

Approved Minutes for Budget Public Hearing

The Manistee Township Budget Public Hearing was held at the Manistee Township Hall on Wednesday, June 16, 2021 at 6:00 p.m. Board Members present were Supervisor Dennis Bjorkquist, Treasurer Connie Jankwietz, Clerk Dianne Taylor, Trustee John Dontz, and Trustee Guy Finout. Also present, were Deputy Clerk Melanie Skory, Zoning Administrator Karen Clouse, and Liquor Inspector Rick Clouse.

Supervisor Bjorkquist called the Public Hearing to order at 6:00 p.m. with the Pledge of Allegiance.

The fiscal year 2021/22 Proposed Budget was discussed at length. The Proposed Budget was compared to the actual revenues and expenses for the Fiscal Year Ended June 30, 2020, the current fiscal year-to-date as of May 31, 2021, and the current FYE 2020/21 Actual Budget. Line item increases and decreases were discussed and the rationale for the proposed modifications.

There being no further public comment, Trustee Finout made the motion, seconded by Clerk Taylor to adjourn the Public Budget Hearing meeting at 6:25 p.m. Motion carried.

Proposed Minutes

The regular monthly meeting of the Manistee Township Board was held on Wednesday, June 16, 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 Deputy Clerk Melanie Skory, Zoning Administrator Karen Clouse, Fire Captain Sam Kosciński, Liquor Inspector Rick Clouse, Bill Schoedel, and Barry Lind with PEG. County Commissioner Jeff Dontz was absent.

Supervisor Dennis Bjorkquist called the meeting to order. The Pledge of Allegiance was conducted at the Public Hearing held prior to the Board Meeting.

Minutes of the May 18, 2021 Manistee Township Board Work Session and the June 13, 2021 Special Board Meeting were provided. Trustee Dontz made the motion to approve both sets of minutes as written, seconded by Treasurer Jankwietz. All in favor; motion carried.

The Treasurer's report for the month of May was provided. The receipts were \$53,555.22; expenditures were \$81,016.83, leaving a balance of \$171,201.84 in the General Fund as of May 31, 2021. The report was placed on file.

Minutes of the Manistee Township Planning Commission May 5, 2021 were provided and placed on file.

There were no public comments at this time.

County Commissioner Jeff Dontz was not present.

Zoning Administrator Karen Clouse reported on the activity in the Zoning office for May. There were no new written complaints. An earlier complaint regarding a property on Birchwood Drive is being addressed. There were five (5) land use permits issued and eleven (11) requests for construction permits. Three (3) re-inspections were also issued. One (1) appeal was heard for a variance request on Lake Michigan near Bar Lake. Maple Ridge Manor has received their certificate of occupancy. There has been some new interest in the old Kennedy school building.

Fire Captain Sam Koscinski reported six (6) fire runs, nine (9) medical runs and nine (9) training/meeting sessions. Apparatus is in good working order with some repairs being completed on 133. The Fire Department has received an application from Jayde Bray. The Fire Department would like to add her to the roster as a probationary EMR.

A motion was made by Treasurer Jankwietz, to accept Jayde Bray as a six-month probationary EMR, seconded by Trustee Dontz; motion carried.

The State of Michigan is requiring CEU's for all firefighter/EMR. The online training module Lexipol is currently being used by other area departments and the Fire Department would like to utilize this program to meet State requirements.

A motion was made by Treasurer Jankwietz to approve the purchase of the Lexipol training program in the amount of \$1,352 for Fire Department use by amending the current 2020/21 budget, seconded by Trustee Dontz; motion carried.

The Fire Department is still waiting to receive the turnout gear from the 50/50 grants. The Fire Department filled five (5) pools over the past week and have received \$475 in donations. Training is ongoing. Please remember, fire risk is high, burn permits are now available through the State website www.michigan.gov/burnpermit or by calling 866.922.2876. Supervisor Bjorkquist expressed his thanks to the firefighters for all of their hard work.

Liquor Inspection Rick Clouse stated all locations are in compliance. Insta-Launch now has a liquor license. Douglas Valley and The Heathlands are not open.

Supervisor Bjorkquist gave an update on the Township. The M-55 bridge project is on schedule and the Maple Ridge Manor is having an open house for the public on June 17 from 1:00 p.m. until 5:00 p.m.

A letter from the United Veterans Council is requesting that Manistee Township purchase flags to be placed at veteran gravesites. A motion was made by Trustee Dontz to purchase the same as last year at a cost of \$700.00, seconded by Trustee Finout; motion carried.

Clerk Taylor presented the Board with an overview of the 2020/2021 Fiscal Year Budget. Treasurer Jankwietz made the motion to approve 2020/2021 Budget Amendment No.2, seconded by Trustee Dontz. In a roll call, those voting in favor were: Jankwietz, Finout, Dontz, Taylor, Bjorkquist. Those voting against: None. Supervisor Bjorkquist declared the motion carried.

