

CHARTER TOWNSHIP OF FILER
MANISTEE COUNTY, MI

NOTICE OF REGULAR PUBLIC MEETING TO BE HELD ELECTRONICALLY

WHO: CHARTER TOWNSHIP OF FILER BOARD OF TRUSTEES

WHERE: ELECTRONICALLY, BY TELEPHONE CALL IN

WHEN: SEPTEMBER 1, 2020 AT 6:00 P.M. EST

WHY: THE PURPOSE OF THIS MEETING IS TO CONDUCT REGULAR TOWNSHIP BUSINESS.

THIS MEETING IS BEING HELD ELECTRONICALLY IN ORDER TO PREVENT THE SPREAD OF THE CORONAVIRUS, MAINTAIN SOCIAL DISTANCING, AND TO COMPLY WITH THE EMERGENCY EXECUTIVE ORDERS OF GOVERNOR WHITMER.

PROCEDURE: MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE MEETING BY CALLING IN AT THE TIME OF THE MEETING TO THE FOLLOWING NUMBER:

CALL IN NUMBER: 1-877-594-8353

AT THE PROMPT, ENTER THE PASSCODE: 61275489
ENTER THE POUND KEY (#) AFTER ENTERING THE PASSCODE.

QUESTIONS: MEMBERS OF THE PUBLIC MAY CONTACT MEMBERS OF THE TOWNSHIP BOARD TO PROVIDE INPUT OR TO ASK QUESTIONS ABOUT ANY MATTER THAT WILL COME BEFORE THE TOWNSHIP BOARD AT THIS MEETING BY CONTACTING BOARD MEMBERS AT THE FOLLOWING NUMBERS OR EMAIL ADDRESSES:

TERRY WALKER, SUPERVISOR: 231-723-3138 ext. 3; TWALKER@TWPHALL.COM

SHIRLEY BALL, CLERK: 231-723-3138 ext. 4; FILERCLERK@TWPHALL.COM

OTHER BOARD MEMBERS MAY BE CONTACTED BY CALLING THE TOWNSHIP HALL 231-723-3138 AND LEAVING A MESSAGE OR EMAILING YOUR INPUT OR QUESTIONS TO TAMMI SCHIMKE, 231-723-3138, EXTENSION 2 OR FILERTOWNSHIP@TWPHALL.COM. MESSAGES AND EMAILS ARE MONITORED AND WILL BE FORWARDED TO BOARD MEMBERS AS APPROPRIATE.

PERSONS WITH DISABILITIES WHO WISH TO PARTICIPATE IN THE MEETING SHOULD CONTACT CLERK SHIRLEY BALL AT THE NUMBER ABOVE TO MAKE SPECIAL ARRANGEMENTS.

THIS NOTICE IS GIVEN PURSUANT TO EXECUTIVE ORDER 2020-48.

CHARTER TOWNSHIP OF FILER
BOARD OF TRUSTEES REGULAR MEETING HELD ELECTRONICALLY

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

Tuesday, September 1, 2020

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.

6:00 p.m. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**

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 held August 6, 2020 held electronically
- B. Financial Report
- C. Approval of the Township General Fund expenditures (including Fire Dept.)

Checks #37873 through #37959

Accounts Payable \$163,712.42

Payroll \$ 14,600.11

Total \$178,312.53

- D. Approval of Water Department Expenditures checks #2755 through #2764. Total: \$9,023.15
- E. Approval of Sewer Operating Expenditures checks #1095 and #1097. Total: \$850.14
- F. Approval of monthly June ACH payments to State of Michigan and IRS in the amount of \$3,618.83
- G. Approval of a Budget Amendment in the amount of \$20,000 from Fire Department Fund Balance to Fire Operations Supplies.

COMMUNICATION & ANNOUNCEMENTS

- A. Letter from Michigan Townships Association

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
- B. *Office of the Zoning Administrator
- C. *Downtown Development Authority
- E. *Planning Commission
- F. Building and Grounds Committee
- G. *Fire Department
- H. Personnel Committee
- I. PEG
- J. Elections Commission
- K. Board of Review
- L. Zoning Board of Appeals
- M. Develop Filer Ad Hoc Committee

NEW BUSINESS

- A. Consideration of approval of Cross Connection Control Program for the Charter Township of Filer.
- B. Consideration of approval OF AN ORDINANCE TO AMEND CHAPTER 21 – PUBLIC WATER SUPPLY OF THE CHARTER TOWNSHIP OF FILER CODE OF ORDINANCES BY UPDATING CERTAIN CROSS REFERENCES, ADDING PROVISIONS REGARDING BACKFLOW PREVENTERS AND ADDING PENALTIES FOR VIOLATION, AND TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH.
- C. Consideration of approval from Peterson’s Well Drilling to fix hand pump at Magoon Creek Park in the amount of \$1,972.46.
- D. Consideration of approval to apply disinfectant to all high touch areas at Township Hall from Tru-Shine Cleaning, amount no more than \$120 per service.

PUBLIC COMMENT

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

8:00 p.m. **ADJOURN**

CHARTER TOWNSHIP OF FILER
2505 FILER CITY ROAD
BOARD OF TRUSTEES

DRAFT

REGULAR MEETING MINUTES
August 6, 2020 HELD ELECTRONICALLY

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

Absent: None

Also Present: Richard Wilson, Township Attorney

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

Motion by Kruse, seconded by Chycinski to approve the presented meeting agenda with the addition of item "G" Consideration of Approval for Local Revenue Sharing Board for the Little River Band of Ottawa Indians/State of Michigan Gaming Compact, 2020-Cycle II Application Form for Grant of Compact Revenues. Roll Call Vote: Ball-yes, Chycinski-yes, Krus-yes, Kolanowski-yes, Stege-yes, Kruse-yes, Walker-yes. 7 Yeas, 0 Nays. M/C

Motion by Kolanowski, seconded by Krus to approve the consent agenda as presented. Roll Call Vote: Walker-yes, Krus-yes, Ball-yes, Chycinski-yes, Stege-yes, Kruse-yes, Kolanowski-yes. 7 Yeas, 0 Nays. M/C

Public Comment:

Red Apple Road property owners spoke regarding Short Term Rental tax ordinance enforcement.

Department and Committee Reports:

Motion by Kruse, seconded by Chycinski to approve the Operations, Maintenance and Management Services Agreement for October 1, 2020 to September 30, 2023 as presented. Roll Call Vote: Chycinski-yes, Kolanowski-yes, Kruse-yes, Stege-yes, Krus-yes, Ball-yes, Walker-yes. 7 Yeas, 0 Nays. M/C

Motion by Krus, seconded by Chycinski to approve a pay rate increase for Paul Olen, maintenance from \$14/hr. to \$16/hr. effective July 1, 2020. Roll Call Vote: Kruse-yes, Ball-yes, Stege-yes, Walker-yes, Kolanowski-yes, Chycinski-yes, Krus-yes. 7 Yeas, 0 Nays. M/C

Motion by Stege, seconded by Kolanowski to approve a pay rate increase for Tammi Schimke, secretary from \$17/hr. to \$19/hr. effective August 1, 2020. Roll Call Vote: Stege, yes, Krus-yes, Ball-yes, Walker-yes, Chycinski-yes, Kolanowski-yes, Kruse-yes. 7 Yeas, 0 Nays. M/C

