

CHARTER TOWNSHIP OF FILER  
**BOARD OF TRUSTEES RESCHEDULED REGULAR MEETING**

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

**Thursday, May 7, 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 March 3, 2020
- B. Corrected Financial Report from January
- C. Financial Reports from February
- D. Approval of the Township General Fund expenditures (including Fire Dept.)
  - Checks #37481 through #37638
  - Accounts Payable      \$108,968.38
  - Payroll                      \$ 25,935.82
  - Total                         \$134,904.20
- E. Approval of Water Department Expenditures checks #2708 through #2721. Total: \$30,991.07 (Voided checks #2717 & #2718)
- F. Approval of Sewer Operating Expenditures checks #1078 through #1081. Total: \$27,075.98
- G. Approval of monthly May ACH payments to State of Michigan and IRS in the amount of \$3,094.97
- H. Approval of monthly April ACH payments to State of Michigan and IRS in the amount of \$3,334.18
- I. Approval for Township Board Members to attend the MTA Regional Summit in September at a cost of \$329.00 per person.
- J. Approval to purchase a washer and dryer for the Township Fire Department in the amount of \$1,245.00.

**PRESENTATION**

**COMMUNICATION & ANNOUNCEMENTS**

**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
  - a) Monthly Reports
- B. \*Office of the Zoning Administrator
- C. \*Downtown Development Authority
  - a) Directors Report

- D. \*Board of Review
- E. Develop Filer Ad Hoc Committee
- F. Personnel Committee
- G. Zoning Board of Appeals
- H. Planning Commission
- I. \*Elections Commission
- J. Building and Grounds Committee
- K. \*Fire Department
- L. \*PEG

**NEW BUSINESS**

- A. Opening of sealed brush collection bids.
- B. Consideration of approval in the amount of \$800.00 to Jus-Green pre-paid plan for yearly bug guard program to Township properties.
- C. Consideration of approval of Resolution Credit Card Use Policy.
- D. Consideration of approval of Resolution to Approve Credit Card Use Policy Authorizing Township Supervisor and Township Fire Chief to use.
- E. Consideration of approval of the presented proposal from Baird, Cotter & Bishop, P.C. for annual complete financial audits for fiscal years ending March 31, 2020, 2021 and 2022.
- F. Consideration of approval of Resolution for Submission of Application to the Manistee Community Foundation Minger Fund to Support Magoon Creek Park Developments in the amount of \$33,000.00.
- G. Consideration of approval to increase hours and add benefits for Township Secretary.
- H. Discussion on going to monthly water and sewer billing.
- I. Discussion on Water Flow Data to take action or seek ideas related to possible sewer leakage.
- J. Consideration of approval of Charter Township of Filer COVID-19 Preparedness and Response Plan.

**PUBLIC COMMENT**

**ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

8:00 p.m.      **ADJOURN**

CHARTER TOWNSHIP OF FILER  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MARCH 3, 2020

DRAFT

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

Absent: Dale Kolanowski

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. All in favor. M/C

Motion by Stege, seconded by Chycinski to approve the consent agenda as presented. All in favor. M/C

Special Presentations:

Mark Miller, Manistee County Chamber of Commerce, Economic Development Director, explained the Chamber's role in development of the area and requested input as to how the Chamber can be of assistance to Filer Township.

Public Comment:

None offered at this time.

Department and Committee Reports:

Motion by Krus, seconded by Chycinski to approve the "to do" list of Recreation Center update options compiled by the Building and Grounds Committee contingent upon cost approval of the Township Board. All in favor. M/C

Motion by Krus, seconded by Kruse to approve the purchase of a Husqvarna snowblower at a cost not to exceed \$1,249.99. All in favor. M/C

Motion by Krus, seconded by Kruse to approve the purchase of a Husqvarna Push Lawnmower at a cost not to exceed \$409.95. All in favor. M/C

Motion by Stege, seconded by Krus to approve the presented Memorandum of Understanding Regional Firefighter's Grant and direct the supervisor to sign the Memorandum on behalf of the Township. Roll Call Vote: Ball-yes, Chycinski-yes, Krus-yes, Stege-yes, Kruse-yes, Walker-yes. 6 Yeas, 0 Nays. M/C

New Business:

Motion by Walker, seconded by Kruse to approve the presented Fiscal Year 2021 Budget, as discussed at the Budget Hearing held on February 4, 2020, and appropriate the millage for the purpose of 1.39555 township operating, 1.00000 refuse (garbage), .50000 fire and rescue and .5000 fire bond. Roll Call Vote: Kruse-yes, Ball-yes, Stege-yes, Walker-yes, Chycinski-yes, Krus-yes. 6 Yeas, 0 Nays. M/C

Motion by Chycinski, seconded by Krus to approve the presented Downtown Development Authority budget for fiscal year 2021, as discussed at the Budget Hearing held on February 5, 2020. Roll call vote: Walker-yes, Krus-yes, Ball-yes, Chycinski-yes, Stege-yes, Kruse-yes. 6 Yeas, 0 Nays. M/C

Motion by Krus, seconded by Kruse to approve advertising for the annual spring brush pick-up in the News Advocate. All in favor. M/C

Motion by Stege, seconded by Walker to approve the presented Resolution to Establish Trustee's Salary. Roll Call Vote: Walker-yes, Chycinski-yes, Stege-yes, Kruse-yes, Krus-yes, Ball-yes. 6 Yeas, 0 Nays. M/C

Motion by Krus, seconded by Kruse to approve the presented Resolution to Establish Treasurer's Salary. Roll Call Vote: Walker-yes, Chycinski-yes, Stege-yes, Kruse-yes, Krus-yes, Ball-yes. 6 Yeas, 0 Nays. M/C

Motion by Chycinski, seconded by Krus to approve the presented Resolution to Establish Supervisor's Salary. Roll Call Vote: Walker-yes, Chycinski-yes, Stege-yes, Kruse-yes, Krus-yes, Ball-yes. 6 Yeas, 0 Nays. M/C

Motion by Krus, seconded by Stege to approve the presented Resolution to Establish Clerk's Salary. Roll Call Vote: Walker-no, Chycinski-yes, Stege-yes, Kruse-yes, Krus-yes, Ball-yes. 5 Yeas, 1 Nays. M/C

Motion by Krus, seconded by Chycinski to approve the presented Wages/Salaries/Charges & Fees Resolution 2020/2021 with amendments to the Fire Department Class (see below). Roll Call Vote: Ball-yes, Walker-yes, Chycinski-yes, Krus-yes, Kruse-yes, Stege-yes. 6 Yeas, 0 Nays. M/C

	<b>Old Amount</b>	<b>New Amount</b>
Fire Chief	\$5,100.00 per year	\$5,400.00 per year
Assistant Fire Chief	\$2,700.00 per year	\$3,000.00 per year
Fire and Rescue	\$12.50 per hour	\$14.00 per hour
Fire Only/EMS Only	\$11.00 per hour	\$12.00 per hour
Training Lieutenant	\$960.00 per year	\$1,200.00 per year
EMS Lieutenant	\$960.00 per year	\$1,200.00 per year
Fire Captain	\$960.00 per year	\$1,200.00 per year
Fire Lieutenant	\$960.00 per year	\$1,200.00 per year
Probation Candidate	0	\$10.00 per hour

Motion by Krus, seconded by Chycinski to table the Manistee Recreation Request until our April 1, 2020 meeting. All in favor. M/C

Motion by Krus, seconded by Kruse to approve the presented revision to the Charter Township of Filer Soil Fill or Removal Permit application. All in favor. M/C

Motion by Kruse, seconded by Krus to approve the RESOLUTION OF THE CHARTER TOWNSHIP OF FILER BOARD OF TRUSTEES ASSERTING ITS RIGHT TO APPROVE OR REJECT THE TOWNSHIP MASTER PLAN AND AMENDMENTS THERETO AND REPEALING ALL OTHER RESOLUTIONS IN CONFLICT HEREWITH. Roll Call Vote: Stege-yes, Krus-yes, Ball-yes, Walker-yes, Chycinski-yes, Kruse-yes. 6 Yeas, 0 Nays. M/C

Motion by Kruse, seconded by Stege to approve the presented Manistee County Fire Departments Mutual Aid Agreement to Render Service Numbered 2020-02-01 MC. Roll Call Vote: Chycinski-yes, Kruse-yes, Stege-yes, Krus-yes, Ball-yes, Walker-yes. 6 Yeas, 0 Nays. M/C

Motion by Stege, seconded by Walker to approve the presented Great Lakes Assessing Contract proposal for a 4-year period ending March 31, 2024 at an annual cost of \$32,000.00/year to be paid in monthly installments. Roll Call Vote: Walker-yes, Krus, yes, Kruse-yes, Stege-yes, Ball-yes, Chycinski-yes. 6 Yeas, 0 Nays. M/C

Public Comment:

Credit card is a necessity.

Motion by Krus, seconded by Chycinski to acquire a credit card for the Fire Department Chief with a limit of \$2500.00. Roll Call Vote: Ball-no, Chycinski-yes, Krus-yes, Stege-yes, Kruse-yes, Walker-yes. 5 Yeas, 1 Nay.  
M/C

Motion by Krus, seconded by Walker to adjourn the meeting. All in favor. M/C

Meeting adjourned at 7:40 p.m.

Submitted,

Shirley Ball  
Charter Township of Filer Clerk

Filer Township  
 General Fund Reconciliation  
 Date: January 31, 2020

Balance Sheet Accounts:

General Fund Operating Cash	101-000-001.00	2,011,645.43
Liquor Law Operating Cash	212-000-001.00	44,937.20
Fire Operating Cash	899-000-001.00	166,758.20
Garbage & Refuse Cash	226-000-001.00	547,693.32
Payroll Clearing Cash	701-000-001.00	-
		<u>2,771,034.15</u>

Add: Outstanding Checks		6,090.91
Subtract: Outstanding Deposits		-
		<u>2,777,125.06</u>

Balance per Bank Statement		<u>2,777,125.06</u>
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Difference		<u>-</u>
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Fire Maintenance & Protection Fund	899-000-001.01	<u>28,632.85</u>
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Investments

General Fund CDs:

Shelby State Bank CD # 200090124		35,945.43
MBank CD # 6000017269		46,012.84
MBank CD # 6000017205		70,453.31
PNC Bank CD #31100375325		106,007.79
Total		<u>258,419.37</u>

Water Fund CDs:

Chemical Bank CD # ****4942		64,733.06
Chemical Bank CD # ****4260		64,074.66
Total		<u>128,807.72</u>

Fire Fund CD:

MBank CD # 6000017305		<u>35,218.06</u>
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Filer Township  
 General Fund Reconciliation  
 Date: February 29, 2020

**Balance Sheet Accounts:**

General Fund Operating Cash	101-000-001.00	2,216,219.34
Liquor Law Operating Cash	212-000-001.00	44,650.41
Fire Operating Cash	899-000-001.00	210,130.63
Garbage & Refuse Cash	226-000-001.00	647,246.61
Payroll Clearing Cash	701-000-001.00	-
		<u>3,118,246.99</u>

Add: Outstanding Checks	6,678.79
Subtract: Outstanding Deposits	-
	<u>3,124,925.78</u>