Recommended 2020/2021 Budget Change No. 2 - with additions June 16, 2021

<u>Account</u>	<u>Name</u>	<u>Increase</u> <u>(Decrease)</u>	
<u>General Fund</u>			
<u>Revenue</u>			
		0.00	
		<u>0.00</u>	
	Total Revenue Increase	<u>0.00</u>	<u>0.00</u>
<u>Expense</u>			
	<u>Development & Operations</u>		
101-000-998	Payroll Taxes	1,000.00	
101-216-702	Deputy Clerk	(3,000.00)	
101-262-702	Elections	(1,800.00)	
101-262-727	Election Supplies	1,000.00	
101-269-702	Maintenance	1,000.00	
101-269-775	Maintenance - Buildings	(1,000.00)	
101-269-775.30	Maintenance - Pickleball	8,500.00	
101-410-702	Zoning Administrator	2,950.00	
101-410-702.10	Zoning Administrator Office Assistant	400.00	
101-410-727	Zoning Office Expense	1,500.00	
101-506-703	Road Building	(16,550.00)	
101-801-702	Professional Services	<u>6,000.00</u>	<u>0.00</u>
	<u>Fire Department</u>		
101-336-727	FD - Office Supplies	(200.00)	
101-336-751	FD - Fuel	(1,300.00)	
101-336-775	FD - Maintenance & Supplies	4,500.00	
101-336-776	FD - EMS Supplies	100.00	
101-336-850	Telephone	(300.00)	
101-336-910	FD - Insurance	3,000.00	
101-336-920	FD - Heat	(300.00)	
101-336-921	FD - Electricity	200.00	
101-336-958	FD - Education & Dues	1,300.00	
101-336-978	FD - Major Equipment Fund	<u>(7,000.00)</u>	<u>200.00</u>
	Total Expense Increase	<u>0.00</u>	<u>0.00</u>
	Net General Fund Change	<u>0.00</u>	<u>0.00</u>

Supervisor Bjorkquist reported a Budget Public Hearing was held earlier this evening. The Proposed 2021/22 Budget consists of three (3) components: Sewer, Liquor, and Operating Funds totaling \$1,114,710.00. The Sewer Fund Budget is \$196,010.00; the Liquor Fund Budget is \$3,100.00; and the Operating Fund Budget is \$915,600.00. Trustee Dontz made a motion to

adopt the Manistee Township Appropriations Resolution 2021-11 authorizing the 2021/22 Budget of \$1,114,710.00 as presented; seconded by Trustee Finout. In a roll call vote, those voting in favor were: Finout, Dontz, Taylor, Jankwietz, and Bjorkquist. Those voting against: None. Supervisor Bjorkquist declared the motion carried.

Resolution No. 2021-11

Manistee Township Appropriations Resolution

A resolution to establish a general appropriations act for Manistee Township; to define the powers and duties of the Manistee Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Manistee Township resolves:

Section 1: Title

This resolution shall be known as the Manistee Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in the News Advocate, a newspaper of general circulation, on June 7, 2021 and a public hearing on the proposed budget was held on June 16, 2021.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2021/2022, consisting of various miscellaneous revenues, shall total \$ 1,114,710.00.

Section 6: Millage Levy

The Manistee Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to **1.5** mills as set forth by the Tax Allocation Board.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2021/2022 for the various township activities are listed by account in the 2021/2022 Manistee Township proposed budget.

Section 8: Adoption of Budget by Reference

The general fund budget of Manistee Township is hereby adopted by reference, with revenues and activity expenditures as indicated in the 2021/2022 Manistee Township proposed budget.

Section 9: Adoption of Budget by Line Item

The Manistee Township Board of Trustees adopts the 2021/2022 fiscal year general fund budget by line item. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each line item. No transfers of line item appropriations shall be made without prior board approval by budget amendment.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any town order for expenditures that exceed appropriations.

Section 11: Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various line items without prior board approval, if the amount to be transferred does not exceed \$3000.00. The Board shall

be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 12: Periodic Fiscal Reports

The fiscal officer shall transmit to the board a report of financial operations, including, but not limited to (1) a summary statement of the actual financial condition of the general fund at the end of the previous year, and (2) a summary statement showing the receipts and expenditures and encumbrances for the previous year and for the current fiscal year to date, and (3) a report for each line item of the amount appropriated; the amount charged to each appropriation for the current fiscal year and as compared with the same period in the prior fiscal year; and any revisions in the estimate of expenditures.

Section 13: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 14: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 15: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978) and the Manistee Township personnel manual.

Section 16: Board Adoption

Motion made by Mr. Dontz, seconded by Mr. Finout to adopt the foregoing resolution.

Upon roll call vote, the following voted aye: Finout, Dontz, Taylor, Jankwietz, Bjorkquist

The following voted nay: None

The Supervisor declared the motion carried and the resolution duly adopted on the 16th day of June, 2021.

Dianne Taylor
Township Clerk

I, Dianne Taylor, the duly appointed Clerk of Manistee Township, do hereby certify the foregoing is a true and correct copy of the duly adopted resolution adopted at the regular monthly meeting of the Manistee Township Board, and a true and correct copy is included in the June 16, 2021 Manistee Township Board minutes.

