

CHARTER TOWNSHIP OF FILER
BOARD OF TRUSTEES REGULAR MEETING HELD ELECTRONICALLY

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

Tuesday, January 5, 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.

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 Special Board Meeting December 16, 2020 held Electronically.
- B. Financial Report - November 2020
- C. Approval of the Township General Fund expenditures (including Fire Dept.)
Checks #38195 through #38273.

Accounts Payable	\$53,505.00
Payroll	<u>\$16,496.38</u>
Total	\$70,001.38

- D. Approval of Water Department Expenditures checks #2803 through #2816. Total: \$94,746.24
- E. Approval of Sewer Operating Expenditure checks #1105 through #1109. Total: \$2,563.47
- F. Approval of monthly ACH payments to State of Michigan and IRS in the amount of \$3,738.20
- G. Approval for Board of Review and Township Board members for the Advanced on-line training not to exceed \$200/group rate. This will satisfy the PA 600-mandated training requirement.
- H. Consideration of approval of a Budget Amendment to transfer \$5,000.00 from the Fund Balance of the General Fund to the Elections Salaries & Wages.
- I. Consideration of approval of a Budget Amendment to transfer \$3,000.00 from the Fund Balance of the General Fund to All Other Buildings Utilities.

COMMUNICATION & ANNOUNCEMENTS

- A. Letters regarding Short Term Rentals
- B. Dominion Voting results

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. *Office of the Zoning Administrator
- B. *Operations Services (formerly Wade-Trim)
 - a. Monthly Report
- C. *Sewer Report
- D. *Board of Review

- E. *Downtown Development Authority
 - a. Director's Report
- F. Develop Filer Ad Hoc Committee
- G. Personnel Committee
- H. *Planning Commission
 - a. Consideration of Approval of the 2021 Meeting Schedule
- G. Zoning Board of Appeals
- H. Elections Commission
- J. Building and Grounds Committee
- K. *Fire Department
- L. PEG

NEW BUSINESS

- A. Upon Supervisor's recommendation, consideration of approval of the appointment of one Board of Review member to serve 2-year term ending December 31, 2022. (Two Applicants/One Vacancy).
- B. Upon Supervisor's recommendation, consideration of approval of the appointment of one Develop Filer Ad Hoc Committee member from the Downtown Development Authority to serve a 2-year term ending December 31, 2022. (One Applicant/One Vacancy)
- C. Consideration of approval of a request from Linda DeVries to renew her Recreation Center Renal Agreement for a one-year period beginning January 1, 2021 to December 31, 2021, offering Jazzercise dance/exercise classes two nights per week, at a cost of \$110.00 per month.
- D. Consideration of Approval of AN ORDINANCE TO AMEND CHAPTER 35 OF THE CHARTER TOWNSHIP OF FILER CODE OF ORDINANCES (SHORT TERM RENTALS) BY MAKING SHORT TERM RENTAL LICENSES RENEWABLE ANNUALLY, BY MAKING CERTAIN INFORMATION ABOUT LICENSED PROPERTIES MORE READILY VISIBLE TO OTHERS, AND BY REQUIRING ADDITIONAL INFORMATION TO BE SUPPLIED WITH A LICENSE APPLICATION; TO SECURE THE PUBLIC HEALTH, SAFETY AND GENERAL WELFARE OF THE RESIDENTS AND PROPERTY OWNERS OF THE CHARTER TOWNSHIP OF FILER AND VISITORS TO THE TOWNSHIP, TO PREVENT PUBLIC NUISANCES AND SAFETY HAZARDS AND TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH.
- E. Consideration of approval to proceed with contract with SAFEbuilt for building permits.
- F. Consideration of approval in the amount of \$1,500.00 to Metron-Farnier for BS&A Integration for new billing water/sewer program.
- G. Consideration of proposed Contractual Services Agreement whereby the County of Manistee agrees to provide the necessary personnel and computer services for tax map and assessment roll maintenance, tax rolls and tax bills under current legal requirements to the Charter Township of Filer for the 2021 calendar year at a cost of \$4.09 per parcel.
- H. Consideration of proposed Contractual Services Agreement S.E.T. Summer Tax Collection between Manistee County and the Charter Township of Filer whereby the County of Manistee agrees to provide the Charter Township of Filer with the necessary personnel, materials, equipment and technology to prepare the summer tax billing for the State Education Tax 2021 Collection at a cost of \$1.00 per parcel.
- I. Discussion on the Filer Town Center

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 49660 OR CALLING 231-723-3138.

