

Approved Minutes

The regular monthly meeting of the Manistee Township Board was held on Thursday December 9, 2021 at 7:00 p.m., at the Manistee Township Hall. Board members present were Supervisor Dennis Bjorkquist, Trustee Guy Finout, Trustee John Dontz, Treasurer Connie Jankwietz, and Clerk Dianne Taylor. Also present were Fire Captain Sam Koscinski, Deputy Clerk Melanie Skory, Zoning Administrator Karen Clouse, Duane Anderson, Arielle Breen, Larry Ronning, Doug Barry, Rob Carson, Frank Post, and Barry Lind. Not present were County Commissioner Jeff Dontz and Liquor Inspector Rick Clouse.

Supervisor Dennis Bjorkquist called the meeting to order. All attending stood and recited the Pledge of Allegiance to the United States flag.

Minutes of the November 9, 2021 Manistee Township Special Board meeting and the Regular Board meeting were provided. Trustee John Dontz made the motion to approve the minutes as presented, seconded by Treasurer Jankwietz. All in favor; motion carried.

Minutes of the November 29, 2021 were provided. Treasurer Jankwietz made the motion to approve the minutes as presented, seconded by Trustee Dontz. All in favor; motion carried.

The Treasurer's report was provided for the month of November 2021. The receipts were \$8,037.53; expenditures were \$92,787.98, leaving a balance of \$76,294.16 in the General Fund as of November 2021. Treasurer's report was placed on file.

Approved minutes from the November 3, 2021 Planning Commission meeting were presented to the Board and placed on file.

There were no public comments at this time.

County Commissioner Jeff Dontz was absent.

Zoning Administrator Clouse reported on the activity in the Zoning office for November. There were no new complaints. There were (5) five requests for zoning permits and (11) eleven requests for new construction permits as well as (1) one reinspection fee paid. The old Kennedy School property may be sold in 2022; waiting on proof of a signed purchase agreement. The Planning Commission has agreed to keep their regular scheduled meeting dates on the first Wednesday of the month at 9:00 a.m. The Master Plan has been adopted by the Planning Commission and recommends the Manistee Township Board do the same. The LaGuire development off of M-22 and Kerry Road may be in violation of the private street standards of the Zoning Ordinance. Wildwood Trail runs the length of the development and currently has 4 homes on it; however, 2 other homes are being built on roads branching off Wildwood. The limit is 5 according to our Ordinance. Zoning Administration Clouse then gave a report of the Zoning office activities for the year 2021.

Fire Captain Sam Koscinski reported (4) four meetings and/or training sessions, (9) nine medical runs, and (2) two fire runs. Truck 131 A/C is not working; it is covered by

warranty; it will be repaired in 2022. Truck 137 has a jump line that needs to be replaced. The station generator is up and running. Fire Chief Chuck Barron and Firefighter Ben Blakeslee have resigned from the department. The search for a new Fire Chief has begun and there is someone interested in the position who has the qualifications. Supervisor Bjorkquist expressed his thanks to the fire fighters for all of their hard work.

Supervisor Bjorkquist reported, in Liquor Inspector Rick Clouse absence, for November. There were no citations or violations at any establishments.

Supervisor Bjorkquist gave an update on the Township. The M-55 bridge project is nearing completion, one more concrete pour is needed as well as the installation of the guard rails; the sealing will be done in the Spring. The roundabout project on M-22 and US-31 construction is expected to begin in the Spring of 2022.

The Manistee Township Board received a letter of resignation from Fire Chief Chuck Barron. Supervisor Bjorkquist took this opportunity to thank Fire Chief Chuck Barron for his (20) twenty years of service, including (8) eight years as Fire Chief, to Manistee Township.

The Manistee Township Master Plan was presented after being adopted by the Planning Commission. The Master Plan will be in effect until 2025. It was moved by Trustee Finout and supported by Treasurer Jankwietz that **Resolution No. 2021-18 Township Board Resolution to Adopt Master Plan** be adopted. In a roll call vote, the following voted in favor: Trustee Dontz, Trustee Finout, Treasurer Jankwietz, Clerk Taylor, and Supervisor Bjorkquist. None voting against. The Supervisor declared the resolution adopted.

