

The Manistee Township Budget Public Hearing was held at the Manistee Township Hall on Thursday, June 14, 2018 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 Karen Clouse, Sam Kosciński, and Keith Brown with PEG. .

Supervisor Bjorkquist called the Public Hearing to order with the Pledge of Allegiance.

The fiscal year 2018/2019 Proposed Budget was discussed at length. The Proposed Budget was compared to the actual revenues and expenses for the fiscal year ended June 30, 2017, and to the current fiscal year-to-date as of May 31, 2018. 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 Dontz, to adjourn the Public Budget Hearing meeting at 6:27 P.M. Motion carried.

The regular monthly meeting of the Manistee Township Board was held on Thursday, June 14, 2018 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 Karen Clouse, Sam Kosciński, Keith Brown and Barry Lind with PEG, Dan Jach, Dan Ursum, Alan Marshall, Cindy Sedelmaier, Kay Kurtz, Peggy Acton, Pete Ramon, Robert Archey, Bill Connor, and Kenn Kott with MRA. County Commissioner Jeff Dontz and Fire Chief Chuck Barron were absent.

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

Minutes of the May 11, 2018 Manistee Township Board meeting were provided. Trustee Dontz made the motion to approve the minutes as written, seconded by Trustee Finout. All in favor; motion carried.

Treasurer Jankwietz gave the Treasurer's report for the month of May 2018. The receipts were \$50,710.41; expenditures were \$46,175.99 leaving a balance of \$218,185.57 in the General Fund as of May 31, 2018. No discussion; report placed on file.

Accepted minutes of the April 19, 2018 Manistee Township Planning Commission Meeting were provided to the Board Members.

Manistee Township Zoning Appeals Board did not meet; no appeals to be heard.

With there being no public comment at this time, Supervisor Bjorkquist moved to Zoning Administrator Finout to report on activities within the Zoning Office.

Trustee Finout, Zoning Administrator stated there was one (1) new written complaint of junk on Miller Road. The Sheriff delivered letters to two (2) homeowners located on Dontz and Switalski Roads. The complaints they are involved in are making progress; one has moved out and the other has secured permits. There were requests for seven (7) land use permits and eleven (11) construction permits. Two Public Hearings were held; one, for The Dunes at Lake Michigan on May 24, 2018, and the second, for the Heathlands Solar Project on May 31, 2018.

Sam Koscinski reported on the May Fire Department activity in the absence of Fire Chief Chuck Barron. There were nineteen (19) activities; four (4) fire related, six (6) medical related, nine (9) station activities. Apparatus is in good working order with DOT inspections completed except for trucks 133 and 132. The new gas monitor has been received and is in use. The Manistee County Firefighter Training I & II has been completed. The Manistee Township Fire Department had three (3) graduates who completed 305 classroom hours of classroom and field work. They attended class three (3) days a week for twenty-two (22) weeks. The Fire Department will be assisting with Rolling Thunder at the Casino this weekend. Remember, if burning outside, to call 231-690-5329 or 231-299-9208 for a Burn Permit.

Supervisor Bjorkquist, as Liquor Inspector, stated there were no changes for May.

Supervisor Bjorkquist updated the board members and the audience on the status of the proposed tennis/pickle ball court. The Township has received notice from the Health Department of Northwest Michigan that it will be awarded a grant to repair the existing courts; however, it has also been invited to participate in the second stage of grant applications thru the Manistee County Foundation Competitive Grant Cycle Program to change the existing tennis courts to two (2) or more pickle ball courts. Supervisor Bjorkquist is reaching out to all residents asking if there is any opposition to converting the existing tennis courts to new pickle ball courts.

Kenn Kott, MRA Director, presented the Board with the MRA 2018 Funding Formula Report. The MRA is now managing a new coordinated girls and boys Baseball/Softball program that is merging the Little League, T-Ball and Machine Pitch into this new program for 2018. The MRA is requesting the Township to help fund the MRA programs in the amount of \$9,700.00-\$11,000.00 based on the MRA's funding formula for 2018. The proposed contract will be reviewed and voted on at a later meeting.