Dianne Taylor
Township Clerk

The Manistee Township Officers Salary is adopted annually. Trustee Finout made the motion to adopt Resolution 2021-12, Resolution to Establish Township Officers Salary; seconded by Trustee Dontz. In a roll call vote, those voting in favor: Dontz, Taylor, Jankwietz, Finout, Bjorkquist. The following voted nay: None. The motion was declared carried.

Resolution No. 2021-12

Resolution to Establish Township Officers Salary

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board;

BE IT RESOLVED, that as of July 1, 2021, the salaries of the Manistee Township Board members shall be, for the 2020/2021 fiscal year, as follows:

Supervisor	\$ 13,800.00	(increase of 0.00 for the year)
Treasurer	\$ 24,000.00	(increase of 0.00 for the year)
Clerk	\$ 24,000.00	(increase of 0.00 for the year)
Trustees	\$ 350.00	(increase of 0.00 for the year)

The foregoing resolution offered by board member Finout, seconded by board member Dontz.

Upon roll call vote, the following voted aye: Dontz, Taylor, Jankwietz, Finut, Bjorkquist

The following voted nay: None

The Supervisor declared the motion carried and the resolution duly adopted on the 16th day of June, 2021.

I, Dianne Taylor, the duly appointed Clerk of Manistee Township, do hereby certify the foregoing is a true and correct copy of the duly adopted resolution adopted at the regular monthly meeting of the Manistee Township Board, and a true and correct copy is included in the June 16, 2021 Manistee Township Board minutes.

Dianne Taylor
Manistee Township Clerk

The Manistee Township Fire Department administrative compensation rates were reviewed and discussed. Trustee Dontz made the motion to adopt Resolution 2021-13, Resolution to Establish Fire Department Administrative Compensation Rates; seconded by Treasurer Jankwietz. In a roll call vote, those voting in favor: Taylor, Jankwietz, Finout, Dontz, Bjorkquist. The following voted nay: None. The motion was declared carried.

Resolution No. 2021-13

Resolution to Establish Fire Department Administrative Compensation Rates

BE IT RESOLVED, that the Fire Department desires to change the monthly Administrative Compensation Rates; and,

THEREFORE, BE IT RESOLVED, that as of July 1, 2021, the Administrative Compensation Rates for the Fire Department administrative personnel shall be, as follows:

Fire Chief	\$ 300.00	(increase of 0.00 for the year)
Assistant Chief	\$ 00.00	(decrease of 1,200.00 for the year)
Fire Captain	\$ 70.00	(increase of 90.00 for the year)
Fire Lieutenant	\$ 50.00	(increase of 100.20 for the year)
EMS Captain	\$ 70.00	(increase of 840.00 for the year)
EMS Lieutenant	\$ 50.00	(increase of 100.20 for the year)

The foregoing resolution offered by board member Dontz, seconded by board member Jankwietz.

Upon roll call vote, the following voted aye: Taylor, Jankwietz, Finout, Dontz, Bjorkquist

The following voted nay: None

The Supervisor declared the motion carried and the resolution duly adopted on the 16th day of June, 2021.

I, Dianne Taylor, the duly appointed Clerk of Manistee Township, do hereby certify the foregoing is a true and correct copy of the duly adopted resolution adopted at the regular monthly meeting of the Manistee Township Board, and a true and correct copy is included in the June 16, 2021 Manistee Township Board minutes.

Dianne Taylor
Manistee Township Clerk

The May bill payment report was provided. Trustee Dontz made the motion to pay the bills for May as provided and the June bills as they are received; Trustee Finout seconded the motion; motion carried.

Manistee County MTA Meeting will be held Wednesday, June 23, 2021 at the Onekama Township Hall, 5435 Main Street, Onekama at 7:00 p.m..

Manistee Township Planning Commission will meet Wednesday, July 7, 2021 at 9:00 a.m. at the Manistee Township Hall.

Manistee Zoning Board of Appeals will meet Tuesday, July 6, 2021 at 6:00 p.m. at the Manistee Township Hall, if there is an appeal.

Next regular meeting of the Manistee Township Board will be held on Thursday, July 8, 2021 at 7:00 p.m. at the Manistee Township Hall, 410 Holden Street.

Manistee Zoning Board of Review will meet on Tuesday, July 20, 2021 at 6:00 p.m. at the Manistee Township Hall to review and correct qualified errors on assessments.

Barry Lind asked the Board about the current use of the parcel of land next to the Microtel on the corner of US-31 and M-55. Zoning Administrator Clouse stated the owner has given permission for the land to be used for the display of storage sheds and is in compliance with local ordinances.

There being no further business or public comments to come before the board, it was moved by Trustee Dontz, seconded by Clerk Taylor, to adjourn the meeting at 8:02 p.m. All in favor; motion carried.

Respectfully submitted,

Dianne Taylor
Manistee Township Clerk