

## Approved Minutes

The regular monthly meeting of the Manistee Township Board was held on Thursday, March 9, 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 Guy Finout. Also present were Zoning Administrator Karen Clouse, Liquor Inspector Rick Clouse, County Commissioner Jeff Dontz, Fire Chief Joe Cerka, Deputy Clerk Heather Taylor, Todd Harland from Republic Services, Belinda Jabrocki from Waste Reduction Systems, Manistee County Recycling Coordinator Karla Smith-Kasten, Tom Rasmussen, Lorrie Manthei of FOBSP, Doug Barry of the DNR, and Barry Lind from PEG. Trustee John Dontz was absent.

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

Minutes of the January 12, 2023 Manistee Township Board meeting were provided. Treasurer Jankwietz made the motion to approve the minutes as written, seconded by Trustee Finout. All in favor; motion carried.

The Treasurer's report for the months of January and February were provided. The receipts were \$130,237.14; expenditures were \$107,381.06, leaving a balance of \$168,519.59 in the General Fund as of February. The report was placed on file.

Approved Planning Commission minutes for the January 4, 2023 Public Hearing and January 4, 2023 Planning Commission meeting were provided to the Board and placed on file.

In public comments, Tom Rasmussen spoke about getting road repairs on Carlson Road so he wouldn't need a four-wheel drive vehicle to drive down it; Pomeroy Road doesn't have any homes on it but it's a well-maintained gravel road, easy to travel on, and the trees are cut back. Supervisor Bjorkquist stated that he has contacted the county road commission regarding the road.

County Commissioner Jeff Dontz reported the meeting was February 21<sup>st</sup>. Jeff Seng has filled the position on the road commission left vacant by Richard Graham's passing. Sheriff Gutowski recognized Corrections Officer Ken Wilson who saved an inmate from dying; and, Deputy Rosa, Animal Control Officer, who saved a person at Homeward Bound that had been attacked by a dog. Representative Vanderwall attended the meeting. Still looking for a new parks and rec person. Recycling grant was submitted for the proposed recycling center. Veterans Counselor Tony Covell has been out with health issues but is getting better; Service Officer Rick Rowe has been helping out while Tony is in recovery. There will be a NORCAN dispensary in front of District 10 Health Department. The planning department meeting room will be getting some updates. School Safety Day is June 3<sup>rd</sup>.

Karen Clouse, Zoning Administrator, reported on the activity in the Zoning office. There were three (3) new written complaints. There were seven (7) land use permits issued; twenty-nine (29) requests for construction permits; and six (6) re-inspection fees paid. The ongoing complaints between neighbors have been addressed. The Planning Commission will hold a Work Session on April 19<sup>th</sup> to review the Master Plan. Prism Power requested another permit extension. Jeremy Jones will be updating the Planning Commission on April 12<sup>th</sup>. Biggby plans to be open by the end of March.

Fire Chief Joe Cerka reported there was twenty-nine (29) Medical Related runs, twenty-seven (27) lift assist related runs, eight and one half (8.5) fire related runs, and eight (8) meetings. Truck 133 had the headlights replaced; received quotes for grants; and, still actively recruiting. In January, Ralph Carroll attended the Emergency Driving Lecture Class. In February, Ralph Carroll attended Ice Rescue I class and Ralph, Ben Maat, and Joe Cerka participated in the Ice Rescue II class. The fire

inspection at the Casino has been completed, and the Fire Suppression and Medical Response letter has been updated and delivered to the Casino.

Liquor Inspector Rick Clouse stated there were no citations or violations. Insta-Launch is supposed to open April 1<sup>st</sup>.

Supervisor Bjorkquist said there would be no update as everything is already on the agenda.

Karla Smith–Kasten, Manistee County Recycling Coordinator, presented information on the recycling center just outside the township and invited the Township to join the PA-69 program which would cost \$18.00 per household. GFL would handle the recycle.

Doug Barry, Orchard Beach State Park, along with Lorrie Manthei, FOBSP, gave an update on the playground grant that was approved for the park; they are now working on the final design. He thanked the everyone for their continued support.