Supervisor Bjorkquist reported on the Annual Trash Day held on May 12, 2018 at the Manistee Township Fire Department. Seven (7) dumpsters of trash and one and a half (1 ½) dumpsters of metal were collected at this annual event. Supervisor Bjorkquist thanked everyone who volunteered their time that day.

The Manistee County Firefighter Training I & II was open to fire department members from all over the county. This year there were fifteen (5) graduates from eleven (11) townships in Manistee County. Manistee Township is proud to have three (3) members of the Manistee Township Fire Department graduate from the recent class. Supervisor Bjorkquist congratulated Nick Berentsen, Megan Grant, and Sam Koscinski on their achievement, dedication and hard work.

Zoning Administrator Finout presented the Board with a copy of the proposed amendment to Article 10; Section 1050 Driveways and Private Street Standards, of the Manistee Township

Zoning Ordinance. The proposed ordinance amendment would change the regulations governing private streets in the Township and repeal all ordinances in conflict herewith. Zoning Administrator Finout reported that, prior to this meeting, the Planning Commission submitted the proposed zoning ordinance amendment to the Manistee County Planning Commission for review. The proposed ordinance amendment would then go to the Township Board for adoption consideration. The County Planning Commission took no action on the amendment stating the County Road Commission is considering changes to its policy; however, County Planning Commission approval is not required. Recommendations on ordinance changes come directly from the Manistee Planning Commission to the Township Board for adoption consideration. After reviewing the proposed ordinance as amended, Trustee Dontz made the motion to adopt the Ordinance to amend the Manistee Township Zoning Ordinance, as amended, by changing the regulations governing private streets in the Township and repealing all ordinances in conflict herewith; seconded by Trustee Finout. Treasurer Jankwietz asked if it was possible to table this item of business until the next meeting for further review on the differences in the ordinances. Zoning Administrator Finout explained the change between the ordinances in question stating the Amended Ordinance is now consistent with PUD and subdivision rules. Treasurer Jankwietz stated she was now ready to vote. Supervisor Bjorkquist asked the Clerk to call the roll. Those voting in favor: Trustee Dontz, Trustee Finout, Treasurer Jankwietz, Clerk Taylor, Supervisor Bjorkquist. Those voting against: None.

Ordinance 2018-02

AN ORDINANCE TO AMEND THE MANISTEE TOWNSHIP ZONING ORDINANCE, AS AMENDED, BY CHANGING THE REGULATIONS GOVERNING PRIVATE STREETS IN THE TOWNSHIP AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH.

Section 1. Article 10, Section 1050 Driveways and Private Street Standards, of the Manistee Township Zoning Ordinance, as amended, is hereby amended to read, in its entirety, as follows

1050. Driveways and Private Street Standards.

1. Access to Streets
 - a. In any district, every use, building or structure established after the effective date of this Ordinance must be on a parcel having legal access to a public street or to a private street or easement that connects to a public street.
2. Driveway Design. Driveways, unless specified otherwise in this Ordinance:
 - a. May serve as many as three (3) principal buildings.
 - b. Shall have a minimum, unobstructed width of twelve (12) feet and a minimum unobstructed height of fourteen (14) feet. Driveways over two hundred (200) feet long shall have a turnaround within fifty (50) feet of the principal structure.
 - c. Any gate shall open inward, with a clear opening which is two (2) feet wider than the driveway, and located within the appropriate setback of the respective land use district.

- d. Shall have an address number displayed on a sign or mailbox in compliance with the County Address Ordinance.