Balance per Bank Statement	<u>3,124,925.78</u>
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Difference	<u>-</u>
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Fire Maintenance & Protection Fund	899-000-001.01	<u>28,632.85</u>
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**Investments**

**General Fund CDs:**

Shelby State Bank CD # 200090124	35,945.43
MBank CD # 6000017269	46,012.84
MBank CD # 6000017205	70,453.31
PNC Bank CD #31100375325	106,266.88
Total	<u>258,678.46</u>

**Water Fund CDs:**

Chemical Bank CD # ****4942	64,733.06
Chemical Bank CD # ****4260	64,074.66
Total	<u>128,807.72</u>

**Fire Fund CD:**

MBank CD # 6000017305	<u>35,218.06</u>
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# Check History Register

Filer Charter Township

Check #	Vendor #	Name	Check Date	Bank Account	Check Amt	Type	Status	Batch
37481	6	JIM ESPVIK	3/07/2020	NAT 01	25.00	Check	Outstanding	1950
37482	389	HARRIS	3/07/2020	NAT 01	8,134.44	Check	Outstanding	1950
37483	848	FAMILY FARM AND HOME	3/07/2020	NAT 01	5.99	Check	Outstanding	1950
37484	924	LOGAN SKIERA	3/07/2020	NAT 01	185.00	Check	Outstanding	1950
37485	954	PURE WATER WORKS	3/07/2020	NAT 01	11.00	Check	Outstanding	1950
37486	1043	GIL-ROY'S HARDWARE 6761	3/07/2020	NAT 01	147.77	Check	Outstanding	1950
37487	1044	BRIAN KRUS	3/07/2020	NAT 01	28.75	Check	Outstanding	1950
37488	1048	THOMAS STEGE	3/07/2020	NAT 01	67.28	Check	Outstanding	1950
37489	1081	CONSUMERS ENERGY	3/07/2020	NAT 01	3,506.84	Check	Outstanding	1950
37490	1096	TKS SECURITY	3/07/2020	NAT 01	270.00	Check	Outstanding	1950
37491	1151	I T RIGHT	3/07/2020	NAT 01	4,500.00	Check	Outstanding	1950
37492	1167	BECKETT & RAEDER	3/07/2020	NAT 01	2,515.74	Check	Outstanding	1950
37493	1183	RICHARDS & MC DOUGALL, P.C.	3/07/2020	NAT 01	600.00	Check	Outstanding	1950
37494	1192	ASHLEY MERCADO	3/07/2020	NAT 01	75.00	Check	Outstanding	1950
37495	1193	ELECTIONSOURCE	3/07/2020	NAT 01	863.61	Check	Outstanding	1950
37496	1270	LINKE LUMBER CO.	3/07/2020	NAT 01	83.66	Check	Outstanding	1950
37497	3000	CADILLAC PLUMBING & HEATING	3/07/2020	NAT 01	7.56	Check	Outstanding	1950
37498	6600	FORBES SANITATION	3/07/2020	NAT 01	880.00	Check	Outstanding	1950
37499	6900	FUELMAN	3/07/2020	NAT 01	83.90	Check	Outstanding	1950
37500	10010	JACKPINE BUSINESS CENTER	3/07/2020	NAT 01	264.99	Check	Outstanding	1950
37501	13000	MANISTEE CHAPTER MTA	3/07/2020	NAT 01	30.00	Check	Outstanding	1950
37502	13201	MICHIGAN ASSOCIATION OF CLERK	3/07/2020	NAT 01	550.00	Check	Outstanding	1950
37503	16550	POSTMASTER	3/07/2020	NAT 01	75.00	Check	Outstanding	1950
Total Checks -					22,911.53			



# Check Register Report

Filer Charter Township

11:23 AM

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
37504	58	GREAT LAKES ENERGY	3/16/2020	NAT 01	47.64
37505	207	SALLY STEFANSKI	3/16/2020	NAT 01	216.25
37506	256	DTE ENERGY	3/16/2020	NAT 01	891.38
37507	476	CHARTER COMMUNICATIONS	3/16/2020	NAT 01	323.58
37508	601	REPUBLIC SERVICES	3/16/2020	NAT 01	8,920.20
37509	692	ARLENE ADAMSKI	3/16/2020	NAT 01	189.75
37510	968	WEB MATTERS	3/16/2020	NAT 01	124.95
37511	999	JANELLE WARE	3/16/2020	NAT 01	28.00
37512	1034	JANET ROZMAREK	3/16/2020	NAT 01	131.10
37513	1109	MITEL	3/16/2020	NAT 01	514.10
37514	1194	SEYMOURS SALES AND SERVICE	3/16/2020	NAT 01	1,659.90
37515	10000	J B PUBLICATIONS	3/16/2020	NAT 01	485.25
37516	21450	UNITED VETERANS COUNCIL	3/16/2020	NAT 01	300.00
<b>Grand Total -</b>					<b>13,832.10</b>

# Check Register Report

Filer Charter Township

10:19 AM

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
37517	119	TOM CHYCINSKI	3/23/2020	NAT 01	17.25
37518	556	MICHIGAN PIZZA HUT, INC	3/23/2020	NAT 01	40.25
37519	711	KOPY SALES, INC	3/23/2020	NAT 01	91.57
37520	908	MIKA MEYERS BECKETT & JONES	3/23/2020	NAT 01	4,094.00
37521	1010	AT & T	3/23/2020	NAT 01	949.61
37522	1028	TAMMI SCHIMKE	3/23/2020	NAT 01	32.78
37523	2010	SHIRLEY BALL	3/23/2020	NAT 01	98.90
37524	10010	JACKPINE BUSINESS CENTER	3/23/2020	NAT 01	115.05
37525	13405	MICHIGAN ELECTION RESOURCE	3/23/2020	NAT 01	11.50
<b>Grand Total -</b>					<b>5,450.91</b>

# Check Register Report

12:51 PM

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
37526	1195	LOWES	3/25/2020	NAT 01	1,245.00
Grand Total -					1,245.00

Check or Advice #	Check Date	Employee Name	Manual Direct Deposit Amount	Direct Deposit Amount	Check Amount	Check Type
37527	04/01/2020	GUTOWSKI, RONALD	0.00		37.27	Regular
37528	04/01/2020	KOLANOWSKI, DALE	0.00	0.00	247.53	Regular
37529	04/01/2020	KOoyERS, LYNN M	0.00	0.00	370.02	Regular
37530	04/01/2020	KRUS, BRIAN D	0.00	0.00	247.53	Regular
37531	04/01/2020	KRUSE, DEAN H	0.00	0.00	247.53	Regular
37532	04/01/2020	WALKER, KENNETH TERRY	0.00	0.00	1,467.28	Regular
37533	04/01/2020	WHEtSTONE, MARLENE	0.00	0.00	120.26	Regular
37534	04/01/2020	BALL, SHIRLEY A	0.00	0.00	1,664.98	Regular
37535	04/01/2020	GUTOWSKI, KATHY	0.00	0.00	227.87	Regular
37536	04/01/2020	CHYCINSKI, THOMAS	0.00	0.00	332.61	Regular
37537	04/01/2020	MARK, SUSAN	0.00	0.00	370.02	Regular
37538	04/01/2020	SKIERA, RUTH A	0.00	0.00	436.10	Regular
37539	04/01/2020	STEGE, THOMAS	0.00	0.00	1,550.62	Regular
37540	04/01/2020	ALLEN, ELIZABETH	0.00	0.00	190.52	Regular
37541	04/01/2020	KOLK, KAREN	0.00	0.00	535.64	Regular
37542	04/01/2020	THOMPSON, LARRY R	0.00	0.00	60.04	Regular
37543	04/01/2020	WILLIAMS, JENNIFER	0.00	0.00	57.27	Regular
37544	04/01/2020	RAMON, RUBEN	0.00	0.00	95.16	Regular
37545	04/01/2020	SKIERA, ROBERT	0.00	0.00	64.64	Regular
37546	04/01/2020	WILLIAMS, THOMAS E	0.00	0.00	1,173.14	Regular
37547	04/01/2020	OLEN, PAUL	0.00	0.00	1,924.63	Regular
37548	04/01/2020	SCHIMKE, TAMMI	0.00	0.00	7.62	Regular
37549	04/01/2020	BLAKESLEE, BENJAMIN	0.00	0.00	410.08	Regular
37550	04/01/2020	ESPVIK, JAMES	0.00	0.00	35.82	Regular
37551	04/01/2020	FALK, CRYSTAL	0.00	0.00	45.06	Regular
37552	04/01/2020	FALK, MATTHEW	0.00	0.00	26.66	Regular
37553	04/01/2020	HANER, JOHN	0.00	0.00	7.62	Regular
37554	04/01/2020	MORIN, THOMAS	0.00	0.00	44.93	Regular
37555	04/01/2020	MUNSELL, MICHAEL	0.00	0.00	181.63	Regular
37556	04/01/2020	O BRIEN, GERALD	0.00	0.00	9.24	Regular
37557	04/01/2020	PECK, JAMES	0.00	0.00	17.31	Regular
37558	04/01/2020	PROTASIEWICZ, MATTHEW	0.00	0.00	223.29	Regular
37559	04/01/2020	SKIERA, LOGAN	0.00	0.00	134.48	Regular
37560	04/01/2020	WARE, JANELLE	0.00	0.00	144.17	Regular
37561	04/01/2020	WARE, KEVIN	0.00	0.00	8.81	Regular
37562	04/01/2020	WORONIAK, TAMMY	0.00	0.00		Regular
Total						
						13,087.40

# Check Register Report

11:03 AM

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
37563	60	WEST MICHIGAN CREDIT UNION	4/01/2020	NAT 01	110.00
Grand Total -					110.00

# Check Register Report

Filer Charter Township

11:59 AM

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
37564	6	JIM ESPVIK	4/01/2020	NAT 01	25.00
37565	16	FILER TOWNSHIP WATER DEPT	4/01/2020	NAT 01	187.53
37566	476	CHARTER COMMUNICATIONS	4/01/2020	NAT 01	129.99
37567	587	PAUL WORONIAK	4/01/2020	NAT 01	75.00
37568	754	GLOVES BY WEB	4/01/2020	NAT 01	332.53
37569	851	TRU SHINE CLEANING & PRESERV	4/01/2020	NAT 01	185.00
37570	932	MASON LAKE CD	4/01/2020	NAT 01	950.00
37571	958	J&B MEDICAL SUPPLY	4/01/2020	NAT 01	735.80
37572	978	GREAT LAKES ASSESSING	4/01/2020	NAT 01	2,416.66
37573	1081	CONSUMERS ENERGY	4/01/2020	NAT 01	694.84
37574	1167	BECKETT & RAEDER	4/01/2020	NAT 01	173.34
37575	6600	FORBES SANITATION	4/01/2020	NAT 01	625.00
<b>Grand Total -</b>					<b>6,530.69</b>

