

CHARTER TOWNSHIP OF FILER
MANISTEE COUNTY, MI

**NOTICE OF
REGULAR PUBLIC MEETING
TO BE HELD ELECTRONICALLY**

WHO: CHARTER TOWNSHIP OF FILER BOARD OF TRUSTEES
WHERE: ELECTRONICALLY, BY TELEPHONE CALL IN
WHEN: FEBRUARY 2, 2021 AT 6:00 P.M. EST
WHY: THE PURPOSE OF THIS MEETING IS TO CONDUCT REGULAR TOWNSHIP BUSINESS.

THIS MEETING IS BEING HELD ELECTRONICALLY IN ORDER TO PREVENT THE SPREAD OF THE CORONAVIRUS, MAINTAIN SOCIAL DISTANCING, AND TO COMPLY WITH MDHHS COVID-19 EMERGENCY ORDER.

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

CALL IN NUMBER: 1-877-594-8353

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

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

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

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

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

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

CHARTER TOWNSHIP OF FILER
BOARD OF TRUSTEES REGULAR MEETING HELD ELECTRONICALLY

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

Tuesday, February 2, 2021

AGENDA

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

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 January 5, 2021 held Electronically.
- B. Minutes of the Special Board Meeting January 6, 2021 held Electronically.
- C. Financial Report
- D. Approval of the Township General Fund expenditures (including Fire Dept.)
Checks #38274 through #38347.

Accounts Payable	\$57,551.58
Payroll	<u>\$14,834.15</u>
Total	\$72,385.73

- E. Approval of Water Department Expenditures checks #2817 through #2826. Total: \$33,208.15
Checks 2821 thru 2824 are voided.
- F. Approval of Sewer Operating Expenditure checks #1110 through #1114. Total: \$2,059.32
- G. Approval of monthly ACH payments to State of Michigan and IRS in the amount of \$4,035.50

COMMUNICATION & ANNOUNCEMENTS

- A. Letters regarding Short Term Rentals
- B. Kalkaska County Pandemic Resolution 2021-14

PUBLIC COMMENT

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

- A. *Office of the Zoning Administrator
 - a. Zoning Total Activity Sheet for 2020
- B. *Operations Services (formerly Wade-Trim)
- C. *Sewer Report
- D. Board of Review
- E. *Downtown Development Authority
- F. *Develop Filer Ad Hoc Committee
- G. Personnel Committee

- H. *Planning Commission
- G. *Zoning Board of Appeals
- H. Elections Commission
- J. Building and Grounds Committee
- K. *Fire Department
- L. PEG

NEW BUSINESS

- A. Consideration of approval of a request from Northwest Michigan Invasive Species Network permitting them to conduct a hemlock woolly adelgid survey at Magoon Creek at no cost.
- B. Consideration of approval of a request for annual support from the Manistee Recreation Association within the requested range of \$7,637.39 and \$8,401.12.
- C. Consideration of approval in the amount of \$2,000 to the Manistee County Planning Department for Aerial Flight of Manistee County for a 6 inch buy up option.
- D. Consideration of approval of the presented RESOLUTION ESTABLISHING THAT ALL POVERTY APPLICATIONS FROM 2019 & 2020 THAT HAD NO DEVIATIONS FOR THE GUIDELINES BE GRANTED FOR 2021, 2022, AND 2023 FROM PROPERTY TAX CONTRIBUTIONS.
- E. Consideration of approval of the presented RESOLUTION ESTABLISHING POVERTY GUIDELINES FOR EXEMPTION FROM PROPERTY TAX CONTRIBUTIONS FOR 2021.
- F. Consideration of approval of RESOLUTION 2021- AUTHORIZATION TO ALLOW LOCAL RESIDENTS TO PROTEST IN WRITING TO BOARD OF REVIEW.
- G. Consideration of approval to purchase a plan to facilitate ZOOM for meetings for the Township at a cost of no more than \$149.90.
- H. Consideration of approval to pay \$500 deductible to Tokio Marine Insurance Company for Magoon Creek damage claim.
- I. Consideration of approval to contribute to a co-pay to the Downtown Development Authority "Welcome to Filer Township" Sign in the amount of \$8,055.00.
- J. Consideration of approval in the range \$500-\$1500 for County-wide FY22 DNR Trust Fund.
- K. Unfilled committee positions.
- L. Consideration of Resolution of the Township Board to Support the Development of Township Owned Property total cost of \$45,950 including Township Board contribution of \$15,950 to Mike Corby's Site Feasibility Analysis and Conceptual Design Project.

