CHARTER TOWNSHIP OF FILER

BOARD OF TRUSTEES REGULAR MEETING HELD ELECTRONICALLY

Filer Township Hall 2505 Filer City Rd., Manistee, Michigan 49660

Tuesday, March 2, 2021

AGENDA

Public comment on agenda items may be solicited during scheduled discussion. Agenda time may begin prior to the scheduled hour if items are completed in less time than allotted. In the interest of time public comment may be limited to once per issue per speaker not to exceed three (3) minutes. If a group of people wish to be heard on one subject, a spokesperson may be requested.

ROLL CALL

CONSIDERATION OF APPROVAL OF MEETING AGENDA

CONSIDERATION OF APPROVAL OF CONSENT AGENDA

The following items are considered routine action. If any member of the board wishes to discuss an item on the consent agenda, it will be removed from the consent agenda and considered separately.

- A. Minutes of the Regular Board Meeting February 2, 2021 held Electronically.
- B. Minutes of the Public Hearing Meeting February 2, 2021 held Electronically.
- C. Financial Report
- D. Approval of the Township General Fund expenditures (including Fire Dept.)

Checks #38348 through #38428.

Accounts Payable \$75,798.38 Payroll \$12590.16 Total \$88,388.54

- E. Approval of Water Department Expenditures checks #2827 through #2835. Total: \$16,784.44
- F. Approval of Sewer Operating Expenditure checks #1115 through #1119. Total: \$8,253.41
- G. Approval of monthly ACH payments to State of Michigan and IRS in the amount of \$3,636.18
- H. Approval of a request from the United Veteran's Council to purchase veteran's grave flags at a cost of \$300.00 to be used in cemeteries in Filer Township.
- I. Approval of the Household Hazardous Waste Event to be held on 8-21-21 in the amount of \$950.00.
- J. Approval for Township Clerk to attend IIMC Clerk's Conference in Grand Rapids at a cost of \$550 plus accommodations.
- K. Approval of advertising for seeking bids for weekly collection and disposal of trash and 3 leaf dumpsters for a 3-year period commencing July 1, 2021.
- L. Introduction of AN ORDINANCE TO CREATE THE FILER TOWNSHIP BUILDING AND CODE ENFORCEMENT DEPARTMENT AND DESIGNATE SUCH DEPARTMENT AS AN ENFORCING AGENCY TO DISCHARGE THE RESPONSIBILITY OF FILER TOWNSHIP, MANISTEE COUNTY, UNDER THE PROVISIONS OF THE STATE CONSTRUCTION CODE ACT, 1972 PA 230; TO ESTABLISH A CONSTRUCTION BOARD OF APPEALS, AND TO REPEAL ALL ORDINANCE IN CONFLICT HEREWITH.
- M. Approval of presented 2021/2022 Township Board monthly meeting schedule.
- N. Approval for Township Board Members to attend the Annual MTA Conference held virtually April 19-21, 2021 at a cost of \$159 each.
- O. Consideration of approval of a Budget Amendment to transfer \$15,000.00 from the Fund Balance of the General Fund to Other Buildings Misc.
- P. Consideration of approval of a Budget Amendment to transfer \$6,000.00 from the Fund Balance of the General Fund to Township Board Professional Fees.
- Q. Upon Supervisor's recommendation, consideration of approval of the appointment of one Board of Review Alternate to serve 2-year term ending December 31, 2022. (One Applicant/One Vacancy).

PRESENTATION

A. Ron Stoneman, MHS Superintendent

COMMUNICATION & ANNOUNCEMENTS

- A. Letters regarding Short Term Rentals
- B. Letter from Angela Goldwater
- C. Tcfbank notice

PUBLIC COMMENT

DEPARTMENT AND COMMITTEE REPORTS - Reports may be given at any time during the meeting as time allows. (**Items Requiring Action or Reporting) (*Committee Meetings Held and/or Reports Submitted)

- A. *Operations Services (formerly Wade-Trim)
- B. *Sewer Report
- C. Board of Review
- D. *Downtown Development Authority
 - a. Director's Report
- E. Develop Filer Ad Hoc Committee
- F. Personnel Committee
- G. *Planning Commission
 - a. Discussion on Chapter 31 changes to ordinance to amend Chapter 31 regarding the US 31 Corridor to amend the official zoning map.
- H. Zoning Board of Appeals
- I. Elections Commission
- J. Building and Grounds Committee
- K. *Office of the Zoning Administrator
- L. Fire Department
- M. PEG