# Check Register Report

Filer Charter Township

10:35 AM

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
37576	290	LUDINGTON DOOR	4/10/2020	NAT 01	65.00
37577	476	CHARTER COMMUNICATIONS	4/10/2020	NAT 01	323.38
37578	954	PURE WATER WORKS	4/10/2020	NAT 01	43.00
37579	1043	GIL-ROY'S HARDWARE 6761	4/10/2020	NAT 01	48.10
37580	1048	THOMAS STEGE	4/10/2020	NAT 01	37.95
37581	1081	CONSUMERS ENERGY	4/10/2020	NAT 01	3,499.80
37582	1132	FAMILY FARE GAS STATION	4/10/2020	NAT 01	14.97
37583	1160	KARLYN HAAS	4/10/2020	NAT 01	300.00
37584	1183	RICHARDS & MC DOUGALL, P.C.	4/10/2020	NAT 01	600.00
37585	6900	FUELMAN	4/10/2020	NAT 01	43.60
37586	10000	J B PUBLICATIONS	4/10/2020	NAT 01	341.85
37587	10010	JACKPINE BUSINESS CENTER	4/10/2020	NAT 01	63.84
<b>Grand Total -</b>					<b>5,381.49</b>

# Check Register Report

Filer Charter Township

10:14 AM

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
37588	58	GREAT LAKES ENERGY	4/13/2020	NAT 01	47.34
37589	256	DTE ENERGY	4/13/2020	NAT 01	668.92
37590	601	REPUBLIC SERVICES	4/13/2020	NAT 01	9,435.20
37591	754	GLOVES BY WEB	4/13/2020	NAT 01	387.53
37592	848	FAMILY FARM AND HOME	4/13/2020	NAT 01	14.97
37593	958	J&B MEDICAL SUPPLY	4/13/2020	NAT 01	661.69
37594	968	WEB MATTERS	4/13/2020	NAT 01	252.45
37595	1152	GALLOUP	4/13/2020	NAT 01	36.02
37596	1154	MC DOUGALL ELECTRIC LLC	4/13/2020	NAT 01	563.81
37597	13900	MUNICIPAL UNDERWRITERS OF A	4/13/2020	NAT 01	27,990.00
<b>Grand Total -</b>					<b>40,057.93</b>



# Check Register Report

Filer Charter Township

1:30 PM

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
37598	924	LOGAN SKIERA	4/16/2020	NAT 01	25.00
37599	1109	MITEL	4/16/2020	NAT 01	513.40
37600	1196	JERRY O'BRIEN	4/16/2020	NAT 01	62.22
37601	16550	POSTMASTER	4/16/2020	NAT 01	625.00
37602	26000	JAMES ESPVIK	4/16/2020	NAT 01	500.61
Grand Total -					1,726.23

# Check Register Report

Filer Charter Township

9:51 AM

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
37603	72	FIVE ALARM	4/23/2020	NAT 01	1,763.35
37604	179	AVAYA	4/23/2020	NAT 01	33.45
37605	754	GLOVES BY WEB	4/23/2020	NAT 01	55.00
37606	851	TRU SHINE CLEANING & PRESERV	4/23/2020	NAT 01	92.50
37607	908	MIKA MEYERS BECKETT & JONES	4/23/2020	NAT 01	1,829.00
37608	978	GREAT LAKES ASSESSING	4/23/2020	NAT 01	2,416.66
37609	1010	AT & T	4/23/2020	NAT 01	354.14
37610	10010	JACKPINE BUSINESS CENTER	4/23/2020	NAT 01	215.90
37611	13008	MANISTEE AREA PUBLIC SCHOOL	4/23/2020	NAT 01	3,487.50
37612	13502	MICHIGAN ASSOCIATION OF PLAI	4/23/2020	NAT 01	675.00
37613	16550	POSTMASTER	4/23/2020	NAT 01	700.00
<b>Grand Total -</b>					<b>11,622.50</b>

Check or Advice #	Check Date	Employee Name	Manual Direct Deposit Amount	Direct Deposit Amount	Check Amount	Check Type
37614	05/01/2020	KOLANOWSKI, DALE	0.00		252.49	Regular
37615	05/01/2020	KOoyERS, LYNN M	0.00	0.00	418.48	Regular
37616	05/01/2020	KRUS, BRIAN D	0.00	0.00	313.79	Regular
37617	05/01/2020	KRUSE, DEAN H	0.00	0.00	313.79	Regular
37618	05/01/2020	WALKER, KENNETH TERRY	0.00	0.00	1,577.02	Regular
37619	05/01/2020	WHEtSTONE, MARLENE	0.00	0.00	120.25	Regular
37620	05/01/2020	BALL, SHIRLEY A	0.00	0.00	1,728.48	Regular
37621	05/01/2020	GUTOWSKI, KATHY	0.00	0.00	23.04	Regular
37622	05/01/2020	CHYCINSKI, THOMAS	0.00	0.00	263.87	Regular
37623	05/01/2020	SKIERRA, RUTH A	0.00	0.00	66.07	Regular
37624	05/01/2020	STEGE, THOMAS	0.00	0.00	1,603.02	Regular
37625	05/01/2020	THOMPSON, LARRY R	0.00	0.00	301.31	Regular
37626	05/01/2020	OLEN, PAUL	0.00	0.00	1,247.71	Regular
37627	05/01/2020	SCHIMKE, TAMMI	0.00	0.00	1,489.81	Regular
37628	05/01/2020	BLAKESLEE, BENJAMIN	0.00	0.00	60.48	Regular
37629	05/01/2020	ESPVik, JAMES	0.00	0.00	616.59	Regular
37630	05/01/2020	FALK, CRYSTAL	0.00	0.00	7.62	Regular
37631	05/01/2020	FALK, MATTHEW	0.00	0.00	347.70	Regular
37632	05/01/2020	HANER, JOHN	0.00	0.00	99.60	Regular
37633	05/01/2020	O BRIEN, GERALD	0.00	0.00	481.30	Regular
37634	05/01/2020	PECK, JAMES	0.00	0.00	86.04	Regular
37635	05/01/2020	SKIERRA, LOGAN	0.00	0.00	470.27	Regular
37636	05/01/2020	WARE, JANELLE	0.00	0.00	379.42	Regular
37637	05/01/2020	WARE, KEVIN	0.00	0.00	580.27	Regular
Total						
						12,848.42

# Check Register Report

1:07 PM

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
37638	60	WEST MICHIGAN CREDIT UNION	5/01/2020	NAT 01	100.00
Grand Total -					100.00

# Check Register Report

10:07 AM *Water Dept Invoice*

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
2708	256	DTE ENERGY	3/13/2020	NAT 02	165.58
2709	996	UTILITY SERVICE CO., INC	3/13/2020	NAT 02	13,653.12
2710	1028	TAMMI SCHIMKE	3/13/2020	NAT 02	50.53
2711	1081	CONSUMERS ENERGY	3/13/2020	NAT 02	600.39
2712	6900	FUELMAN	3/13/2020	NAT 02	76.57
2713	16550	POSTMASTER	3/13/2020	NAT 02	140.00
<b>Grand Total -</b>					<b>14,686.19</b>

# Check Register Report

*Walker* *Dept* *Swanwick* Filer Charter Township

1:10 PM

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
2714	625	OPERATIONS SERVICES, INC	4/01/2020	NAT 02	7,432.70
2715	1081	CONSUMERS ENERGY	4/01/2020	NAT 02	2,843.47
2716	6499	FILER TOWNSHIP TREASURER	4/01/2020	NAT 02	3,793.88
Grand Total -					14,070.05

# Check Register Report

Filer Charter Township

10:45 AM

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
2719	256	DTE ENERGY	4/23/2020	NAT 02	143.26
2720	1081	CONSUMERS ENERGY	4/23/2020	NAT 02	1,987.96
2721	6900	FUELMAN	4/23/2020	NAT 02	103.61
Grand Total -					2,234.83

# Check Register Report

[Redacted Box]

*Sever*  
*Services*

1:22 PM

Filer Charter Township

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
1078	1081	CONSUMERS ENERGY	4/01/2020	PNC 04	92.95
1079	6499	FILLER TOWNSHIP TREASURER	4/01/2020	PNC 04	503.78
<b>Grand Total -</b>					<b>596.73</b>



# Check Register Report

Filer Charter Township

9:27 AM

Check Number	Vendor Number	Name	Date	Bank/Acct Number	Amount
1080	114	CITY OF MANISTEE	4/28/2020	PNC 04	26,395.80
1081	1081	CONSUMERS ENERGY	4/28/2020	PNC 04	83.45
Grand Total -					26,479.25

FILER CHARTER TOWNSHIP

MONTHLY ACH PAYMENTS

<u>DATE</u>	<u>PAYEE</u>	<u>AMOUNT</u>
3/9/2020	STATE OF MICHIGAN	667.43
3/16/2020	IRS	<u>2,427.54</u>
	TOTAL	3,094.97

FILER CHARTER TOWNSHIP

MONTHLY ACH PAYMENTS

<u>DATE</u>	<u>PAYEE</u>	<u>AMOUNT</u>
4/6/2020	STATE OF MICHIGAN	700.35
4/10/2020	IRS	<u>2,633.83</u>
	TOTAL	3,334.18

# upcoming MTA events

## REGISTRATION INFORMATION



## Regional Township Summits

As a township leader, you are expected to have solutions for a wide variety of challenges. How do you ensure you're equipped to anticipate, and develop strategies to overcome, virtually any situation that arises in your community? MTA can help! No one understands townships like the Michigan Townships Association. And that's why we've created another unique experience, offering two full days of intensive learning and excellent networking opportunities.

Join fellow officials this September for MTA's *Regional Township Summits*, coming to four locations across the state. We packed so much education (and fun!) into these new events they are like a personalized two-day MTA conference, right in your area!

### All about the education

Each meeting features four thought-provoking general sessions, and eight breakouts on timely township topics. You'll hear from key members of the MTA Board leadership team as well as MTA staff experts, and have an opportunity to learn from legal counsel and other municipal experts from across the state on challenging issues. Detailed descriptions for educational sessions will appear in registration materials mailed in May and will also be available online at [www.michigantownships.org](http://www.michigantownships.org).

### With a little bit of fun

After a full day of intensive education, we know you'll be ready to get out of the classroom and into the fun! Wait until you see what fun, festive, fabulous evening entertainment we have in store for you after dinner!



*Attendance at MTA's Regional Township Summits is worth four (4) elective credits in the Township Governance Academy.*



## DATES & LOCATIONS

- Bavarian Inn Lodge, Frankenmuth: Sept. 1-2
- Radisson Plaza, Kalamazoo: Sept. 16-17
- Mission Point, Mackinac Island: Sept. 21-22
- Grand Traverse Resort, Traverse City: Sept. 29-30

### Even a mini-expo

Township vendors are lining up to share information about their products and services to help you serve your communities even better.

### Cancellations & substitutions

Written cancellation requests received at the MTA office four weeks prior to the event will receive a full refund; two weeks prior will receive a half refund and no refunds will be issued thereafter. You may substitute another individual from your township for your registration without incurring a charge. Please notify MTA of the change.

## Registration Form

Township \_\_\_\_\_ County \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Which Regional Township Summit do you wish to attend?

- Frankenmuth
- Kalamazoo
- Traverse City
- Mackinac Island

### NO PAYMENT REQUIRED:

Use my Conference refund and send me the difference. (The \$329/person event registration fee includes two-full days of education, all meals and refreshments, workshop materials, municipal expo and evening activity.)

*We look forward to seeing you at the Summit!*

**SEND FORM**



Send your completed registration form with payment to MTA, P.O. Box 80078, Lansing, MI 48908-0078; fax: (517) 321-8908. Or register online at [www.michigantownships.org](http://www.michigantownships.org). Questions? Call (517) 321-6467.

