

Minutes for Budget Public Hearing

The Manistee Township Budget Public Hearing was held at the Manistee Township Hall on Thursday, June 9, 2016 at 6:00 P.M. Board Members present were Supervisor Dennis Bjorkquist, Trustee Guy Finout, Treasurer Connie Jankwietz, and Clerk Dianne Taylor. Trustee John Dontz arrived at 6:11 P.M. Also present were Deputy Clerk Karen Clouse and Duane Anderson.

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

The fiscal year 2016/2017 Proposed Budget was discussed at length. The Proposed Budget was compared to the actual revenues and expenses for the fiscal year ended June 30, 2015, and to the current fiscal year-to-date as of May 31, 2016. Line item increases and decreases were discussed and the rationale for the modifications.

Duane Anderson asked whether the Township utilized a percentage to maintain financial reserves as the interest income appears substantial. Treasurer Jankwietz stated some years back the Township invested in CD's with a high rate return which is now dwindling due to change of rates.

There being no further public comment Treasurer Jankwietz made the motion, seconded by Trustee Dontz, to adjourn the Public Budget Hearing portion of the meeting at 6:34 P.M. Motion carried.

Regular Meeting Minutes

The regular monthly meeting of the Manistee Township Board was held on Thursday, June 9, 2016 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 County Commissioner Jeff Dontz, Fire Chief Chuck Barron, Assistant Fire Chief Tom Johnson, Deputy Clerk Karen Clouse, Drain Commissioner Thomas Smith, Duane Anderson, Carol Raatz, Donna Martz and Keith Brown, PEG. Richard Wilson arrived at 7:15 P.M. and Dave Bachman arrived at 7:25 P.M.

Supervisor Dennis Bjorkquist called the meeting to order. All attending stood for the Pledge of Allegiance.

Minutes of the May 12, 2016 Manistee Township Board meeting and June 2, 2016 Special 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 2016. The receipts were \$8,384.69; expenditures were \$43,983.90 leaving a balance of \$193,734.71 in the General Fund as of May 31, 2016. Motion was made by Trustee Dontz to approve the Treasurer's report as presented, seconded by Trustee Finout. All voted in favor. Motion carried.

Manistee Township Planning Commission met May 11, 2016 and Approved Minutes were provided in the Board packet.

Manistee Township Zoning Appeals Board did not have an Appeals meeting in June.

There being no public comment at this time, Supervisor Bjorkquist asked County Commissioner Jeff Dontz to report on the County activity. Mr. Dontz reported that several Manistee city and county officials, including a Mason county prosecuting attorney, have been named in the Jack Garber law suit; the DNR has approved the Manistee County Recreational Plan; summer tax levies have been approved; the County is looking to change the territory of the Medical Examiner to a four county area; the County has changed to Merit phone service, which should be more cost effective; the County Commissioners passed two resolutions - the Assumption Agreement for Blacker Airport, and the M-22 Byway; the Hazardous Waste cleanup will be August 20 from 9a.m. to 2p.m.; no latex paint will be accepted; Sharon Gable has been named to the County Planning Commission; and, West Shore Medical Center and Munson Medical Center are continuing to negotiate services for area residents.

Trustee Finout, Zoning Administrator, reported on the activity in the Zoning office for May. There were four (4) receipts for land use permits for accessory buildings; no written complaints were received; and, there were three (3) requests for permits to sell fireworks.

Fire Chief Chuck Barron presented numbers for May 2016 for the Manistee Township Fire Department: 5 meetings and/or training sessions were held; 18 medical runs and 7 fire runs. They had 270 billable hours with 74 for Chief Barron and 196 hours for staff. On truck #132, the pump does not want to engage; old #133 has been sold; have not heard anything back from the Par Plan grant request; no word on the amber flashing lights to be installed at the corner of US 31 and Hill Rd; continue to watch the weather before requesting burn permits; the county follows the DNR guidelines for burning.

Supervisor Bjorkquist, Liquor Inspector, stated Insta-Launch and Heathlands Golf Course are now open for business. On Monday June 13, 2016, the Revenue Sharing Board will be distributing 2016 Cycle I grants.

Under unfinished business, the Water agreement with the City of Manistee is not complete. Members of the water committees for the city and township expect to meet next week to finish the details for the attorneys.