NEW BUSINESS

- A. Consideration of approval of presented Fiscal Year 2022 Budget, as discussed at the Budget Hearing held on February 2, 2021, and appropriate the millage for the purpose of 1.39555 township operating, 1.00000 refuse (garbage), .5000 fire and rescue and .5000 fire bond.
- B. Consideration of approval of Downtown Development Authority budget for fiscal year 2021, as discussed at the Budget Hearing held on February 2, 2021 and appropriate millage.
- C. Consideration of approval of presented Wages/Salaries/Charges & Fees Resolution for 2021/2022.
- D. Consideration of approval to hold the annual spring brush pick-up, and permission to advertise in newspaper to seek bids.
- E. Consideration of approval of Resolution to Establish Clerk's Annual Salary.
- F. Consideration of approval of Resolution to Establish Supervisor's Annual Salary.
- G. Consideration of approval of Resolution to Establish Treasurer's Annual Salary.
- H. Consideration of approval of Resolution to Establish Trustee's Annual Salary.
- I. Consideration of approval of \$32,547.00 to Municipal Underwriters of Michigan, Inc. for 2021-2022 Par-Plan insurance renewal.
- J. Upon Supervisor's recommendation, consideration of approval of the appointment of one Downtown Development Authority member to serve 4-year term ending December 31, 2024. (One Applicant/One Vacancy).
- K. Discussion of AN ORDINANCE TO AUTHORIZE AND REGULATE THE OPERATION OF OFF-ROAD VEHICLES (ORVs) ON THE ROADS IN THE CHARTER TOWNSHIP OF FILER, TO PROVIDE PENALTIES FOR THE VIOLATION THEREOF, TO PROVIDE FOR THE APPROPRIATE OF FINES AND DAMAGES RESULTING FROM THE OPERATION OF ORVS, AND TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH.

L. Consideration of Approval to put out an RFP for water infrastructure improvements.

PUBLIC COMMENT

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

8:00 p.m. ADJOURN

NOTE: FILER TOWNSHIP WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES SUCH AS AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING UPON 14 DAYS NOTICE TO FILER CHARTER TOWNSHIP. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT CHARTER TOWNSHIP OF FILER HALL BY WRITING CHARTER TOWNSHIP OF FILER HALL, 2505 FILER CITY RD., MANISTEE, MI



CHARTER TOWNSHIP OF FILER BOARD OF TRUSTEES BUDGET PUBLIC HEARING MINUTES February 2, 2021 Held Electronically

Present: Shirley Ball, Brian Krus, Dean Kruse, Terry Walker, Tom Chycinski

Absent: Dale Kolanowski, Tom Stege

Also Present: Township Attorney, Richard Wilson

Meeting was called to order by Supervisor Walker at 5:00 p.m.

The property tax millage rate proposed to be levied to support the proposed budget is a subject of this Hearing.

Tom Stege entered the meeting at 5:18 p.m.

A complete review of the General Fund, Liquor Fund, Water Department, Sewer, Refuse Fund, Fire Operating Fund and Downtown Development Authority revenues and expenses were conducted by the Board of Trustees. The water and sewer budgets presented need to be reviewed to bring them into

Public Comment

Not given at this time.

Motion by Kruse, seconded by Krus to adjourn the hearing. Roll Call Vote: Ball-yes, Stege-yes, Kruse-yes, Chycinski-yes, Kolanowski-yes, Krus-yes. 6 Yeas, O Nays. M/C

The Supervisor declared the Public Hearing adjourned at 5:41 p.m.

Submitted,

Shirley Ball

Charter Township of Filer Clerk



CHARTER TOWNSHIP OF FILER 2505 FILER CITY ROAD BOARD OF TRUSTEES REGULAR MEETING MINUTES FEBRUARY 2, 2021 HELD ELECTRONICALLY

Present: Shirley Ball, Terry Walker, Brian Krus, Tom Chycinski, Tom Stege, Dean Kruse

Absent: Dale Kolanowski

Also Present: Richard Wilson, Township Attorney

Meeting was called to order by Supervisor Walker at 6:00 p.m.

Motion by Kruse, seconded by Krus to approve the presented meeting agenda with the addition of New Business Item "M" Consideration of Approval of a Resolution Supporting an Update of the Manistee County-Wide Park and Recreation Plan, item "N" Consideration of Approval of the Application for MCL 211.7u Poverty Exemption and item "O" Consideration of approval of a Budget Amendment to transfer \$25,000, or lesser amount if needed, from the Fund Balance of the General Fund to the Fire Hall Bond Fund. Roll Call Vote: Krus-yes, Kruse-yes, Stege-yes, Walker-yes, Chycinski-yes, Ball-yes. 6 Yeas, O Nays. M/C

Motion by Stege, seconded by Krus to approve the presented consent agenda with the addition of Communication and Announcements item "C" Municipal Underwriters of Michigan Notice of Policy Change. Roll Call Vote: Ball-yes, Chycinski-yes, Krus-yes, Stege-yes, Walker-yes, Kruse-yes. 6 Yeas, 0

Public Comment: None offered at this time

New Business:

Motion by Walker, seconded by Kruse to approve the request from Northwest Michigan Invasive Species Network permitting them to conduct a hemlock woolly adelgid survey at Magoon Creek at no cost. Roll Call Vote: Walker-yes, Kruse-yes, Chycinski-yes, Stege-yes, Krus-yes, Ball-yes. 6 Yeas, 0

Motion by Stege, seconded by Chycinski to approve an amount of \$2,000 to the Manistee County Planning Department for Aerial Flight of Manistee County for a 6 inch buy up option. Roll Call Vote: Kruse-yes, Ball-yes, Chycinski-yes, Stege-yes, Krus-yes, Walker-yes. 6 Yeas, O Nays. M/C

Motion by Chycinski, seconded by Stege to approve the presented RESOLUTION ESTABLISHING THAT ALL PROVERTY APPLICATIONS FROM 2019 & 2020 THAT HAD NO DEVIATIONS FOR THE GUIDELINES BE GRANTED FOR 2021,2022, AND 2023 FROM PROPERTY TAX CONTRIBUTIONS. Roll Call Vote: Ball-yes, Kruse-yes, Krus-yes, Stege-yes, Chycinski-yes, Walker-yes. 6 Yeas, O Nays. M/C

Motion by Krus, seconded by Kruse to approve the presented RESOLUTION ESTABLISHING POVERTY GUIDELINES FOR EXEMPTION FROM PROPERTY TAX CONTRIBUTIONS FOR 2021. Roll Call Vote: Krus-yes, Chycinski-yes, Kruse-yes, Ball-yes, Stege-yes, Walker-yes. 6 Yeas, 0 Nays. M/C

Motion by Walker, seconded by Krus to approve the presented RESOLUTION FOR AUTHORIZATION TO ALLOW LOCAL RESIDENTS TO PROTEST IN WRITING TO BOARD OF REVIEW. Roll Call Vote: Walker-yes, Stege-yes, Chycinski-yes, Krus-yes, Ball-yes, Kruse-yes. 6 Yeas, O Nays. M/C

Motion by Chycinski, seconded by Kruse to approve the purchase of a ZOOM package for meetings of the Township at a cost not to exceed \$149.90. Roll Call Vote: Kruse-yes, Krus-yes, Chycinski-yes, Walker-yes, Stege-yes, Ball-yes. 6 Yeas, 0 Nays. M/C

Motion by Krus, seconded by Kruse to approve paying the \$500 deductible to Tokio Marine Insurance Company for Magoon Creek damage claim. Roll Call Vote: Ball-yes, Krus-yes, Chycinskiyes, Kruse-yes, Walker-yes, Stege-no. 5 Yeas, 1 Nays. M/C

Motion by Kruse, seconded by Walker to approve contributing to a co-pay to the Downtown Development Authority "Welcome to Filer Township" sign in the amount of \$8,055.00. Roll Call Vote: Kruse-no, Ball-no, Krus-yes, Chycinski-yes, Walker-yes, Stege-no. 3 Yeas, 3 Nays. Motion failed.

Motion by Ball, seconded by Stege to advertise in the Manistee News Advocate for the current unfilled positions on the Township Development Authority, P.E.G. Commission, Board of Review Alternate and Develop Filer Ad Hoc Committee. Roll Call Vote: Ball-yes, Chycinski-yes, Krus-es, Stege-yes, Walker-yes, Kruse-yes. 6 Yeas, O Nays. M/C

Motion by Chycinski, seconded by Krus to approve the presented resolution to support the development of Township owned property total cost of \$45,950 including Township Board contribution of \$15,950 to Mike Corby's Site Feasibility Analysis and Conceptual Design Project. Roll Call Vote: Ball-no, Walker-yes, Chycinski-yes, Krus-yes, Kruse-yes, Stege-no. 4 Yeas, 2 Nays. M/C

Motion by Walker, seconded by Krus to approve the presented resolution to support an update to the Manistee County-Wide Recreation Plan at a cost of \$1,000.00. Roll Call Vote: Krus-yes, Kruse-yes, Stege-yes, Walker-yes, Chycinski-yes, Ball-yes. 6 Yeas, 0 Nays. M/C

Motion by Walker, seconded by Ball to approve the presented application format for MCL 211.7u Poverty Exemption. Roll Call Vote: Ball-yes, Chycinski-yes, Krus-yes, Stege-yes, Walker-yes, Kruse-yes. 6 Yeas, 0 Nays. M/C

Motion by Krus, seconded by Kruse to approve a Budget Amendment of an amount not to exceed \$25,000 from Fund Balance of the General Fund and place in the Fire Hall Bond Fund. Roll Call Vote: Walker-yes, Kruse-yes, Chycinski-yes, Stege-yes, Krus-yes, Ball-yes. 6 Yeas, 0 Nays. M/C

Public Comment: None offered at this time.