Filer Township Board

We currently purchased a washer and dryer from Lowes for \$1245, the Fire Department does not have an account at Lowes, nor do we have a credit card assigned to the Fire Department. One of our members parents works at Lowes and was gracious enough to offer to purchase these items for us using their credit card and employee discount of 10%. Which is more savings than the tax-exempt status. Thus, we purchased the items using he employee discount and paid \$1245 on the employee's account because the check from the township was made out to Lowes. Once again if we had a credit card we would not have to resort to this type of transactions.

A handwritten signature in black ink, appearing to read "Jim Espvik", with a long, sweeping underline that extends to the right.

Jim Espvik

Filer Township

Fire Chief



Operations Services Inc.  
 10850 E. Traverse Hwy Suite 2260  
 Traverse City, MI 49684  
 630.385.2334 • www.operationservices.com

## Monthly Client Report for Charter Township of Filer February 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.

Parameter/Use (Unit)	Value	Units
Total Water Pumped	7.437	Million Gallons
Average Daily Water Pumped	0.266	Million Gallons
Maximum Daily Pumped	0.339	Million Gallons
Minimum Daily Pumped	0.224	Million Gallons
Chlorine Applied	141.25	Gallons
Polyphosphate	78.63	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	
April	9.856	8.473	9.241	
May	11.735	12.509	10.539	
June	13.165	14.439	11.805	
July	15.152	17.029	15.940	
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	15.565

## 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 several times.
- All MDEGLE required sampling and reports were completed.
- Well houses were cleaned as needed.
- Snow was plowed at all facilities and township buildings.
- Well 3 was run to exercise the well.
- 8 miss digs were performed with one and emergency. Positive responses were filled out as needed.
- Work was done on well 4 on the chlorine injection system.
- Letters were sent to high hazard cross connection locations reminding them that annual back flow testing is required.
- Work on the 2019 cross connections report has started it will be completed by the march 31<sup>st</sup> deadline.
- Mike and Terry attended the National Rural Water Conference in Washington DC.
- The 2020 monitoring schedule was received and there are no unexpected samples.

Respectfully,

Operations Services



Joshua Hall  
Project Manager



Michael O. Hiller  
Operations and Maintenance Specialist



## Monthly Client Report for Charter Township of Filer March 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	9.162	Million Gallons
Average Daily Water Pumped	0.297	Million Gallons
Maximum Daily Pumped	0.368	Million Gallons
Minimum Daily Pumped	0.249	Million Gallons
Chlorine Applied	146.75	Gallons
Polyphosphate	98.83	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	
May	11.735	12.509	10.539	
June	13.165	14.439	11.805	
July	15.152	17.029	15.940	
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	24.727

## 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 several times.
- All MDEGLE required sampling and reports were completed. Some of the annual monitoring samples have been completed as well.
- Well houses were cleaned as needed.
- All well houses, the garage, the office, and the townships truck were cleaned with bleach.
- Well 3 was run to exercise the well.
- The 2019 MDEGLE required cross connection report was completed and sent to MDEGLE.
- 5 miss digs were performed with one and emergency. Positive responses were filled out as needed.
- The chlorine pump at well 4 was replaced. The old one will be rebuilt and used for a spare.
- Water main valves were located and witnessed.
- Both poly and chlorine feed lines were replaced on well 4.
- Well 2 had the chlorine feed system worked on. A check valve and suction line was replaced.
- All sampling points were replaced with new copper tubing.

Respectfully,

Operations Services



Joshua Hall  
Project Manager



Michael O. Hiller  
Operations and Maintenance Specialist



# Charter Township of Filer DDA Regular Meeting Proposed Minutes

March 3, 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	2011	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 Vice-Chairperson Chycinski at 4:30p.m.

## Roll Call

Members Present: Newenhouse, Walker, Johnson, Chycinski, Gutowski

Members Excused Absence: Yates, Frye, Henry

Members Unexcused Absence:

Others Present: Tamara Buswinka, DDA Director

## Consideration of the Minutes

Gutowski moved, supported by Walker, to approve the February 4, 2020 minutes. Motion passed unanimously.

## Treasurer's Report

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

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

## Chairman's Report

No Chairman's Report.

## Supervisor's Report

No Supervisor's Report.

## Director's Report

- Township Owned Property Project

Walker gave an update on the status of having an ALTA survey completed; the Spicer Group meeting resulted in Walker and Chycinski choosing to not have an ALTA survey completed. Buswinka recommended that they consider having Spicer prepare a drawing that shows all the easements on the property because this information is critical to how the land can be developed and is essential for the creation of a conceptual plan. Buswinka is to ask Richard Wilson about easement and title work for the properties.

- Sign Project Update

Tony Gagliardo, volunteer on the Township Sign Committee, gave an update about the project. Gagliardo informed the Board that there is unanimous agreement on the Sign Committee for the south location of the sign (on the Centra Wellness property) but there are two or three locations on the north that the Committee is reviewing. The Board recommended that if the preferred location, based on the Committees criteria for selecting a location, is the rock hill/bank location of Cypress Plaza then they might want to consider using landscaping and berm to raise the sign to an elevation that is more conducive to viewing. Buswinka will check into landscaping costs. Gutowski asked about the metering of the electricity. Chycinski suggested a solar option for lighting. Gagliardo discussed the opportunity to receive corporate funding for the project. Gagliardo also asked about the status of placing a sign on the Township Owned Property signalling it as a development opportunity.

Johnson moved, supported by Gutowski, to direct Buswinka to create a general letter of interest about the sign project to be used, if needed, for corporate support of the project. Motion passed unanimously.

- DDA Sponsored Public Engagement Event

Buswinka stated she will work to organize a March event for public engagement.

- Master Plan Review

Buswinka solicited comments from the Board about the Draft Master Plan and reviewed her observations. Buswinka will send the combined comments to Jennifer Williams, PC Chair.

- Business Innovation Project

Buswinka asked that the Board consider Al Frye's suggestion to host a business innovation competition and relayed that Frye has committed to chairing a committee to organize the event.

## Board Member Comments

No comments.

## Adjournment

Walker moved, supported by Johnson, to adjourn the meeting at 5:45 p.m. Motion passed unanimously.

**Next Board meeting is Tuesday, April 7, 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.

**Charter Township of Filer  
Board of Review Meeting Minutes  
March 9, 2020**

Present: Betty Allen, Chairman, Ruth Skiera, Secretary, Sue Mark, Member, Terry Walker, Supervisor.  
Also Present: Molly Whetstone, Assessor  
Absent: None

Meeting called to order at 3:04 p.m. with Pledge of Allegiance led by Chairman Allen.

Motion by Allen, seconded by Mark, to approve the March 3, 2020 organizational meeting minutes. All in favor. M/C

Assessor Whetstone presented petitions received by mail.

Petition	Name	Parcel ID#	Request	Assessed Value	Taxable	Corr AV	Corr TV
1	Welch, Douglas	51-06-018-325-04	Veteran's Exemption	\$49,300	\$42,243	\$0	\$0
2	Miller, Martin	51-06-019-200-12	Veteran's Exemption	\$55,100	\$36,441	\$0	\$0
3	Maksym, Debrah	51-06-114-350-01	Veteran's Exemption	\$130,800	\$94,814	\$0	\$0
4	Lonn, David	51-06-114-400-08	Veteran's Exemption	\$48,000	\$24,700	\$0	\$0
5	Caro, Donald	51-06-114-400-09	Veteran's Exemption	\$41,200	\$31,215	\$0	\$0
6	James Muszynski	51-06-114-450-19	Veteran's Exemption	\$102,300	\$78,134	\$0	\$0
7	Fuller, Duwayne	51-06-123-225-01	Veteran's Exemption	\$87,700	\$41,607	\$0	\$0
8	Rozmarek, David	51-06-124-350-07	Veteran's Exemption	\$68,500	\$38,235	\$0	\$0
9	Wolbert, Michael	51-06-126-450-02	Veteran's Exemption	\$100,500	\$83,593	\$0	\$0
10	Murray, Chad	51-06-127-350-01	Veteran's Exemption	\$161,000	\$114,571	\$0	\$0
11	Johns, Thomas	51-06-135-425-01	Veteran's Exemption	\$103,200	\$79,854	\$0	\$0
12	Cromwell, Robert	51-06-301-713-07	Veteran's Exemption	\$38,000	\$16,873	\$0	\$0
13	Masters, Terence	51-06-421-709-07	Veteran's Exemption	\$300,300	\$217,618	\$0	\$0
14	Kolk Trust	51-06-421-716-05	Veteran's Exemption	\$201,500	\$124,999	\$0	\$0
15	Filer, George	51-06-482-717-01	Veteran's Exemption	\$83,100	\$64,325	\$0	\$0
16	Wisniski, Charles	51-06-482-730-01	Veteran's Exemption	\$68,100	\$61,916	\$0	\$0
17	Robertson, Stanley	51-06-500-061-00	Veteran's Exemption	\$98,700	\$78,154	\$0	\$0
Motion by Skiera, seconded by Mark to approve Veteran's Exemption Petitions 1-17. All in favor. M/C							
18	Mikula, Raymiel	51-06-122-400-03	Poverty Exemption	\$70,800	\$54,338	\$0	\$0
Motion by Skiera, seconded by Mark to approve the request. All in favor. M/C							
19	Hahnefeld, Gregory	51-06-123-350-10	Assessment & Taxable Lowered	\$175,700		\$148,400	
Motion by Skiera, seconded by Allen to approve the request. All in favor. M/C Adjusted for 1 bedroom.							
20	Mahon, Deborah	51-06-134-350-15	Assessment & Taxable Lowered	\$97,700	\$97,700	\$88,000	\$88,000
Motion by Allen, seconded by Mark to approve the request. All in favor. M/C Corrected S.F. and lowered depreciation to 65%.							
21	Marshall, Carol	51-06-421-705-07	Taxable Lowered				
Motion by Mark, seconded by Skiera to deny the request. All in favor. M/C Assessor had already adjusted the land values. Did not support further value.							
24	Batzer, James	51-06-114-400-03	Assessment & Taxable Lowered	\$136,800		\$131,800	
Motion by Allen, seconded by Mark to approve the request. All in favor. M/C Lowered depreciation on house and lowered value on asphalt.							

The meeting recessed at 9:00 p.m. Meeting will resume on March 10, 2020 at 9:00 a.m.

Respectfully, Submitted

Terry Walker, Supervisor  
Charter Township of Filer

**Charter Township of Filer  
Board of Review Meeting Minutes  
March 10, 2020**

Present: Betty Allen, Chairman, Ruth Skiera, Secretary, Sue Mark, Member, Terry Walker, Supervisor

Also Present: Molly Whetstone, Assessor and Tammi Schimke, Township Secretary

Absent: None

Meeting resumed and called to order at 9:03 a.m. with Pledge of Allegiance led by Chairman Allen.