CHARTER TOWNSHIP OF FILER
2505 FILER CITY ROAD
BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
December 16, 2020 HELD ELECTRONICALLY

DRAFT

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

Absent: Tom Stege, Brian Krus

Also Present: Richard Wilson, Township Attorney

Meeting was called to order by Supervisor Walker at 5:45 p.m.

Motion by Kruse, seconded by Kolanowski to approve the presented meeting agenda. Roll Call Vote: Kruse-yes, Ball-yes, Kolanowski-yes, Chycinski-yes, Walker-yes. 5 Yeas, 0 Nays. M/C

Motion by Chycinski, seconded by Kruse to approve the presented consent agenda. Roll Call Vote: Ball-yes, Walker-yes, Kolanowski-yes, Chycinski-yes, Kruse-yes. 5 Yeas, 0 Nays. M/C

New Business:

Motion by Kruse, seconded by Chycinski to approve, at the Supervisor's discretion, allowing Jason Sherrill to remove and clean-up downed trees at the mouth of Magoon Creek in exchange for wood being cut. Roll Call Vote: Ball-yes, Walker-yes, Kolanowski-yes, Chycinski-yes, Kruse-yes. 75Yeas, 0 Nays. M/C

Motion by Kolanowski, seconded by Kruse to approve re-applying for a Passport Grant for the Oak Hill Park project. Roll Call Vote: Walker-yes, Kolanowski-yes, Kruse-yes, Chycinski-yes, Ball-yes. 5 Yeas, 0 Nays. M/C

Motion by Kruse, seconded by Chycinski to approve seeking bids for tree trimming and removal of wood at Oak Hill Park in an amount not to exceed \$8,000.00. Roll Call Vote: Kruse-yes, Ball-yes, Kolanowski-yes, Chycinski-yes, Walker-yes. 5 Yeas, 0 Nays. M/C

Public Comment:

None offered at this time.

Motion by Kolanowski, seconded by Walker to adjourn the meeting. Roll Call Vote: Ball-yes, Walker-yes, Kolanowski-yes, Chycinski-yes, Kruse-yes. 5 Yeas, 0 Nays. M/C

Meeting adjourned at 5:59 p.m.

Submitted,

Shirley Ball
Charter Township of Filer Clerk

Check Register Report

10:19 AM

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
38195	335	MICHIGAN STATE FIREMENS ASS	12/03/2020	NAT 01	75.00
38196	385	FERRELLGAS	12/03/2020	NAT 01	75.00
38197	476	CHARTER COMMUNICATIONS	12/03/2020	NAT 01	129.99
38198	783	ROBERT SKIERA	12/03/2020	NAT 01	55.78
38199	981	FREEMAN CREEK EQUIPMENT INC	12/03/2020	NAT 01	276.29
38200	1010	AT & T	12/03/2020	NAT 01	361.01
38201	1028	TAMMI SCHIMKE	12/03/2020	NAT 01	50.03
38202	1081	CONSUMERS ENERGY	12/03/2020	NAT 01	547.65
38203	1193	ELECTIONSOURCE	12/03/2020	NAT 01	540.00
38204	10010	JACKPINE BUSINESS CENTER	12/03/2020	NAT 01	140.95
38205	13555	LYNN MILLER	12/03/2020	NAT 01	45.00
Grand Total -					2,296.70

