

## Approved Minutes for Budget Public Hearing

The Manistee Township Budget Public Hearing was held at the Manistee Township Hall on Thursday, June 8, 2023 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, were Deputy Clerk Heather Taylor, and Zoning Administrator Karen Clouse.

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

The fiscal year 2023/24 Proposed Budget was discussed. The Proposed Budget was compared to the current FYE 2022/23 Actual Budget, which includes a proposed line-item change. The 2022/2023 line-item increases and decreases were discussed and the rationale for the proposed modifications.

There being no further public comment, Treasurer Jankwietz made the motion, seconded by Trustee Finout, to adjourn the Budget Public Hearing meeting at 6:45 p.m. Motion carried.

## Approved Regular Meeting Minutes

The regular monthly meeting of the Manistee Township Board was held on Thursday, June 8, 2023 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 Heather Taylor, Zoning Administrator Karen Clouse, Dan Jach, Daniel Edgington, Karla Smith-Kasten, County Commissioner Jeff Dontz, Senator Jon Bumstead, and Barry Lind with PEG.

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 11, 2023 Manistee Township Board Regular Board meeting and the June 1, 2023 Work Session were provided. Trustee Dontz made the motion to approve minutes from the May 11, 2023 Regular Board, meeting and the minutes from the June 1, 2023 Work Session, as written; seconded by Trustee Finout. All in favor; motion carried.

The Treasurer's report for the month of May was provided. The receipts were \$49,721.45; expenditures were \$116,171.03, leaving a balance of \$8,398.64 in the General Fund as of May 31, 2023. The report was placed on file.

Minutes of the Manistee Township Planning Commission were not available.

There were no public comments at this time.

County Commissioner Jeff Dontz reported the County Commissioners met on May 16<sup>th</sup>. An application to Title III funds was approved for an airboat along with another grant application for a new boat for the Sheriff's Department; signed off on the tax rolls; the Manistee County Visitors Bureau is being re-branded as the Manistee County Tourism Authority; Kevin Hughes, District 10 Health Department, is the point of contract for septic systems; Rick Rowe, acting Veterans Counselor, reported on the first Memorial Day Parade held since Covid-19; passed the Public Defenders budget; gave a letter to Filer in support of their park work; passed a resolution for mental health awareness; Consumers participated in the last meeting on Tippy Dam; and, received another grant towards the railroad relocation project.

Zoning Administrator Karen Clouse reported on the activity in the Zoning office for May. There were no new complaints, seven (7) zoning permits issued and fifteen requests for construction permits plus three (3) re-inspection fees paid. The Postmaster approved the over sized mailbox on US 31 provided it does not have a name on it; MDOT is still in the decision-making process and a land use permit has been issued for it. The Planning Commission continues to discuss potential amendments to the Zoning Ordinance. The tentative date to hold a public hearing for the revised site plan for Culvers June 28, 2023.

Karla Smith-Kasten brought additional information regarding the Manistee County PA-69 Recycling Program which included the location of the current PA-69 recycling centers, samples of one and two year Inter Local Agreements, and a flyer for the Scrap Tire Recycling Event being held on Saturday, July 29, 2023 from 9 to 12 at the Bay Area Recycling for Community in Kaleva. The current rate to join the PA-69 program is \$18.00 per household per year which is billed by Manistee County directly to the homeowner on their tax bill. Residents would be able to take recycle to any Manistee County PA-69 Recycling location and, if a new drop-off location were to be established in Manistee Township, the site would be managed by Manistee County PA-69 Recycling Program contractors and/or staff.

Fire Chief Joe Cerka was unable to attend the meeting; however, he provided a report on Fire Department activities, which was read by Supervisor Bjorkquist. Activities for the month of May included ten (10) medical related, seventeen (17) fire related, and twelve (12) lift assist responses. The Chief and Officers hours totaled sixty-eight (68). Community event participation included Tight Lines for Troops, Demolition Derby stand-by at the Fairgrounds, the Memorial Day Parade, and the Veteran's Memorial Service held after the parade. The station and apparatus continue to be maintained. The Revenue Sharing Board will announce the grant awards on Monday, June 12, 2023. A full service has been completed on Truck 132; truck 134 is schedule next; the ladder pump is leaking. Training was on small engines, truck pumps, and truck fills from hydrants. The fifty (50) year anniversary T-shirts have arrived. There is continued interest in joining the department. Thank you to each department member for their dedication and hard work. Please remember, burn permits are available through the State website [www.michigan.gov/burnpermit](http://www.michigan.gov/burnpermit) or by calling 866.922.2876; however, currently, we are under a RED FLAG. Supervisor Bjorkquist expressed his thanks to the firefighters for all of their hard work.