Motion by Kruse, seconded by Walker to approve a pay rate increase for Larry Thompson, zoning administrator from \$19/hr. to \$19.75/hr. effective April 1, 2020. Roll Call Vote: Kolanowski-yes, Walker-yes, Krus-yes, Kruse-yes, Stege-yes, Ball-yes, Chycinski-yes. 7 Yeas, 0 Nays. M/C

New Business:

Motion by Walker, seconded by Kruse to approve the presented Resolution approving Adoption of the Filer Township Master Plan 2020. Roll Call Vote: Ball-yes, Chycinski-yes, Krus-yes, Kolanowski-yes, Stege-yes, Kruse-yes, Walker-yes. 7 Yeas, 0 Nays. M/C

Motion by Walker, seconded by Kolanowski to adoption of an ORDINANCE TO AMEND CHAPTER 28 OF THE CHARTER TOWNSHIP OF FILER CODE OF ORDINANCES, AS AMENDED, BY AMENDING SECTION 28.35 TO PROVIDE FOR ALTERNATE METHODS OF BILLING AND TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH. Roll call vote: Walker-yes, Krus-yes, Ball-yes, Chycinski-yes, Stege-yes, Kruse-yes, Kolanowski-yes. 7 Yeas, 0 Nays. M/C

Motion by Kolanowski, seconded by Kruse to approve a pay rate for Ron Gutowski, Liquor Inspector, from \$20.00 per inspection to \$20.75 per inspection. Roll Call Vote: Chycinski-yes, Kolanowski-yes, Kruse-yes, Stege-yes, Krus-yes, Ball-yes, Walker-yes. 7 Yeas, 0 Nay. M/C

Motion by Chycinski, seconded by Walker to approve the presented RESOLUTION TO APPROVE CREDIT CARD USE POLICY item 1 Authorization to add the Township Treasurer. Roll Call Vote: Kruse-yes, Ball-no, Stege-yes, Walker-yes, Kolanowski-yes, Chycinski-yes, Krus-yes. 6 Yeas, 1 Nays. M/C

Motion by Krus, seconded by Chycinski to table the Manistee Recreation Association request until further information can be received. Roll Call Vote: Stege-yes, Krus-yes, Ball-yes, Walker-yes, Chycinski-yes, Kolanowski-yes, Kruse-yes. 7 Yeas, 0 Nays. M/C

Motion by Kolanowski, seconded by Kruse to approve the presented proposal 20-Q2119 dated July 20, 2020 regarding water well cleaning and repair on pump #4 from Northern Pump & Well at a cost not to exceed \$42,667.00. Roll Call Vote: Kolanowski-yes, Walker-yes, Krus-yes, Kruse-yes, Stege-yes, Ball-yes, Chycinski-yes. 7 Yeas, 0 Nays. M/C

Motion by Stege, seconded by Walker to approve the presented application for compact revenues for the 2020 Cycle II for Thermal Imaging and Scene Lighting in the amount of \$6,101.10. Roll Call Vote: Ball-yes, Chycinski-yes, Krus-yes, Kolanowski-yes, Stege-yes, Kruse-yes, Walker-yes. 7 Yeas, 0 Nays. M/C

Motion by Chycinski, seconded by Kruse to approve the presented budget amendment in the amount of \$150,000 from Fund Balance of the General Fund to Professional Fees of Parks and Recreation. Roll Call Vote: Walker-yes, Krus-yes, Ball-yes, Chycinski-yes, Stege-yes, Kruse-yes, Kolanowski-yes. 7 Yeas, 0 Nays. M/C

Public Comment:

None offered at this time

Motion by Kolanowski, seconded by Kruse to adjourn the meeting. Roll Call Vote: Chycinski-yes, Kolanowski-yes, Kruse-yes, Stege-yes, Krus-yes, Ball-yes, Walker-yes. 7 Yeas, 0 Nays. M/C

Submitted,

Shirley Ball
Charter Township of Filer Clerk

Check Register Report

10:36 AM

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
Checks					
37873	476	CHARTER COMMUNICATIONS	8/07/2020	NAT 01	129.99
37874	477	FRONT LINE SERVICES, INC	8/07/2020	NAT 01	23,612.74
37875	757	CDM MOBILE SHREDDING, LLC	8/07/2020	NAT 01	25.00
37876	954	PURE WATER WORKS	8/07/2020	NAT 01	11.00
37877	958	J&B MEDICAL SUPPLY	8/07/2020	NAT 01	680.33
37878	1043	GIL-ROY'S HARDWARE 6761	8/07/2020	NAT 01	41.35
37879	1048	THOMAS STEGE	8/07/2020	NAT 01	44.85
37880	1067	O'REILLY AUTO PARTS	8/07/2020	NAT 01	34.74
37881	1132	FAMILY FARE GAS STATION	8/07/2020	NAT 01	52.93
37882	1183	RICHARDS & MC DOUGALL, P.C.	8/07/2020	NAT 01	1,206.00
37883	1193	ELECTIONSOURCE	8/07/2020	NAT 01	56.00
37884	1204	APPLIED IMAGING	8/07/2020	NAT 01	114.00
37885	1209	TRIDONN CONSTRUCTION COMP,	8/07/2020	NAT 01	38,248.00
37886	1210	JANET ROGERS	8/07/2020	NAT 01	75.00
37887	1270	LINKE LUMBER CO.	8/07/2020	NAT 01	14.14
37888	2300	WAHR HARDWARE	8/07/2020	NAT 01	15.94
37889	6900	FUELMAN	8/07/2020	NAT 01	81.04
37890	7800	GRAND TRAVERSE MOBILE	8/07/2020	NAT 01	467.50
37891	10010	JACKPINE BUSINESS CENTER	8/07/2020	NAT 01	167.06
Grand Total -					65,077.61

Check Register Report

11:00 AM

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Account Number	Amount
Checks					
37892	58	GREAT LAKES ENERGY	8/13/2020	NAT 01	47.34
37893	207	SALLY STEFANSKI	8/13/2020	NAT 01	241.00
37894	281	RUTH BRAUNECK	8/13/2020	NAT 01	198.00
37895	317	BS&A SOFTWARE	8/13/2020	NAT 01	656.00
37896	476	CHARTER COMMUNICATIONS	8/13/2020	NAT 01	324.69
37897	601	REPUBLIC SERVICES	8/13/2020	NAT 01	9,338.92
37898	692	ARLENE ADAMSKI	8/13/2020	NAT 01	198.00
37899	848	FAMILY FARM AND HOME	8/13/2020	NAT 01	52.93
37900	953	KAREN KOLK	8/13/2020	NAT 01	28.18
37901	968	WEB MATTERS	8/13/2020	NAT 01	124.95
37902	1081	CONSUMERS ENERGY	8/13/2020	NAT 01	3,408.65
37903	1155	PAUL OLEN	8/13/2020	NAT 01	152.37
37904	1204	APPLIED IMAGING	8/13/2020	NAT 01	82.13
37905	1209	TRIDONN CONSTRUCTION COMP,	8/13/2020	NAT 01	71,581.00
37906	1211	ROSENBAUER SOUTH DAKOTA, L	8/13/2020	NAT 01	3,500.00
37907	1212	JANE KEDROWSKI	8/13/2020	NAT 01	198.00
37908	1270	LINKE LUMBER CO.	8/13/2020	NAT 01	42.29
37909	10000	J B PUBLICATIONS	8/13/2020	NAT 01	96.75
37910	14400	MARY ANN NICKLESON	8/13/2020	NAT 01	209.00
Grand Total -					90,480.20