Petition	Name	Parcel ID#	Request	Assessed Value	Taxable	Corr AV	Corr TV
23	Klein, Monte	51-06-646-022-00	Assessment & Taxable Lowered				
Motion by Mark, seconded by Skiera to deny the request. All in favor. M/C Petitioner did not present adequate proof to support his request.							
25	Landcaster, Mark	51-06-550-009-00	Assessment & Taxable Lowered	\$23,800	\$23,800	\$21,000	\$21,000
Motion by Mark, seconded by Skiera to approve request. All in favor. M/C To adjust to market of the area.							
26	Landcaster, Mark	51-06-550-008-00	Assessment Lowered	\$26,400		\$24,600	
Motion by Skiera, seconded by Mark to approve the request. All in favor. M/C Removed deck.							
27	Marzinski, Lynell	51-06-481-710-07	Poverty Exemption	\$39,100	\$35,254	\$0	\$0
Motion by Allen, seconded by Mark to approve the request. All in favor. M/C							
28	DeJong, Jacob	51-06-421-719-07	Assessment & Taxable Lowered				
Motion by Allen, seconded by Skiera to deny the request. All in favor. M/C Petitioner did not specify what he wanted nor did he provide evidence to support lowering assessed value.							
29	Myers, Christopher	51-06-646-041-00	Assessment Lowered	\$187,700		\$142,100	
Motion by Mark, seconded by Skier to approve the request. All in favor. M/C Adjusted the house for market conditions and changed the calculation for the bonus room.							
30	Dorsey, Danny/Kern, Leslee	51-06-126-150-06	Assessment & Taxable Lowered				
Motion by Allen, seconded by Mark to deny the request. All in favor. M/C Owner did not support contention of value.							
31	Deehr, Manya & Lewis, Bruce	51-06-541-701-10	Taxable Lowered				
Motion by Allen, seconded by Skiera to deny the request. All in favor. M/C The assessed value on the land was already lowered and the petitioner did not provide evidence to support their request.							

The meeting recessed at 3:00 p.m. Meeting will resume on March 17, 2020 at 9:00 a.m.

Respectfully, Submitted

Terry Walker, Supervisor  
Charter Township of Filer

**Charter Township of Filer  
Board of Review Meeting Minutes  
March 17, 2020**

Present: Betty Allen, Chairman, Ruth Skiera, Secretary, Sue Mark, Member, Terry Walker, Supervisor  
Also Present: Molly Whetstone, Assessor and Tammi Schimke, Township Secretary  
Absent: None

Meeting resumed and called to order at 9:00 a.m. with Pledge of Allegiance led by Chairman Allen.

Petition	Name	Parcel ID#	Request	Assessed Value	Taxable	Corr AV	Corr TV
22	Thompson, Denise	51-06-030-250-04	Assessment Lowered	\$52,000		\$47,000	
Motion by Skiera, seconded by Mark to approve the request. All in favor. M/C Lowered depreciation to 45% due to condition.							
32	MSPC Properties LLC	51-06-136-275-01	Assessment & Taxable Lowered	\$435,800	\$435,800	\$209,200	\$209,200
Motion by Allen, seconded by Skiera to approve the request. All in favor. M/C Adjusted building with an economic adjustment reflected in sale.							
33	MSPC Properties LLC	51-06-031-350-10	Assessment & Taxable Lowered	\$319,800	\$319,800	\$185,600	\$185,600
Motion by Skiera, seconded by Allen to approve request. All in favor. M/C Adjusted buildings with an economic adjustment as reflected in sale.							
34	MSPC Properties LLC	51-06-031-350-01	Assessment Lowered	\$539,500	\$539,500	\$284,600	\$284,600
Motion by Skiera, seconded by Allen to approve the request. All in favor. M/C Adjusting building values with an economic adjustment as reflected in sale.							
35	Jezowski, Gregory	51-06-550-007-00	Assessment Lowered	\$185,500		\$163,300	
Motion by Skiera, seconded by Mark to approve the request. All in favor. M/C Accepted appraisal.							
36	Alton, Rita	51-06-115-715-02	Poverty Exemption	\$32,500	\$14,565	\$0	\$0
Motion by Allen, seconded by Skiera to approve the request. All in favor. M/C							
37	Manistee Co Treasurer	51-06-481-709-02	Assessment & Taxable Lowered and Classification	\$3,500	\$1,981	\$0	\$0
Motion by Mark, seconded by Skiera to approve the request. All in favor. M/C Is exempt. Changed Classification from 402 to 702.							
38	MSPC Properties LLC	51-06-031-375-20	Assessment & Taxable Lowered	\$205,300	\$205,300	\$160,000	\$160,000
Motion by Allen, seconded by Mark to approve the request. All in favor. M/C Adjusted to reflect sale.							
39	MSPC Properties	51-06-031-375-10	Assessment & Taxable Lowered	\$32,300	\$32,300	\$16,200	\$16,200
Motion by Skiera, seconded by Mark to approve the request. All in favor. M/C Adjusted for swamp and shared easement.							
40	MSPC Properties	51-06-031-375-25	Assessment & Taxable Lowered	\$18,300	\$18,300	\$4,600	\$4,600
Motion by Allen, seconded by Skiera to approve the request. All in favor. M/C To adjust swamp/unbuildable.							
41	Huckendubler, Roger	51-06-542-707-03	Assessment Lowered				
Motion by Mark, seconded by Skiera to deny the request. All in favor. M/C 2019 Board of Review accepted appraisal on property, lowering taxable value from \$172,100 to \$133,500. The Board of Review did not adjust the record card so the taxable value rolled up into 2020 with the increases for market changes at 1.9%.							

The meeting recessed at 3:00 p.m. Meeting will resume in July 2020.

Respectfully, Submitted

Terry Walker, Supervisor  
Charter Township of Filer

**Charter Township of Filer**  
**Minutes of the Elections Commission Meeting**  
**Tuesday, April 7, 2020**  
**Filer Township Hall · 2505 Filer City Road · Manistee, MI 49660**

Members Present: Dean Kruse, Brian Krus, Shirley Ball

Absent: None

Meeting called to order at 10:00 a.m. by Chairperson Ball.

Motion by Kruse, seconded by Krus to approve the Meeting Minutes of February 4, 2020 as presented. All in favor. M/C

Purpose of the meeting is to hire Election Inspectors and Chairperson for the May 5, 2020 school election.

Motion by Krus, seconded by Kruse to hire Kathy Gutowski as Chairperson for the May 5, 2020 Special Election. All in favor. M/C

Motion by Krus, seconded by Kruse to hire Sally Stefanski, Janet Rozmarek, Joan Miller, Mary Ann Nickleson, Karen Kolk, Arlene Adamski, Hattie McElrath, Betty Allen, Shirley Ball, Lynn Kooyers, Jennifer Williams and any other State of Michigan Certified Election Inspectors as Election Inspectors for the May 5, 2020 Special Election. Election Inspectors will be called by the Clerk to fulfill the staffing level that is necessary. All in favor. M/C

Public Comment

None offered at this time.

Motion by Krus, seconded by Kruse to adjourn the meeting. All in favor. M/C

Meeting adjourned at 10:03 a.m.

Submitted by,

Brian Krus  
Secretary, Elections Commission



# Monthly Report

**To:** Filer Township Board of Trustees

**From:** Chief Jim Espvik

**Date:** May 7, 2020

**Re:** Activity Report for April 2020

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	Month of April	YTD Totals
Total Calls for Service -	28	83
Medical -	22	64
Fire	5	13
Vehicle Crashes	1	5
Gas Odor Complaints	0	1
Calls to Horizon Pointe	1	6

Burn permits have been turned over to the DNR, people will need to go online to the DNR Website to see if burning is permitted. No permits are being issued due to the Pandemic.

We have restricted access to our station due to the covid-19 pandemic. Employees only, others allowed by appointment as needed and approval only.

We have been working very hard getting the safety equipment needed to protect our fire department members from possible infections. New rules have been established and some procedures have been changed per Med controls and state guidelines, which have been changing almost daily.

We are now required by region 7 and the State to report weekly on the status of our safety equipment and the amount we have.

Frontline Services were in the week of the 27<sup>th</sup> to do our annual DOT inspections on all of our fire trucks and also to do the pump testing and maintenance.

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 and don't touch your face. Be Safe we are all in this together and we will get thru this.

Respectfully Submitted,

Jim Espvik

Filer Township Fire Chief

Jus-Green  
 P O Box 711  
 Manistee, MI 49660  
 231-510-5148 / 231-233-6951

**2020 PREPAID PLAN**

CUSTOMER NO.	499
PHONE	723-3138
2020 PREPAID PLAN NO.	499-041619
2020 PREPAID PLAN DATE	5/17/20
VALID THROUGH	12/31/20

CUSTOMER
Filer Township Hall 2505 Filer City Rd Manistee, MI 49660

**CHECK MARK YOUR SELECTION (S) AND RETURN FORM BY APRIL 01, 2020**  
 THE PRICED OPTIONS ARE BASED ON YOUR HISTORY. ALL OPTIONS ARE AVAILABLE UPON REQUEST.

	Description	Qty	Unit Price	Amount
<input type="checkbox"/>	YEARLY BUG GUARD PROGRAM			
	Total	5	\$42.00	\$210.00
				\$210.00

**PAYMENT DUE WITH FORM OR ON 1ST SERVICE**

FOR MORE INFORMATION ON PRICING, SCHEDULING AND SERVICES CALL JUS GREEN 231-510-5148

On behalf of Jus-Green's Lawn and Pest Control, we want to thank you for allowing us to provide to you the very best Lawn and Pest Control services for your home and business. Our goal is to provide you the comfort of knowing your home / business has been consistently treated with the safest and most effective products available. We are committed on being The One Lawn and Pest Control Company that delivers results time after time.

Our services automatically renew from season to season. We systematically make all applications on a timely scheduled basis. At the time of each application, we will record the date and time of the application along with the following information; name and EPA # of product used, the amount and concentration used to apply the application and if needed its re-entry time. This information will be posted and left on your door tag each time an application is made. For best results on weed control, do not water for 24HRS after the herbicide application.

ON OUR FIRST FERTILIZER APPLICATION, WE USE A PRODUCT WITH A PRE EMERGENT. IT IS IMPORTANT THAT YOU TELL US IN ADVANCE IF YOU HAVE ANY PLANS TO DO ANY RESEEDING.

SHOULD YOU WANT TO PAY AS YOU GO, A (\$5.00) PAY AS YOU GO INVOICING FEE WILL BE ADDED TO EACH INVOICE LEFT AT THE TIME OF SERVICE. OUR LOW PRICES ARE BASED ON A PRE-PAID SYSTEM THAT ELIMINATES COSTLY MONTHLY INVOICING. PAYMENT IS DUE 10 DAYS FROM THAT SERVICE.

For questions about our services simply call Dan Picardat 231-510-5148 or 231-233-6951

Jus-Green  
 P O Box 711  
 Manistee, MI 49660  
 231-510-5148 / 231-233-6951

**2020 PREPAID PLAN**

CUSTOMER NO.	1252
PHONE	
2020 PREPAID PLAN NO.	1252-041619
2020 PREPAID PLAN DATE	5/17/20
VALID THROUGH	12/31/20

CUSTOMER
Filer Township Nelson St. Office 2111 Nelson St. Manistee, MI 49660

**CHECK MARK YOUR SELECTION (S) AND RETURN FORM BY APRIL 01, 2020**  
 THE PRICED OPTIONS ARE BASED ON YOUR HISTORY. ALL OPTIONS ARE AVAILABLE UPON REQUEST.

