

## Approved Minutes

The regular monthly meeting of the Manistee Township Board was held on Thursday December 21, 2020 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 Chief Chuck Barron, Captain Sam Koscinski, Deputy Clerk Karen Clouse, County Commissioner Jeff Dontz. Liquor Inspector Rick Clouse was absent.

Supervisor Dennis Bjorkquist called the meeting to order. All attending stood and recited the pledge of allegiance.

Minutes of the November 10, 2020 Manistee Township Board meeting were provided. Trustee John Dontz made the motion to approve the minutes as presented, seconded by Trustee Finout. All in favor; motion carried.

The Treasurer's report was provided for the month of November 2020. The receipts were \$6,826.63; expenditures were \$42,482.08, leaving a balance of \$56,371.55 in the General Fund as of November 2020. Treasurer's report was placed on file.

Approved minutes from the October 7, 2020 Planning Commission meeting were provided to the Board and placed on file.

Approved minutes from the February 4, 2020 Manistee Township Zoning Board of Appeals meeting were provided to the Board and placed on file.

There were no public comments at this time.

County Commissioner Jeff Dontz reported on activities within the County. The No Shave program was two (2) months long this year with Meijer making a donation in the amount of \$8,000.00 to Hometown Heroes which helped to feed forty (40) families. The Board of Commissioners met to discuss conducting meetings via call in or Zoom through March of 2021. The County Planning Department has hired Mike Solomon to fill in until Interim Planning Director Mike Szokola becomes certified. Networks Northwest and the Veteran's office will be moving into the renovated Gliks Building; the Chamber of Commerce has already moved in. Progress is being made to resolve the structural issues with the health department building; costs are expected to exceed \$100,000.00. MMR is now the ambulance service on site at Munson Healthcare - Manistee. The Emergency Manager Position is evolving. There was a lengthy discussion on the County Wide Recreation program.

Trustee Finout, as Zoning Administrator, reported on the activity in the Zoning office for November. There were no new complaints. Zoning Administrator Finout stated that the 85<sup>th</sup> District Court hearing date of November 17, 2020, for a civil infraction citation served to a property owner operating a short-term rental in a residential area, has been

moved to January 5, 2021. There was one (1) request for a zoning permit and eight (8) requests for construction permits. Zoning Administrator Finout is working with the Township Attorney on updating ordinances for the sewer and water agreements, as well as, working with the Tribe to update a zoning district change for the sewer. The Sewer District maps, for both the City and Tribe, are completed.

Supervisor Bjorkquist took this opportunity to thank Zoning Administrator Finout for his twelve (12) years of service to Manistee Township.

Fire Chief Barron reported eight (8) meetings and/or training sessions were held; nineteen (19) medical runs; nine (9) fire runs. The new fire truck has arrived and is in service. Thank you to everyone who came out to move equipment over. #134 and #133 needed some repair work to be completed. The Fire Department would like to purchase a cordless electrostatic sprayer along with two (2) containers of Vital Oxide to assist in the possible spread of COVID-19. Fire Extinguishers were just checked on December 9, 2020. The Fire Association approved an estimated \$5,000.00 to use towards the training facility for 2021. Training continues with drivers training, stress management, truck checks, online training for CEU's and COVID-19 updates and prevention. Supervisor Bjorkquist expressed his thanks to the fire fighters for all of their hard work.

In the absence of Liquor Inspector Rick Clouse, Supervisor Bjorkquist reported there were no citations or violations at any establishments during December.

Supervisor Bjorkquist gave an update on the Township. The M-55 bridge is closed until December of 2021; be aware of the detour and signage. As mentioned, the new fire truck is here. Guy Finout is retiring from the Zoning Administrator position as of December 31, 2020. Karen Clouse will be the new Zoning Administrator as of January 1, 2021 and will have posted hours of 9 a.m. to 3 p.m. Monday – Thursday for the zoning and building office. The Friends of Orchard Beach State Park sent a letter of thanks to the Board Members. Effective January 6, 2021, some Manistee Township garbage service routes will change during the M-55 bridge closure. Letters of notification have been sent out to affected property owners and there will be a notice in the newspaper as well.

