

## Approved Minutes

The regular monthly meeting of the Manistee Township Board was held on Thursday, September 14, 2023 at 7:00 P.M. at the Manistee Township Hall. Board members present were Supervisor Dennis Bjorkquist, Clerk Dianne Taylor, Treasurer Connie Jankwietz, and Trustee John Dontz. Trustee Guy Finout was absent. Also present were Deputy Clerk Heather Taylor, Fire Chief Joe Cerka, Assessor Sharon Zakrajsek, Barry Lind with PEG, and James Eble.

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

Minutes of the August 10, 2023 Manistee Township Board meeting were provided. Treasurer Jankwietz made the motion to approve the minutes as written, Trustee Dontz seconded. All in favor; motion carried.

The Treasurer's report for the month of August was provided. The receipts were \$34,530.43; expenditures were \$95,092.61, leaving a balance of \$196,036.12 in the General Fund as of August 31, 2023. The report was placed on file.

Manistee Township Planning Commission ~ Accepted minutes from August 2, 2023 were provided and placed on file.

Manistee Township Zoning Board of Appeals ~ no meeting.

James Ebel brought the following questions before the board. He asked if the zoning information he requested at the last meeting was available; he was given the packet of information. Next, he asked to have it explained again why he wasn't able to get back the \$5,000.00 in taxes that he had paid. Supervisor Bjorkquist referred the question to the Assessor, Sharon Zakrajsek, then Sharon and James reviewed his taxes on the computer. The third question was what is the zoning on the property with the junk/used car sales on it and when is it going to be cleaned up. The Supervisor indicated the Zoning Administrator is searching for the owner of the property.

County Commissioner Jeff Dontz was absent; no report available.

Zoning Administrator Karen Clouse was not available; however, Supervisor Bjorkquist gave her report on the activity in the Zoning Department for August. There were no new written complaints. The office issued five (5) land use permits and fifteen (15) construction permits. The Planning Commission and the Zoning Administrator are making progress on establishing a Short-Term Rental Ordinance. The footings are in place and the pavement is expected to be completed by Elmers before the end of October. The Zoning and Building office is busy with answering questions about the proper permits from property owners trying to get projects completed before the colder, rainy weather sets in.

Fire Chief Joe Cerka reported on activity at the Fire Department. There were four (4) lift assists, four (4) fire runs, seventeen (17) medical runs, and three (3) vehicle accidents. During Onekama Days they drove in the parade, was on stand by for the Demolition Derby, and attended the First Responder Day at the Manistee County Fair. Repaired a leaking valve on the pump and bled the brakes on the Ladder Truck. Keeping the trucks and station clean. They

purchased two new battery powered scene lights along with a battery powered saw. There are two more demos scheduled for the battery powered Jaws equipment. Still actively recruiting. Chief Cerka can't thank the Fire and EMS departments enough for their time and commitment. The open house was last Saturday and quite a few people attended. A new fax machine was purchased. They did not receive enough funding from the Revenue Sharing Board and will be looking to the township board for approval of the difference to purchase the Jaws equipment. Supervisor Bjorkquist expressed his thanks to the firefighters for all of their hard work.

Liquor Inspector Rick Clouse was absent.

Supervisor Bjorkquist gave an update on the Township. The 31 bridge is out for a while and both road projects need to be painted to make them complete.

Trustee Dontz made a motion to approve the Personal Property Policy; seconded by Clerk Taylor. In a roll call, those voting in favor were: Jankwietz, Taylor, Dontz, Bjorkquist. Those voting against: None. Absent: Finout.

## **Manistee Township Personal Property Policy**

The following procedures shall be completed annually:

1. A canvas of the Personal Property in the township.
2. New Personal Property found shall be added to the Assessment Roll.

A motion to adopt the Personal Property Policy was made by Board member Dontz and supported by Board Member Taylor.

Upon a roll call vote, the following voted:

Yeas: Jankwietz, Taylor, Dontz, Bjorkquist

Nays: None

Absent: Finout

The Supervisor declared the motion carried and the policy adopted.

I, Dianne Taylor, duly elected Clerk of Manistee Township, do hereby certify the foregoing is a true and correct copy of the policy adopted at the regular board meeting of the Manistee Township Board and a true and correct copy is included in the September 14, 2023 Manistee Township Board minutes.

