



*Baseball Field, Onekama School*



*M-DNR Launch Site*



*Children's Play Area,  
Onekama Village Park*

**COMMUNITY ADMINISTRATIVE STRUCTURES**



# Community Administrative Structures

## *Village of Onekama*

### ***Village Government***

The Village of Onekama is governed by a seven-member council, as authorized under PA 3, 1895, as amended (an organization chart appears on page A-19). The Council includes the Village president. The administrative staff includes a clerk and a treasurer, who do not vote. The Village operates under the State of Michigan zoning laws. The Village Council appoints the Planning Commission and the Zoning Board of Appeals. A part-time zoning administrator administers the zoning ordinance. The Village conducts business in Farr Center at 5283 Main Street in Onekama, with the Council meeting monthly on the third Wednesday. The Village also has two maintenance buildings on the west side of Second Street in Onekama.



*Pavilion in Village Park*

Members of the Village Council are appointed by the president to various functions of the Village Government. Appointments include (among others) streets, cemetery, parks, sanitary sewer, and Library. The chairpersons of these committees, which also have two other members each, are considered responsible for identifying and advancing various projects answering needs of the Village.

The Parks Committee makes parks and recreation recommendations to the Council, and assists the Council in overseeing these projects and general maintenance. The Village cooperates with the Township and the

Onekama Consolidated Schools in parks and recreation matters, and sends at least one representative to the Onekama Village and Township Community Parks and Recreation Committee meetings. (See organization chart on page A-19 for the functions of the Parks and Recreation Committee and how it works with the Township, Village, and School). The Village also participates in the development of the Five-Year Plan for submission to the Michigan Department of Natural Resources.

### ***Village Budget***

In addition, the Council annually develops a budget for the operation of the Village and designates estimated expenditures for various Village functions. Funds are appropriated for various activities as needed and upon action passed by the Council. As provided by law, the books of the Council are audited annually. Revenues for the Village come from property taxes, interest, oil and gas royalties, occasional gifts, funds from State and Federal Governments, fees for the use of the sanitary sewer system, grants, and sales of land. The fiscal year for the Village extends from March 1 through the last day of February.

For the year 2008-2009, the budget for parks is \$28,560 and for Farr Center is \$17,561 in the General Budget, which totals \$531,602. These amounts include funding for the parks in the Village, Farr Center, and the Onekama Branch of the Manistee County Library. This funding, which is considered as being for recreation and culture, actually totals \$46,121. Projections of this budget are difficult to make as the amount usually fluctuates according to monies available for special projects that would be included under recreation and culture.

### ***Village Parks Maintenance and Projects***

Although the Village is the recipient of volunteer services, and some maintenance, such as lawn mowing, has been privatized—one full-time employee and one part-time employee take care of general maintenance throughout the Village. The Portage Lake Garden Club for many years has worked with the beautification and landscaping of the frontage of the Onekama Village Park and the area surrounding Farr Center. The Portage



Lake Association plants the Portage Petunia Parade annually along Main Street in the Village, and also cooperates with the Village, Township, and donors in providing Christmas decorations and the large outdoor lighted tree at Farr Center.

## ***Onekama Township***

### ***Township Government***

Onekama Township is governed by a five-member Board of Trustees, as authorized under MCL 41.1 through 41.813, which includes a supervisor, clerk, and treasurer (see organization chart on page A-20). Board meetings are held monthly on the first Tuesday. The Township supervisor directs activities for the Township Government. The Township operates under the State of Michigan zoning laws. The Township Board appoints the Planning Commission, the Zoning Board of Appeals, and the Portage Lake Harbor Commission. A part-time zoning administrator administers the zoning ordinance. The Township conducts business in the Onekama Township Hall at 5435 Main Street in the Village of Onekama. The Onekama Township Fire Department is also housed in this building.