Heather Vasquez has been named as the Manistee County Designated Assessor, per new State of Michigan requirements.

Appointments to the Board of Review were discussed. Trustee Dontz made a motion to appoint Dan Revolt, Paul Revolt, Earl Edmondson, and Todd Mallison to the Board of Review for a two (2) year term to expire on 12/31/2022. Seconded by Trustee Finout; all voted in favor. Motion carried.

Appointment of a Board Member to the Planning Commission was discussed. Trustee Finout made a motion to appoint John Dontz to serve on the Planning Commission as

Board Trustee for a four (4) year term. Seconded by Clerk Taylor; all voted in favor. Motion carried.

Appointment of a Board Member to the Zoning Board of Appeals was discussed. Trustee Finout made a motion to appoint John Dontz to serve on the Zoning Board of Appeals as Board Trustee for a four (4) year term. Seconded by Treasurer Jankwietz; all voted in favor. Motion carried.

The Board Members received a draft of the proposed Township calendar for 2021. Treasurer Jankwietz made the motion to approve the amended Township calendar for 2021; seconded by Trustee Finout. All voted in favor; motion carried.

Trustee Finout questioned County Commissioner Dontz about why the Manistee Township Zoning Ordinance is not being listed on the new County website, as it had been on the County website prior to the site being updated. Commissioner Dontz stated he would contact Mike Szokola and/or County Controller Lisa Sagala for an answer.

Clerk Taylor presented the Board with the 2019 - 2020 Budget line item #3 change. Treasurer Jankwietz made the motion to approve the 2019 - 2020 Budget line item #3 change; seconded by Trustee Finout. In a roll call vote, those voting in favor were: Finout, Dontz, Jankwietz, Taylor and Bjorkquist. Those voting against: None. Supervisor Bjorkquist declared the motion carried.

**Recommended 2019/2020 Budget line-item change No. 3**

| <u>Account</u> | <u>Name</u>                       | <u>Increase<br/>(Decrease)</u> |
|----------------|-----------------------------------|--------------------------------|
|                | <b><u>General Fund</u></b>        |                                |
|                | <b><u>Revenue</u></b>             |                                |
| 101-000-476.10 | Construction Permits              | <u>32,000.00</u>               |
|                | Total Revenue Increase            | <u>32,000.00</u>               |
|                | <b><u>Expense</u></b>             |                                |
| 101-801-702.30 | Construction permit expense       | <u>32,000.00</u>               |
|                | Total Expense Increase            | <u>32,000.00</u>               |
|                | Net 2019/20 Operating Fund Change | <u>0.00</u>                    |

Motion made by: \_\_\_\_\_

Second: \_\_\_\_\_

Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

\*Approved by the following Board Members:

D. Bjorkquist \_\_\_\_\_  
D. Taylor \_\_\_\_\_  
C. Jankwietz \_\_\_\_\_  
J. Dontz \_\_\_\_\_  
G. Finout \_\_\_\_\_

\*This budget change was missed in the original budget changes approved at the June 2020 Board meeting. To keep the Township within budget during COVID-19 shut-downs, each Board member has reviewed the proposed change, and approved the change with their signature. The approved budget change will be entered into the minutes of the next board meeting.

The December bill payment was provided. Trustee Dontz made the motion to pay the bills for December as provided and the January bills as they are received; Trustee Finout seconded the motion.

**Manistee County MTA Meeting will be held in the Spring.**

**Manistee Zoning Board of Appeals will meet Tuesday, January 5, 2021 at 6:00 P.M. at the Manistee Township Hall, for their annual meeting.**

**Manistee Township Planning Commission is scheduled for Wednesday, January 6, at 9:00 a.m. at the Manistee Township Hall.**

**Next regular meeting of the Manistee Township Board will be held on Thursday, January 14, 2021 at 7:00 P.M. at the Manistee Township Hall, 410 Holden Street**

Supervisor Bjorkquist wished everyone a Merry Christmas, stay safe and healthy.

There being no further business or public comment to come before the board, it was moved by Trustee Dontz seconded by Treasurer Jankwietz to adjourn the meeting at 8:00 P.M. All in favor; motion carried.

Respectfully submitted,

Dianne Taylor  
Manistee Township Clerk