

Approved Minutes for Budget Public Hearing

The Manistee Township Budget Public Hearing was held at the Manistee Township Hall on Monday, June 20, 2022 at 6:30 p.m. Board Members present were Supervisor Dennis Bjorkquist, Treasurer Connie Jankwietz, Clerk Dianne Taylor, Trustee John Dontz, and Trustee Guy Finout. Also present, Heather Taylor, Office Assistant.

Supervisor Bjorkquist called the Public Hearing to order at 6:30 p.m. with the Pledge of Allegiance.

The fiscal year 2022/23 Proposed Budget was discussed at length. The Proposed Budget was compared to the actual revenues and expenses for the Fiscal Year Ended June 30, 2021, the current fiscal year-to-date as of May 31, 2022, and the current FYE 2021/22 Actual Budget. Line item increases and decreases were discussed and the rationale for the proposed modifications.

There being no further public comment, Trustee Dontz made the motion, seconded by Trustee Finout, to adjourn the Public Budget Hearing meeting at 6:50 p.m. Motion carried.

Approved Minutes

The Special Board meeting of the Manistee Township Board was held on Monday, June 20, 2022 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, Heather Taylor, Office Assistant.

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

There were no public comments at this time.

Clerk Taylor presented the Board with an overview of the 2021/2022 Fiscal Year Budget. Clerk Taylor made the motion to approve 2021/2022 Budget Amendment No. 2, seconded by Trustee Dontz. In a roll call, those voting in favor were: Finout, Dontz, Jankwietz, Taylor, Bjorkquist. Those voting against: None. Supervisor Bjorkquist declared the motion carried.

A letter from the United Veterans Council is requesting Manistee Township purchase flags to be placed at veteran gravesites for fiscal year 2021/2022. Trustee Dontz made a motion to purchase the same as last year at a cost of \$700.00, seconded by Trustee Finout; motion carried.

The Waste Reduction System, LLC Contract is missing a signature on the Amendment. The signature was missed five years ago on the original signing. The amendment is for fuel surcharges to be applied when fuel is over \$4.00 a gallon. Trustee Dontz made a motion to accept the contractual agreement amendment; Trustee Finout seconded. Motion carried.

Housing North – An affordable housing project. A motion was made by Trustee Dontz to deny the request to participate in the Housing North project to hire an area-wide “housing ready” coordinator; seconded by Treasurer Jankwietz. Supervision Bjorkquist declared the motion carried; there will be no participation at this time with Housing North.

Supervisor Bjorkquist reported a Budget Public Hearing was held earlier this evening. The Proposed 2022/23 Budget consists of three (3) components: Sewer, Liquor, and Operating Funds totaling \$1,418,400.00. The Sewer Fund Budget is \$196,000.00; the Liquor Fund Budget is \$3,100.00; and the Operating Fund Budget is \$1,219,300.00. Trustee Dontz made a motion to adopt the Manistee Township Appropriations Resolution No. 2022-06 authorizing the 2022/23 Budget of \$1,418,400.00 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. 2022-06

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 11, 2022 and a public hearing on the proposed budget was held on June 20, 2022.

Section 5: Estimated Revenues

Estimated township General Fund, Sewer Fund, and Liquor Law Fund Revenues for fiscal year 2022/2023, consisting of various miscellaneous revenues, shall total \$ 1,418,400.00.

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 2022/2023 for the various township activities are listed by account in the 2022/2023 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 2022/2023 Manistee Township proposed budget.

Section 9: Adoption of Budget by Line Item

The Manistee Township Board of Trustees adopts the 2022/2023 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 member Jankwietz, seconded by member Dontz to adopt the foregoing resolution.

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

The following voted nay: None

The Supervisor declared the motion carried and the resolution duly adopted on the 20th day of June, 2022.

Dianne Taylor
Township Clerk

I, Dianne Taylor, the duly elected 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 20, 2022 Manistee Township Board minutes.

Dianne Taylor
Township Clerk

The Manistee Township Officers Salary is adopted annually. Trustee Finout made the motion to adopt Resolution 2022-07, 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. 2022-07

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, 2022, the salaries of the Manistee Township Board members shall be, for the 2022/2023 fiscal year, as follows:

Supervisor	\$ 24,000.00
Treasurer	\$ 30,000.00
Clerk	\$ 30,000.00
Trustees	\$ 4,200.00

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

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

The following voted nay: None

The Supervisor declared the motion carried and the resolution duly adopted on the 20th day of June, 2022.

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 20, 2022 Manistee Township Board minutes.

Dianne Taylor
Manistee Township Clerk

There being no further business or public comments to come before the board, it was moved by Clerk Taylor, seconded by Trustee Dontz, to adjourn the meeting at 7:25 p.m. All in favor; motion carried.

Respectfully submitted,

Dianne Taylor
Manistee Township Clerk