

## Approved Minutes

The regular monthly meeting of the Manistee Township Board was held on Thursday, May 14, 2020 at 7:00 P.M. via telephone conference call. Roll call was taken by Clerk Dianne Taylor and Board members present were Trustee John Dontz, Trustee Guy Finout, Treasurer Connie Jankwietz, Clerk Dianne Taylor, and Supervisor Dennis Bjorkquist. Also present were County Commissioner Jeff Dontz, Fire Chief Chuck Barron, Captain Sam Koscinski, Township Attorney Richard Wilson, and Deputy Clerk Karen Clouse

Supervisor Bjorkquist called the meeting to order and requested attendees to stand and recite the Pledge of Allegiance. A moment of silence was then observed to honor all of the front-line workers.

Minutes of the March 5, 2020 Manistee Township Board meeting were provided. Trustee Finout made the motion to approve the minutes as written, seconded by Clerk Taylor. In a roll call vote, those voting in favor were: Finout, Taylor, Bjorkquist, Dontz, and Jankwietz. Those voting against: None. Supervisor Bjorkquist declared the motion carried.

The Treasurer's report for the month of April was provided. The receipts were \$45,201.42; expenditures were \$37,873.92, leaving a balance of \$185,185.40 in the General Fund. The report was placed on file.

Approved minutes from the March 4, 2020 Planning Commission Public Hearing and the March 4, 2020 Planning Commission Regular meeting were provided to the Board. Treasurer Jankwietz made the motion to place the minutes on file; seconded by Trustee Finout. In a roll call vote, those voting in favor were: Taylor, Dontz, Jankwietz, Finout, and Bjorkquist. Those voting against: None. Supervisor Bjorkquist declared the motion carried.

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 reported on activities within the County. David Keift has vacated the position of County Controller/Administrator; Lisa Sagala was appointed to serve as Interim Administrator. The next County Commissioner meeting will go forward as planned. The Courthouse will probably remain closed for two weeks of cleaning and personnel training after the stay at home order is lifted. There is discussion of combining the DDA and the Chamber into one office since the current Director of the DDA is stepping down. The Revenue Sharing Board will not be receiving a May check from the LRBOI; the May funds will be combined with the fall payment. Zupin Crane is moving forward with their project of building a warehouse in in the Renaissance Park. The WSCC project in the Glikes building is still moving forward.

Trustee Finout, as Zoning Administrator, reported on the activity in the Zoning office for March and April. There were no new complaints. There was one (1) land use permit issued and five (5) requests for construction permits. There were no land use permits or construction permits issued in April as the departments were shut down per Michigan Executive Orders. Zoning Administrator Finout has issued a citation to the property owner on Miller Road; however, a hearing date will not be set until the Courts re-open. Once Construction re-opened in the State of Michigan, the Building Department/Zoning Office has issued four (4) land use permits and had twenty-two (22) requests for construction permits. The

Planning Commission held a special meeting on March 11, 2020 to approve a Special Land Use Permit Application for the project located at Kemmer Road and US 31. Supervisor Bjorkquist requested Zoning Administrator Finout continue the conversation of short-term rentals with the Planning Commission after sharing his research on the number of short-term rentals within the Township. According to VRBO and Airbnb, the Township has nineteen (19) homes listed as short-term rentals that can accommodate 315 occupants. Trustee Dontz requested Zoning Administrator Finout follow up on the complaint of the squatter on Switalski Road.

Fire Chief Barron reported five (5) training/meeting sessions, ten (10) fire runs and nineteen (19) medical runs. Apparatus is in good working order, with repairs being completed on 135R. 131 replacement delivery has been pushed back to September or October due to the pandemic. All DOT inspections are completed. Training is ongoing but has been adjusted from one to two days per week to accommodate social distancing requirements. Burn permits are available through the State of Michigan, 866.922.BURN (866.922.2876) The Fire Department has been doing birthday parties for the younger folks in the area during this difficult time. Trustee Dontz and Supervisor Bjorkquist expressed their thanks to the firefighters for all of their hard work.

Supervisor Bjorkquist, on behalf of Liquor Inspector Rick Clouse, gave the Liquor Inspector report for March and April. There were no citations or violations. Due to the Covid-19 pandemic, the stores and gas stations were given an extra month to apply for, and post, 2020/2021 liquor licenses.