Supervisor Bjorkquist opened the Garbage Bids. The Bid Packet requested annually priced three-year bids for (1) Base Service, which is the weekly trash pick-up of two (2) thirty-two (32) gallon containers; (2) Optional Annual Clean-up Event, which is held at the Fire Department; and (3) Optional Curbside Recycling Collection. Republic Services provided a “No Bid” for the Base Service; instead, offering an “Alternate Base Service Bid” utilizing 96-gallon Republic Services containers at a cost of (1) \$296,136.00, (2) \$310,943.00, and (3) \$326,940.00 annually; the Optional Annual Cleanup was bid per dumpster at (1) \$550.00, (2) \$580.00, and (3) \$612.00; and, the Optional Curbside Recycling utilizing a 96-gallon container was bid annually at (1) \$143,640.00, (2) \$150,822.00, and (3) \$158,363.00. The Republic Services bids do not include the cost of the 96-gallon container. The bid from Waste Reduction Systems, LLC provided a Base Service annual bid of (1) \$150,000.00\*, (2) \$156,000.00\*, and (3) \$162,240.00\*; the Optional Annual Cleanup Event was bid per dumpster at (1) \$725.00\*, (2) \$775.00\*, and (3) \$825.00; and, the Optional Curbside Recycling was bid annually at (1) \$150,000.00\*, (2) \$156,000.00\*, and (3) \$162,240.00\*. The \* represents the following bid caveats: (1) Fuel Surcharge may apply if diesel fuel exceeds \$6.00 per gallon, (2) If landfill/processing fee increases, Township agrees to negotiate new rate, (3) choice of recycling containers is available for curbside, and (4) extra charge for recycling contamination. A motion to table a decision on the bids was made by Clerk Taylor, seconded by Treasurer Jankwietz. All in favor, motion carried.

Supervisor Bjorkquist explained Resolution 2023-03 to Adopt Poverty Exemption Income Guidelines and Asset Test are required for the annual Board of Review. Trustee Finout made the motion to adopt Resolution 2023-03 as presented; Clerk Taylor supported. Motion approved in a roll call vote by members Finout, Jankwietz, Taylor, and Bjorkquist. Absent: Dontz.

### **Resolution 2023-03 to Adopt Poverty Exemption Income Guidelines and Asset Test**

WHEREAS, the General Property Tax Act, MCL 211.7u, states that the homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS, the township board is required by Section 7u to adopt guidelines for poverty exemptions;

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that Manistee Township, Manistee County, adopts the following guidelines for the supervisor and board of review to implement.

The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household.

To be eligible for exemption under this section, a person must do all the following on an annual basis:

- 1) Own and occupy as a principal residence the property for which an exemption is requested. The person shall affirm this ownership and occupancy status in writing by filing a form prescribed by the state tax commission with the local assessing unit.
- 2) File a claim with the supervisor or board of review on a form prescribed by the state tax commission and provided by the local assessing unit, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the year in which the exemption under this section is claimed or in the immediately preceding tax year, and an affidavit in a form prescribed by the state tax commission may be accepted in place of the federal or state income tax return.
- 3) Produce a valid driver license or other form of identification if requested by the supervisor or board of review.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the supervisor or board of review.
- 5) Meet the federal poverty income guidelines as defined and determined annually by the United States Office of Management and Budget.
- 6) Meet additional eligibility requirements as determined by the township board, including the Asset Test adopted by the Manistee Township Board on March 9, 2023 defined as follows: The assets of the applicants, other than the homestead, shall not exceed \$10,000.00 in value to be eligible for consideration. Assets do not include the homestead. For purposes of this paragraph, the Board of Review shall consider the value of the assets and shall not reduce such value by any indebtedness owed on such assets, or indebtedness otherwise owed by the applicant.

BE IT ALSO RESOLVED that the board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

The foregoing resolution offered by Board Member Finout and supported by Board Member Taylor.

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

Nay      None                      Absent: Dontz

The Supervisor declared the resolution adopted.

\_\_\_\_\_  
Dianne Taylor, Clerk

I, Dianne Taylor, the duly elected and acting Clerk of Manistee Township, hereby certify that the foregoing resolution was adopted by the township board of said township at the regular meeting of said board held on March 9, 2023, at which meeting a quorum was present, and by a roll call vote of said members as hereinbefore set forth, that said resolution was ordered to take immediate effect.

\_\_\_\_\_  
Dianne Taylor, Clerk

Resolution 2023-04 LRSB Cycle 2023-I Reimbursement Grant Application is for EMS wage reimbursement for EMS Incident Responses during the year 2022. Treasurer Jankwietz made the motion to approve Resolution 2023-04 as presented; second by Trustee Finout. In a roll call, members Jankwietz, Taylor, Finout, and Bjorkquist approved. Nays: None. Absent: Dontz.

## **Resolution No. 2023-04**

## **A Resolution Approving Grant Submission for Fire Department**

**WHEREAS**, The Township of Manistee recognizes the need for the Fire Department to provide Fire and Emergency Medical Services to all residents and visitors of the township; and,

**WHEREAS**, there may be funding available through the Manistee Local Revenue Sharing Board – Cycle 2023-I Offset Grant provision that would provide for reimbursement of an increase in operating costs incurred as a result of the Little River Casino facility; therefore,

**BE IT RESOLVED** the Manistee Township Board approves the submission of a grant application to the Manistee Local Revenue Sharing Board for reimbursement of wage costs generated by the 2022 EMS Incident Responses to Tribal Housing. The grant request is for \$1,357.89.