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Dianne Taylor  
Manistee Towns

Trustee Dontz made a motion to approve the Exempt Property Policy; seconded by Clerk Taylor. In a roll call, those voting in favor were: Taylor, Dontz, Jankwietz, Bjorkquist. Those voting against: None. Absent: Finout.

### **Manistee Township Exempt Property Policy**

The following procedures shall be conducted annually:

1. A canvas of the Exempt properties by a verification of use.
2. A new Application for Tax Exempt status shall be sent out to current Exempt properties for completion and returned to the Assessor's Office when the assessor deems further information is needed.
3. An Application shall be completed for all new applicants and be subject to the Three Prong test listed in Bulletin 26 of 2017.

A motion to adopt the Exempt Property Policy was made by Board member Dontz and supported by Board Member Taylor.

Upon a roll call vote, the following voted:

Yeas: Taylor, Dontz, Jankwietz, Bjorkquist

Nays: None

Absent: Finout

The Supervisor declared the motion carried and the policy adopted.

I, Dianne Taylor, duly elected Clerk of Manistee Township, do hereby certify the foregoing is a true and correct copy of the policy adopted at the regular board meeting of the Manistee Township Board and a true and correct copy is included in the September 14, 2023 Manistee Township Board minutes.

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Dianne Taylor  
Manistee Township Clerk

Treasurer Jankwietz made a motion to approve the Access to the Assessor Policy; seconded by Trustee Dontz. In a roll call, those voting in favor were: Dontz, Jankwietz, Taylor, Bjorkquist. Those voting against: None. Absent: Finout.

## **Manistee Township**

### **Access to the Assessor Policy**

Whereas, Michigan Public Act No. 660, Section 10g, provides the requirements for the availability of the assessor to taxpayers, Manistee Township is establishing the following procedures for the Assessor and Assessor's office availability:

The Assessor, or designated staff, shall be available to the taxpayers during posted business days and hours in person, by telephone, by email, and by appointment. Appointments will be scheduled at the township hall or other mutually agreeable location.

Telephone calls and written correspondence will be responded to within seven (7) business days, with the preferred response being 24 to 48 hours.

A taxpayer may arrange an in-person meeting with the Assessor, or an official from the assessor's office, by calling or sending an email to the Assessor or the assessor's office.

A taxpayer may request information or record copies maintained by the assessor's office

by calling or emailing the assessor's office, by calling or emailing the assessor, or by accessing the township website and connecting to the BS&A record search upon completion.

The Assessor shall be available to discuss Assessment Change Notices and resolve any issues before the First Tuesday following the First Monday in March. The Assessor's contact information shall be printed on the Assessment Change Notices.

The Assessor's name, business office name (if applicable), mailing address, office telephone number, and email address shall be posted at the township hall and on the township website.

A motion to adopt the Access to Assessor Policy was made by Board Member Jankwietz and supported by Board Member Dontz.

Upon a roll call vote, the following voted:

Yeas: Dontz, Jankwietz, Taylor, Bjorkquist

Nays: None

Absent: Finout

The Supervisor declared the motion carried and the policy adopted.

I, Dianne Taylor, duly elected Clerk of Manistee Township, do hereby certify the foregoing is a true and correct copy of the policy adopted at the regular board meeting of the Manistee Township Board and a true and correct copy is included in the September 14, 2023 Manistee Township Board minutes.

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Dianne Taylor  
Manistee Township Clerk

## Manistee Township Assessor Information

Assessor

Sharon Zakrajsek

Great Lakes Assessing, Inc.

231-468-2977

[sharon@greatlakesassessing.com](mailto:sharon@greatlakesassessing.com)

Assessor's Office  
Great Lakes Assessing, Inc.  
Post Office Box 325  
Cadillac, MI 49601  
231-468-2977  
[info@greatlakesassessing.com](mailto:info@greatlakesassessing.com)

Taxpayers may call or email the Assessor, or the Assessor's office, during business hours Monday thru Friday to schedule an appointment, make inquiries, or request assistance with forms. Ideally, a response will be within 24 to 48 hours; however, the response will be not later than seven (7) business days.

Appointments are available at the township hall or other mutually agreeable location.