### ***Township Budget and North Point Park Fund***

The Board annually develops a budget for the operation of the Township and also designates estimated expenditures for various functions. A separate fund is kept for donations to the North Point Park project. Funds are appropriated for various activities as needed and upon action passed by the Board of Trustees. As provided by law, the books of the Township are audited every two years. Revenues for the Township come from property taxes, interest, oil and gas royalty income, land sales, occasional gifts, grants, and funds from State and Federal Governments.

The Onekama Township General Budget for the fiscal year April 1, 2008-March 31, 2009, totals \$564,900. Allowed for recreation/parks activities is \$25,000. Projection of the fluctuation of this figure is difficult, as it usually depends on the revenues available during a particular fiscal year. The North Point Park Fund by resolution for the fiscal year April 1, 2008-March 31, 2009, includes \$6,400 designated for maintenance and \$18,000 for expenditures. This Fund has been built entirely through grants from Manistee Local Revenue Sharing and donations.

### ***Onekama Village and Township Community Parks and Recreation Committee***

Early in 1996, unable to even apply for recreation grants administered by the Michigan Department of Natural Resources because the Five-Year Plan was out of date, a Recreation Plan Writing Committee was set up at the January 18, 1996, meeting of the Onekama Township Planning Commission. Members represented both Onekama Township and Village. The Committee was chaired by the late Blanche Miller, for whom the trail system in North Point Park is named.

The new Five-Year Plan was drafted by the ten-member Committee for acceptance by the Michigan Department of Natural Resources, so that both the Village of Onekama and Onekama Township might again improve their recreation facilities with the aid of some State and Federal grants. This Plan, which is dated November, 1997, was approved by the M-DNR in July, 1998.

The Committee became the Onekama Village and Township Community Parks and Recreation Committee and remained a subcommittee of the





Onekama Township Planning Commission, even though it had representatives from the Village and, by 1999, the Onekama Consolidated Schools. In October, 2002, the Committee began work on another Five-Year Plan. The Plan was approved in February, 2004, by the Michigan Department of Natural Resources.

A major project of the Committee has been the Development of North Point Park on around 60 acres of Township land that originally had been a golf course for Portage Park Addition, the plat for which was recorded in 1917. The golf course was under construction in 1916. The Parks and Recreation Committee first considered this tract in 2000. Being almost flat, it was felt the topography would lend itself well to a trail for persons with special needs. In 2001-2002, Michigan State University Landscape Architecture Program's Small Town Design Initiative prepared a conceptual master plan. In 2002, the land was designated as "North Point Park" by the Township Board.

In 2002 and 2003, applications were completed for a Michigan Department of Natural Resources Trust Fund grant without success. In 2004, what became the Long Loop of the Blanche Miller Trail was asphalt paved using Township funds and donations from individuals and businesses. Manistee Local Revenue Sharing grants in 2005 and 2006 provided further funds for work in North Point Park. There is now a Short Loop of the Trail, paved with crushed stone, and a Primitive Loop. Much volunteer as well as paid work has gone into the preparation of this Park. A recent volunteer project that included clearing brush, landscaping, and fencing at the Seymour entrance and parking lot was undertaken by Boy Scout Thomas Koon of Onekama, who is earning his Eagle Scout rank.

In January, 2007, a new chairperson of the Planning Commission was elected and wished to re-organize its subcommittee structure; the Parks and Recreation Committee was placed under the direction of the Onekama Township Board and reports directly to it with recommendations.

The Committee—which has a chairperson, vice chairperson, secretary, and project manager as well as other members, many of whom are volunteer citizens—includes representatives from the Village Council, Township (Planning Commission and Harbor Commission), Onekama Consolidated Schools, Portage Lake Watershed Forever Plan, Manistee County Michigan State University Extension Service, Portage Lake Garden Club, Spirit of the Woods Garden Club, Portage Lake Association, and Portage Point Summer Resort Corporation.