Check Register Report

Filer Charter Township

11:29 AM

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
38206	58	GREAT LAKES ENERGY	12/09/2020	NAT 01	35.19
38207	110	INTL INSTITUTE OF MUNICIPAL CI	12/09/2020	NAT 01	175.00
38208	476	CHARTER COMMUNICATIONS	12/09/2020	NAT 01	327.90
38209	601	REPUBLIC SERVICES	12/09/2020	NAT 01	11,433.92
38210	848	FAMILY FARM AND HOME	12/09/2020	NAT 01	122.66
38211	908	MIKA MEYERS BECKETT & JONES	12/09/2020	NAT 01	4,159.50
38212	954	PURE WATER WORKS	12/09/2020	NAT 01	43.95
38213	1043	GIL-ROY'S HARDWARE 6761	12/09/2020	NAT 01	50.14
38214	1048	THOMAS STEGE	12/09/2020	NAT 01	79.36
38215	1096	TKS SECURITY	12/09/2020	NAT 01	270.00
38216	1183	RICHARDS & MC DOUGALL, P.C.	12/09/2020	NAT 01	600.00
38217	1193	ELECTIONSOURCE	12/09/2020	NAT 01	570.00
38218	1219	TOKIO MARINE HCC	12/09/2020	NAT 01	1,598.90
38219	6900	FUELMAN	12/09/2020	NAT 01	116.34
Grand Total -					19,582.86

Check Register Report

Filer Charter Township

12:56 PM

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
38220	256	DTE ENERGY	12/16/2020	NAT 01	637.60
38221	984	PARADIGM ELECTRIC	12/16/2020	NAT 01	175.00
38222	1081	CONSUMERS ENERGY	12/16/2020	NAT 01	3,305.22
38223	1109	MITEL	12/16/2020	NAT 01	520.87
38225	1220	MIDSTATES RECREATION	12/16/2020	NAT 01	13,604.08
38226	3900	CUSTOM SHEET METAL	12/16/2020	NAT 01	747.00
38227	10000	J B PUBLICATIONS	12/16/2020	NAT 01	532.15
38228	13008	MANISTEE AREA PUBLIC SCHOOL	12/16/2020	NAT 01	6,852.00
Grand Total -					26,373.92

Check Register Report

10:05 AM

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
38229	783	ROBERT SKIERA	12/22/2020	NAT 01	41.40
38230	908	MIKA MEYERS BECKETT & JONES	12/22/2020	NAT 01	3,590.01
38231	968	WEB MATTERS	12/22/2020	NAT 01	188.70
38232	1010	AT & T	12/22/2020	NAT 01	361.04
38233	1028	TAMMI SCHIMKE	12/22/2020	NAT 01	45.43
38234	1204	APPLIED IMAGING	12/22/2020	NAT 01	79.91
38235	6500	FILER TOWNSHIP WATER DEPT	12/22/2020	NAT 01	191.78
38236	7900	RON GUTOWSKI	12/22/2020	NAT 01	7.48
38237	10010	JACKPINE BUSINESS CENTER	12/22/2020	NAT 01	360.77
38238	16550	POSTMASTER	12/22/2020	NAT 01	285.00
Grand Total -					5,151.52

