
Total For Dept 000				4,077,604.71	
Total For Fund 703 TAX FUN				4,077,604.71	

11/01/2023 10:45 AM
User: SHELLI
DB: Onekama Twp

INVOICE GL DISTRIBUTION REPORT FOR ONEKAMA TOWNSHIP
POST DATES 10/01/2023 - 10/31/2023
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 GENERAL FUND	30,457.06
Fund 206 FIRE FUND	4,987.95
Fund 220 LAKE IMPROVEMENT	12,841.44
Fund 703 TAX FUND	4,077,604.71
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	4,125,891.16