

The Manistee Township Budget Public Hearing was held at the Manistee Township Hall on Thursday, June 11, 2015 at 6:30 P.M. Board Members present were Supervisor Dennis Bjorkquist, Trustee John Dontz, Trustee Guy Finout, Treasurer Connie Jankwietz, and Clerk Dianne Taylor. Also present was Deputy Clerk Karen Clouse.

Supervisor Bjorkquist called the Public Hearing to order with the pledge to the flag.

The fiscal year 2015/2016 Proposed Budget was discussed at length. The Proposed Budget was compared to the actual revenues and expenses for the fiscal year ended June 30, 2014, and to the current fiscal year-to-date as of May 31, 2015. Line item increases and decreases were discussed and the rationale for the modifications.

There being no public comments, Supervisor Bjorkquist motioned, seconded by Trustee Dontz, to adjourn the Public Budget Hearing at 7:30 P.M. for the regular monthly meeting. Motion carried.

Supervisor Dennis Bjorkquist then called the regular monthly meeting to order. As the pledge to the flag was completed in the public hearing portion of the meeting, Supervisor Bjorkquist welcomed Fire Chief Chuck Barron, Asst. Chief Tom Johnson, Manistee County Commissioner Jeff Dontz, Bar Lake Association President Sara Tucker, Jim Snoeyink, Charlie Ganss, Jim Henderson, Mike Watson, Ed Seng, Duane Anderson, Wendy Kerry, Dan Jach, John Taber, Jerry Langhann, Dan and Mary Lou Ursum, Rick and Therese Strimback and Keith Brown with PEG to the meeting.

Minutes of the May 15, 2015 Manistee Township Board Meeting, May 26, May 27, and May 28, 2015 Special Board Meetings were provided. Trustee Dontz made the motion to approve the minutes as written, seconded by Treasurer Jankwietz. All in favor, motion carried.

Treasurer Jankwietz gave the Treasurer's report for the month of May 2015. The receipts were \$34,834.56; expenditures were \$44,960.64, leaving a balance of \$236,450.47 in the General Fund as of May 31, 2015. Motion was made by Trustee Dontz to approve the Treasurer's report as presented, seconded by Clerk Taylor. All voted in favor. Motion carried.

Manistee Township Planning Commission met April 16, 2015, May 7, 2015 and Approved Minutes were provided in the Board packet.

Manistee Township Zoning Appeals Board had a joint meeting with the Planning Commission on June 4, 2015 and the Proposed Minutes were provided in the Board packet.

Supervisor Bjorkquist asked if anyone had anything to bring to the Board. Jim Snoeyink, Manistee Township/Bar Lake resident asked to address the board. Mr. Snoeyink expressed safety issues with the way the public are parking at Bar Lake/Lake Michigan Access. The area has received more interest lately and there is not signage or road markings indicating how to park. Mr. Snoeyink expressed that he and other residents must walk out of their homes and into the road now to reach the Access. There appears to be more garbage than usual, which Mr.

Snoeyink cleans up. This then fills his garbage cans beyond what is the limit for each Township resident.

Bar Lake Association President, Sara Tucker asked to address the board. Ms. Tucker reiterated to the Board her concern for safety with the amount of sand on the east side of the road. The way the sand is being handled is making bicycling and walking dangerous on that side of the road. Ms. Tucker stated the designated bicycling route for the lakeshore, which is also the pedestrian walkway, is almost completely covered with sand. Ms. Tucker would like to see the sand removed from the walkway on the east side and the dune flattened on the west side to alleviate additional sand being blown to the east side, with the Township stabilizing the west side. Ms. Tucker thanked the board for addressing this matter.

Manistee Township resident, Mike Watson asked to address the board regarding the condition of Olson Road. Mr. Watson stated he brought this issue to the Board in 2013, including pictures of the road. Mr. Watson stated, at that time, the board agreed to look into it and have something done. Mr. Watson stated it has been two (2) years and nothing has been completed. Supervisor Bjorkquist stated, Jerry Peterson, Manistee Road Commission Manager at the time, did indeed look at Olson Rd and indicated something needs to be done. Supervisor Bjorkquist stated he would look into the matter for Mr. Watson as Mr. Jerry Peterson no longer with the Manistee Road Commission.

Manistee Township Resident Jerry Langhann asked to address the Board in support of Mike Watson. He is also a homeowner on Olson Rd. He stated the roadway is getting narrower with erosion on each side of the roadway, he, also, would like to see some improvements made to the roadway.