The Board received the proposal to repair Olson Rd from the Manistee County Road Commission at the May board meeting. The proposal includes wedging, widening, chipping, sealing, and fog sealing Olson Rd at a cost of \$59,500 to Manistee Township and the repairs are expected to be completed by late summer of this year. Trustee Dontz made the motion to accept, and sign, the MCRC proposal as presented, seconded by Trustee Finout. Roll call vote conducted by Clerk Taylor was as follows: Yeas: Treasurer Jankwietz, Trustee Finout, Trustee Dontz, Clerk Taylor and Supervisor Bjorkquist. Nays: None.

Under new business, Drain Commissioner Thomas Smith was present to report and answer questions regarding the recent assessments for the Cromer/McGuinness Drain. Resident Donna Martz asked to address Drain Commissioner Smith. Ms. Martz questioned how the assessments to the residents within the Cromer/McGuinness watershed were determined and who authorized the assessments. Drain Commissioner Smith stated a petition was compiled to fix the drain after the drain failed several years ago, flooding 4 – 5 residents and once a petition is filed, state law requires the issue to be brought to a board of determination. According to Drain Commissioner Smith, the board of determination determined the drain near Kemmer Rd had washed out, needed repair, and some of the pipe had collapsed. The repairs will include a liner in the pipes, like a sleeve, thereby repairing 3 drain sections at Kemmer Road, Tubbs Road, and behind Comfort Center. The drain behind West Shore Medical Center will be extended. The projected cost is \$725,000.00; which has increased significantly since first proposed. Treasurer Jankwietz questioned whether a letter of intent had been sent to the federal government for a FEMA grant. Per Drain Commissioner Smith, the damage had to be substantially greater to qualify for FEMA funds.

Supervisor Bjorkquist announced budget line item amendments need to be made to the 2015/2016 operating budget. The line item changes do not increase or decrease the total amount of the adopted budget; it is simply 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 Finout to modify the 2015/16 budget line items as follows:

<u>Expense</u>		<u>Increase</u>
<u>Account</u>	<u>Name</u>	<u>(Decrease)</u>
101-000-998	Payroll Taxes	2,000.00
101-101-910	Insurance	(10,000.00)
101-101-970	Capital Outlay	(53,000.00)
101-101-999	Economic Development	(1,000.00)
101-101-999.10	Economic Dev - Bar Lake	1,000.00
101-191-702	Elections	3,000.00
101-191-727	Election Supplies	(3,000.00)
101-254-702	Deputy Treasurer	2,500.00
101-269-702	Maintenance	2,000.00
101-269-775	Twp Bldg. Maintenance	(2,000.00)
101-269-920	Twp Bldg. – Heat	(850.00)
101-269-955	Real Estate Taxes	600.00
101-269-955.10	RE Tax Special Assmt	250.00
101-270-702	Office Assistant	(4,500.00)
101-336-720	Fire Dept. Services	8,000.00
101-336-775	Fire Dept. Maintenance	6,000.00
101-336-910	Fire Dept. Insurance	8,000.00
101-336-920	Fire Dept. Heat	(1,000.00)
101-336-921	Fire Dept. Electric	(1,000.00)
101-336-958	Fire Dept. Education & Dues	(2,000.00)
101-336-977	Fire Dept. Equipment	(2,000.00)
101-336-978	Fire Dept. Major Equipment	(8,000.00)
101-411-702	Planning & Zoning Appeals	(300.00)
101-411-718	Zoning & Appeals Retirement	100.00
101-411-958	Zoning & Appeals Ed & Dues	200.00
101-448-926	Street Light Electricity	1,000.00
101-506-703	Road Building	53,000.00
101-525-818	Garbage Service	8,000.00
101-525-819	Recycling Services	1,000.00
101-801-702	Professional Services	(4,000.00)
101-801-703	County Billings	<u>(4,000.00)</u>
	<i>Total Change to Budget Total</i>	<u>0.00</u>

All in favor; motion carried.

The July 1, 2016 through June 30, 2017 budget was discussed. It was moved by Trustee Dontz, seconded by Treasurer Jankwietz to Adopt and Appropriate the 2016/2017 Budget. In a

roll call vote, Trustee Finout, Treasurer Jankwietz, Clerk Taylor, Trustee Dontz and Supervisor Bjorkquist voted in favor. Nays; None. 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 2, 2016 and a public hearing on the proposed budget was held on June 9, 2016.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2016/2017, 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 2016/2017 for the various township activities are listed by account in the 2016/2017 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 2016/2017 Manistee Township proposed budget.