Check Register Report

11:20 AM

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
Checks					
37911	256	DTE ENERGY	8/20/2020	NAT 01	116.42
37912	661	FILER TWP TAX ACCOUNT	8/20/2020	NAT 01	190.92
37913	851	TRU SHINE CLEANING & PRESER	8/20/2020	NAT 01	365.00
37914	1109	MITEL	8/20/2020	NAT 01	515.37
37915	1167	BECKETT & RAEDER	8/20/2020	NAT 01	412.96
37916	10010	JACKPINE BUSINESS CENTER	8/20/2020	NAT 01	325.89
37917	16550	POSTMASTER	8/20/2020	NAT 01	720.00
Grand Total -					2,646.56

Check or Advice #	Check Date	Employee Name	Manual Deposit Amount	Direct Deposit Amount	Check Amount	Check Type
37918	09/01/2020	GUTOWSKI, RONALD	0.00	0.00	217.66	Regular
37919	09/01/2020	KOLANOWSKI, DALE	0.00	0.00	252.48	Regular
37920	09/01/2020	KOOYERS, LYNN M	0.00	0.00	66.07	Regular
37921	09/01/2020	KRUS, BRIAN D	0.00	0.00	252.49	Regular
37922	09/01/2020	KRUSE, DEAN H	0.00	0.00	252.49	Regular
37923	09/01/2020	WALKER, KENNETH TERRY	0.00	0.00	1,577.02	Regular
37924	09/01/2020	WHEATSTONE, MARLENE	0.00	0.00	120.25	Regular
37925	09/01/2020	BALL, SHIRLEY A	0.00	0.00	1,682.11	Regular
37926	09/01/2020	GUTOWSKI, KATHY	0.00	0.00	312.67	Regular
37927	09/01/2020	CHYCINSKI, THOMAS	0.00	0.00	263.87	Regular
37928	09/01/2020	SKIERA, RUTH A	0.00	0.00	76.65	Regular
37929	09/01/2020	STEGE, THOMAS	0.00	0.00	1,603.02	Regular
37930	09/01/2020	ALLEN, ELIZABETH	0.00	0.00	212.33	Regular
37931	09/01/2020	DITTMER, ROGER A	0.00	0.00	83.70	Regular
37932	09/01/2020	KOLK, KAREN	0.00	0.00	249.32	Regular
37933	09/01/2020	THOMPSON, LARRY R	0.00	0.00	895.82	Regular
37934	09/01/2020	WILLIAMS, JENNIFER	0.00	0.00	289.52	Regular
37935	09/01/2020	RAMON, RUBEN	0.00	0.00	61.68	Regular
37936	09/01/2020	ROBKE, JAMES	0.00	0.00	64.64	Regular
37937	09/01/2020	SKIERA, ROBERT	0.00	0.00	66.08	Regular
37938	09/01/2020	WILLIAMS, THOMAS E	0.00	0.00	69.26	Regular
37939	09/01/2020	OLEN, PAUL	0.00	0.00	1,540.69	Regular
37940	09/01/2020	SCHIMKE, TAMMI	0.00	0.00	1,586.45	Regular
37941	09/01/2020	BLAKESLEE, BENJAMIN	0.00	0.00	18.19	Regular
37942	09/01/2020	ESPVIK, JAMES	0.00	0.00	651.49	Regular
37943	09/01/2020	FALK, CRYSTAL	0.00	0.00	27.02	Regular
37944	09/01/2020	FALK, MATTHEW	0.00	0.00	173.25	Regular
37945	09/01/2020	HANER, JOHN	0.00	0.00	143.94	Regular
37946	09/01/2020	HAWKINS, NICKOLAS	0.00	0.00	290.00	Regular
37947	09/01/2020	MUNSELL, MICHAEL	0.00	0.00	8.81	Regular
37948	09/01/2020	O BRIEN, GERALD	0.00	0.00	333.54	Regular
37949	09/01/2020	PECK, JAMES	0.00	0.00	152.54	Regular
37950	09/01/2020	ROGERS, LINDA	0.00	0.00	74.89	Regular
37951	09/01/2020	SKIERA, LOGAN	0.00	0.00	389.84	Regular
37952	09/01/2020	WARE, JANELLE	0.00	0.00	241.98	Regular
37953	09/01/2020	WARE, KEVIN	0.00	0.00	298.35	Regular
		Total	0.00	0.00	14,600.11	

Check Register Report

11:16 AM

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
Checks 37954	60	WEST MICHIGAN CREDIT UNION	9/01/2020	NAT 01	100.00
Grand Total -					100.00

Check Register Report

11:18 AM

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
Checks					
37955	6	JIM ESPVIK	9/01/2020	NAT 01	25.00
37956	1028	TAMMI SCHIMKE	9/01/2020	NAT 01	51.18
37957	1077	PRECISION CONCRETE CUTTING	9/01/2020	NAT 01	4,796.56
37958	1081	CONSUMERS ENERGY	9/01/2020	NAT 01	325.71
37959	1193	ELECTIONSOURCE	9/01/2020	NAT 01	209.60
Grand Total -					5,408.05

Check Register Report

11:39 AM

Waters B-115

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
Checks					
2755	317	BS&A SOFTWARE	8/10/2020	NAT 02	3,388.50
2756	1043	GIL-ROY'S HARDWARE 6761	8/10/2020	NAT 02	45.75
2757	6900	FUELMAN	8/10/2020	NAT 02	148.21
Grand Total -					3,582.46

Check Register Report

Filer Charter Township

10:06 AM

Water *B, 115*

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
Checks					
2758	20	ETNA SUPPLY	8/20/2020	NAT 02	29.97
2759	256	DTE ENERGY	8/20/2020	NAT 02	76.67
2760	1081	CONSUMERS ENERGY	8/20/2020	NAT 02	702.90
Grand Total -					809.54

Check Register Report

11:51 AM

Waters

Bills

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
Checks					
2761	963	FISCHER LP GAS	9/01/2020	NAT 02	301.90
2762	1081	CONSUMERS ENERGY	9/01/2020	NAT 02	215.62
2763	6499	FILER TOWNSHIP TREASURER	9/01/2020	NAT 02	3,973.63
2764	16550	POSTMASTER	9/01/2020	NAT 02	140.00
Grand Total -					4,631.15

Check Register Report

Filer Charter Township

Swan Bills

12:40 PM

Check Number	Vendor Number	Name	Date	Bank/Act Number	Amount
Checks					
1095	317	BS&A SOFTWARE	9/01/2020	PNC 04	376.50
1096	1081	CONSUMERS ENERGY	9/01/2020	PNC 04	50.59
1097	6499	FILER TOWNSHIP TREASURER	9/01/2020	PNC 04	423.05
Grand Total -					850.14

FILER CHARTER TOWNSHIP

MONTHLY ACH PAYMENTS

<u>DATE</u>	<u>PAYEE</u>	<u>AMOUNT</u>
8/20/2020	STATE OF MICHIGAN	776.32
8/14/2020	IRS	<u>2,842.51</u>
	TOTAL	3,618.83



Dear MTA Member Board,

On behalf of the MTA Board of Directors and staff, thank you for renewing your Association membership. While this has certainly been a time of uncertainty and change, the Michigan Townships Association's dedication to serving townships in the year ahead remains constant. As we have faced unprecedented times and challenges in recent months—and continue to do so—we are proud to provide your township with new opportunities, information and resources as you continue to lead your communities.