Mr. Dan Jach, Manistee Township/Bar Lake resident addressed the board regarding House Bill #4379, which states the requirements needed to dissolve an inland lake board. Mr. Jach stated the Township owns the land between his property and Bar Lake, which should entitled him to not have to pay a special assessment on his property. Mr. Jach would like to be reimbursed his monies paid. Trustee Finout, as Zoning Administrator, explained to Mr. Jach the logic behind the Bar Lake Improvement Board; and, that Mr. Jach had an opportunity to appeal at the time of the BLIB formation; and, that an appeal was not filed. Mr. Jach also expressed the public is crossing his property to access Bar Lake, and Outlot B in front of his property, which also violates his rights. Trustee Finout, as Zoning Adm, stated the public can travel across the property to access the Lake, but they cannot stay and fish or picnic.

Mr. Jack Taber addressed the board and Mr. Jach, supporting Trustee Finout, as Zoning Adm., that the land in question is indeed public land, donated by Mr. Halladay.

No other items were brought to the Board at this time.

County Commissioner Jeff Dontz reported County activity for April and May. The Manistee County Library is a constant work in progress to update their heating and cooling system. Commissioner Dontz stated Mr. William Bell was named as a member to the Airport Authority. The Bar Lake Improvement Board has approved payments of \$7,500.00 to the County Treasurer and \$1,000.00 to Manistee Township to reduce current loans. Treatment of Bar Lake is not to exceed \$4,000.00. The next County Commissioners' meeting will be held June 16, 2015 at 9:00 A.M.

Trustee Finout, as Zoning Adm, reported on the activity in the Zoning office for May. There were seven (7) requests for land use permits for additions and fences. No complaints were made.

Fire Chief Chuck Barron presented numbers for May 2015 for the Manistee Township Fire Dept: 7 meetings and/or training sessions were held; 40 medical runs, and 6 fire runs. They had 609 billable hours with 455 for Chief Barron and 154 billable hours for staff. 6 burn permits were

issued. Ladder Truck #131 needs a new hydraulic pump, which is under warranty, and will be in soon. Forbes added some stone to the south end of station where sand was splashing up onto the siding with rainfall. The Fire Dept. received \$1,300.00 from the Revenue Sharing Board, which will be used for nozzles. Still recruiting applicants and completing drivers training and pump operations. CPR and First Aid classes will be conducted on June 24, 2015. SOP's are continuing and updating as per Risk Management. There is a DNR 50/50 grant that the Fire Dept. will be applying for. Future 2015 events for the officers of the Fire Dept. include the Rolling Thunder event at the Little River Casino June 19, 20, and 21, 2015, the 4<sup>th</sup> of July parade, and Tight Lines for Troops. Supervisor Bjorkquist commended all officers of the Fire Dept. for volunteering their time.

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

Oak Prison Quarterly Report was not available.

There was not a May 2015 meeting and there will not be a June meeting for the Cromer/McGuinness Drain.

Under unfinished business, Treasurer Jankwietz stated the hall survey is still a work in progress; hoping to have it completed soon with some feedback from current renters. Trustee Dontz stated he received a call from renters the weekend of June 5, and 6, 2015. A breaker had been blown and the renter was seeking assistance. Mr. Dan Revolt arrived at the Hall to fix the breaker. Discussion followed questioning the need for electrical repairs and/or an Emergency Contact posting for the Hall. The Board agreed this situation needed to be looked into.

Before moving on to New Business, Supervisor Bjorkquist asked if there were any additional comments. Trustee Dontz wanted to take advantage of the large crowd to update everyone on the sewer project along the US31 corridor. Phase I is currently scheduled to begin June 22, 2015 with completion to be October 2015. Township Resident, Mr. Ed Seng, asked to address the board regarding the sewer. Mr. Seng questioned whether the sewer line would tie into the Filer Twp line. Trustee Dontz stated no; this sewer line is currently drawn to end on the east side of Ivy Lane.

Under new business, Supervisor Bjorkquist announced lined item changes needed to be made on the 2014/2015 fiscal budget. The line item changes do not increase or decrease the total amount of the adopted budget; it is only a matter of moving budget funds from one expense line item to another as necessary to keep the budget in balance. It was moved by Treasurer Jankwietz, seconded by Trustee Dontz to modify the 2014/2015 budget line items as follows:

101-000-998	Payroll taxes-Employer Portion	Increase	500.00
101-101-956	Miscellaneous	Increase	500.00
101-101-999	Economic Development	Decrease	(3,000.00)
101-101-999.1	Economic Development-Bar Lake	Increase	3,000.00
101-171-702	Supervisor	Increase	2,000.00
101-191-702	Elections	Increase	500.00
101-191-727	Election supplies	Decrease	(500.00)
101-216-702	Deputy Clerk	Increase	9,000.00
101-269-702	Maintenance	Decrease	(2,000.00)
101-269-775	Building Maintenance	Decrease	(15,000.00)
101-269-920	Township Building Heat	Decrease	(6,000.00)
101-269-921	Township Building Electricity	Decrease	(6,000.00)

101-336-720	Fire Department Services	Increase	7,000.00
101-448-926	Street Lights Electricity	Increase	2,000.00
101-525-818	Garbage Service	Increase	1,000.00
101-525-819	Recycling Services	Increase	7,000.00

Upon roll call vote, the following voted yes: Trustee Finout, Trustee Dontz, Treasurer Jankwietz, Supervisor Bjorkquist, and Clerk Taylor. Motion carried.