Motion by Kruse, seconded by Krus to adjourn the meeting. Roll Call Vote: Kruse-yes, Ball-yes, Chycinski-yes, Stege-yes, Krus-yes, Walker-yes. 6 Yeas, 0 Nays. M/C

Meeting adjourned at 7:45 p.m.

Submitted,

Shirley Ball Charter Township of Filer Clerk

Filer Township

General Fund Reconciliation

Date: January 31, 2021

Balance Sheet Accounts:

General Fund Operating Cash	101-000-001.00
Liquor Law Operating Cash	
	212-000-001.00
Fire Operating Cash	899-000-001.00
Garbage & Refuse Cash	226-000-001.00
Payroll Clearing Cash	701-000-001.00

1,996,661.39 46,224.78 166,955.54 637,815.12

2,847,656.83

Add: Ou	tstanding Checks
Subract:	Outstanding Deposits

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Investments

General Fund CDs:

Shelby State Bank CD # 200090124	
MBank CD # 6000017269	35,945.43
MBank CD # 6000017205	48,121.48
PNC Bank CD #31100375325	70,453,31
Total	107,734.36
	262,254.58

Water Fund CDs:

Chemical Bank CD # ****4942	68,857.17
Chemical Bank CD # ****4260	
Total	68,252.76
	137,109.93

Fire Fund CD:

MBank CD # 6000017305	35,218.06

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38368	601	REPUBLIC SERVICES	2/10/2021 NAT 01		47.74	
38369	806	MIKA MEYERS BECKETT 8 JOHES	2/10/2021 NAT 01		327.79	
38370	954	PURE WATER WORKS	2/10/2021 NAT 01		9,123.92	
38371	896	WEB MATTERS	2/10/2021 NAT 01		8,936.18	
38372	1081		2/10/2021 NAT 01		31.00	
38373	1130	CONSOMERS ENERGY	2/10/2021 NAT 01		415.20	
28374	1132	FAMILY FARE GAS STATION			3,878.98	
20075	1152	GALLOUP			95.87	
36375	1183	RICHARDS & MC DOUGALL, P.C.	TAN		98.14	
36370	1209	APPLIED IMAGING	TAN		00.009	
30377	10000	J B PUBLICATIONS	TAN		62.99	
38378	1001	JACKPINE BUSINESS CENTER	FAN		283.80	
383/9	13010	MANISTEE COUNTY CLERK			63.42	
26360	13900	MUNICIPAL UNDERWRITERS OF A	TAN		120.65	
					32,547.00	
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38382	848 848	DIE ENERGY	2/17/2021 NAT	01	,	
38383	81.6	MILLY FARM AND HOME	2/17/2021 NAT	01	955.76	
38384	1100	MIKA MEYERS BECKETT & JONES	2/17/2021 NAT	01	95.87	
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AGENCY : 1 Charter Township of Filer VERSION: 4.00.00

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1	Employee Name	GUTOWSKI, RONALD	WSKI		DEAN	- '-	WHETSTONE, MARIENE	BALL, SHIRLEY D	KT. KATE	CHYCINSKI THOMAS		SKIERA, RITTH A			DITIMER, ROGER A	KOLK, KAREN	MANDEVILLE, GLENN A	LARRY R	JENNTE	\circ	OLEN, PAUL	SCHIMKE, TAMMI	BLAKESLEE, BENJAMIN	ESPVIK, JAMES	FALK, CRYSTAL	FALK, MATTHEW	HANER, JOHN	HAWKINS, NICKOLAS	MUNSELL, MICHAEL		-≥:		SKIERA, LOGAN		WARE, REVIN		
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26.16 769.75 94.44 890.35

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	V V	Name		RICHARDS & MC DOUGALL, P.C. CARL'S EXCAVATING	
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		OPERATIONS SERVICES, INC	2/18/2021	NAT 02	134.63	
		PARADIGM ELECTRIC	2/18/2021		12,537.70	
		MANISTEE CHEVROLET	2/18/2021		360.00	
					176.76	
				Grand Total -	13,209.09	

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		Invivie S	Name	CITY OF MANISTEE CONSUMERS ENERGY FILER TOWNSHIP TREASURER HACH COMPANY	
	;	Seme	Vendor Number	114 1081 6499 8100	
February 25, 2021		9:53 AM	Check Number	Checks 1116 1117 1118	

8,220.02

Grand Total -

FILER CHARTER TOWNSHIP

MONTHLY ACH PAYMENTS

<u>DATE</u>	<u>PAYEE</u>	<u>AMOUNT</u>
2/5/2021	STATE OF MICHIGAN	764.36
2/9/2021	IRS	<u>2,871.82</u>
	TOTAL	3,636.18