Inquiry regarding records can be made by calling the Assessor, Assessor's office, or accessing the Township website and connecting on the BS&A record search when the site is completed.

The Assessor will be available to discuss informally assessments and issues generated on the Assessment Change Notice by calling 231-468-2977 before the First Tuesday following the First Monday in March.

Treasurer Jankwietz made a motion to approve Resolution No. 2023-13 Allow Local Residents to Protest in Writing to Board of Review; seconded by Trustee Dontz. In a roll call, those voting in favor were: Jankwietz, Taylor, Dontz, Bjorkquist. Those voting against: None. Absent: Finout.

## **Manistee Township**

### **Resolution No. 2023-13**

#### **Allow Local Residents to Protest in Writing to Board of Review**

**WHEREAS**, the Board of Manistee Township, Manistee County, Michigan, desires to ease the burden on taxpayers, the assessor, and the Board of Review by allowing all taxpayers the opportunity to file a protest before the board of review by letter; and

**WHEREAS**, the Township Board of Manistee Township, Manistee County, Michigan, is authorized by THE GENERAL PROPERTY TAX ACT 206 of 1893, MCL 211.30(8) to adopt a resolution authorizing

a resident taxpayer to file his or her protest before the Board of Review by letter without a personal appearance by the taxpayer or his or her agent.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Board Manistee Township, Manistee County, that all resident taxpayers, or their agents, are authorized to protest to the Board of Review by letter. Said letters must be delivered to the physical or electronic address provided in the public notice or publication. For the March meeting of the Board of Review, letters must be received prior to the deadline on the publication. For the July and December meetings of the board of review, letters must be received by 5:00pm on the day prior to the meeting stated on the public notice; and

**BE IT FURTHER RESOLVED**, that Manistee Township shall include a statement notifying taxpayers of this option in each assessment notice under section 24c and on each notice or publication of the meeting of the Board of Review.

The foregoing resolution was offered by Board Member Jankwietz and supported by Board Member Dontz.

Upon roll call vote, the following voted:

Yeas: Jankwietz, Taylor, Dontz, Bjorkquist

Nays: None

Absent and Excused: Finout

The Supervisor declared the motion carried, and Resolution 2023-13 duly adopted.

I, Dianne Taylor, duly elected Clerk of Manistee Township, do hereby certify the foregoing is a true and correct copy of the resolution duly adopted at the regular meeting of the Manistee Township Board and a true and correct copy is included in the September 14, 2023 Manistee Township Board minutes.

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Dianne Taylor  
Manistee Township Clerk

Treasurer Jankwietz made a motion to approve the purchase of the PivotPoint program for \$833.35 per year; seconded by Trustee Dontz. All in favor; motion carried.

Trustee Dontz made a motion to approve the Manistee County Mutual Aid Agreement; seconded by Clerk Taylor. All in favor; motion carried.

Trustee Dontz made a motion to approve a Fire Department Probationary Appointment for Nicholas Contreras; seconded by Treasurer Jankwietz. All in favor; motion carried.

The August bill payment schedule was provided. Trustee Dontz made a motion to pay the August bills as provided and the September bills as they are received; Treasurer Jankwietz seconded the motion.

**The Manistee County MTA meeting will be on Wednesday, September 27, 2023 at 7:00 p.m. at the Springdale Township Hall located at 14492 Glovers Lake Road, Bear Lake, MI 49614.**

**Manistee Zoning Board of Appeals will meet on Tuesday, October 3, 2023 at 6:00 p.m. at the Manistee Township Hall, if there is an appeal.**

**Manistee Township Planning Commission meeting is scheduled for Wednesday, October 4, 2023 at 9:00 a.m. at the Manistee Township Hall.**

**Next regular meeting of the Manistee Township Board will be Thursday, October 12, 2023 at 7:00 p.m. in the Manistee Township Hall, 410 Holden Street.**

In public comment, James Eble requested a copy of the board of review documentation from the July 17, 2018 meeting and continued his complaint against the previous assessor and township regarding his personal residence exemption.

There being no further business or public comment to come before the board, it was moved by Trustee Dontz, and seconded by Treasurer Jankwietz, to adjourn the meeting at 7:33 p.m. All in favor; motion carried.

Respectfully submitted,

Dianne Taylor  
Manistee Township Clerk