The July 1, 2015 through June 30, 2016 budget was discussed. It was moved by Trustee Dontz, seconded by Trustee Finout to Adopt and Appropriate the July 1, 2015 through June 30, 2016 Budget. In a roll call vote, Trustee Dontz, Treasurer Jankwietz, Trustee Finout, Supervisor Bjorkquist and Clerk Taylor voted in favor. Motion carried.

## 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 3, 2015 and a public hearing on the proposed budget was held on June 11, 2015.

**Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2015/2016, consisting of various miscellaneous revenues, shall total \$ 598,300.00.

**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 2015/2016 for the various township activities are listed by account in the 2015/2016 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 2015/2016 Manistee Township proposed budget.

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

The Board of Trustees of Manistee Township adopts the 2015/2016 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 at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, 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 month, and (2) a summary statement showing the receipts and expenditures and encumbrances for the previous month 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 in the previous month 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 Trustee Dontz, seconded by Trustee Finout to adopt the foregoing resolution. Upon roll call vote, the following voted aye: Trustee Dontz, Treasurer Jankwietz, Trustee Finout, Supervisor Bjorkquist, and Clerk Taylor. The following voted nay: none. The Supervisor declared the motion carried and the resolution duly adopted on the 11th day of June, 2015.

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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 11, 2015 Manistee Township Board minutes.

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Dianne Taylor  
Township Clerk

The proposed changes in the 2015/2016 revenues and expenditures include:

Fire Chief increase \$60.00 per month from \$2,800.00 to \$3,600.00 per year

Assistant Fire Chief increase \$20.00 per month from \$960.00 to \$1,200.00 per year

Deputy Clerk and Deputy Treasurer increase \$2.00 per hour from \$11.50 to \$13.50 per hour

Maintenance person and Office Assistant increase \$2.00 per hour from \$11.50 to \$13.50 per hour

Clerk \$200.00 per month increase from \$18,000.00 to \$20,400.00 per year

Board member meetings \$10.00 increase per meeting from \$40.00 to \$50.00 each meeting

PEG will receive \$3,800.00 annually

It was moved by Treasurer Jankwietz, and seconded by Trustee Dontz to adopt the following salary resolution:

## **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, 2015, the salaries of the Manistee Township Board members shall be, for the 2015/2016 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	\$ 20,400.00	(increase of 2,400.00 for the year)
Trustees	\$ 300.00	(increase of 0,000.00 for the year)

The foregoing resolution offered by board member Treasurer Jankwietz, seconded by board member Trustee Dontz.

Upon roll call vote, the following voted aye: Treasurer Jankwietz, Trustee Finout, Trustee Dontz, Supervisor Bjorkquist, Clerk Taylor. The following voted nay: none.

The Supervisor declared the motion carried and the resolution duly adopted on the 11th day of June, 2015.

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, 2015 Manistee Township Board minutes.

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Dianne Taylor

Manistee Township Clerk

Supervisor Bjorkquist advised the board of the need to update the Manistee Township FOIA document to reflect recent legislative changes to the Michigan Freedom of Information Act that go into effect July 1, 2015. Supervisor Bjorkquist explained that changes to the FOIA coordinator, procedures and guidelines, procedure summary, and calculation of fees are affected.

## **TOWNSHIP OF MANISTEE COUNTY OF MANISTEE, MICHIGAN**

Minutes of a board meeting of the Township Board of the Township of Manistee, held in the Township Hall, Manistee, Michigan on the 11<sup>th</sup> day of June, 2015 at 7:30PM Local Time.

PRESENT: Supervisor Bjorkquist, Treasurer Jankwietz, Trustee Finout, Trustee Dontz, and Clerk Taylor.