Section 9: Adoption of Budget by Line Item

The Board of Trustees of Manistee Township adopts the 2016/2017 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 Trustee Dontz, seconded by Treasurer Jankwietz to adopt the foregoing resolution. Upon roll call vote, the following voted aye: Trustee Finout, Treasurer Jankwietz, Clerk Taylor, Trustee Dontz and Supervisor Bjorkquist. The following voted nay: none. The Supervisor declared the motion carried and the resolution duly adopted on the 9th day of June, 2016.

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 9, 2016 Manistee Township Board minutes.

Dianne Taylor
Township Clerk

The proposed changes in the 2016/2017 revenues and expenses include:

Fire Department Captain increase \$62.50 per month from \$0 to \$750.00 annually

Fire Department Lieutenant (2) increase \$41.67 per month each from \$0 to \$500.00 each annually

Deputy Treasurer increase \$0 per hour from \$6,000.00 to \$8,500.00 annually

Deputy Clerk increase \$0 per hour from \$6,000.00 to \$8,500.00 annually

PEG will remain at \$3,800.00 annually

It was moved by Treasurer Jankwietz, and seconded by Trustee Dontz to adopt the following salary resolution for the 2016/2017 fiscal year:

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, 2016, the salaries of the Manistee Township Board members shall be, for the 2016/2017 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 1,200.00 for the year)
Trustees	\$ 300.00	(increase of 0,000.00 for the year)

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

The Supervisor declared the motion carried and the resolution duly adopted on the 9th day of June 2016.

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 9, 2016 Manistee Township Board minutes.

Dianne Taylor
Manistee Township Clerk

The current bills for June totaling \$32,857.51 were provided. Trustee Dontz made motion to pay the bills as received for the month of June; Trustee Finout seconded. All in favor; motion carried.

Supervisor Bjorkquist noted to the Board that the Recycling bill is higher due to the Township Trash Day; a total of ten (10) dumpsters were filled – eight (8) were filled with trash and two (2) were filled with metal.

Manistee County MTA meeting will be held **Wednesday, June 22, 2016, at 7:00 PM** at **Pleasanton Township Hall, 8958 Lumley Road, Bear Lake, MI.**

Manistee Zoning Board of Appeals meeting will be held **Tuesday, July 5, 2016 at 7:00 PM** at the **Manistee Township Hall.**

Manistee Township Planning Commission meeting will be held **Wednesday, July 7, 2016** at the **Manistee Township Hall at 7:00 PM**

Bar Lake Improvement Board will meet on **Monday, August 8, 2016 at 7:00 PM** at the Manistee Township Hall.

Next regular meeting of the **Manistee Township Board** will be held on **Thursday, July 14, 2016 at 7:00 P.M.** at the Manistee Township Hall, 410 Holden Street.

Clerk Taylor asked the Board to consider transferring the 6/30/2016 unused budget balance for the Road Building line item to a restricted funds account. Clerk Taylor explained that moving the unused budget balance to the restricted funds account would preserve the funds for completion of the Milarch road project in the subsequent 2016/2017 fiscal year since the repair work could not be completed in the current budget year. Clerk Taylor made the motion to transfer the 2015/2016 road building line item remaining balance to restricted funds. Treasurer Jankwietz seconded. All in favor; motion carried.

Further comment from the public was offered at this time. Dave Bachman, City of Manistee Police Chief, addressed the Board and the public, announcing he is running for Manistee County Sheriff on the Republican ticket. Chief Bachman gave a brief overview of his experience and service to the community.

Richard Wilson asked the Board to consider expanding the sewer system down Lakeshore Road, Kott Road, Hill Road, and Bar Lake areas in the near future. Mr. Wilson stated he believes federal funding may be available to assist with the cost of the project.

Asst. Fire Chief Johnson addressed the continuing dumpster issues at the Township recycling area located on Hill Road, asking the Board to look into posting cameras and/or creating an ordinance so violators may be prosecuted. Supervisor Bjorkquist stated the Board is considering several options at this time.

Supervisor Bjorkquist thanked the workers that have been cleaning up, and maintaining, the landscaping on the corner of US31 and M55. He stated it looks welcoming to those visiting Manistee Township.

There being no further business or public comments to come before the board, it was moved by Trustee Dontz, seconded by Clerk Taylor, to adjourn the meeting at 7:56pm. All in favor; motion carried.

Respectfully submitted,

Dianne Taylor
Manistee Township Clerk