

Minutes for Budget Public Hearing

The Manistee Township Budget Public Hearing was held at the Manistee Township Hall on Thursday, June 8, 2017 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 2017/2018 Proposed Budget was discussed at length. The Proposed Budget was compared to the actual revenues and expenses for the fiscal year ended June 30, 2016, and to the current fiscal year-to-date as of May 31, 2017. Line item increases and decreases were discussed and the rationale for the proposed modifications.

There being no further public comment, Clerk Taylor made the motion, seconded by Trustee Dontz, to adjourn the Public Budget Hearing meeting at 6:41 P.M. Motion carried.

Regular Meeting Minutes

The regular monthly meeting of the Manistee Township Board was held on Thursday, June 8, 2017 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, Dan Jach and Keith Brown, PEG.

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

Minutes of the May 11, 2017 Manistee Township Board meeting and June 5, 2017 Special Manistee Township Board meeting 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 2017. The receipts were \$190,220.03; expenditures were \$26,453.68 leaving a balance of \$217,962.11 in the General Fund as of May 31, 2017. 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 May 4, 2017 and proposed minutes were provided in the Board packet.

Manistee Township Zoning Appeals Board did not meet; no appeals to be heard.

Supervisor Bjorkquist asked for public comment at this time. Dan Jach requested to address the Board regarding the sale and recent survey of the property adjacent to his on Bar Lake. Mr. Jach is concerned about the amount of landscaping and foliage that is on the Township lakefront property adjacent to his and is requesting it be removed.

There being no other public comment at this time, Supervisor Bjorkquist asked County Commissioner Jeff Dontz to report on the County activity. Six (6) people consisting of residents, corrections officers and sheriff deputies were recently presented with lifesaving awards. Resolution 2017-9 was passed naming Walter Armstrong as the new court magistrate. The County received a clean audit report with discussion occurring within the Commission regarding the MERS retirement program. The Manistee Recreational Association (MRA) provided their annual report and stated the Association is doing well. The MCRC presented the Commission with their 2017-2018 budget of 6.2 million. BLIB met on June 5, 2017. There is some question on whether the tax funds have been deposited into the BLIB account. The BLIB approved 3rd quarter payment to RLS when received and has given RLS the authority to spend up to but not exceed \$2,500.00 for treatment of Bar Lake in the next two months. Member Ganss has been reappointed to BLIB as Treasurer.

Trustee Finout, Zoning Administrator, reported on the activity in the Zoning office for May. There were no complaints and seven (7) receipts for fences, deck, demolition and an addition were issued. Munson Healthcare presented the Planning Commission with a preliminary site plan for the construction of a new medical office building. The Commission approved the proposed preliminary site plan with contingencies and gave Zoning Administrator Finout the authority to issue the land use permit when appropriate. Notice has been received a business will be occupying the property on the corner of US31 and M55 in the future. The Zoning Administrator will also be investigating a business on ~~Pine Creek Road~~ M55 that appears to be in violation of sign and zoning ordinances.

Fire Chief Chuck Barron presented numbers for May 2017 for the Manistee Township Fire Department. There were a total of 26 activities; 4 fire related, 10 medical related and 12 station meetings or training. The station is in good working order; with deliveries of new hoses and SCBA's expected soon. Truck #131, #132, and #134 have all had repair work done in May. Recruitment of personnel is ongoing, with Chief Barron asking the Board for approval of Gordon Grant as a probationary fire fighter. Trustee Finout made the motion to accept Gordon Grant as a probationary firefighter; seconded by Trustee Dontz. All in favor; motion carried. The Fire Department was represented in the Memorial Day parade, participated in the Mass Casualty Incident training held at the Airport, and participated in the Tight-lines for Troops event.

Supervisor Bjorkquist, Liquor Inspector, stated Insta-Launch and Heathlands Golf Course are now open for business. On Saturday, May 13, 2017 the Township held the Annual Trash Day. Ninety-nine (99) households participated filling 7 ¼ thirty yard dumpsters with trash and two (2) thirty yard dumpsters with metal at a cost of \$3,552.60 to the Township. Supervisor Bjorkquist took this opportunity personally thank all of the volunteers.

Zoning Administrator Finout gave a brief overview of an attorney-prepared proposed ordinance that would have the authority to enforce the State of Michigan Construction Codes within the township. The proposed new ordinance would create a township building and code enforcement department and designate such department as an enforcing agency; establish a construction board of appeals; and repeal all ordinances in conflict with the new ordinance.