ABSENT: None

The following preamble and resolution were offered by Trustee Dontz and supported by Clerk Taylor:

### **RESOLUTION NO. \_\_\_\_\_**

#### **RESOLUTION ADOPTING FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINE AND SUMMARY THEREOF**

WHEREAS, the Michigan Freedom of Information Act, Act 442 of the Michigan Public Acts of 1976, as amended ("Act 442"), was recently amended by Act 563 of the Public Acts of Michigan 2014, which is effective July 1, 2015 ("Act 563"), (collectively, Acts 442 and 563 are referred to as the "Act"), the Township Board desires to implement the provisions of the Act to the extent it is applicable to the Township; and

WHEREAS, Section 3(3) of the Act permits a public body to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions; and

WHEREAS, Section 4 of the Act requires the Township to adopt procedures and guidelines and prepare, utilize and make available a summary of the procedures and guidelines to aid the Township in implementing the Act and persons requesting Township records pursuant to the Act.

IT IS, THEREFORE, RESOLVED AS FOLLOWS:

1. **FOIA Coordinator.** Unless the Township Board appoints another person, the

Township Supervisor, as a duty additional to the duties of the office of Township Supervisor, shall be the Township FOIA Coordinator. In the event the Township Supervisor is unavailable, the Township Clerk or the Township Clerk's designee may serve as FOIA Coordinator. Further, the FOIA Coordinator is authorized to appoint temporary designees as deemed necessary to respond to requests in accordance with the Act.

2. **FOIA Procedures and Guidelines.** The Freedom of Information Act Procedures and Guidelines, in the form on file with the Township Clerk (the "Procedures"), are hereby adopted by the Township. The FOIA Coordinator is hereby authorized and directed to establish and publish such further polices or amendments to the Procedures as may be necessary or appropriate to implement the Act.

3. **Summary of Procedures.** The summary of the Procedures (the "Summary") is hereby adopted by the Township. The FOIA Coordinator is hereby authorized and directed to establish and publish the Summary and any necessary amendments as may be necessary or appropriate to implement the Act and Procedures.

4. **Calculation of Fees.** Fees for retrieving and copying public records and for otherwise responding to FOIA requests in the manner prescribed by the Act shall be calculated in accordance with the Procedures. The FOIA Coordinator is hereby authorized and directed to establish and publish such further procedures for the calculation of costs and fees as may be necessary or appropriate to implement the Act and Procedures.

5. All resolutions or parts of resolutions in conflict herewith are hereby rescinded.

YEAS: Clerk Taylor, Treasurer Jankwietz, Trustee Finout, Trustee Dontz, and Supervisor Bjorkquist

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Dianne Taylor, Township Clerk  
Township of Manistee

STATE OF MICHIGAN        )  
  ) ss.  
COUNTY OF MANISTEE    )

I, the undersigned, the duly qualified and acting Clerk of the Township of Manistee (the "Township"), do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Township at a regular meeting held on the 11<sup>th</sup> day of June, 2015.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 11<sup>th</sup> day of June, 2015.

\_\_\_\_\_  
Dianne Taylor, Township Clerk  
Township of Manistee

The current bills for June totaling \$56,732.19 were provided. Trustee Dontz made motion to pay the bills as they are received for the month of June. Trustee Finout seconded. Motion moved and supported. All in favor. Motion passed.

**Manistee County MTA** meeting will be held **Wednesday, June 24, 2015, at 7:00 PM** at **Cleon Township Hall, 16505 Imhoff Drive, Copemish.**

**Bar Lake Improvement Board** meeting has been rescheduled from **Monday, July 6, 2015 to Monday July 13, 2015 at 7:00 PM** at the Manistee Township Hall.

**Manistee Zoning Board of Appeals** meeting will be held **Tuesday, July 7, 2015 at 7:00PM** at the **Manistee Township Hall.**

**Manistee Township Planning Commission** meeting will be held **Wednesday, July 8, 2015** at the **Manistee Township Hall at 7:00PM**

Next regular meeting of the **Manistee Township Board** will be held on **Thursday, July 9, 2015 at 7:30 P.M.** at the Manistee Township Hall, 410 Holden Street.

Further comment from the public was offered at this time. Ms. Sara Tucker, President of Bar Lake Association, stated she attended the County Wide Recreation Meeting held at the Stronach Township Hall. Ms. Tucker stated she was the only person there from Manistee Township. Another meeting is scheduled at the Manistee High School on June 30, 2015 at 6:00 P.M. She suggested a meeting be held in Manistee Township for any residents and public to give their input for further ideas for area recreation. Supervisor Bjorkquist stated the board would entertain this request.

Supervisor Bjorkquist addressed all public comment at this time and thanked all for their input. Supv. Bjorkquist stated the issues would be looked into for resolution.

There being no further business or public comments to come before the board, it was moved by Trustee Dontz, seconded by Trustee Finout, to adjourn the meeting at 8:18pm. All in favor. Motion carried.

Respectfully submitted,

Dianne Taylor  
Manistee Township Clerk