Supervisor Bjorkquist gave an update on the Township. As Fire Chief Barron reported, delivery of the new fire truck has been delayed. The Township has received multiple estimates to repair and/or replace the hall parking lot at a cost ranging from \$28,110.00 to \$73,100.00. Brian's Superior Sealcoating has agreed to repair the parking lot for approximately \$10,866.00 in June. The Milarch Road project is still moving forward. The Newland School will be receiving a new roof when materials are available. Krolczyk Electric has new lights on order to replace the south parking lot lights at the hall.

Treasurer Jankwietz updated the Board on the Sewer rates stating there are no changes at this time.

Clerk Taylor gave an Election Report comparing the March 8, 2020 Presidential Primary Election and the May 5, 2020 Special Election. In the March Presidential Primary Election, Manistee Township had 2,653 registered voters; 860 voted, of which 389 voted by Absent Voter ballot. In the May Special Election, Manistee Township has 2,650 registered voters; 823 voted, of which 814 voted by Absent Voter ballot. The election staff faced several challenges for the May 5, 2020 Special Election due to the Covid Pandemic. Supervisor Bjorkquist thanked the workers for all the hard work they put in.

Appointments for the Planning Commission were discussed. Trustee Finout made a motion to appoint Duane Anderson to the Planning Commission for a three (3) year term to expire in 2023; Trustee Dontz seconded the motion. In a roll call vote, those voting in favor were: Dontz, Jankwietz, Finout, Taylor, and Bjorkquist Those voting against: None. Supervisor Bjorkquist declared the motion carried. Trustee Dontz made a motion to appoint Richard (Duke) Edmondson to the Planning Commission for a three (3) year term to expire in 2023; Trustee Finout seconded the motion. In a roll call vote, those voting in favor were: Jankwietz, Finout, Taylor, Dontz, and Bjorkquist. Those voting against: None. Supervisor Bjorkquist declared the motion carried.

Appointments to the Zoning Board of Appeals were discussed. Trustee Dontz made the motion to appoint Todd Mallison to the Zoning Board of Appeals for a three (3) year term to expire in 2023; Clerk Taylor seconded the motion. In a roll call vote, those voting in favor were: Finout, Taylor, Dontz,

Jankwietz, and Bjorkquist. Those voting against: None. Supervisor Bjorkquist declared the motion carried.

Trustee Finout made the motion to appoint Ernie Hornkohl, as an alternate, to the Zoning Board of Appeals for a three (3) year term to expire in 2023; seconded by Trustee Dontz. Those voting in favor were: Taylor, Dontz, Jankwietz, Finout, and Bjorkquist. Those voting against: None. Supervisor Bjorkquist declared the motion carried.

The Township Annual Trash Day has been cancelled; it may be able to be rescheduled in the fall.

Supervisor Bjorkquist discussed the Bar Lake Observation Deck Grant Application Resolution 2020-03. After a discussion among the Board and Township Attorney Wilson, Treasurer Jankwietz made the motion to enter into Resolution 2020-03; seconded by Trustee Finout. In a roll call vote, those voting in favor were: Dontz, Jankwietz, Finout, Taylor, and Bjorkquist. Those voting against were: None. Supervisor Bjorkquist declared the motion carried.

## **Resolution No. 2020-03**

### **BOARD SUPPORT FOR MANISTEE COUNTY COMMUNITY FOUNDATION GRANT APPLICATION**

**WHEREAS**, the Township of Manistee supports the grant application to the Manistee County Community Foundation for the purpose of repairing and preserving the Bar Lake Observation Deck; and,

**WHEREAS**, the proposed project is located on property owned by the Township of Manistee; and,

**WHEREAS**, the proposed project, when completed, will be a benefit to the community; and,

**WHEREAS**, with this resolution, the Township of Manistee is committing to increasing its participation in the current project cost from \$16,100.00 (8-18-2019 minutes) to \$20,000.00 to be combined with a MCCF Grant to complete the repairs. The repair and preservation costs are estimated to be \$33,400.00.

**NOW THEREFORE, BE IT RESOLVED** that the Township of Manistee hereby supports the submission of the grant application packet to the Manistee County Community Foundation for the preservation of the Bar Lake Observation Deck.

Treasurer Jankwietz motioned to approve the resolution; Trustee Finout seconded.

Ayes: Dontz, Jankwietz, Finout, Taylor, Bjorkquist

Nays: None

The Supervisor declared the resolution adopted.

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Dianne Taylor  
Manistee Township Clerk

I hereby certify that the foregoing is a Resolution duly made and passed by the Board of Trustees of the Township of Manistee at a regular meeting held electronically on the 14<sup>th</sup> of May, 2020, at 7:00 p.m. with a quorum present.