County of Manistee, Michigan

Resolution No. 2021-18

Township Board Resolution to Adopt Master Plan

WHEREAS, the Michigan Planning Enabling Act (MPEA) authorizes the Planning Commission to prepare a Master Plan for the use, development and preservation of all lands in the Township; and,

WHEREAS, the Planning Commission prepared a proposed updated Master Plan and submitted the plan to the Township Board for review and comment; and

WHEREAS, on September 9, 2021, the Manistee Township Board received and reviewed the proposed Master Plan prepared by the Planning Commission and authorized distribution of the Master Plan to the Notice Group entities in the MPEA; and

WHEREAS, notice was provided to the Notice Group entities in the MPEA; and

WHEREAS, the Planning Commission held a public hearing on December 1, 2021 to consider public comment on the proposed updated Master Plan, and to further review and comment on the proposed updated Master Plan; and

WHEREAS, the Township Board finds the proposed updated Master Plan is desirable and proper and furthers the use, preservation, and developmental goals and strategies of the Township;

WHEREAS, the MPEA authorizes the Township Board to assert by resolution its right to approve or reject the proposed Master Plan;

THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. **Adoption of 2020 Master Plan.** The Township Board hereby approves and adopts the proposed 2020 Master Plan, including all of the chapters, figures, maps and tables contained therein. Pursuant to MCL 125.3843 the Township Board has asserted by resolution its right to approve or reject the proposed Master Plan and therefore the approval granted herein is the final step for adoption of the plan as provided in MCL 125.3843 and therefore the plan is effective as of December 9, 2021.
2. **Distribution to Notice Group.** The Township Board approves distribution of the adopted plan to the Notice Group.
3. **Findings of Fact.** The Township Board has made the foregoing determination based on a review of existing land uses in the Township, a review of the existing Master Plan provisions and maps, input received from the Planning Commission and public hearing, and with the assistance of a professional planning group, finds that the updated Master Plan will accurately reflect and implement the Township's goals and strategies for the use, preservation, and development of lands in Manistee Township.
4. **Effective Date.** The Master Plan shall be effective as of the date of adoption of this resolution.

It was moved by Mr. Finout and supported by Ms. Jankwietz that the resolution be adopted.

Upon a roll call vote, the following voted:

Voting in Favor: Dontz, Finout, Jankwietz, Taylor, Bjorkquist

Voting Against: None

Absent: None

The Supervisor declared the resolution adopted.

I, the undersigned, the Clerk of the Township of Manistee, Manistee County, Michigan, do hereby certify that the foregoing is a true and complete copy of the duly adopted resolution adopted at the regular meeting of the Manistee Township Board, and a true and correct copy is included in the December 9, 2021 Manistee Township Board Minutes.

Dianne Taylor
Manistee Township Clerk

The Manistee Township Parks and Recreation Plan is complete and ready for adoption as recommended by the Planning Commission. The Plan will be included in the Manistee County-Wide Park & Recreation Plan covering a 5-year period from 2022 – 2026. It was

moved by Trustee Dontz and supported by Trustee Finout that **Resolution No. 2021-19 Adoption of the Manistee Township Park and Recreation Plan** be adopted *with the removal of Appendix E, pages D, E, F, H, I, J, for publication and distribution*. In a roll call vote, the following voted in favor: Trustee Finout, Treasurer Jankwietz, Clerk Taylor, Trustee Dontz and Supervisor Bjorkquist. None voting against. The Supervisor declared the resolution adopted.