PUBLIC COMMENT

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

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

NOTE: FILER TOWNSHIP WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES SUCH AS AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING UPON 14 DAYS NOTICE TO FILER CHARTER TOWNSHIP. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT CHARTER TOWNSHIP OF FILER HALL BY WRITING CHARTER TOWNSHIP OF FILER HALL, 2505 FILER CITY RD., MANISTEE, MI 49660 OR CALLING 231-723-3138.

CHARTER TOWNSHIP OF FILER
2505 FILER CITY ROAD
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JANUARY 5, 2021 HELD ELECTRONICALLY

DRAFT

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

Absent: None

Also Present: Richard Wilson, Township Attorney

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

Motion by Kruse, seconded by Kolanowski to approve the presented meeting agenda with the addition of New Business Item "J" Consideration of Approval the proposal dated 1-4-21 from Custom Sheet Metal & Heating in the amount of \$8,441.00 for a new furnace and air conditioning at the Township Rec. Center. Roll Call Vote: Kruse-yes, Stege-yes, Krus-yes, Ball-yes, Walker-yes, Kolanowski-yes, Chycinski-yes. 7 Yeas, 0 Nays. M/C

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

Communications and Announcements:

Noting receipt of letters received from Clara Kahle, Beata Stumpe, Dave and Sue Johnson, and a petition from Jan/ Ken Boroenitsch and Jack/Suzanne Brunner after meeting packet was distributed to board members.

Public Comment:

Jack Brunner: Glad to see letters and petition included.

Clara Kahle: Lives by short-term rental and has never had a problem.

Beata Stumpe: Agrees with Kahle comment.

Department and Committee Reports:

Motion by Walker, seconded by Kruse to approve the presented Planning Commission meeting schedule for 2021. Roll Call Vote: Ball-yes, Krus-yes, Walker-yes, Chycinski-yes, Stege-yes, Kolanowski-yes, Kruse-yes. 7 Yeas, 0 Nays. M/C

New Business:

Upon Supervisor's recommendation, motion by Kruse, seconded by Stege to appoint Sue Mark to the Board of Review for a term ending December 31, 2022. Roll call vote: Walker-yes, Kruse-yes, Chycinski-yes, Kolanowski-yes, Ball-yes, Krus-yes, Stege-yes. 7 Yeas, 0 Nays. M/C

Upon Supervisor's recommendation, motion by Kolanowski, seconded by Krus to appoint Al Frye to the Filer Ad Hoc Committee representing the Downtown Development Authority for a term ending

December 31, 2022. Roll call vote: Chycinski-yes, Kolanowski-yes, Stege-yes, Krus-yes, Ball-yes, Walker-yes, Kruse-yes. 7 Yeas, 0 Nays. M/C

Motion by Kruse, seconded by Chycinski to approve a request from Linda DeVries to renew her Recreation Center Rental Agreement for a one-year period beginning January 1, 2021 and ending December 31, 2021, offering Jazzercise dance/exercise classes two nights per week at a cost of \$110.00 per month. Roll Call Vote: Walker-yes, Ball-yes, Kolanowski-yes, Chycinski-yes, Kruse-yes, Stege-yes, Krus-yes. 7 Yeas, 0 Nays. M/C