MTA is your voice at both the state and federal level, ensuring that townships are part of key discussions about the impact of executive orders and CARES Act federal funding, as well as legislation that continues to be introduced and debated impacting townships. When the COVID-19 outbreak began, MTA was in daily contact with the governor's administration, as well as state lawmakers, conveying townships' questions and experiences as we navigated the pandemic. With your help, we demonstrated the need for reimbursement and support at the local level—to allow you to continue to provide the services and programs your residents need.

As our world rapidly changed, so too did **MTA's education and information for our members**. We quickly launched COVID-19 update videos and live Q&A webinars, allowing you to get the updates and answers you need. In addition to sometimes-daily email updates, we created web resources including a massive compilation of Coronavirus information for townships, and further expanded our offerings with recovery/reopening information. And we unveiled MTA Online, an innovative, accessible—and incredibly affordable—opportunity to ensure every member of your township team can continue to get the education that they want, with access to MTA webcasts for a full year. While we hope that face-to-face workshops and conferences can resume in upcoming months, MTA Online allows education on-demand, on the topics critical to your team.

Through it all, **MTA remains your trusted guide** for advice, insights and clarity during sometimes turbulent times. Our Member Information Services team has remained available to answer all of your township questions, and has created a multitude of guidelines, best practices and samples as your township continues its operations in the "new normal." We analyze, decipher and decode the latest information and updates to share how they impact you, your township and your residents.

Thank you for your service to your communities. In recognition of your continued support of MTA and township government, a current tab is enclosed that may be affixed to your MTA membership plaque. We appreciate the opportunity to be of service to you, as you serve others!

Sincerely,

A handwritten signature in black ink that reads "Neil Sheridan". The signature is written in a cursive, flowing style.

Neil Sheridan,
MTA Executive Director



Monthly Client Report for Charter Township of Filer July 2020

To provide Filer Township with a summary of our activities for the month, Operations Services has prepared this report for your use. We welcome any suggestions to improve the information contained in these reports. Please contact us if you believe this report contains errors, or if you have any questions about it.

PRODUCTION AND USE STATISTICS

The Filer Water Supply System (WSS) produced safe drinking water for all users; The following table summarizes the water production and use statistics for the past month.

Performance Indicator	Value	Units
Total Water Pumped	17.762	Million Gallons
Average Daily Water Pumped	0.573	Million Gallons
Maximum Daily Pumped	0.647	Million Gallons
Minimum Daily Pumped	0.479	Million Gallons
Chlorine Applied	242	Gallons
Polyphosphate	192.42	Pounds

COMPARATIVE WATER PRODUCTION

This table represents the most recent monthly water production figures compared to the same month in previous years.

Month	2017 Million Gallons	2018 Million Gallons	2019 Million Gallons	2020 Million Gallons
January	8.422	8.875	8.669	8.128
February	7.331	7.760	8.050	7.437
March	8.329	8.716	6.642	9.162
April	9.856	8.473	9.241	9.371
May	11.735	12.509	10.539	11.828
June	13.165	14.439	11.805	15.253
July	15.152	17.029	15.940	17.762
August	14.556	16.080	15.681	
September	13.115	13.833	13.045	
October	10.257	10.093	9.292	
November	7.777	8.443	8.096	
December	7.955	8.446	8.794	
Total	127.690	134.696	125.794	78.941

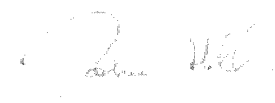
WATER SYSTEM MONTHLY ACTIVITY SUMMARY

This section highlights some of the most significant events of the past month. Additional details are available upon request.

- The back up generator on well 4 and the back up motor for well 2 were exercised weekly.
- All MDEGLE required sampling and reports were completed.
- Well houses were cleaned and disinfected as needed.
- 8 miss digs were performed, and positive responses were filled out as needed.
- Chemicals were filled as needed at all well houses.
- Call in on 7/3 for fire department using water. Checked hydrant and tower levels.
- The garage, rec center, well house, office and trucks were cleaned and disinfected as needed.
- On 7/6 we were called in for loss of radio signal at the Red Apple tower. A back up generator was hooked, and signal was restored. The generator at well 4 was also running and everything was running normally on auxiliary power.
- We had some troubles with the chlorine feed on well 4. It was losing prime. We tried changing tubes and fittings, but it was determined that the pump was bad. A new one was ordered and has since been installed.
- The flapper valve that was recommended was also received and installed on well 4.
- Fire hydrants are being painted and the weeds and grass were cut around hydrants as needed.
- Dehumidifiers were approved for to be installed at all well houses.
- We had a few turn on, 2113 Nelson, 1836, and 1847 Pine ridge.
- The efficiency test on well 4 came back. It is designed to pump 500 gallons per minute at a total dynamic head (TDH) of 345 feet and its pumping 513 gallons per minute at 236.6 TDH. This is telling us that the well is not pumping at its intended capacity. Prices for cleaning and repair were obtained from Northern Pump and Well.
- Call in on 7/21 for power failure at well 4. It was found that there was a blown fuse on the pole. Consumers was contacted and they sent a crew. Fuse kept blowing so they had to come back in the morning for a repair. They found a bad wire and it was spliced. The generator ran and kept water flowing to keep up with demand.
- Propane was ordered for well 4 as it ran a lot this past month.
- There was another call in on 7/22 for power loss to well 4 again. It was an unrelated incident from the day prior and was fixed.
- Fire hydrant 36 was repaired because the coupling had been stretched out and broke. This is caused by excessive force on the stem by either opening or closing the hydrant.
- We worked with the attorneys to help change the cross connection and back flow prevention ordinances to allow for shut-off of high hazards if they do not have their devices tested annually.
- Operations Services had a meeting with Terry to discuss a new contract. After discussion, a contract was sent to him for approval.

Respectfully,

Operations Services



Joshua Hall
Project Manager



Michael O. Hiller
Operations and Maintenance Specialist

Charter Township of Filer DDA Rescheduled Regular Meeting Proposed Minutes

August 6, 2020
4:30pm

Filer Township Hall
2505 Filer City Road, Manistee, MI 49660
231-723-3138

Chair 2022	Vice-Chair 2022	Treasurer 2022	Member 2020	Supervisor 11/20/20	2019	Member 2020	Member 2021	Member 2021	Director
Robert Yates <i>Business</i>	Tom Chycinski <i>Resident in district</i>	Kathy Gutowski <i>Citizen at Large</i>	Mathew Johnson <i>Business</i>	Terry Walker <i>Supervisor</i>	Vacant <i>Business</i>	Robert Henry <i>Business</i>	Al Frye <i>Citizen At Large</i>	Todd Newenhouse <i>Business</i>	Tamara Buswinka

Call to Order/Pledge of Allegiance

The meeting was called to order by Chairperson Yates at 4:30p.m.

Roll Call

Members Present: Newenhouse, Walker, Johnson, Gutowski, Yates, Frye

Members Excused Absence: Chycinski

Members Unexcused Absence: Henry

Others Present: Tamara Buswinka, DDA Director

Consideration of the Minutes

Gutowski moved, supported by Newenhouse, to approve the July 7, 2020 minutes. Motion passed unanimously.