	Description	Qty	Unit Price	Amount
<input type="checkbox"/>	YEARLY BUG GUARD PROGRAM We systematically spray your building(s) between April and September guarding it against all crawling insects.	5	\$42.00	\$210.00
	Total			\$210.00

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Jus-Green  
 P O Box 711  
 Manistee, MI 49660  
 231-510-5148 / 231-233-6951

**2020 PREPAID PLAN**

CUSTOMER NO.	500
PHONE	723-3138
2020 PREPAID PLAN NO.	500-041619
2020 PREPAID PLAN DATE	5/17/20
VALID THROUGH	12/31/20

CUSTOMER
Filer Township Rec Center 1306 Oak Dr. Manistee, MI 49660

**CHECK MARK YOUR SELECTION (S) AND RETURN FORM BY APRIL 01, 2020**  
 THE PRICED OPTIONS ARE BASED ON YOUR HISTORY. ALL OPTIONS ARE AVAILABLE UPON REQUEST.

	Description	Qty	Unit Price	Amount
<input type="checkbox"/>	YEARLY BUG GUARD PROGRAM We systematically spray your building(s) between April and September guarding it against all crawling insects.	5	\$30.00	\$150.00
	Total			\$150.00

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Jus-Green  
P O Box 711  
Manistee, MI 49660  
231-510-5148 / 231-233-6951

## 2020 PREPAID PLAN

CUSTOMER NO.	501
PHONE	
2020 PREPAID PLAN NO.	501-041619
2020 PREPAID PLAN DATE	5/17/20
VALID THROUGH	12/31/20

CUSTOMER
Filer Township Fire+Rescue 4706 Nelson St. Manistee, MI 49660

**CHECK MARK YOUR SELECTION (S) AND RETURN FORM BY APRIL 01, 2020**

THE PRICED OPTIONS ARE BASED ON YOUR HISTORY. ALL OPTIONS ARE AVAILABLE UPON REQUEST.

	Description	Qty	Unit Price	Amount
<input type="checkbox"/>	YEARLY BUG GUARD PROGRAM			
	Total	5	\$46.00	\$230.00
				\$230.00

**PAYMENT DUE WITH FORM OR ON 1ST SERVICE**

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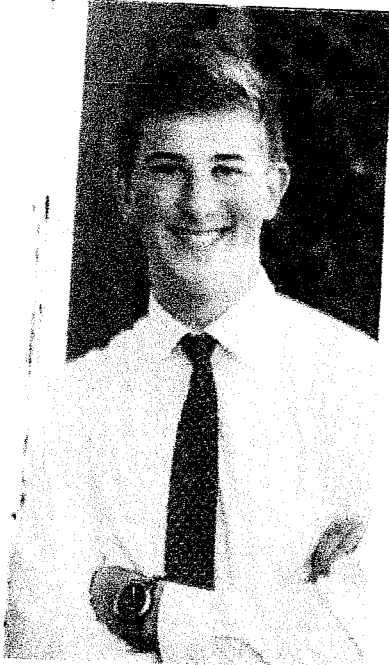
On behalf of Jus-Green's Lawn and Home Pest Control, we want to thank you for allowing us to provide to you, the very best Lawn and Pest Control services for your home and business. Our goal is to provide you with the comfort of knowing your home or business has been consistently treated with the safest and most effective products available. We are committed on being the 'One Lawn And Pest Control Company that delivers results time after time.

Depending on the weather, we will be resuming our services in the month of April. As before, our programs are designed to provide you with scheduled sprays and applications between the months of April through September. With this in mind, we're using last year's service records as a means of scheduling your 2019 Season. **On our first application, we use a product with a pre-emergent. It is important that you tell us if you have any plans to do any re-seeding.** Should you have questions or want to make any changes, simply give us a call and we'll be happy to accommodate your wants. **We're here for you!**

Enclosed, you will find the estimate with your scheduled services and price for the 2019 season. All pre-paid payments should be made before your first application. **Our low prices are based on a pre-paid system that eliminates costly monthly invoicing.** Should you want to pay as you go, **a \$5.00 fee will be added to each invoice for each individual service and payment will be due 10 days from that service.** Should you have any questions, please give us a call. Looking forward to servicing you again!



March 1st, 2020



Jus-Green is excited to announce Preston Picardat, to our team!

Preston is currently a full-time student at West Shore Community College. He will continue his education through West Shore, while he will also work full-time for Jus-Green.

Preston is familiar with the company and has worked with summer help while he was in high school. This past winter, he received his certification to become a commercial applicator. Which allows him to safely fertilize and spray for pests.

Preston is excited about his new position at Jus-Green, and he is looking forward to obtaining experience and helping provide you with the best services possible.

Please join us in welcoming him to Jus-Green!

We are looking forward to a great 2020 season!

## SAMPLE CREDIT CARD USE POLICY RESOLUTION

At a regular meeting of the \_\_\_\_\_ Township Board of Trustees, the following preamble and resolution was offered by \_\_\_\_\_ and was supported by \_\_\_\_\_ :

WHEREAS, Public Act 266 of 1995 authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the \_\_\_\_\_ Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the use of township credit cards:

(a) The \_\_\_(officer)(1)\_\_\_ is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

(b) Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township.

(*Optional:*) The use of credit card is limited to the following circumstances (*choose as appropriate*):

- purchase of capital outlays up to \$\_\_\_\_\_ (*indicate amount*) for travel, meals and accommodations while on township business (*excluding expenses incurred in operating a privately owned automobile*)
- gas, oil and other necessary expenses incurred in operating a township-owned vehicle
- (*other:*) \_\_\_\_\_

(c) Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the \_\_\_(officer described in (a) above)\_\_\_\_. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

(d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the \_\_\_(officer described in (a) above)\_\_\_ shall be notified. The entity



issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(e) An officer or employee issued a credit card shall return the credit card to \_\_\_\_ (*officer described in (a) above*) \_\_\_\_ upon termination of his or her employment or service with the township.

(f) The \_\_\_\_ (*officer described in (a) above*) \_\_\_\_ shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The \_\_\_\_ (*officer described in (a) above*) \_\_\_\_ shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

(g) The township board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

(h) The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

(i) Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the township board:

- verbal counseling
- written reprimand
- suspension
- termination
- reimbursement to the township for unauthorized expenditures.

(j) (*Optional:*) Other matters the township board may consider advisable to address in the credit card policy may include:

- establishing limits on the total amount of outstanding charges

- o naming specific officers or positions that are authorized to use a credit card

Upon a roll call vote, the following voted:

AYE: \_\_\_\_ NAY: \_\_\_\_

The Supervisor declared the resolution adopted.

Attested by:

\_\_\_\_\_  
Township Clerk

**(Footnote 1)** The township board is required to designate an officer or an employee to be responsible for the functions indicated in section (a). This officer or employee may be the clerk, treasurer, accountant, manager, or another appropriate person designated by the township board.

*This sample policy is provided for general information purposes and should not be construed as legal advice. Please refer to the provisions of Public Act 266 of 1995 in developing your own policies. Consultation with your local attorney may be advisable.*

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

**RESOLUTION TO APPROVE CREDIT CARD USE POLICY**

At a regular meeting of the Township Board of the Charter Township of Filer, Manistee County, Michigan, held at the Township Hall, 2505 Filer City Road, Manistee, MI on the 7th day of May, 2020, at 6:00 p.m., Local Time.

PRESENT: Members: \_\_\_\_\_

ABSENT: Members: \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_:

WHEREAS, under Act 266 of the Public Acts of Michigan of 1995, as amended (the "Act"), the Township is authorized to enter into a credit card arrangement, provided the Township Board adopts a written policy governing the control and use of credit cards; and

WHEREAS, the Township Board deems that it is in the best interest of the Township to make certain Township financial transactions by using a credit card as described in the Act.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. **Authorization.** The Township Supervisor and Township Fire Chief shall be authorized to use Township credit cards. The Township Supervisor may authorize other Township employees and representatives to use the Township credit card for Township business in the Supervisor's reasonable discretion. The use of such cards is governed by this policy.

2. **Policy.** The following policy shall govern the use of all Township credit cards:

(a) The Township Treasurer shall be responsible for the issuance, accounting for, monitoring and retrieving of the Township's credit card and ensuring that use of the Township credit card is in compliance with the policy and the Act.

(b) Township credit cards may be used only by an officer or employee of the Township for the purchase of goods or services related to official business of the Township. No entertainment expenses shall be charged to a credit card.

(c) Individuals who use a Township credit card shall, within five business days of such use, submit a copy of the vendor's credit card receipt to the Township Treasurer. If no credit card receipt was obtained that described the transaction, the individual shall submit a signed voucher that shows the name of the vendor or entity from which goods or services were purchased, the date and the amount of the transaction, and the official business that required the transaction.

(d) An individual who is issued a Township credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Township Treasurer shall be promptly notified, and the Treasurer shall immediately notify the entity issuing that credit card and shall cancel the lost or stolen card. An officer or employee that is issued a credit card shall return the credit card to the Township Treasurer upon that employee's or official's termination of employment or service with the Township.

(e) The Township Treasurer shall review each credit card statement as soon as possible to ensure that transactions comply with this policy and the Act. Transactions that do not appear to comply with this policy shall be reported to the Township Board. All credit card statements shall be reviewed by the Township Board and approved for payment not more than 60 days after the date of the statement.

(f) Individuals who use a Township credit card in any manner contrary to this policy or the Act shall be responsible for reimbursement of all unauthorized charges and related fees, as well as further disciplinary actions as deemed appropriate by the Township Board.

(g) No cash advances shall be permitted to be taken on any credit card.

(h) The total combined credit limit on all credit cards issued to the Township shall not exceed \$5,000.

3. **Conflict.** All resolutions in conflict herewith are hereby rescinded to the extent of the conflict.

AYES: Members: \_\_\_\_\_

NAYS: Members: \_\_\_\_\_

ABSTENTIONS: Members: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Shirley Ball, Clerk  
Charter Township of Filer

CERTIFICATION

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Filer, do hereby certify that the foregoing is a true and copy of a resolution adopted by the Township Board at a rescheduled regular meeting on the 28th day of April, 2020, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

\_\_\_\_\_  
Shirley Ball, Clerk  
Charter Township of Filer

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

**RESOLUTION TO APPROVE CREDIT CARD USE POLICY**

At a regular meeting of the Township Board of the Charter Township of Filer, Manistee County, Michigan, held at the Township Hall, 2505 Filer City Road, Manistee, MI on the 28th day of April, 2020, at \_\_\_\_ p.m., Local Time.

PRESENT: Members: \_\_\_\_\_

ABSENT: Members: \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_:

WHEREAS, under Act 266 of the Public Acts of Michigan of 1995, as amended (the "Act"), the Township is authorized to enter into a credit card arrangement, provided the Township Board adopts a written policy governing the control and use of credit cards; and

WHEREAS, the Township Board deems that it is in the best interest of the Township to make certain Township financial transactions by using a credit card as described in the Act.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. **Authorization.** The Township Supervisor and Township Fire Chief shall be authorized to use Township credit cards. The Township Supervisor may authorize other Township employees and representatives to use the Township credit card for Township business in the Supervisor's reasonable discretion. The use of such cards is governed by this policy.

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(b) Township credit cards may be used only by an officer or employee of the Township for the purchase of goods or services related to official business of the Township. No entertainment expenses shall be charged to a credit card.