Date: May 14, 2020

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Dianne Taylor  
Manistee Township Clerk

Clerk Taylor gave an overview of the proposed 2019/2020 Budget Amendments. After discussing the amendment details, increases and decreases, Treasurer Jankwietz made the motion to accept the recommended fiscal year 2019/2020 budget line item changes as presented; seconded by Trustee Finout. In a roll call vote, those voting in favor were: Jankwietz, Finout, Taylor, Dontz, and Bjorkquist. Those voting against were: None. Supervisor Bjorkquist declared the motion carried.

### **Recommended 2019/2020 Budget line item change**

<u>Account</u>	<u>Name</u>	<u>Increase (Decrease)</u>
<b><u>General Fund</u></b>		
<b><u>Revenue</u></b>		
101-000-695.10	Pickleball Grant/Donations	10,000.00
101-000-695.30	Fire Dept Donations	<u>4,000.00</u>
	Total Revenue Increase	<u>14,000.00</u>
<b><u>Expense</u></b>		
<b><u>Development &amp; Operations</u></b>		
101-101-970	Capital Outlay	(16,500.00)
101-101-970.10	Pickleball Courts	9,500.00
101-101-999	Economic Development	(10,000.00)
101-247-702	Board of Review	(500.00)
101-247-727	Board of Review Supplies	500.00
101-262-702	Election Wages	(1,000.00)
101-262-727	Election Supplies	1,000.00
101-269-775	Maintenance - Buildings	(30,000.00)

101-269-775.10	Maintenance - Bar Lake	10,000.00
101-269-775.20	Maintenance - Pickleball	500.00
101-411-860	Planning & Zoning Expenses	3,000.00
101-448-926	Street Lights	(10,000.00)
101-506-703	Road Building	62,500.00
101-525-819	Recycling Services	(20,000.00)
101-801-702	Professional Fees	<u>15,000.00</u>

Fire Department

101-336-751	F D - Fuel	(5,000.00)
101-336-775	F D - Maintenance	14,000.00
101-336-977	F D - Equipment	<u>(9,000.00)</u>

Total Expense Increase                    14,000.00

Net General Fund Change                    0.00

Supervisor Bjorkquist presented the Board with a draft of an Open Burning Ordinance. Supervisor Bjorkquist requested the Board review the document and bring to him any questions or comments prior to the June Board meeting.

Clerk Taylor provided the Board with a preliminary draft of the 2020/21 Budget. Clerk Taylor asked the Board to review the draft Budget and please bring any comments or concerns back to her before the next Board meeting.

Supervisor Bjorkquist stated the Revenue Sharing Board will meet June 8, 2020 at the Courthouse for disbursement of 2020 Cycle I grant monies.

The March bill payment detail was provided. Trustee Dontz made the motion to pay the bills for March as provided; Treasurer Jankwietz seconded the motion. In a roll call vote, those voting in favor were: Finout, Taylor, Dontz, Jankwietz, and Bjorkquist. Those voting against were: None. Supervisor Bjorkquist declared the motion carried.

The April bill payment detail was provided. Trustee Dontz made the motion to pay the bills for April as provided and the May bills as they are received; Trustee Finout seconded the motion. In a roll call voted, those voting in favor were; Taylor, Dontz, Jankwietz, Finout, and Bjorkquist. Those voting against were: None. Supervisor Bjorkquist declared the motion carried.

**Manistee County MTA Annual Dinner Meeting scheduled for **May 15, 2020 has been cancelled.****

**Manistee Township Planning Commission scheduled for **Wednesday, May 20,2020 has been cancelled.****

**Manistee Zoning Board of Appeals will meet **Tuesday, June 2, 2020 at 7:00 P.M.** at the **Manistee Township Hall, if there is an appeal.****

**Manistee Township Planning Commission will meet Tuesday, June 3, 2020 at 7:00p.m. at the Manistee Township Hall.**

**Next regular meeting of the Manistee Township Board will be held on Thursday June 11, 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 Trustee Dontz, seconded by Treasurer Jankwietz to adjourn the meeting at 8:15 PM. In a roll call vote, those voting in favor were: Dontz, Jankwietz, Finout, Taylor, and Bjorkquist. Those voting against were: None. Supervisor Bjorkquist declared the motion carried.

Respectfully submitted,

Dianne Taylor  
Manistee Township Clerk