Treasurer's Report

Gutowski reviewed the Treasurer Report, including the bills to be paid, with the Board.

Gutowski stated that the Audit is complete, she has reviewed the results and found no issues that need to be addressed. She noted that the expenses exceeded the income as the fiscal year income did not materialize as anticipated.

Frye moved, supported by Johnson, to accept the Treasurer's report and pay the bills as presented. Motion passed unanimously.

Chairman's Report

Yates stated that he and Gutowski agreed to revise the financial reporting to allow for more prudent financial decision making.

Yates welcomed Xavier, Executive Director of the Ramsdell, who gave a presentation about the Ramsdell's desire to host a drive-in concert in the parking lot of the old Kmart building on September 5, 2020 (Labor Day weekend). Xavier asked the DDA if they would sponsor the event with a \$10,000.00 donation. Xavier mentioned that for every person who attends the event, \$20.00 is brought back into the district; he calculates that \$5000.00 will be pumped back into the local economy as a result of the event.

The Board discussed the project recalling their past desire to host a signature event in the district in order to support businesses and bring awareness to the district. Board members pointed out that businesses, including hotels, are already busy during Labor Day weekend just by the nature of it being a holiday weekend and therefore an event during that weekend wouldn't have the type of impact they were hoping for, they also discussed that they have earmarked funds for other projects.

Frye moved, supported by Johnson, to collaborate with the Ramsdell Theatre to bring a drive-in concert on a day yet to be determined with the stipulation that a written agreement be executed that would reimburse the DDA the \$10,000.00 donation if the event is cancelled.

During discussion, Board members stated that they are concerned about Covid 19 safety and ensuring that they are getting the greatest impact for the district for the \$10,000.00 investment. With the goal to ensure the greatest financial impact to merchants in the district, they would like to see the event held on another weekend in September (rather than Labor Day weekend). The Board also reviewed their 2020-21 Budget and examined specifically the funds they set aside for Marketing & Promotion. Recalling that the Board is obligated by State law to hold two public meetings a year, members discussed how those events will be paid for and what the revised budget for them will be if they use all the funds earmarked for Marketing & Promotion. The Board discussed the decreasing revenue from decreasing TIF capture due to the impact on businesses from the Covid 19 pandemic and the lasting implications to the DDA's finances and budgets as a result. All Board members agreed that because their expenses are edging toward exceeding their income they need to be very conscientious about how they budget knowing that additional expenses are spent from their fund balance.

Roll Call Vote:

Yays: Yates, Gutowski, Johnson, Walker, Frye, Newenhouse

Nos: None

Motion Passed by Roll Call Vote.

Supervisor's Report

No report.

Director's Report

Buswinka discussed the Sign Project and reviewed the revised estimate from Amor Signs. The Board decided to discuss the project at the September meeting.

Board Member Comments

No comments.

Adjournment

Gutowski moved, supported by Newenhouse, to adjourn the meeting at 5:50 p.m. Motion passed unanimously.

Next Board meeting is Tuesday, September 1, 2020 at 4:30 pm.

A meeting informational packet is available for public inspection at the Filer Township office, 2505 Filer City Road. The Filer Township DDA does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. The DDA Chairperson has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disability Act, and the rights provided thereunder, are available from the DDA.

DRAFT

Charter Township of Filer
Minutes of the Planning Commission Public Hearing
Held Electronically on August 18, 2020

Present: Linda Rogers, Roger Dittmer, Shirley Ball
Electronically present: Kathy Gutowski, Jennifer Williams, Karen Kolk

Absent: Christa Johnson

Also electronically present: Larry Thompson, Zoning Administrator, Richard Wilson, Township Attorney, and Pat Van Haren

Hearing called to order at 6:45 p.m. by Chairman Williams.

Special Use Permit Request for:

Patrick Van Haren
2732 Red Apple Rd.
Filer Township, Manistee County, MI
Parcel: 51-06-541-709-05

Purpose of this meeting was to hold a public hearing on a special use permit application to construct an oversize accessory structure building with a 21 ft. ridge board.

This meeting is being held electronically in order to comply with the emergency executive orders by Michigan Governor Whitmer to prevent the spread of COVID-19.

Comments: Larry Thompson reviewed property owners, special use permit application.

When questioned by the Planning Commission if the building was already constructed the applicant said it was.

Conditions: Because building is already built, double the land use permit fee. Owner already has a building permit. Larry instructed to verify. No personal space in the new building with no living area allowed.

Public Comment: None

Motion by Gutowski, seconded by Rogers, to adjourn the Public Hearing. Roll Call Vote: Rogers-yes, Gutowski-yes, Williams-yes, Ball-yes, Kolk-yes, Dittmer-yes. 6 Yeas, 0 Nays. M/C

Hearing adjourned at 6:57 p.m.

Respectfully submitted,

Roger Dittmer, Secretary
Charter Township of Filer Planning Commission

DRAFT

Charter Township of Filer
PLANNING COMMISSION REGULAR MEETING MINUTES
August 18, 2020 held electronically

Present: Linda Rogers, Roger Dittmer, Shirley Ball

Electronically present: Kathy Gutowski, Jennifer Williams, Karen Kolk

Absent: Christa Johnson

Also electronically present: Larry Thompson, Zoning Administrator, Richard Wilson, Township Attorney

Meeting is being held electronically in order to prevent the spread of COVID-19 by complying to executive emergency orders issued by Michigan Governor Whitmer.

Meeting was called to order at 7:00 p.m. by Chairman Williams.

Motion by Rogers, seconded by Kolk to approve meeting agenda. Roll Call Vote: Rogers-yes, Gutowski-yes, Williams-yes, Ball-yes, Kolk-yes, Dittmer-yes. 6 Yeas, 0 Nays. M/C

Motion by Ball, seconded by Rogers to approve the July 13, 2020 Public Hearing Minutes. Roll Call Vote: Rogers-yes, Gutowski-yes, Williams-yes, Ball-yes, Kolk-yes, Dittmer-yes, 6 yeas, 0 nays. M/C

Motion by Kolk, seconded by Gutowski to approve the July 13, 2020 rescheduled regular meeting minutes. Roll Call Vote: Rogers-yes, Gutowski-yes, Williams-yes, Ball-yes, Kolk-yes, Dittmer-yes, 6 yeas, 0 nays. M/C

Special Use Permit Patrick Van Haren Discussion:

Motion by Rogers, seconded by Kolk to direct the Township Attorney to draft a special use permit from the application filed by Patrick Van Haren, 2732 Red Apple Rd., Filer Township. Parcel: 51-06-541-709-05, Manistee County, Michigan to construct an oversize accessory structure building with a 21 ft. ridge board in the Medium Density Residential District of the Charter Township of Filer with the following conditions: No living space, no plumbing, ridge board height 21 ft. as requested, must cease work until this request is considered for approval at the next meeting. Roll Call Vote: Rogers-yes, Gutowski-yes, Williams-yes, Ball-yes, Kolk-yes, Dittmer-yes. 6 Yeas, 0 Nays. M/C

Reports Submitted:

Zoning Administrator: Reviewed the presented zoning activity report for July. Planning Commission to hold a Special Use Permit Public Hearing on September 15, at 6:30 p.m.

