

The regular monthly meeting of the Manistee Township Board was held on Tuesday November 10, 2015 at 7:30 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 Fire Chief Chuck Barron, Assistant Fire Chief Tom Johnson, County Commissioner Jeff Dontz, Deputy Clerk Karen Clouse, Dan Revolt, and Keith Brown with PEG.

Supervisor Bjorkquist called the meeting to order. All attending stood and opened with the pledge to the United States flag.

Minutes of the October 8, 2015 Manistee Township Board and minutes from the October 8, 2015 Special 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 October 2015. The receipts were \$52,205.63; expenditures were \$61,317.95, leaving a balance of \$38,573.71 in the General Fund as of October 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 September 3, 2015 and October 7, 2015. Accepted minutes were provided to the board in their packet. November 3, 2015 meeting minutes were not available yet.

Manistee Township Zoning Appeals Board did not meet.

Supervisor Bjorkquist asked if anyone had anything to bring to the Board. No items were brought to the Board at this time.

County Commissioner Jeff Dontz reported on the county points of interest. Some concern was expressed regarding the Forestry Service blocking Red Bridge. A \$5,000 grant was given to the Manistee County Sheriff's Dept. Kenneth Urban from West Shore Community College has stated enrollment is down approximately 8%. The current dog pound property has finally been sold. Concealed weapons permits are now issued through the County Clerk's office, with the State Police conducting the background checks.

Trustee Finout, as Zoning Adm, reported on the activity in the Zoning office for October. There were a total of 4 receipts. No complaints were made. A series of meetings were held recently with the Little River Band of Ottawa Indians regarding sewer rates; the rates must now be approved by tribal council and the township. A public hearing was held on Thursday, November 5, 2015 regarding the Funnel Development for the

proposed Dahm subdivision. The Planning Commission voted to postpone a decision until the developer provides the Commission with an updated draft of the map with proposed changes. The Manistee County Recreational Plan is in the final stages of design and adoption. The Manistee Township Planning Commission has learned that their appointed representative has been unable to attend the county recreational planning meetings. As a result, Linda Finout, Planning Commission Secretary, has assumed the daunting responsibility for reviewing the Manistee Township portion of the Manistee County Recreational Plan and reporting back to the Planning Commission.

Fire Chief Chuck Barron presented numbers for October 2015 for the Manistee Township Fire Dept., 5 meetings and/or training sessions were held; 12 medical runs, 3 fire runs. They had 328 hours for October, 232 for meetings/training and 96 for Chief and officers. The open house held on October 11 had a great turnout. Truck #135R has new tires and work continues on the hose bed cover for #134. Warranty work continues on Ladder #133. The training area is still being constructed. The fire extinguishers have all been tested. The Dept has received 2 new applicants, Daniel Atkinson and Matt Cross. Background checks have been completed and meetings have been attended regularly by the applicants. Chief Barron requested the board to approve the appointment of the two applicants to the Fire Dept. Trustee Dontz made the motion to approve the appointment of Daniel Atkinson and Matt Cross as probationary members of the Manistee Township Fire Department. Treasurer Jankwietz supported. All in favor; motion carried. Chief Barron and firefighter Owens attended a training session in Frankenmuth on October 14, 2015.

Supervisor Bjorkquist, as Liquor Inspector, stated no significant changes for October.

The Oaks Prison quarterly report should be available in January 2016.

There is nothing new to report on for the Cromer/McGuinness Drain. A voicemail was left by Supervisor Bjorkquist to Drain Commissioner Thomas Smith for updates; however, he has not received a response.

Under unfinished business, the Board has reached out to representatives for the Portage Lake Channel, offering support to promote repairs to the existing channel. Currently waiting on call backs.

Under new business, Supervisor Bjorkquist discussed with the board possible township road projects for 2016. Conversation has been held with Brown Township Supervisor Paul Adamski regarding the Milarch Road to River Road project. Supervisor Bjorkquist met with MCRC Dan Clouse regarding Olson Road from M55 East to the corner. Mr. Clouse did note the edges of the roadway were breaking off but felt the roadway could be repaired by wedging.

Assistant Fire Chief Tom Johnson provided the Board with information about the Risk Reduction Grant Program through the Par Plan. Asst. Chief Johnson is requesting the board approve the request for the grant which would improve the security at the Fire

Dept. with electronic lock mechanism for all doors, a key monitoring system for the crew, and sensors for loss of heat or electricity, etc. The total cost is \$7,907.00. With a grant of up to \$5,000.00, the balance of \$2,907.00 would come out of the Fire Department 2015/2016 fiscal budget for equipment.