3. Private Street Standards

- a. Private streets and roads will be permitted where desirable and acceptable to the Commission. All such streets shall be named and marked, at owner's expense, by a sign, stating the street or road is private.
- b. The creation of a private street(s) that provides access to a division of land or a development with five (5) or more principal buildings shall meet or exceed the current construction standards established by the Manistee County Road Commission for improved public roads. Private streets providing access to fewer than five (5) principal buildings shall meet the same improved public road standards except a hard surface is not required. Prior to the construction of a fifth principal structure on a private street, the entire length of the private street shall be paved according to the current standards of the Manistee County Road Commission.
- c. All private streets shall have a minimum right-of-way easement of at least sixty-six (66) feet, or the current Manistee County Road Commission designated right-of-way width, whichever is greater.
- d. No structures or development activity shall be established within the approved rights-of-way or easements.
- e. All private street easements shall contain provisions for the placement of public utilities.
- f. Continued maintenance of private streets shall be the responsibility of the owner(s) of property served by the private street. Prior to the construction of a fifth (5th) principal building or structure on a private street, a written maintenance agreement, signed by all of the owners of the parcels served and to be served by the private street, shall be filed with the Administrator and approved by the Commission.

Section 2. All ordinances in conflict herewith are hereby repealed to the extend of the conflict.

Section 3. This ordinance shall become effective at 12:01 on the 8th day following its adoption and publication as required by law.

THOSE VOTING IN FAVOR: Dontz, Finout, Jankwietz, Taylor, and Bjorkquist

THOSE VOTING AGAINST: None

THOSE ABSENT OR ABSTAINING: None

ORDINANCE DECLARED PASSED

Dianne Taylor, Township Clerk

CERTIFICATION

The undersigned Clerk of Manistee Township hereby certifies that the foregoing is a true and correct copy of the ordinance adopted by the Manistee Township Board of Trustees at a regular meeting thereof duly called, noticed and conducted in accordance with the Open Meetings Act on the 14th day of June, 2018.

Dianne Taylor, Township Clerk

Treasurer Jankwietz made the motion to move the October Manistee Township Board Meeting from Thursday, October 11, 2018 to Tuesday, October, 9, 2018 at 7:00 P.M.; seconded by Trustee Finout. All voted in favor; motion carried.

Clerk Taylor presented the Board with an overview of the 2017/2018 Fiscal Year Budget. A budget amendment is recommended to add Sewer Fund Revenue and Expenses, Construction Department revenue and expenses, and to adjust some operating fund expense to accommodate various department expenses that are anticipated prior to year end. Treasurer Jankwietz made the motion to amend the 2017/2018 budget; seconded by Trustee Dontz. In a roll call, those voting in favor were: Finout, Jankwietz, Taylor, Dontz, and Bjorkquist. Those voting against: None. Supervisor Bjorkquist declared the motion carried.

2017/2018 Budget Changes

<u>Account</u>	<u>Name</u>	<u>Increase (Decrease)</u>
<u>General Fund</u>		
<u>Revenue</u>		
101-000-476.10	Construction Permit Revenue	<u>15,000.00</u>
	Revenue Increase	<u>15,000.00</u>
<u>Expense</u>		
<u>Operations</u>		
101-101-910	Insurance	(2,000.00)
101-262-727	Election supplies	(3,000.00)
101-448-926	Street lights	2,000.00
101-411-702	Planning & Zoning Appeals	1,000.00
101-801-702.10	Accounting/Computer Services	2,000.00
101-801-702.30	Construction Permits	15,000.00
<u>Fire Department</u>		
101-336-702	Fire Department Labor	3,000.00
101-336-751	Fire Department Fuel	(4,000.00)
101-336-921	Fire Department Electric	1,000.00
<u>Development</u>		
101-101-970	Capital Outlay	(25,000.00)
101-801-702	Professional Services	<u>25,000.00</u>
	Expense Increase	<u>15,000.00</u>
	Net General Fund Change	0.00
<u>Sewer Fund</u>		
101-000-628.10	Sewer Revenue	190,000.00
101-536-726.80	Sewer Expense	<u>190,000.00</u>
	Net Sewer Fund Change	0.00
	<i>Change to Budget Total</i>	<u>0.00</u>

Supervisor Bjorkquist reported a Budget Public Hearing was held earlier this evening. The proposed 2018/2019 Budget consists of three components: Sewer, Liquor, and Operating funds totaling \$971,200.00. The Sewer Fund Budget totals \$195,000.00; the Liquor Fund Budget totals \$1,500.00; and, the Operating Fund Budget totals \$774,700.00.