(c) Individuals who use a Township credit card shall, within five business days of such use, submit a copy of the vendor's credit card receipt to the Township Treasurer. If no credit card receipt was obtained that described the transaction, the individual shall submit a signed voucher that shows the name of the vendor or entity from which goods or services were purchased, the date and the amount of the transaction, and the official business that required the transaction.

(d) An individual who is issued a Township credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Township Treasurer shall be promptly notified, and the Treasurer shall immediately notify the entity issuing that credit card and shall cancel the lost or stolen card. An officer or employee that is issued a credit card shall return the credit card to the Township Treasurer upon that employee's or official's termination of employment or service with the Township.

(e) The Township Treasurer shall review each credit card statement as soon as possible to ensure that transactions comply with this policy and the Act. Transactions that do not appear to comply with this policy shall be reported to the Township Board. All credit card statements shall be reviewed by the Township Board and approved for payment not more than 60 days after the date of the statement.

(f) Individuals who use a Township credit card in any manner contrary to this policy or the Act shall be responsible for reimbursement of all unauthorized charges and related fees, as well as further disciplinary actions as deemed appropriate by the Township Board.

- (g) No cash advances shall be permitted to be taken on any credit card.
- (h) The total combined credit limit on all credit cards issued to the Township shall not exceed \$5,000.

3. **Conflict.** All resolutions in conflict herewith are hereby rescinded to the extent of the conflict.

AYES: Members: \_\_\_\_\_

NAYS: Members: \_\_\_\_\_

ABSTENTIONS: Members: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Shirley Ball, Clerk  
Charter Township of Filer

CERTIFICATION

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Filer, do hereby certify that the foregoing is a true and copy of a resolution adopted by the Township Board at a rescheduled regular meeting on the 28th day of April, 2020, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

\_\_\_\_\_  
Shirley Ball, Clerk  
Charter Township of Filer



**filerclerk@twphall.com**

---

**From:** Angie Kopriva <akopriva@bcbcpa.com>  
**Sent:** Wednesday, April 1, 2020 9:26 AM  
**To:** Filer Charter Township; filerclerk@twphall.com  
**Subject:** Three Year Audit Proposal  
**Attachments:** Filer Township.pdf

Hi Shirley,

I'm attaching our audit proposal for the next three years. This fee now includes auditing of the Sewer Fund and special assessments (as well as the Garbage and Rubbish fund which was not part of our prior proposal). The bid amounts are down from what you paid the last two years, because I don't expect we will need to do a Single Audit this year (the separate audit required last year due to federal requirements). These are also "not to exceed" bids, so if we have significantly less time into the audit, your bill would reflect that. If you have any questions, please don't hesitate to reach out to me.

I hope you and everyone is staying healthy and safe!!!

*Angie K. Kopriva, CPA*

Baird, Cotter & Bishop, P.C. | Office: 231.775.9789 | Fax: 231.775.9749  
134 W. Harris St., Cadillac, MI 49601 | [akopriva@bcbcpa.com](mailto:akopriva@bcbcpa.com) | [www.bcbcpa.com](http://www.bcbcpa.com)



*Disclaimer: Any accounting, business or tax advice contained in this communication, including attachments and enclosures, is not intended as a thorough, in-depth analysis of specific issues, nor a substitute for a formal opinion, nor is it sufficient to avoid tax-related penalties.*

*Notice of confidentiality: This communication and any accompanying documents are confidential and privileged. They are intended for the sole use of the addressee. If you receive this transmission in error, you are advised that any disclosure, copying, distribution, or the taking of any action in reliance upon this communication is strictly prohibited. Moreover, any such disclosure shall not compromise or waive the accountant-client or other privileges as to this communication or otherwise. If you have received this communication in error, please contact me at the above email address, then delete the email.*

Our audit fees are based solely on time required and actual expenses incurred. Based on the information provided by Shirley Ball, Clerk and David Richards, from Vanderwal, Spratto & Richards, P.C. we submit a bid (inclusive of all travel, out-of-pocket expense and cost of answering periodic questions from Township personnel throughout the year) to do the audit and prepare the annual F-65 of the Charter Township of Filer as follows:

Three-Year Bid For Fiscal Year Ending:	<u>Not to Exceed</u>
March 31, 2020	\$ 9,900
March 31, 2021	\$ 10,200
March 31, 2022	\$ 10,500

If additional work is required of our firm to prepare your records for audit or to perform any additional services beyond the audit engagement, we assume that Vanderwal, Spratto & Richards, P.C. will provide those services to you. This fee does not include any new governmental standards that may arise and need to be implemented or future grants or bond projects or the bill that is charged to the Downtown Development Authority at the conclusion of the audit for their portion of the audit fieldwork.

The contact person at our office who is authorized to make representations on behalf of the firm, relative to this proposal, is Angela K. Roelofs, C.P.A. Ms. Roelofs may be contacted at the address and telephone number appearing in our letterhead. Ms. Roelofs and a professional staff member of our firm would be performing the Township's audit.

The person signing this letter, Angela K. Roelofs, C.P.A., is authorized to bind the firm to this proposal. We look forward to your reply to our proposal and hope to enjoy the opportunity to perform this service for the Township.

Very truly yours,

BAIRD, COTTER AND BISHOP, P.C.

*Ang K. Roelofs, C.P.A.*

\_\_\_\_\_  
Angela K. Roelofs, C.P.A.

We have reviewed the above proposal and agree with the stated terms.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

RESOLUTION No.

**SUBMISSION OF APPLICATION TO THE MANISTEE COUNTY COMMUNITY FOUNDATION  
MINGER FUND TO SUPPORT MAGOON CREEK PARK DEVELOPMENTS**

WHEREAS, Filer Township supports the submission of an application titled, "Magoon Creek Park Improvements" to the Manistee County Community Foundation for access and recreational improvements at Magoon Creek Park;

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan; and,

WHEREAS, Filer Township has been awarded a Michigan Natural Resources Trust Fund grant in the amount of \$96,100; and,

WHEREAS, Filer Township has made a financial commitment to the project in the amount of \$25,000 in matching funds, in cash and/or force account; and

WHEREAS, The final cost for the project is \$129,100 or a \$33,000 difference;

NOW THEREFORE, BE IT RESOLVED that Filer Township hereby authorizes submission of a Manistee County Community Foundation grant for \$33,000, and further resolves to make available its financial obligation amount of \$25,000 of a total \$129,100 project cost, during the 2020-2021 fiscal year.

AYES:  
NAYES:  
ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by \_\_\_\_\_ of \_\_\_\_\_ at their regular meeting held on \_\_\_\_\_ 201\_, at \_\_\_\_\_ p.m. in \_\_\_\_\_, with a quorum present.

\_\_\_\_\_  
Clerk

Dated: \_\_\_\_\_

**From:** Sousa, Brian C. <BSOUSA@WadeTrim.com>  
**Sent:** Friday, April 17, 2020 2:27 PM  
**To:** Terry Walker  
**Cc:** Curry, Damian  
**Subject:** Filer Flow data  
**Attachments:** Chart DC1 A\_4-16-20.pdf  
  
**Flag Status:** Flagged

Terry,

Attached is a chart that shows the relationship between sewer flows and water use, rainfall, snowmelt, temperature and snow pack (amount on the ground) from November 23 2019 through April 8, 2020. A big thank you to Damian curry for putting this chart together. This is a very busy chart but it provides a lot of information. We use these charts to try and see trends that may affect the sewer flows. For example, after a rainfall, is there a corresponding increase in sewer flows? Or is there an increase in water use that is causing higher sewer flows? Etc.

When looking at this chart and trying to correlate water use meter readings and a sewage flow meter readings, they will almost always be different. Both meters have an acceptable percent error associated with them and they can compound each other. For example if each meter has a +/- 3% deviation, then the difference between the two can be as much as 6%. If the acceptable error between them is higher, this adds to the potential difference.

In looking at the chart, it is tough to see a correlation between precipitation and wastewater flow increase. The biggest jump came in Late February when we are showing nearly 10" of snow on the ground and a temperature that was above freezing for about a week. The concern I have is that the wastewater flow stayed high and, after the snow was gone, and no appreciable rainfall was present, the wastewater flows are still higher than expected. Maybe the increase in flow after the warmup is a fluke, maybe not.

When the sewer system was installed, we did not encounter any groundwater even in the deepest sections that were 25' deep. This, coupled with the fact that the sewer system is pressure tested to make sure there are no leaks, leads me to believe any increase in flow that is not due to an increase in water use could be caused by several items as follows:

1. **Illicit Connections**

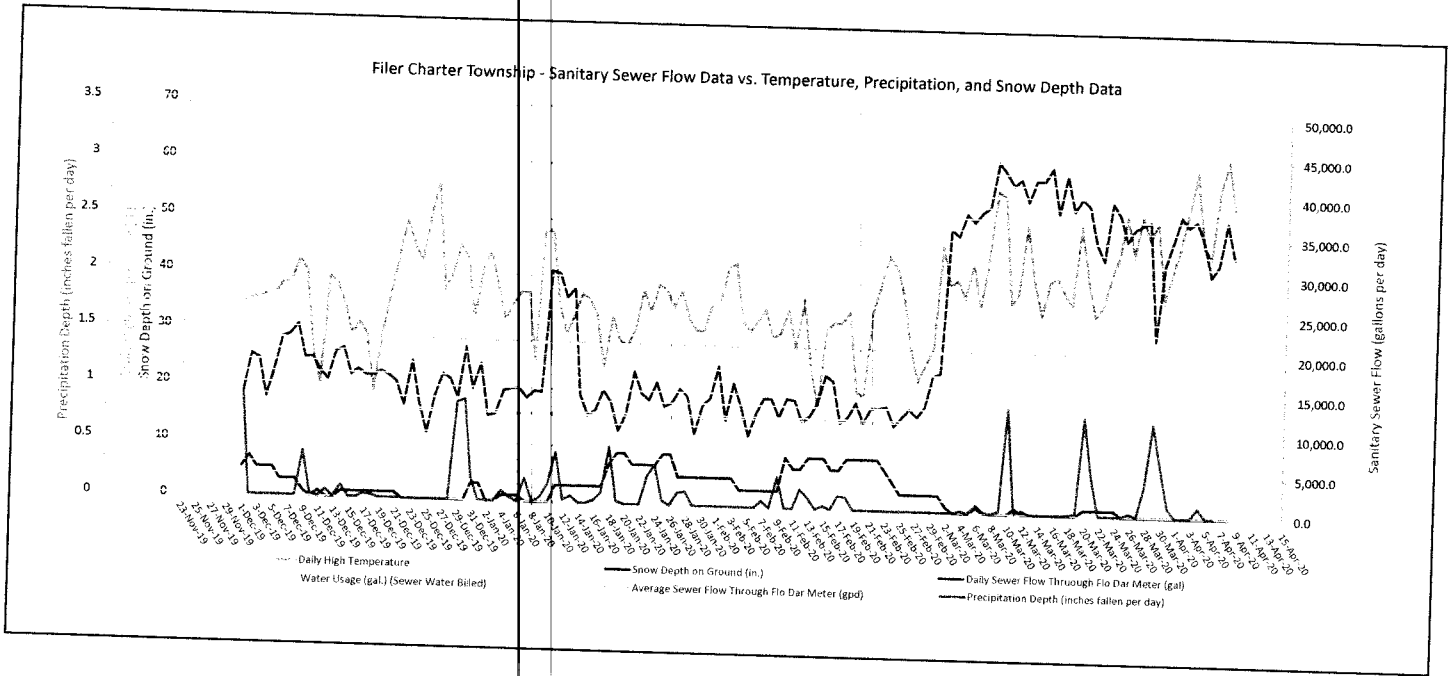
These connections are considered illegal and would be connections such as storm drains, roof drains, floor drains, or off-site stormwater connected to the sewer system. Typical ways to find connections of this nature are to either complete a dye test where vibrant-colored concentrated dye is poured into the perceived illicit connection along with some flushing water and watch for the dye to show up in the first manhole downstream from the site. Another way to do this is through a smoke test. A smoke test can reveal several illicit connections at once but if the user installed a water trap (AKA a "P" trap) the smoke will not get through.