Township Board: Reviewed presented regular meeting minutes from July 7, 2020 and August 6, 2020 both held electronically.

Downtown Development Authority: Reviewed presented regular meeting minutes from August 6, 2020 regular meeting minutes. K-mart indicates interest in participation in development. Tribe indicated they have other plans for property at this time.

Public Comment: Correspondence regarding short term rental concerns reviewed. Issue concerning 2312 Red Apple Rd. rental property: Does have a license, must appoint local contact person.

Neighbors spoke about trespassing issues, campfires and other disturbances that short-term rentals cause.

Any Other Business: Discussion regarding Short Term Rental Ordinance. Township will issue tickets to owners in violation. Enforcing the ordinance needs to be monitored for effectiveness.

Motion by Rogers, seconded by Gutowski, to adjourn the meeting. Roll Call Vote: Rogers-yes, Gutowski-yes, Williams-yes, Ball-yes, Kolk-yes, Dittmer-yes. 6 Yeas, 0 Nays. M/C

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Roger Dittmer, Secretary
Charter Township of Filer Planning Commission

Monthly Report

To: Filer Township Board of Trustees

From: Chief Jim Espvik

Date: September 1, 2020

Re: Activity Report for August 2020

	Month of April	YTD Totals
Total Calls for Service -	19	168
Medical -	16	129
Fire	2	29
Vehicle Crashes	1	9
Gas Odor Complaints	0	2
Calls to Horizon Pointe	2	13

The restricted access to our station due to the covid-19 pandemic is still in place. Employees only, others allowed by appointment as needed and approval only.

We are looking at ways to continue using the guidelines from the state and still keep up on everything. We have been working very hard getting the safety equipment needed to protect our fire department members from possible exposures.

5 Alarm Fire was in this week to do the annual inspections on all of the SCBA's all have passed.

We encourage everyone to follow the recommendations from the CDC and the Health Department. Stay Home Stay Safe, wear a mask when you go out, use social distancing, wash your hands.

We have a new member Nick Hawkins who comes to us fully trained and will be an asset to our Department.

We have received another application that we will be considering, and he too is already trained in fire and EMS.

Respectfully Submitted,

Jim Espvik

Filer Township Fire Chief

CHARTER TOWNSHIP OF FILER MANISTEE COUNTY, MICHIGAN

Cross Connection Control Program For The Charter Township Of Filer

I. Introduction

In accordance to the requirements set forth by the Michigan Department of Environment, Great Lakes, and Energy (MDEGLE), the Charter Township of Filer, Manistee County, MI, has officially adopted the state of Michigan cross connection rules to protect the public water supply system. A cross connection is defined as a connection or arrangement of piping or appurtenances through which a backflow could occur. Backflow is defined as the undesirable reversal of flow of water of questionable quality, wastes or other contaminants into a public water supply. The purpose of this program is to avoid contamination of the public water supply by preventing and eliminating cross connections. It is the Charter Township of Filer's intent to carry out a comprehensive and effective cross connection control program (CCCP) to ensure public health is protected and the requirements of the Michigan Safe Drinking Water Act are complied with.

II. Authority

The authority to carry out and enforce the local CCCP is provided by Chapter 28 of the Charter Township of Filer Code of Ordinances, being Section 28.01 et. seq., the Michigan Safe Drinking Water Act (Act 399 of the Public Acts of 1976, as amended), the MDEGLE, Water Bureau Cross Connection Rules Manual, and the Michigan Plumbing Code.

III. Program Approach

The objectives of this program will be met primarily by:

- Routinely inspecting water customers for cross connections or potential cross connections.
- Requiring water customers to test backflow prevention assemblies.
- Maintaining cross connection control records.
- Actively enforcing violations of the program.
- Providing public education.
- Reporting the status of the program to the MDEGLE.

The Charter Township of Filer shall ensure that there are adequate personnel and resources to carry out the necessary field and administrative requirements for this program. The Charter Township of Filer adopts the MDEGLE, Water Bureau Cross Connection Rules Manual as a guide to prevent and eliminate cross connections.

IV. Inspections

The water connections and plumbing systems of all water customers or accounts shall be initially inspected for the presence of cross connections. As a result of the initial inspection, a detailed record of each account shall be established (see Section VI). A representative of the water utility or their designated agent shall be responsible for inspections. Individuals responsible for conducting inspections shall have obtained sufficient training on cross connection rules, identification, and corrective actions.

Inspections shall consist of entering a facility from the point where water service enters the facility (usually the meter) and tracing the piping to each end point of use. Using the inspection forms in Appendix 2, the inspector shall identify and note the location and nature of any direct and potential cross connections, location and details of backflow prevention devices, and other pertinent information. Inspectors having proper identification, shall be permitted to enter the building/premises at reasonable times for the purpose of cross connection inspections. If the inspector is refused proper access or if customer plumbing is untraceable, the Charter Township of Filer will assume a cross connection is present and take the necessary action to ensure the public water supply is protected.

The highest priority for inspections shall be placed on facilities that pose a high degree of hazard, that have a high probability that back flow will occur, or are known/suspected to have cross connections.

Once initial inspections of all accounts are complete, then a re-inspection frequency shall be determined for each account based on the degree of hazard and potential for backflow. The MDEGLE Cross Connection Rules Manual will be a guide in classifying the degree of hazard of each account. However, in general, situations in which backflow could cause illness or death shall be considered high hazard. Accounts that pose a high hazard or have a high potential for back flow to occur, must be re-inspected at least once per year. All other accounts must be re-inspected once every 1-5 years based on the degree of risk. Other factors such as new construction, water quality complaints, or anomalies in customer billing, may prompt an immediate re-inspection. After initial cross connection inspections are complete, a comprehensive list or inventory of all backflow prevention devices shall be on record including all pertinent data.

Following an inspection, Charter Township of Filer shall inform the customer of their compliance status with the cross connection rules. Template notices in Appendix 1 may be used to inform customers of upcoming inspections, required corrective actions, compliance status, etc.

V. Testing Backflow Prevention Assemblies

When all initial inspections have been completed, a comprehensive list of backflow preventers installed on customer plumbing systems will be on record. The backflow preventers that are testable assemblies shall be placed on a routine testing schedule. Based on the associated degree of hazard and probability of backflow, each assembly will be assigned a testing frequency. Assemblies in place on high hazard connections must be tested annually. All other accounts must be tested once every 3 years. In addition, all assemblies must be tested immediately following installation and repair. Only individuals holding an active ASSE 5110 Certification (backflow prevention assembly testing) shall perform such testing.

Upon notice from the Charter Township of Filer, it shall be the responsibility of the water customer to arrange for the assembly to be tested and submit the completed test form.

Following the initial cross connection inspections and subsequent classification of accounts (e.g. assigning a degree of hazard), assembly testing notices shall be sent to customers each year. The notices shall be sent out in a timely manner in order to provide adequate time for customers to comply, and the timing will consider seasonal assemblies. Template notices in Appendix 1 may be used to inform customers of testing requirements. These notices will:

- Clearly identify the assembly requiring testing (size, make, model, location, etc.)
- Stipulate the date by which the assembly must be tested.
- Indicate that tests must be completed by an ASSE certified tester.
- Enclose a standard test form (see Appendix 3).

