

Approved Minutes for Budget Public Hearing

The Manistee Township Budget Public Hearing was held at the Manistee Township Hall on Thursday, June 11, 2020 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 was Deputy Clerk Karen Clouse.

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

The fiscal year 2020/2021 Proposed Budget was discussed at length. The Proposed Budget was compared to the actual revenues and expenses for the fiscal year ended June 30, 2019, and to the current fiscal year-to-date as of May 31, 2020. 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 Treasurer Jankwietz to adjourn the Public Budget Hearing meeting at 6:30 P.M. Motion carried.

Approved Minutes

The regular monthly meeting of the Manistee Township Board was held on Thursday, June 11, 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 Deputy Clerk Karen Clouse, Fire Chief Chuck Barron, Captain Sam Koscinski, Liquor Inspector Rick Clouse, and Barry Lind with PEG. County Commissioner Jeff Dontz was absent.

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 14, 2020 Manistee Township Board meeting and the May 28, 2020 Special Board Meeting were provided. Treasurer Jankwietz made the motion to approve both meeting minutes as written, seconded by Trustee Dontz. All in favor; motion carried.

The Treasurer's report for the month of May was provided. The receipts were \$11,166.54; expenditures were \$55,800.50, leaving a balance of \$140,551.44 in the General Fund as of May 31. The report was placed on file.

Manistee Township Planning Commission – No May or June Meeting

Manistee Township Zoning Board of Appeals met on February 4, 2020 – minutes not available yet.

There were no public comments at this time.

County Commissioner Jeff Dontz was not available.

Trustee Finout, as Zoning Administrator, reported on the activity in the Zoning office for May. There no new complaints. A court date has been set for June 30, 2020 regarding the complaint for the burned-out home on Miller Rd. A verbal complaint was made regarding a neighbor allegedly working on numerous vehicles in a residential area. Zoning Administrator Finout will continue to monitor the situation. There were seven land use permits issued and twenty-eight requests for construction permits. Construction has begun on the assisted living facility. The MCRC has approved an entry off of Kemmer Road onto Village Drive, a private roadway leading to the assisted living facility. A Declaration of Restrictive Covenant has been signed and registered with the Register of Deeds office restricting road access from US 31 to the four (4) parcels located along the highway. The Supreme Court affirmed short-term rental use is a commercial use of property in a residential area; the Planning Commission will address the issue at their next meeting.

Fire Chief Barron reported three (3) fire runs, eleven (11) medical runs and eight (8) training/meeting sessions. Apparatus is in good working order, with some repairs being completed on 135R and 134. The Department has received Revenue Sharing grants for ice water rescue equipment, replacement lights for 133, and turn out gear for FF I/II graduates. Training is ongoing. Burn Permits are now available through the State by calling 866.922.2876 or going to www.michigan.gov/burnpermit. Supervisor Bjorkquist expressed his thanks to the firefighters for all of their hard work.

Liquor Inspector Rick Clouse stated all locations are in compliance and the Heathlands and Insta – Launch are now open.

Supervisor Bjorkquist gave an update on the Township. Milarch Road is currently under construction. The hole on Bar Lake Road has been repaired. The construction work on Lakeshore Road will be starting soon. M22, from US 31 to 8 Mile, will be down to one lane traffic from June 22 to July 11 for roadwork. The parking lot at the hall has been repaired. The electrician will be coming to replace exit signs and to repair lights in the parking lot.

Clerk Taylor presented the Board with an overview of the 2019/2020 Fiscal Year Budget. Treasurer Jankwietz made the motion to approve 2019/2020 Budget Amendment 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.

Recommended 2019/2020 Budget line item change No. 2

<u>Account</u>	<u>Name</u>	<u>Increase</u> <u>(Decrease)</u>
	<u>General Fund</u>	
101-000-695.30	Savings Transfers	<u>6,900.00</u>
	Total Revenue Increase	<u>6,900.00</u>

<u>Liquor Law Fund</u>		
101-330-727	Liquor Law Expense	1,700.00
	Net Liquor Law Fund Change	<u>1,700.00</u>

<u>Sewer Fund</u>		
101-536-727	Sewer Expense	<u>5,200.00</u>
	Net Sewer Fund Change	<u>5,200.00</u>
	Total Expense Increase	<u>6,900.00</u>
	Net 2019/20 Budget Change	<u>0.00</u>

Supervisor Bjorkquist reported a Budget Public Hearing was held earlier this evening. The proposed 2020/2021 Budget consists of three components: Sewer, Liquor, and Operating funds totaling \$ 1,267,300.00. The Sewer Fund Budget totals \$ 195,800.00; the Liquor Fund Budget totals \$ 3,100.00; and, the Operating Fund Budget totals \$ 1,068,400.00.

Trustee Dontz made a motion to adopt the 2020/2021 Budget of \$ 1,267,300.00 as presented, including Resolution 2020-04 Manistee Township Appropriations Resolution with an estimated annual Operating Revenue of \$ 1,068,400.00; seconded by Trustee Finout. In a roll call, those voting in favor were: Finout, Jankwietz, Taylor, Dontz, Bjorkquist. Those voting against were: None. Motion carried.

Resolution No. 2020-04

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, 2020 and a public hearing on the proposed budget was held on June 11, 2020.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2020/2021, consisting of various miscellaneous revenues, shall total \$ 1,068,400.00.

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 2020/2021 for the various township activities are listed by account in the 2020/2021 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 2020/2021 Manistee Township proposed budget.

Section 9: Adoption of Budget by Line Item

The Manistee Township Board of Trustees adopts the 2020/2021 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 Dontz, seconded by Finout 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 11th day of June, 2020.

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 11, 2020 Manistee Township Board minutes.

Dianne Taylor
Township Clerk

The Manistee Township Officers Salary must be adopted annually. Trustee Dontz made the motion to adopt Resolution 2020-05, Resolution to Establish Township Officers Salary; 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. 2020-05

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, 2020, the salaries of the Manistee Township Board members shall be, for the 2020/2021 fiscal year, as follows:

Supervisor	\$ 13,800.00	(increase of 0,000.00 for the year)
Treasurer	\$ 24,000.00	(increase of 0,000.00 for the year)
Clerk	\$ 24,000.00	(increase of 0,000.00 for the year)
Trustees	\$ 350.00	(increase of 0,000.00 for the year)

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 11th day of June, 2020.

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 11, 2020 Manistee Township Board minutes.

Dianne Taylor

Manistee Township Clerk

Discussion occurred among the Board members on re-opening the Hall for rentals. Treasurer Jankwietz made the motion to add a sanitizing/cleaning fee of \$25.00 to the hall rental agreement, on a temporary basis, due to the COVID-19 pandemic. Trustee Finout seconded the motion. All voted in favor; motion carried.

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

Manistee County MTA Meeting – is scheduled for **June 24, 2020 at Pleasanton Township Hall, 8958 Lumley Rd.**

Manistee Township Planning Commission will meet **Wednesday, July 1, 2020 at 7:00 p.m.** at the **Manistee Township Hall.**

Manistee Zoning Board of Appeals will meet **Tuesday, July 7, 2020 at 7:00 P.M.** at the **Manistee Township Hall, if there is an appeal.**

Next regular meeting of the **Manistee Township Board** will be held on **Thursday July 9, 2020 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 Trustee Finout, to adjourn the meeting at 7:50pm. All in favor; motion carried.

Respectfully submitted,

Dianne Taylor

Manistee Township Clerk