CHECK REGISTER
 PPE 12/31/2020

Check or Advice #	Check Date	Employee Name	Manual Direct Deposit Amount	Direct Deposit Amount	Check Amount	Check Type
38239	01/04/2021	GUTOWSKI, RONALD	0.00		181.09	Regular
38240	01/04/2021	KOLANOWSKI, DALE	0.00	0.00	389.23	Regular
38241	01/04/2021	KOoyERS, LYNN M	0.00	0.00	198.23	Regular
38242	01/04/2021	KRUS, BRIAN D	0.00	0.00	313.79	Regular
38243	01/04/2021	KRUSE, DEAN H	0.00	0.00	327.93	Regular
38244	01/04/2021	WALKER, KENNETH TERRY	0.00	0.00	1,684.00	Regular
38245	01/04/2021	WHEtSTONE, MARLENE	0.00	0.00	120.25	Regular
38246	01/04/2021	BALL, SHIRLEY A	0.00	0.00	3,173.96	Regular
38247	01/04/2021	GUTOWSKI, KATHY	0.00	0.00	254.30	Regular
38248	01/04/2021	CHYCINSKI, THOMAS	0.00	0.00	406.77	Regular
38249	01/04/2021	MARK, SUSAN	0.00	0.00	92.51	Regular
38250	01/04/2021	SKIERA, RUTH A	0.00	0.00	158.58	Regular
38251	01/04/2021	STEGE, THOMAS	0.00	0.00	1,657.81	Regular
38252	01/04/2021	ALLEN, ELIZABETH	0.00	0.00	224.65	Regular
38253	01/04/2021	DITTMER, ROGER A	0.00	0.00	140.96	Regular
38254	01/04/2021	KOLK, KAREN	0.00	0.00	330.37	Regular
38255	01/04/2021	THOMPSON, LARRY R	0.00	0.00	643.78	Regular
38256	01/04/2021	WILLIAMS, JENNIFER	0.00	0.00	453.44	Regular
38257	01/04/2021	SKIERA, ROBERT	0.00	0.00	629.04	Regular
38258	01/04/2021	OLEN, PAUL	0.00	0.00	1,129.00	Regular
38259	01/04/2021	SCHIMKE, TAMMI	0.00	0.00	1,809.98	Regular
38260	01/04/2021	BLAKESLEE, BENJAMIN	0.00	0.00	7.62	Regular
38261	01/04/2021	ESPVIK, JAMES	0.00	0.00	577.45	Regular
38262	01/04/2021	FALK, CRYSTAL	0.00	0.00	8.51	Regular
38263	01/04/2021	FALK, MATTHEW	0.00	0.00	256.49	Regular
38264	01/04/2021	HANER, JOHN	0.00	0.00	100.53	Regular
38265	01/04/2021	HAWKINS, NICKOLAS	0.00	0.00	200.40	Regular
38266	01/04/2021	MUNSELL, MICHAEL	0.00	0.00	66.96	Regular
38267	01/04/2021	O BRIEN, GERALD	0.00	0.00	116.98	Regular
38268	01/04/2021	PECK, JAMES	0.00	0.00	8.47	Regular
38269	01/04/2021	ROGERS, LINDA	0.00	0.00	132.15	Regular
38270	01/04/2021	SKIERA, LOGAN	0.00	0.00	310.16	Regular
38271	01/04/2021	WARE, JANELLE	0.00	0.00	174.13	Regular
38272	01/04/2021	WARE, KEVIN	0.00	0.00	216.86	Regular

Total 0.00 0.00 16,496.38

Check Register Report

Filer Charter Township

11:34 AM

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
38273	60	WEST MICHIGAN CREDIT UNION	1/04/2021	NAT 01	100.00
Grand Total -					100.00

Check Register Report

Water Bills

10:55 AM

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
2803	625	OPERATIONS SERVICES, INC	12/03/2020	NAT 02	8,524.79
2804	956	NORTHERN PUMP & WELL	12/03/2020	NAT 02	65,431.50
2805	996	UTILITY SERVICE CO., INC	12/03/2020	NAT 02	9,234.00
2806	1081	CONSUMERS ENERGY	12/03/2020	NAT 02	471.52
2807	6499	FILER TOWNSHIP TREASURER	12/03/2020	NAT 02	3,758.61
2808	6600	FORBES SANITATION	12/03/2020	NAT 02	250.00
Grand Total -					87,670.42

Check Register Report

[Redacted]

Water Bills

9:48 AM

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
2809	1043	GIL-ROY'S HARDWARE 6761	12/10/2020	NAT 02	119.22
2810	1217	FIRST BANKCARD	12/10/2020	NAT 02	40.00
2811	6900	FUELMAN	12/10/2020	NAT 02	58.88
Grand Total -					218.10