Liquor Inspection Rick Clouse was absent; however, his report, read by Supervisor Bjorkquist, stated that all establishments are in compliance for the month of May.

Supervisor Bjorkquist gave an update on the Township. Hill Road is being worked on and may be done as early as Thursday, pending weather. No word on when Polen and Siuda Road work may begin. No update on the grant funds release for the Friends of Orchard Beach playground

project. The Annual Trash Day generated 9 – 30-yard dumpsters of trash and 2 – 30-yard metal dumpsters. Supervisor Bjorkquist thanked Bill Revolt, Dan Revolt, Melonie, Heather, Dianne and Troop 167 members Bob Harthun, Ken Soller, Ben Filers, Wolf Bauman, Ethan Kosinski, Blake Wandrych, and Marcus Chick for volunteering.

Manistee Township is attempting to expand the facilities available at the Manistee Township Park by adding restrooms, a pavilion, more parking, ADA compliant walkways, and upgrading the landscaping to provide a better recreational area for all residents. To accomplish the improvements, Manistee Township is requesting to apply for a DNR SPARK Grant in the amount of \$1,130,000.00 to develop the park area. To authorize the grant application and township commitment of funds, Treasurer Jankwietz made a motion to adopt Resolution 2023-07 Manistee Township Park SPARK Grant Submission Authorization and Trustee Dontz seconded. In a roll call vote the Ayes were Taylor, Dontz, Finout, Jankwietz, Bjorkquist; the Nays were none, and no one was absent. The motion was approved.

**Manistee Township  
Resolution 2023-07**

**Manistee Township Park SPARK Grant Submission Authorization**

WHEREAS, the Manistee Township Board supports the submission of an application titled, “Manistee Township Park Spark Grant” to the Spark grant program for the purpose of improving the Township Park by constructing a new pavilion, new restrooms, new ADA compliant walkways, new parking facilities, and upgrading the existing half basketball court, landscaping, and parking at the Manistee Township Park and Pickleball Courts; and,

WHEREAS, Manistee Township is hereby making a financial commitment to the project in the amount of \$130,000.00 matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that the Manistee Township Board hereby authorizes submission of a Spark Application for up to \$1,000,000.00, and further resolves to make available its financial obligation amount of \$130,000.00 (11.5%) of a total project cost of \$1,130,000.00 during the 2023-2026 fiscal years.

The resolution offered by board member Jankwietz; seconded by board member Dontz

AYES: Taylor, Dontz, Finout, Jankwietz, Bjorkquist

NAYES: None

ABSENT: None

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the Township of Manistee Board of Trustees at their regular meeting held on June 8, 2023, at 7:00 p.m. in the Manistee Township Hall, with a quorum present.

Dated: June 8, 2023

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Dianne Taylor  
Manistee Township Clerk

Clerk Taylor presented the Board with an overview of the 2022/2023 Fiscal Year Budget Change No.2. Treasurer Jankwietz made the motion to approve 2022/2023 Budget Change No.2, seconded by Trustee Finout. In a roll call, those voting in favor were: Dontz, Finout, Jankwietz, Taylor, Bjorkquist. Those voting against: None. Supervisor Bjorkquist declared the motion carried.

## Manistee Township

### 2022/2023 Budget Line Item Change No. 2

<u>Account</u>	<u>Operating Expense</u>	Increase <u>(Decrease)</u>
101-101-970	Capital Outlay	5,000.00
101-101-970.20	Capital Outlay - Parks	8,000.00
101-171-702.10	Wages - Deputy Supervisor	(5,000.00)
101-257-702.00	Wages - Assessor	<u>(8,000.00)</u>
	Total Expense Increase (Decrease)	<u>0.00</u>
	Net Change - All Funds	<u>0.00</u>

Motion made by: Jankwietz

Second by: Finout

Ayes: Dontz, Finout, Jankwietz, Taylor, Bjorkquist

Nays: None

Absent: None

Supervisor Bjorkquist reported a Budget Public Hearing was held earlier this evening. The Proposed 2023/24 Budget consists of three (3) components: Sewer, Liquor, and Operating Funds totaling \$1,466,800.00. Trustee Dontz made a motion to adopt the Manistee Township Appropriations Resolution 2023-08 authorizing the 2023/24 Budget of \$1,466,800.00 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. 2023-08**

# **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 1, 2023 and a public hearing on the proposed budget was held on June 8, 2023.