Treasurer Jankwietz made the motion to approve the resolution, Trustee Finout seconded.

Yeas: Jankwietz, Taylor, Finout, Bjorkquist

Nays: None

Absent: Dontz

Motion declared carried.

I, Dianne Taylor, the duly elected and acting Clerk of Manistee Township do hereby certify the foregoing is a true and correct copy of the duly adopted resolution approved at the regular meeting of the Manistee Township Board, and a true and correct copy is included in the March 9, 2023 Manistee Township Board Minutes.

---

Dianne Taylor  
Manistee Township Clerk

Resolution 2023-05 LRSB Cycle 2023-I Jaws and Rope Rescue Equipment Grant Application was put to a vote after a motion to approve as presented by Treasurer Jankwietz and a second by Clerk Taylor. In a roll call vote, members Taylor, Jankwietz, Finout, and Bjorkquist voted in favor. Nays: None. Absent: Dontz.

## **Resolution No. 2023-05**

### **A Resolution Approving Grant Submission for Fire Department Jaws and Rope Rescue Equipment**

**WHEREAS**, The Township of Manistee recognizes the need for the Fire Department to have the equipment necessary to safely extract trapped persons from dangerous situations

utilizing Jaws and Rope Rescue equipment; and,

**WHEREAS**, there may be funding available through the Manistee Local Revenue Sharing Board – Cycle 2023-I that would allow for the purchase of Jaws and Rope Rescue Equipment; therefore,

**BE IT RESOLVED** the Manistee Township Board approves the submission of a grant application to the Manistee Local Revenue Sharing Board for the purchase of the requested Jaws and Rope Rescue equipment. The grant request is for \$49,644.35. Reduced funding would prevent the equipment from being purchased.

Treasurer Jankwietz made the motion to approve the resolution, Clerk Taylor seconded.

Yeas: Taylor, Finout, Jankwietz, Bjorkquist

Nays: None

Absent: Dontz

Motion declared approved.

I, Dianne Taylor, the duly elected and acting Clerk of Manistee Township do hereby certify the foregoing is a true and correct copy of the duly adopted resolution approved at the regular meeting of the Manistee Township Board, and a true and correct copy is included in the March 9, 2023 Manistee Township Board Minutes.

---

Dianne Taylor  
Manistee Township Clerk

There is an opportunity for Manistee Township to apply for a Michigan Department of Natural Resources SPARK Grant. To facilitate the process, Treasurer Jankwietz made a motion to enter into a contract with Fleis&Vandenbrink to provide Manistee Township Park Master Planning and MDNR SPARK Grant services; seconded by Trustee Finout. In a roll call vote, Finout, Jankwietz, Taylor and Bjorkquist were Ayes. Nays: None. Absent: Dontz.

The Household Hazardous Waste Disposal Program Contract for Manistee Township has been received from the Mason-Lake Conservation District requesting township participation in the amount of \$1,442.80 for the annual collection day to be held on Saturday, August 19, 2023. Discussion ensued; however, no decision was made.

The United Veteran Council has requested assistance with purchasing flags to be placed on the veteran graves before Memorial Day. Treasurer Jankwietz made the motion to purchase flags for \$750.00; seconded by Trustee Finout. All in favor; motion carried.

The Chamber of Commerce Leadership Program Life Jacket Station pros and cons were discussed. The program has been reviewed by the township insurance carrier risk department and will be sent to the attorney.

The January and February bill payment detail was provided. Trustee Finout made the motion to pay the bills for January and February as provided and the incoming bills as they are received; Treasurer Jankwietz seconded the motion. All in favor; motion carried.

**Reminders:**

**Manistee County MTA Meeting will meet on Wednesday, March 22, 2023 at 7:00 p.m. at the Maple Grove Township Hall, 39208 Kauko Street, Kaleva, MI.**

**Board of Review will meet to hear appeals on Monday, March 13, 2023 from 2:00 p.m. to 5:00 p.m. and 6:00 p.m. to 9:00 p.m and on Tuesday, March 14, 2023 from 9:00 a.m. to 12:00 a.m and 1:00 p.m. to 4:00 p.m. at the Manistee Township Hall.**

**Manistee Township Zoning Board of Appeals will meet Tuesday, April 4, 2023 at 6:00 p.m. at the Manistee Township Hall. *If there is an appeal.***

**Manistee Township Planning Commission will meet on Wednesday, April 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, April 13, 2023 at 7:00 p.m. at the Manistee Township Hall, 410 Holden Street.**

There being no further business or public comments to come before the board, it was moved by Treasurer Jankwietz, seconded by Clerk Taylor to adjourn the meeting at 8:16 PM. All in favor; motion carried.

Respectfully submitted,

Dianne Taylor  
Manistee Township Clerk