When assembly testing reports are received by the utility, they will be checked for the following:

- All the necessary information was provided
- Name and certification number of the tester is provided
- The test results appear valid
- The assembly tested matches the assembly requiring testing (Make, Model, etc.)
- The assembly is ASSE certified

Cross connection control program staff will follow up with owner or tester on questionable test forms. A customer may be asked to have an assembly re-tested if the original test results do not appear valid. Test forms must be received and kept on record for each required test.

VI. Record Keeping

A system of cross connection record keeping shall be maintained. Special software specifically for cross connections may be used for:

- Efficient record searches
- Easy reporting
- Simple updating
- Automatic letter generation
- Automatic deadline notification

All cross connections account information must be in the records including:

- Address and location
- Owner name and contact information
- List of testable assemblies
- Description of other cross connections within the facility
 - Air gaps
 - Non-testable assemblies
- Degree of hazard classification and basis
- Required re-inspection frequency
- Photos or sketches if available

All testable assemblies must be in the records including:

- Location of the assembly
- Name and contact information of assembly owner
- Make, model, and size of assembly
- ASSE standard number
- Degree of hazard classification
- Required testing frequency and basis
- Seasonal or permanent status

Tracking changes in water use or tracking new customers is a critical part of the cross connection program. The Charter Township of Filer shall make every attempt to prevent/eliminate cross connections at installation to ensure future compliance. An effort shall be made to cooperate and communicate with the local plumbing code inspector to better accomplish this goal.

Standard letter, form, and report templates may be used to simplify the program requirements including:

- Inspection forms
- Assembly testing forms
- Inspection and/or assembly testing notification letters
- Non-compliance letters
- Water service termination notice
- Hydrant use authorization forms

Copies of the written cross connection control program, ordinance, and DEQ approval letter should be kept on file. Copies of the MDEGLE annual reports shall be kept for a minimum of 10 years.

VII. Enforcement

To protect public health, water customers found to be in violation of the cross connection rules will be brought into compliance in a timely manner or lose their privilege to be connected to the public water system. To properly enforce these rules Chapter 28 of the Charter Township of Filer Code of Ordinance provides authority to inspect facilities, terminate water service, and assess fines.

Following an inspection the customer will be sent either a compliance notice or a non-compliance notice. The timeframe to complete the necessary corrective actions is at the discretion of the utility and will be based primarily on the degree of risk posed by the violation but should also consider the complexity/cost of the necessary corrective actions. Cross connections that pose an imminent and extreme hazard shall be disconnected immediately and so maintained until proper protection is in place. Cross connections that do not pose an extreme hazard are generally expected to be eliminated within 30-60 days. The necessary corrective action and deadline shall be described in the non-compliance notice to the customer.

Failure to perform a required backflow prevention assembly test or pass a test constitutes a cross connection and must be corrected.

If a water shut off is necessary to protect the public water system, the local health department, fire department, local law enforcement, and supervisor of the Charter Township of Filer may need to be notified.

VIII. Public Education

The cross connection control program staff must have a good understanding of the program. The Charter Township of Filer shall ensure their cross connection control staff receives proper in-the-field training as well as classroom education focusing on terminology, back flow prevention devices, regulations, and hydraulic concepts. In addition, cross connection control staff will be encouraged to receive continuing education to be made aware of new backflow prevention devices, regulation changes (i.e. plumbing code updates), new water use devices that pose cross connection concerns, etc.

Furthermore, attempts to educate the public about cross connections will be made by distributing pamphlets on common residential cross connections, visiting schools, providing onsite education of facility management and maintenance staff during routine inspections, speaking at condominium association meetings, showing videos on local access channels, or posting newspaper announcements.

Cross connection staff shall also be available upon request to provide backflow prevention education to pertinent community officials and township employees.

IX. Annual Report

Part 14 of the Michigan Safe Drinking Water Act requires that each community report the status of their program to the MDEGLE annually. The report summarizes testing, inspection, and corrective action efforts. Cross connection records shall be on file to document each number on the report. The annual report form shall be filled out completely and submitted by the deadline. A narrative description shall be included explaining any unusual numbers or significant events such as:

- The addition or loss of a cross connection staff person
- Greatly expanded/contracted number of cross connection accounts
- Status of accounts not currently in compliance

Appendix 1 Sample Letters

Sample Letter –

Containment Order

Sample Letter – Assembly

Testing Due Sample

Letter – Inspection Notice

CHARTER TOWNSHIP OF FILER
MANISTEE COUNTY, MICHIGAN

Date: _____

Dear Water Customer:

SUBJECT: Containment Order for _____ [address of property]

Based on our _____ [date of inspection] review of your potable water connection to our public water supply system, we are requiring that you install a _____ [name of backflow preventer] at a point located downstream of the water meter. The requirement to have the backflow preventer installed is in accordance with Chapter 28 of the Charter Township of Filer Code of Ordinances. The purpose of this assembly is to prevent contamination of our potable system by ensuring that no water from your plumbing can backflow into our distribution system. In addition, we have classified your facility as _____ hazard and you are required to test this assembly every _____ years. The assembly must be ASSE approved and be installed above grade and located in an accessible area. It must also be tested upon installation by a certified tester with the results sent to our office on the attached testing report form.

It is important to note that we did not inspect your facility plumbing to each end point of use. Therefore, we cannot ensure that there are no cross connections within your plumbing. The containment assembly required is intended to protect the Township's public water supply and does not prevent backflow within your facility.

Please be aware that you may be responsible for providing potable water to any employees or public in accordance with MiOSHA Sanitation Standard 4201. As such you are encouraged to inspect for and eliminate cross connections in your facility.

Please have the required backflow preventer installed and tested within ___ days of this letter.

Sincerely,

CHARTER TOWNSHIP OF FILER WATER DEPARTMENT

Cross Connection Inspector

NOTICE OF REQUIRED BACKFLOW PREVENTER TESTING

by Charter Township of Filer Water Department

Building Owner
Street Address
(City, Village), MI Zip Code

The Charter Township of Filer Water Department records indicate that the backflow preventer(s) located at the above address are due for testing.

The Michigan Department of Energy, Great Lakes and Environment (MDEGLE) requires all public water suppliers to have a Cross Connection Control Program. In addition, the Charter Township of Filer has an Ordinance (Chapter 28 of the Township Code of Ordinances) which prohibits cross connections to the public water supply. A cross connection is a connection or potential connection between any part of a potable water system and any other substance that is not potable. A critical part of the program is the required testing of all backflow preventers on a periodic basis to make sure they are in good working order to prevent possible backflow of nonpotable or contaminated water into the public supply.

A list of the testable backflow preventers on your premises, local certified testers and a test form are enclosed with this letter. It is your responsibility to contact one of the testers and have the backflow preventer(s) tested. A test form must be filled out for each assembly and signed by the tester and returned to this office within ___ days.

We appreciate your cooperation and look forward to receiving the results of your backflow preventer(s) testing soon. If you have any questions about the required backflow preventer testing, or about the Cross Connection Control Program, please call Tammi Schimke, water billing clerk, at (231) 723-3138, ext. 2, or the water operator at (231) 723-3138, ext. 8, or (231) 510-1107.

Sincerely,

CHARTER TOWNSHIP OF FILER WATER DEPARTMENT

Cross Connection Inspector

NOTICE OF CROSS CONNECTION INSPECTION
by Charter Township of Filer Water Department

Property to be inspected:

Building Owner
Street Address
(City, Village), MI Zip Code

Representatives of the Charter Township of Filer Water Department will be conducting a public water system cross connection control inspection at your facility within the next several months.