### **Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2023/2024, consisting of various miscellaneous revenues, shall total \$ 1,466,800.00.

### **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 2023/2024 for the various township activities are listed by account in the 2023/2024 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 2023/2024 Manistee Township proposed budget.

### **Section 9: Adoption of Budget by Line Item**

The Manistee Township Board of Trustees adopts the 2023/2024 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 \$3,000.00. 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 8th day of June, 2023.

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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 8, 2023 Manistee Township Board minutes.

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Dianne Taylor  
Township Clerk

While there are no changes this year, the Manistee Township Officers Salary Resolution must be adopted annually. Trustee Dontz made the motion to adopt Resolution 2023-09 to Establish Township Officers Salary which was seconded by Trustee Finout. In a roll call vote, those voting in favor: Jankwietz, Taylor, Dontz, Finout, Bjorkquist. The following voted nay: None. The motion was declared carried.

**Resolution No. 2023-09**

## **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, 2023, the salaries of the Manistee Township Board members shall be, for the 2023/2024 fiscal year, as follows:

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

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

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 8th day of June, 2023.

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 8, 2023 Manistee Township Board minutes.

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Dianne Taylor  
Manistee Township Clerk

Manistee Township has received a proposal from the Manistee Recreation Association to implement recreational and athletic activities for participants of all ages in Manistee Township for the fiscal year 2023/2024. Participation in the contract would allow for reduced activity fees for our township residents. Treasurer Jankwietz made the motion to enter into the contract with the MRA at a cost of \$10,000.00 for the fiscal year 2023/2024; Trustee Finout seconded. In a

roll call vote, the ayes were Taylor, Dontz, Finout, Jankwietz, and Bjorkquist; the nays were none, and no one was absent.

The Manistee Township Planning Commission is proposing a new schedule of Zoning Fees to be effective July 1, 2023. Per Trustees Dontz and Finout, the new schedule of fees was approved by the Planning Commission in their June 7, 2023 meeting and sent to the Township Board for approval. Trustee Dontz made the motion to adopt the new Manistee Township Zoning Fees as presented; Trustee Finout seconded. In a roll call vote the Ayes were Dontz, Finout, Jankwietz, Taylor, and Bjorkquist; the Nays were none, and no one was absent.

Supervisor Bjorkquist advised the Board another firm is interested in providing the township assessing services. The services offered would encompass all of the services the township should have based on information the Supervisor gleaned from a seminar he attended. The Supervisor will reach out to the current assessor to inquire if the current services can be expanded and at what cost.

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; Treasurer Jankwietz seconded the motion. All in favor; motion carried.

**Manistee County MTA Meeting will be held Wednesday, June 28, 2023 at the Manistee Township Hall, 410 Holden Street, Manistee, Mi 7:00 p.m.**

**Manistee Zoning Board of Appeals will meet Tuesday, July 11, 2023 at 6:00 p.m. at the Manistee Township Hall, if there is an appeal.**

**Manistee Township Planning Commission will meet Wednesday, July 12, 2023 at 9:00 a.m. at the Manistee Township Hall.**

**Next regular meeting of the Manistee Township Board will be held on Thursday, July 13, 2023 at 7:00 p.m. at the Manistee Township Hall, 410 Holden Street.**

**Manistee Board of Review will meet on Tuesday, July 18, 2023 at 6:00 p.m. at the Manistee Township Hall to review and correct qualified errors on assessments.**

In public comment, Dan Jach questioned Supervisor Bjorkquist on the status of a right-of-way issue, and Senator Jon Bumstead introduced himself to the audience, provided information about his office, and praised our efficient meeting process. 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 7:53 p.m. All in favor; motion carried.

Respectfully submitted,

Dianne Taylor  
Manistee Township Clerk