2. **Inflow**

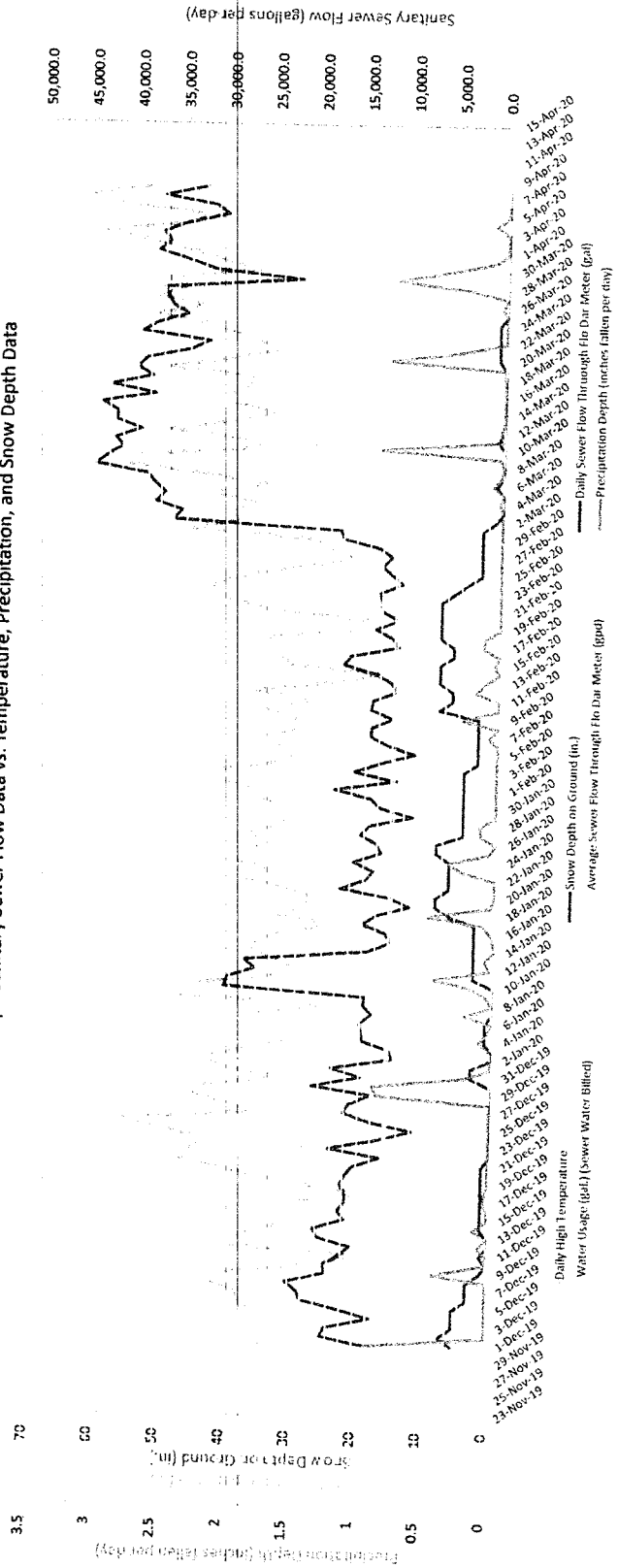
In some cases there are sewer manholes that are close to the ditch. If the ditch fills up due to rainfall or snow melt, water could be seeping into the system through the manhole casting and the manhole cover. The only way to know if this is happening is to observe water levels above the manhole casting.

3. **Inaccurate sewer flow meter reads**

Filer Charter Township - Sanitary Sewer Flow Data vs. Temperature, Precipitation, and Snow Depth Data



Filer Charter Township - Sanitary Sewer Flow Data vs. Temperature, Precipitation, and Snow Depth Data



**[Member Logo/Letterhead]**

**[Municipality Name]**  
**COVID-19 Preparedness and Response Plan<sup>2</sup>**

**Date Implemented: [DATE], 2020**

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<sup>2</sup> This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-42, a copy of your Plan must be available at your headquarters or worksite.

**[Municipality Name]**  
**COVID-19 Preparedness and Response Plan**  
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## Model COVID-19 Preparedness and Response Plan<sup>3</sup>

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, [we/municipality name] have prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

### **Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations**

Executive Order 2020-42 prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Order 2020-42.

Under Executive Order 2020-42, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

### **Protective Safety Measures**

#### ***Sick Leave***

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and [Municipality]’s [applicable PTO policies]. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

#### ***Remote Work***

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely.

#### ***Employee Screening Before Entering the Workplace***

A sample Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she should be sent home until

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<sup>3</sup> This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-42, a copy of your Plan must be available at your headquarters or worksite.

allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

### ***Enhanced Social Distancing***

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

### ***Enhanced Hygiene***

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

### ***Enhanced Cleaning and Disinfecting***

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly [define more precisely based on your operations] using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, [insert protocol for increased cleaning and disinfecting].

### ***Visitors***

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the building shall be screened prior to entering the building. A screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

### **Employees with Suspected or Confirmed COVID-19 Cases [Update as appropriate]**

#### ***Suspected Cases***

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
  - Fever;
  - Shortness of breath; and/or
  - Continuous cough.
- They have been exposed to a COVID-19 positive person, meaning:
  - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
  - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then [we/Municipality] will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

### ***Confirmed Cases***

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then [we/Municipality] will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

### **Business Continuity Plans**

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

## APPENDIX A

### CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Order 2020-42, critical infrastructure workers also include<sup>4</sup>:

- a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.

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<sup>4</sup> Under Executive Order 2020-42, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

- b. Workers at suppliers, distribution centers, or service providers, as described below.
1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in subprovision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  3. Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
- f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
- g. Workers at laundromats, coin laundries, and dry cleaners.
- h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
- i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

**APPENDIX B**

**SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE**

1. Have you experienced any of the following symptoms in the last 3 days?

- Fever
- Atypical Cough
- Atypical shortness of breath

If YES to any, you are restricted from entering the building. In order to return to work, you must be both 3 symptom-free for 3 days *and* 7 days must have passed since your symptoms first appeared.  
If NO, proceed to next question.

2. Have you been in close contact (being within approximately six feet for a prolonged period of time) with anyone who has been diagnosed with COVID-19 or who has exhibited the above symptoms in the last 14 days?

- Yes
- No

If YES to any, you are restricted from entering the building.  
If NO, proceed to next question.

3. Does you have a fever above 100.4 degrees Fahrenheit?

- Yes
- No

If YES to any, you are restricted from entering the building.  
If NO, proceed to sign below and enter the building.

[Include if you wish to have employees attest to their answers]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX C

### EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees\* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

\*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

APPENDIX D

CORONAVIRUS DISEASE (COVID-19)  
VISITOR HEALTH SCREENING

Court/Office Visiting: \_\_\_\_\_

Visitors Name: \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Time In: \_\_\_\_\_

In the past 24 hours, have you experienced any of the following symptoms:

Fever? (100.0°F or above)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Cough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Shortness of Breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature:		

If the visitor answered "yes" to any of the symptoms listed above visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days, have you:

Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19?  Yes  No

Traveled via airplane internationally or domestically?  Yes  No

If visitor answered "yes" to either of these questions visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

Security Officer or Employee: \_\_\_\_\_

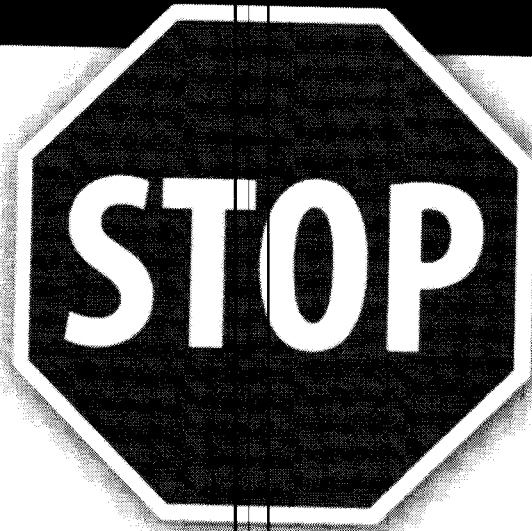
Contacted Court/Office and informed them the visitor was not allowed into the building.  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Spoke to: \_\_\_\_\_



**APPENDIX E**  
**SIGNS FOR BUILDINGS**

Spectrum Health employer resources provided these signs: one that can be posted at building entrances and one illustrating COVID-19 symptoms and prevention measures, which can be posted inside work places.

<https://www.spectrumhealth.org/covid19/employer-resources>



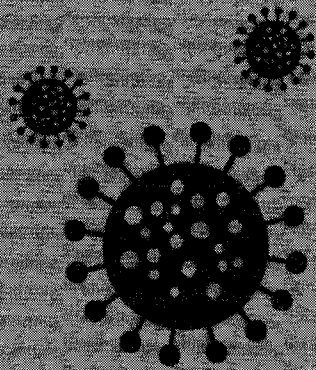
**Only Enter This Building If You:**

- **Are a healthy visitor**
- **Have an appointment**
- **Are a company employee**

**All others:**

If you have COVID-19 symptoms, please contact a health care provider.

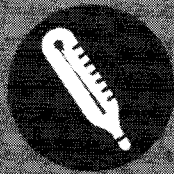
If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.



# Keeping Michigan Informed

## Novel Coronavirus 2019 (COVID-19)

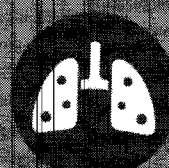
### Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

### Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS

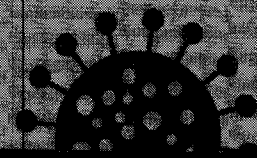


RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.



### Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.\*  
If your symptoms are life-threatening, call 911.

\*Free screening available for all individuals in the state of Michigan.

For more information visit [spectrumhealth.org/covid19](https://spectrumhealth.org/covid19).

COVID-19 | Spectrum Health | 3/10/2020

**APPENDIX F**  
**OTHER RESOURCES**

Governor Whitmer's Executive Order 2020-42:

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-525182--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html)

FAQs from Governor Whitmer on Executive Order 2020-42:

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-525278--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html)

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

**APPENDIX G**

**[MUNICIPALITY]  
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

**Certification by Responsible Public Official**

This is to certify that I have reviewed the [Municipality] COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

- 1.) It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020.
- 2.) The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
- 3.) The plan is available on the [Municipality] website [website URL] and at each [Municipality] facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name of Official: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_