A Resolution Approving Grant Submission for Fire Department Security and Building Monitoring Improvements

WHEREAS, The Township of Manistee recognizes the need for Fire Department Security and Station Monitoring Improvements to reduce related potential theft and damage to fire apparatus and other equipment,

WHEREAS, there is Risk Reduction Grant funding available through the Michigan Township Participating Plan (Par Plan),

BE IT RESOLVED the Manistee Township Board approves the submission of a grant application to the Risk Reduction Grant Program through the Par Plan for the purchase of security hardware and software to be installed at the Manistee Township Fire Department.

Jankwietz made the motion to approve the resolution; Finout seconded. The motion passed unanimously by Jankwietz, Dontz, Bjorkquist, Finout, and Taylor.

I, Dianne Taylor, the duly appointed and acting Clerk of Manistee Township do hereby certify the foregoing is a true and correct copy of the duly adopted resolution adopted at the regular meeting of the Manistee Township Board, and a true and correct copy is included in the November 10, 2015 Manistee Township Board Minutes.

Dianne Taylor
Manistee Township Clerk

The board reviewed the 2016 calendar for township meeting dates. Supervisor Bjorkquist requested the Township Board meeting for Thursday, February 11, 2016 be changed to Thursday, February 18, 2016. Trustee Dontz made a motion to change the start time for the Manistee Township Board Meetings from 7:30 P.M. to 7:00 P.M. beginning January 2016. Treasurer Jankwietz seconded. All in favor; motion carried.

A Credit Card Use Policy Resolution was presented to the board by Supervisor Bjorkquist. The resolution will allow a board member or members to have a Manistee Township credit card in the township name and his or her name to be used for township expenses only. Supervisor Bjorkquist explained that a credit card is necessary in order

to expedite the processing of some township expenses and, currently, a board member is using a personal credit card to facilitate township business. The only credit card to be issued at this time will be to Clerk Dianne Taylor.

CREDIT CARD USE POLICY RESOLUTION

At a regular meeting of the Manistee Township Board of Trustees, the following preamble and resolution was offered by Treasurer Jankwietz and was supported by Trustee Dontz

WHEREAS, [Public Act 266 of 1995](#) authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the Manistee Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the use of township credit cards:

(a) The Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

(b) Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township.

(c) Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Clerk. If no credit card slip was obtained that describes the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

(d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Clerk shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(e) An officer or employee issued a credit card shall return the credit card to the Clerk upon termination of his or her employment or service with the township. (If the Clerk is issued a credit card, the Clerk will return the credit card to the Supervisor or Treasurer upon termination of service with the township.)

(f) The Clerk shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The Treasurer shall review each credit card statement as soon as possible after the Clerk has matched credit card receipts to the credit card statement to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed

voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

(g) The township board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

(h) The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

(i) Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the township board:

- verbal counseling
- written reprimand
- suspension
- termination
- reimbursement to the township for unauthorized expenditures.

Upon a roll call vote, the following voted: Aye: Trustee Finout, Trustee Dontz, Treasurer Jankwietz, Clerk Taylor, and Supervisor Bjorkquist

AYE: 5 NAY: 0

The Supervisor declared the resolution adopted.

I, Dianne Taylor, the duly appointed and acting Clerk of Manistee Township do hereby certify the foregoing is a true and correct copy of the duly adopted resolution adopted at the regular meeting of the Manistee Township Board, and a true and correct copy is included in the November 10, 2015 Manistee Township Board Minutes.

Dianne Taylor
Manistee Township Clerk

The current bills for November, totaling \$22,243.56 for the fire department and \$31,884.89 for general operations, have been provided. Motion to pay the bills as they are received for the month of November was made by Trustee Dontz. Trustee Finout seconded. Motion moved and supported. All in favor; motion passed.

Manistee County MTA Meeting will be **March 23, 2016** at **7:00 PM** at **Norman Township, 1273 S. Seaman Rd. Wellston, MI 49689**

Manistee Zoning Board of Appeals and Manistee Township Planning Commission Joint meeting will be **Thursday, December 3, 2015** at **7:00 PM** at the **Manistee Township Hall.**

Next regular meeting of the **Manistee Township Board** will be held on **Thursday, December 10, 2015** at **7:30 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 8:27pm. All in favor; motion carried.

Respectfully submitted,

Dianne Taylor
Manistee Township Clerk