Why does the Charter Township of Filer Water Department want to inspect the property?

The Michigan Department of Energy, Great Lakes and Environment (MDEGLE) requires all public water suppliers to have a Cross Connection Control Program. In addition, the Charter Township of Filer has an Ordinance (Chapter 28 of the Township Code of Ordinances) which prohibits cross connections to the public water supply. A cross connection is a connection or potential connection between any part of a potable water system and any other substance that is not potable. A critical part of the program is the completion of a thorough, on-site, cross-connection control inspection of facilities served by the public supply.

What may happen as a result of the inspection?

The inspector will simply look for potential cross-connection problems at the facility and evaluate the need for installation of protection such as backflow prevention devices. In some cases, modifications of the building plumbing may be necessary to achieve the necessary protection of the public water distribution system.

Your assistance with this phase of the program is critical.

The Charter Township of Filer Water Department staff will conduct the cross connection inspection at your facility. All inspections will be done during normal and reasonable business hours. To properly perform their work, Water Department Staff will need complete access to your facility to inspect the plumbing system. Your cooperation and assistance will ensure a quick and accurate assessment.

If you have any questions about the facility inspection, or about the Cross Connection Control Program, please call Tammi Schimke, water billing clerk, at (231) 723-3138, ext. 2, or the water operator at (231) 723-3138, ext. 8, or (231) 510-1107..

Sincerely,

CHARTER TOWNSHIP OF FILER WATER DEPARTMENT

Cross Connection Inspector

**CHARTER TOWNSHIP OF FILER
MANISTEE COUNTY, MICHIGAN**

**AN ORDINANCE TO AMEND CHAPTER 21—PUBLIC WATER SUPPLY OF THE
CHARTER TOWNSHIP OF FILER CODE OF ORDINANCES BY UPDATING
CERTAIN CROSS REFERENCES, ADDING PROVISIONS REGARDING BACKFLOW
PREVENTERS AND ADDING PENALTIES FOR VIOLATION, AND TO REPEAL ALL
ORDINANCES IN CONFLICT HEREWITH.**

The Charter Township of Filer ORDAINS:

Section 1. Amend Chapter 21, Section 21.01. Chapter 21, Section 21.01 of the Charter Township Code of Ordinances (“Code”) is hereby amended to read, in its entirety, as follows:

21.01 Adoption by Reference.

That the Charter Township of Filer, Manistee County, Michigan adopts by reference the Water Supply Cross Connection Rules of the Michigan Department of Energy, Great Lakes and Environment (“MDEGLE”), being R 325.11401 to R 325.11407 of the Michigan Administrative Code.

Section 2. Amend Chapter 21. Chapter 21 of the Code is hereby amended by the addition of a new Section 21.05, which shall read in its entirety as follows:

21.05 Backflow Prevention.

That all testable backflow prevention assemblies shall be tested at the time of installation or relocation and after any repair. Subsequent testing of devices shall be conducted at a time interval specified by the Charter Township of Filer Board of Trustees and in accordance with MDEGLE requirements. Only individuals that hold an active ASSE 5110 certification shall perform such testing. Each tester shall also be approved by the Charter Township of Filer Board of Trustees. Individual(s) performing assembly testing shall certify the results of his/her testing.

Section 3. Amend Chapter 21. Chapter 21 of the Code is hereby amended by the addition of the a new Section 21.08, which shall read in its entirety as follows:

21.08 Penalties.

That any person or customer found guilty of violating any of the provisions of this Chapter or any written order of the Charter Township of Filer Water Department, in pursuance thereof, shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not less than \$500 nor more than \$5,000 per day and imprisonment for not more than a 1 year or both. Each day a violation of this Chapter shall occur shall be deemed a separate and additional violation for purposes of this Chapter. (MCL 325.1021)

Section 4. Renumbering. Existing Section 21.05 is hereby renumbered as Section 21.06 and existing Section 21.06 is hereby renumbered as Section 21.07.

Section 5. Repealer. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Section 6. Effective Date. This ordinance shall be effective at 12:01 a.m. on the thirty-first day following its introduction, adoption and publication as required by law.

THOSE VOTING IN FAVOR: _____

THOSE VOTING AGAINST: _____

THOSE ABSENT OR ABSTAINING: _____

ORDINANCE DECLARED PASSED

Shirley Ball, Clerk

CERTIFICATION

The undersigned Clerk of the Charter Township of Filer, hereby certifies that the foregoing is a true and correct copy of an ordinance adopted by the Charter Township Board of Trustees at a regular meeting thereof, duly called and held under the Open Meetings Act on the ___ day of _____, 2020.

Shirley Ball, Clerk

PETERSON'S
Well Drilling
 6856 W. 11 1/2 Mile Road • Irons, MI 49644
231-266-5242
 Toll Free: 800-882-4963
 Well Drilling • Pumps • Tanks
 Well Supplies • Water Treatment
 Snowplowing

Since 1954!

Estimate

"3 Generations of Service!"

Date

8/20/2020

Total depth of well will reflect total price of invoice (+or-)

For your convenience, we now install and service water treatment systems!
 After receiving well permit please call MISS DIG to have any lines marked: 1-800-482-7171

Name/Mailing Address

Filer Township
 Attn. Bob Skiera
 2505 Filer City Rd.
 Filer, MI 49660
 231-690-1853

Job Site Address

Magoon Park
 Manistee, MI 49660
 bobskiera@gmail.com

Description	Qty	Cost	Total
Screen Job (Estimated)	1	1,200.00	1,200.00
1/2" Fiberglass Rod for Hand Pump (Per Foot)	90	5.55	499.50
Rod Bushing	1	20.00	20.00
Labor (Weekday) 2 Men extra labor	2	100.00	200.00
2" x 1 5/16" Leathers	2	10.28	20.56

Thank you for choosing us! We accept credit cards with a 3% transaction fee.

Subtotal \$1,940.06

OFFICE USE ONLY
 Down Payment Amount:
 Down Payment Type:
 Down Payment Date:

Sales Tax (6.0%) \$32.40

Total \$1,972.46

50% DOWN PAYMENT FOR MATERIALS, BALANCE DUE ON COMPLETION OF SYSTEM.

Tru-Shine Cleaning & Preservation LLC

Fully Insured

INVOICE

1846 E Koenig Rd
Free Soil MI 49411
Phone (231) 794-7235

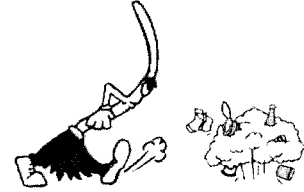
www.Tru-Shine-Services.com

DATE: August 21, 2020

Estimate # 234

FOR:
Filer Charter Township Hall

FOR: Applying Disinfectant



DESCRIPTION			Amount per service
Bid 1			
apply disinfectant to all high touch areas shown through out the facility including phones, keyboards, door knobs, door pulls, push plates, counter tops and more.			\$70- \$120 per service
Description			Amount per service
Description			Amount per service
	Total Bid 1		\$70- \$120 per service
	Total Bid 2		
	Total Bid 3		
Notes:			

THANK YOU FOR ALLOWING US TO SUBMIT A BID FOR YOUR BUSINESS!