Treasurer Jankwietz made a motion to adopt the 2018/2019 Budget of \$971,200.00 as presented, including Resolution 2018-06 Manistee Township Appropriations Resolution with an

estimated annual Operating Revenue of \$774,700.00; seconded by Trustee Finout. In a roll call, those voting in favor were: Jankwietz, Taylor, Dontz, Finout, and Bjorkquist. Those voting against were: None.

Resolution No. 2018-06

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 8, 2018 and a public hearing on the proposed budget was held on June 14, 2018.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2018/2019, consisting of various miscellaneous revenues, shall total \$ 774,700.00.

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 2018/2019 for the various township activities are listed by account in the 2018/2019 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 2018/2019 Manistee Township proposed budget.

Section 9: Adoption of Budget by Line Item

The Manistee Township Board of Trustees adopts the 2018/2019 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 Jankwietz, seconded by Dontz to adopt the foregoing resolution.

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

The following voted nay: None.

The Supervisor declared the motion carried and the resolution duly adopted on the 14th day of June, 2018.

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 14, 2018 Manistee Township Board minutes.

Dianne Taylor
Township Clerk

The Manistee Township Officers Salary must be adopted annually. Treasurer Jankwietz made the motion to adopt Resolution 2018-07, Resolution to Establish Township Officers Salary; seconded by Trustee Dontz. In a roll call vote, those voting in favor: Taylor, Dontz, Finout, Jankwietz, and Bjorkquist. The following voted nay: None. The motion was declared carried.

Resolution No. 2018-07

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, 2018, the salaries of the Manistee Township Board members shall be, for the 2018/2019 fiscal year, as follows:

Supervisor	\$ 12,300.00	(increase of 0,000.00 for the year)
Treasurer	\$ 18,000.00	(increase of 0,000.00 for the year)
Clerk	\$ 21,600.00	(increase of 0,000.00 for the year)
Trustees	\$ 300.00	(increase of 0,000.00 for the year)

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

Upon roll call vote, the following voted aye: Taylor, Dontz, Finout, Jankwietz, and, Bjorkquist.
The following voted nay: None.

The Supervisor declared the motion carried and the resolution duly adopted on the 14th day of June, 2018.

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 14, 2018 Manistee Township Board minutes.

Dianne Taylor

Manistee Township Clerk

The bills for May have been provided. Trustee Dontz made the motion to pay the bills for June as they are received; Trustee Finout seconded the motion. All in favor; motion carried.

Manistee County MTA Meeting will be Wednesday June 27, 2018 at 7:00 PM at Pleasanton Township Hall, 8958 Lumley Road, Bear Lake, MI

Manistee Zoning Board of Appeals – Tuesday, July 10, 2018 at 7:00 P.M. at the Manistee Township Hall, *if there is an appeal.*

Manistee Township Planning Commission Meeting – Thursday, July 5, 2018 at 7:00 p.m.
at the **Manistee Township Hall.**

Next regular meeting of the **Manistee Township Board** will be held on **Thursday, July 12, 2018 at 7:00 P.M.** at the **Manistee Township Hall, 410 Holden Street.**

Manistee Township Board of Review (for errors and omissions only) **will be Tuesday, July 17, 2018 at the Manistee Township Hall at 5:00 P.M.**

In public comment, Keith Brown, with PEG, announcing he would be retiring at the end of June after fifteen (15) years with PEG. The Board congratulated him, thanked him, and wished him well. Barry Lind introduced himself as the Chair of the PEG Commission and the current Interim Director, who will be replacing Keith, while the Commission searches for a new Director. Barry stated that with the ever-changing technologies, he would welcome suggestions and comments to assist the Commission in going forward.

There being no further business or public comments to come before the board, it was moved by Trustee Dontz, seconded by Treasurer Jankwietz, to adjourn the meeting at 7:35pm. All in favor; motion carried.

Respectfully submitted,

Dianne Taylor
Manistee Township Clerk