Check Register Report

Water Bills

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
2812	256	DTE ENERGY	12/17/2020	NAT 02	167.50
2813	389	HARRIS	12/17/2020	NAT 02	222.79
2814	963	FISCHER LP GAS	12/17/2020	NAT 02	240.04
Grand Total -					630.33

Check Register Report

1:33 PM

Water Bills

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
2815	1081	CONSUMERS ENERGY	1/05/2021	NAT 02	2,596.59
2816	6499	FILER TOWNSHIP TREASURER	1/05/2021	NAT 02	3,630.80
Grand Total -					6,227.39

Check Register Report

1:11 PM

Filer Charter Township

Sewer Bills

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
1105	1081	CONSUMERS ENERGY	12/02/2020	PNC 04	87.10
1106	6499	FILER TOWNSHIP TREASURER	12/02/2020	PNC 04	434.35
Grand Total -					521.45

Check Register Report

9:30 AM

Send Bills

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
1107	317	BS&A SOFTWARE	1/05/2021	PNC 04	1,497.50
1108	1081	CONSUMERS ENERGY	1/05/2021	PNC 04	93.30
1109	6499	FILER TOWNSHIP TREASURER	1/05/2021	PNC 04	451.22
Grand Total -					2,042.02

FILER CHARTER TOWNSHIP

MONTHLY ACH PAYMENTS

<u>DATE</u>	<u>PAYEE</u>	<u>AMOUNT</u>
12/7/2020	STATE OF MICHIGAN	795.71
124/2020	IRS	<u>2,942.49</u>
	TOTAL	3,738.20

Filer Township
General Fund Reconciliation
Date: November 30, 2020

Balance Sheet Accounts:

General Fund Operating Cash	101-000-001.00	1,959,465.42
Liquor Law Operating Cash	212-000-001.00	46,477.97
Fire Operating Cash	899-000-001.00	146,470.11
Garbage & Refuse Cash	226-000-001.00	617,808.94
Payroll Clearing Cash	701-000-001.00	-
		<u>2,770,222.44</u>

Add: Outstanding Checks		1,266.41
Subtract: Outstanding Deposits		-
		<u>2,771,488.85</u>

Balance per Bank Statement		<u>2,771,488.85</u>
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Difference		<u>-</u>
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Fire Maintenance & Protection Fund	899-000-001.01	<u>28,754.62</u>
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Investments

General Fund CDs:

Shelby State Bank CD # 200090124		35,945.43
MBank CD # 6000017269		48,121.48
MBank CD # 6000017205		70,453.31
PNC Bank CD #31100375325		107,482.52
Total		<u>262,002.74</u>

Water Fund CDs:

Chemical Bank CD # ****4942		68,833.84
Chemical Bank CD # ****4260		68,109.98
Total		<u>136,943.82</u>

Fire Fund CD:

MBank CD # 6000017305		<u>35,218.06</u>
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Monthly Report

To: Filer Township Board of Trustees

From: Chief Jim Espvik

Date: January 5, 2021

Re: Activity Report for December 2020

	Month of November	YTD Totals
Total Calls for Service -	20	243
Medical -	15	173
Fire	4	51
Vehicle Crashes	1	17
Gas Odor Complaints	0	1
Calls to Horizon Pointe	3	17

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 have been contacted by Manistee Medical Control in reference to the Vaccine coming available in December and most of the EMS members of our department will be getting the vaccine on December 29th from District #10 Health Department. The State guide lines have changed again and we continue using the guidelines from the state and still keep up on everything. We have been working very hard to protect our fire department members from possible exposures. We have all the appropriate safety equipment in place.

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

People wishing to burn need to go to the DNR website to see if burning is allowed in Filer Township for that day.

We are working with other departments now that the 55 bridge is closed as the response from our neighbors may be limited.

Stay safe.

Respectfully Submitted,

Jim Espvik

Filer Township Fire Chief

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: JANUARY 5, 2021 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 MDHHS COVID-19 EMERGENCY ORDER.

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.