Manistee Township Board Resolution No. 2021-19

Adoption of the Manistee Township Park & Recreation Plan

WHEREAS, the **Manistee Township** has undertaken a planning process to plan for recreation for the community, called the **Manistee Township Park & Recreation Plan**, while simultaneously participating in preparing a greater collaborative County-Wide recreation plan called the Manistee County-Wide Park & Recreation Plan, and

WHEREAS, the **Manistee Township Park & Recreation Plan** is a component of the Manistee County-Wide Park & Recreation Plan, and

WHEREAS, when referring to the **Manistee Township Park & Recreation Plan** all the common components of the greater Manistee County-Wide Park & Recreation Plan has been considered with the exception of, and excluding, sections specific to other communities, and

WHEREAS, the sections that are specific to **Manistee Township** include **pages A-48 through A-51 and F-24 of Appendix F**, and

WHEREAS, the Manistee County-Wide Park & Recreation Plan, of which the **Manistee Township Park & Recreation Plan** is a component, was prepared in partnership and collaboration with all Manistee County municipalities, and

WHEREAS, the collaborative planning process was to determine the recreation and natural resource needs and desires of Manistee County residents, with the **Manistee Township** component addressing specifically **Manistee Township** residents, during a five-year period covering the years 2022-2026, and

WHEREAS, the combined area of the aforementioned local unit of government constitutes the planning area, and

WHEREAS, the **Manistee Township Board** is the official governing body solely responsible for recreation planning in **Manistee Township**, and

WHEREAS, the **Manistee Township Board** completed the process of developing a community recreation and natural resources plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for thirty (30) days, and

WHEREAS, opportunities for public input for all residents of the community to express opinions, ask questions, and discuss all aspects of the recreation plan were made available by taking advantage of any

or all of the following opportunities: by attending any of the public input sessions held at each Manistee County jurisdiction during 2021, by taking an on-line survey that was available from April-August 2021, and the final public comment session held on **November 9, 2021** at the **Manistee Township Hall** to provide a final opportunity for comment, and

WHEREAS, the **Manistee Township Board** has participated in the development of the Plan as a guideline for improving recreation and enhancing natural resource conservation for **Manistee Township**, and

WHEREAS, after the public hearing and during a scheduled **Township Board** meeting, the **Manistee Township Board** voted to adopt said recreation plan except Appendix E and with the removal of pages D, E, F, H, I, J for publication and distribution, and

WHEREAS, final edits to the plan, as noted in the **Manistee Township Board** special meeting minutes for the meeting that took place on **November 9, 2021**, have been incorporated, and

Whereas, Mr. Dontz made a motion to adopt Resolution No. 2021-19 and Mr. Finout seconded, and

NOW, THEREFORE BE IT RESOLVED the **Manistee Township Board** hereby adopts the **Manistee Township Park & Recreation Plan** as defined.

Yeas: Finout, Jankwietz, Taylor, Dontz, Bjorkquist Nays: None Absent: None

I, **Dianne Taylor, Manistee Township Clerk**, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the **Manistee Township Board** at the regular meeting thereof held on **December 9, 2021**.

Signature _____ Date: December 9, 2021

Dianne Taylor, Manistee Township Clerk

The City Sanitary Sewer Service Compliance Ordinance No. 2021-04 was presented to the Board. After a brief discussion, it was moved by Treasurer Jankwietz and supported by Trustee Dontz to adopt **Ordinance No. 2021-04 - City Sanitary Sewer Service Compliance Ordinance**. In a roll call vote, the following voted in favor: Treasurer Jankwietz, Clerk Taylor, Trustee Dontz, Trustee Finout and Supervisor Bjorkquist. None voting against. The Supervisor declared the ordinance adopted. The Ordinance is quite long and is available at the Manistee Township Hall.

Frank Post, EMS Captain with the Manistee Township Fire Department, presented a FEMA grant request to the Board. The grant would provide the department with necessary extrication equipment to protect township residents. The grant request is estimated to be \$65,513.00, with the township cost being 5%, estimated at \$3,275.65. It was moved by Trustee Dontz to adopt **Resolution No. 2021-20 to Approve FEMA Grant Submission for Fire Department Vehicle Extraction Equipment** and supported by Treasurer Jankwietz. In a roll call vote, the following voted in favor: Clerk Taylor, Trustee Dontz, Trustee Finout, Treasurer Jankwietz, and Supervisor Bjorkquist. None voting against. The Supervisor declared the resolution adopted.