These representatives report on parks and recreation matters at the first-Thursday regular monthly meetings of the Committee. The Parks and Recreation Committee minutes are distributed to each member before meetings as well as to members of the Township Board, Township Planning Commission, and Village Council. For the past two years, meetings have not been held during December-March.

The Committee assesses current parks and recreation needs, and makes plans accordingly before making any recommendations to Community governing bodies concerning parks and recreation. The Committee assists community governing bodies in administering parks and recreation projects and with maintenance, and writes grant applications for parks and recreation projects. It also does fundraising for parks and recreation projects and maintenance, and takes on special projects, such as the preparation and distribution of brochures. (See organization chart on page A-20 for the functions of the Parks and Recreation Committee and how it works with the Township, Village, and School.)

### ***Township Parks Maintenance and Projects***

The Township Board administers its parks and recreation projects and maintenance with assistance of the Parks and Recreation Committee; but because the Township has no regular full-time employees for parks and recreation, it hires work done in its parks as needed. It often maintains its parks with cooperation from other units of government. There are also donations and volunteer help.

## ***Onekama Consolidated Schools***

### ***District Government and School Structure***

The Onekama Consolidated Schools District is governed by a seven-member Board of Education, which includes a president, vice president, secretary, treasurer, and three other trustees. The District operates under the Michigan State Department of Education educational laws. The Board of Education appoints the District



superintendent, who appoints the full-time principal. The principal oversees the teaching staff, support staff, and staff of special programs. The superintendent also appoints and oversees any grant-related positions (technology and Learning Center coordinators); the persons in the grant-related positions oversee any support staff in their respective programs. (An organization chart is on page A-21.)

The District is currently only operating the Onekama School at 5016 Main Street, Onekama. The Onekama School has 409 students enrolled.

### ***School Recreation***

Recreation program facility use and programming are approved through the building principal and superintendent. Hiring and supervision of recreation staff are approved by the building principal, coordinators, and superintendent, and shared with the Board during monthly meetings. During the school year, there is a games manager who supervises various public game activities, and an athletic director who schedules public games and other public activities at the School. The technology coordinator along with the Learning Center coordinator oversee the after-school and summer youth recreation programs.

Onekama Consolidated Schools is included in the Plan because of the recreational facilities provided for the public that are not duplicated elsewhere in the Community. The Warren Vaughan Tennis Courts are for public use; indoor facilities are available for the use of the public for exercising, and holding meetings or events that require computer facilities, and/or auditorium and stage facilities. A \$14.1 million building program was started in 2008 and will include a new gymnasium (with a projected cost of \$4.6 million) and a new cafetorium (with a projected cost of \$1.9 million). Athletic fields are being renovated at a projected cost of \$725,000. All of these projects will enhance the Community's use of the School facilities. Completion of the program will be within a year.

### ***District School Budget***

The Onekama Consolidated Schools General Operating Budget and Non-General Grants for the fiscal year July 1, 2008-June 30, 2009, total \$3,890,639. The General Operating Budget is based on the number-of-pupil head counts twice a school year and then based on operating revenue of \$8,304 per student based on local, State, and Federal funds (2008-2009 records—409 students, first head count). The Budget report of revenue and expenditures in the general fund is made to the District Board of Education by the superintendent at the monthly meetings held on the second Monday of each month.

Recreation activities within the District General Budget are limited to classroom instruction or students participating in activities during school hours. Additional public recreation programs are funded through fund-raising activities, donations, and outside grants. The budget for recreation usually fluctuates with the monies available from fundraising activities, donations, and outside grants and is, therefore, difficult to project.

The Five-Year Plan, which includes District public recreation activities, has been adopted by the Board of Education. The Board and District are represented at the meetings of the Onekama Village and Township Community Parks and Recreation Committee by the superintendent and a member of the Board of Education. See organization chart on page A-21 for the functions of the Parks and Recreation Committee and how it works with the Township, Village, and School.