Motion by Krus, seconded by Kruse to approve ORDINANCE 2021-1 AMENDING CHAPTER 35 OF THE CHARTER TOWNSHIP OF FILER CODE OF ORDINANCES (SHORT TERM RENTALS) BY MAKING SHORT TERM RENTAL LICENSES RENEWABLE ANNUALLY, BY MAKING CERTAIN INFORMATION ABOUT LICENSED PROPERTIES MORE READILY VISIBLE TO OTHERS, AND BY REQUIRING ADDITIONAL INFORMATION TO BE SUPPLIED WITH A LICENSE APPLICATION; TO SECURE THE PUBLIC HEALTH, SAFETY AND GENERAL WELFARE OF THE RESIDENTS AND PROPERTY OWNERS OF THE CHARTER TOWNSHIP OF FILER AND VISITORS TO THE TOWNSHIP, TO PREVENT PUBLIC NUISANCES AND SAFETY HAZARDS AND TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH. Roll Call Vote: Kruse-yes, Walker-yes, Kolanowski-yes, Chycinski-yes, Krus-yes, Stege-yes, Ball-yes. 7 Yeas, 0 Nays. M/C

Motion by Krus, seconded by Kruse to approve proceeding with the necessary steps to start the process and request a written proposal from SAFEbuilt. Roll Call Vote: Chycinski-yes, Ball-yes, Krus-yes, Kruse-yes, Kolanowski-yes, Walker-yes, Stege-yes. 7 Yeas, 0 Nays. M/C

Motion by Krus, seconded by Kolanowski to approve the amount of \$1,500.00 to Metron-Farnier for BS&A Integration for new billing water/sewer program. Roll Call Vote: Kruse-yes, Ball-yes, Chycinski-yes, Kolanowski-yes, Stege-yes, Walker-yes, Krus-yes. 7 Yeas, 0 Nays. M/C

Motion by Stege, seconded by Krus to approve the proposed Contractual Services Agreement whereby the County of Manistee agrees to provide the necessary personnel and computer services for tax map and assessment roll maintenance, tax rolls and tax bills under current legal requirements to the Charter Township of Filer for the 2021 calendar year at a cost of \$4.09 per parcel. Roll Call Vote: Kruse-yes, Ball-yes, Stege-yes, Krus-yes, Walker-yes, Kolanowski-yes, Chycinski-yes. 7 Yeas, 0 Nays. M/C

Motion by Kolanowski, seconded by Kruse to approve the proposed Contractual Services Agreement S.E.T. Summer Tax Collection between Manistee County and the Charter Township of Filer whereby the County of Manistee agrees to provide the Charter Township of Filer with the necessary personnel, materials, equipment and technology to prepare the summer tax billing for the State Education Tax 2021 Collection at a cost of \$1.00 per parcel. Roll Call Vote: Stege-yes, Krus-yes, Ball-yes, Chycinski-yes, Walker-yes, Kruse-yes, Kolanowski-yes. 7 Yeas, 0 Nays. M/C

Motion by Kolanowski, seconded by Walker to approve the presented proposal from Custom Sheet Metal & Heating in the amount of \$8,441.00 for a new furnace and air conditioning at the Township Recreation Center. Roll Call Vote: Kolanowski-yes, Walker-yes, Krus-yes, Chycinski-yes, Stege-yes, Ball-yes, Kruse-yes. 7 Yeas, 0 Nays. M/C

Public Comment:

Supports local building inspections.

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

Meeting adjourned at 7:45 p.m.

Submitted,

Shirley Ball
Charter Township of Filer Clerk

CHARTER TOWNSHIP OF FILER
2505 FILER CITY ROAD
BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
JANUARY 6, 2021 HELD ELECTRONICALLY
HELD JOINTLY WITH THE PLANNING COMMISSION AND
DOWNTOWN DEVELOPMENT AUTHORITY

DRAFT

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

Absent: None

Also Present: Richard Wilson, Township Attorney and Tamara Buswinka, Filer Township Downtown Development Authority Director

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

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

Public Comment:

None offered at this time

Integrated Architecture Procession Services Proposal:

Discussion was held. Each member of each Board, Commission and Authority present was given an opportunity to state their thoughts. Input was also given by the Township Attorney and Downtown Development Authority Director.

Among concerns stated were:

- Cost of study that may not be needed.
- The commercial district is dying.
- Bad image of entire Manistee when coming in from the South.
- Cost of study
- Future of development is always uncertain

Public Comment:

Matt Johnson – looks like a good project but who will pay for it?

Kolanowski left the meeting.

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

Meeting adjourned at 7:45 p.m.

Submitted,

Shirley Ball
Charter Township of Filer Clerk