Supervisor Bjorkquist announced budget line item amendments need to be made to the 2016/2017 operating budget. Clerk Taylor gave a brief overview of the amendments. 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 Trustee Dontz, seconded by Treasurer Jankwietz to modify the 2016/17 budget line items as follows:

<u>Expense</u>		<u>Increase</u>
<u>Account</u>	<u>Name</u>	<u>(Decrease)</u>
101-101-727	Office Supplies	-2000.00
101-101-910	Insurance	(6,000.00)
101-101-970	Capital Outlay	(20,000.00)
101-254-702	Deputy Treasurer	1000.00
101-269-702	Maintenance	2000.00
101-270-702	Office Assistant	-2000.00
101-336-727	Fire Dept Fuel	-500.00
101-336-775	Fire Dept. Maintenance	3000.00
101-336-850	Fire Dept Telephone	500.00
101-336-910	Fire Dept Insurance	5000.00
101-336-977	Fire Dept Equipment	7000.00
101-336-978	Fire Dept Major Equipment	-10000.00
101-506-703	Road Building	20000.00
101-525-819	Recycling Services	5000.00
101-801-702	Professional Services	-5000.00
101-801-702.10	Accounting/Computer Svc	<u>2000.00</u>
	<i>Total Change to Budget Total</i>	<u>0.00</u>

All in favor; motion carried.

The July 1, 2017 through June 30, 2018 budget was discussed. It was moved by Trustee Dontz, seconded by Trustee Finout to Adopt and Appropriate the 2017/2018 Budget. In a roll call vote, Trustee Finout, Trustee Dontz, Treasurer Jankwietz, Clerk Taylor 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 1, 2017 and a public hearing on the proposed budget was held on June 8, 2017.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2017/2018, consisting of various miscellaneous revenues, shall total \$ 563,300.00.

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 2017/2018 for the various township activities are listed by account in the 2017/2018 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 2017/2018 Manistee Township proposed budget.

Section 9: Adoption of Budget by Line Item

The Board of Trustees of Manistee Township adopts the 2017/2018 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 Trustee Finout to adopt the foregoing resolution. Upon roll call vote, the following voted aye: Trustee Finout, Trustee Dontz, Treasurer Jankwietz, Clerk Taylor and Supervisor Bjorkquist. The following voted nay: none. The Supervisor declared the motion carried and the resolution duly adopted on the 8th day of June, 2017.

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 8, 2017 Manistee Township Board minutes.

Dianne Taylor
Township Clerk

The proposed changes in the 2017/2018 revenues and expenses include:
PEG will remain at \$3,800.00 annually

It was moved by Trustee Dontz, and seconded by Treasurer Jankwietz to adopt the following salary resolution for the 2017/2018 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, 2017, the salaries of the Manistee Township Board members shall be, for the 2017/2018 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 0,000.00 for the year)
Trustees	\$ 300.00	(increase of 0,000.00 for the year)

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

The Supervisor declared the motion carried and the resolution duly adopted on the 8th day of June 2017.

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 8, 2017 Manistee Township Board minutes.

Dianne Taylor
Manistee Township Clerk

After a discussion occurred questioning whether the MRA had received a donation from the Manistee County Community Foundation, the MRA Contract proposal that was presented by Kenn Kott was tabled until further information could be gathered.

PEG services proposal was presented by Keith Brown. After a discussion occurred, Trustee Finout made the motion to approve the allocation of \$3,800.00 to PEG for their videography services; seconded by Treasurer Jankwietz. All in voted in favor; motion carried.

A discussion occurred on the adoption of MTA Principles of Governance, with the decision to table this item until the next Board Meeting to determine whether the Board needs to re-affirm their commitment to the Principles or establish a new commitment.

The Hospital speed zone has been reduced to 45mph per State regulations. Currently the speed zone increases from 40 mph to 55 mph at the US31/M55 intersection, reducing to 45mph in the Hospital zone to just beyond the Sheriff Dept, then increasing to 55mph. A motion was made by Clerk Taylor, seconded by Trustee Finout to send a request to the Michigan State Police to conduct a traffic study with the findings to be sent to MDOT with the intention of the speed zone to be posted as 45mph from the US31/M55 intersection to the US31/M22 intersection. All in favor; motion carried.

Supervisor Bjorkquist stated the abuse of the recycling bins is still occurring. If the misuse continues, the Township will resort to removing the bins permanently.

The current bills for June totaling \$143,513.03 were provided. Trustee Dontz made motion to pay the bills as received for the month of June; Treasurer Jankwietz seconded. All in favor; motion carried.

Manistee County MTA meeting will be held Wednesday, June 28, 2017, at 7:00 PM at Dickson Township Hall, 14270 Brethren Blvd, Brethren MI.

Manistee Zoning Board of Appeals meeting will be held Thursday June 29, 2017 at 7:00 PM at the Manistee Township Hall to hear an Appeal.

Manistee Township Planning Commission meeting will be held Thursday, July 6, 2017 at the Manistee Township Hall at 7:00 PM

Bar Lake Improvement Board will meet on Monday, August 7, 2017 at 7:00 PM at the Manistee Township Hall.

Next regular meeting of the **Manistee Township Board** will be held on **Thursday, July 13, 2017 at 7:00 P.M.** at the Manistee Township Hall, 410 Holden Street.

Cycle 1 2017 grants from the Revenue Sharing Board will be awarded Monday, June 12, 2017 at 5:00 P.M.

There being no further business or public comments to come before the board, it was moved by Treasurer Jankwietz, seconded by Trustee Dontz, to adjourn the meeting at 7:49pm. All in favor; motion carried.

Respectfully submitted,

Dianne Taylor
Manistee Township Clerk