Resolution No. 2021-20

A Resolution to Approve FEMA Grant Submission for Fire Department Vehicle Extrication Equipment

WHEREAS, The Township of Manistee recognizes the need for supplying the Fire Department with the necessary equipment to protect township residents and firefighters, and to help with rescuing an entrapped victim as quickly as possible; and,

WHEREAS, there may be funding available through the 2021 FEMA Assistance to Firefighter Grant (AFG) that would allow the Fire Department to upgrade its vehicle extrication equipment by purchasing (1) Battery Powered Extrication Tools consisting of a Spreader, Cutter, Ram (with Ram support) and Combination Tool (a Cutter and Spreader, (2) Tele Crib Strut Jacks (2 strut supports), and (3) a Cribbing Kit; therefore,

BE IT RESOLVED the Manistee Township Board approves the submission of a 2021 FEMA Assistance to Firefighter Grant (AFG) application for the purchase of Vehicle Extrication Equipment to be used by the Manistee Township Fire Department. The cost of the equipment is estimated to be \$65,513.00; the required Township share of the cost is five percent (5%) and is estimated to be \$3,275.65, if awarded.

Mr. Dontz made the motion to approve the resolution, Ms. Jankwietz seconded.

Yeas: Taylor, Dontz, Finout, Jankwietz, Bjotquist

Nays: None

Absent: None

The Supervisor declared the Resolution adopted.

I, Dianne Taylor, the duly appointed and acting Clerk of Manistee Township do hereby certify the foregoing is a true and correct copy of the duly adopted resolution adopted at the regular meeting of the Manistee Township Board, and a true and correct copy is included in the December 9, 2021 Manistee Township Board Minutes.

Dianne Taylor
Manistee Township Clerk

Copies of the 2022 Tax Maps and Assessment Roll Maintenance, Tax Rolls, Tax Bills, and Computer Services Contract were reviewed by the Board Members. The cost per parcel for 2022 is \$4.22. Treasurer Jankwietz made a motion to approve the Contract for 2022, seconded by Trustee Dontz. All in favor; motion carried.

The 2022 SET Summer Tax Collection contract between Manistee County and Manistee Township was reviewed by the Board. Treasurer Jankwietz made a motion to approve

the Summer Tax Collection Contract, seconded by Clerk Taylor. All in favor; motion carried.

The Board Members received a copy of the proposed annual Township calendar for 2022. Treasurer Jankwietz made the motion to approve the annual Township calendar as presented for 2022, seconded by Trustee Dontz. All voted in favor; motion carried.

The November bill payment has been provided. Trustee Dontz made the motion to pay the bills for November as provided and any bills as they are received; Trustee Finout seconded the motion. All in favor; motion carried.

Manistee County MTA Meeting will hold their next meeting on Wednesday, March 23, 2022 at 7:00 p.m. at the Arcadia Township Hall, 3422 Lake Street, Arcadia, MI 49613.

Manistee Township Board of Review will meet on Tuesday, December 14, 2021 at 6:00 p.m. to correct errors and omissions.

Manistee Zoning Board of Appeals will meet Tuesday, January 4, 2022 at 6:00 p.m. at the Manistee Township Hall (if there is an appeal).

Manistee Township Planning Commission will meet on Wednesday, January 5, 2022 at 9:00 a.m. at the Manistee Township Hall.

Next regular meeting of the Manistee Township Board will be held on Thursday, January 6, 2022 at 7:00 p.m. at the Manistee Township Hall, 410 Holden Street.

Supervisor Bjorkquist wished everyone a Merry Christmas, stay safe and healthy, and Happy New Year. Be sure the check your smoke alarms and chimneys.

There being no further business or public comment to come before the board, it was moved by Trustee Dontz seconded by Clerk Taylor to adjourn the meeting at 7:41 p.m. All in favor; motion carried.

Respectfully submitted,

Dianne Taylor
Manistee Township Clerk