

# Charter Township of Filer DDA Electronic (Zoom): Regular Meeting Proposed Minutes

February 2, 2021  
3pm

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

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

## Call to Order/Pledge of Allegiance

The meeting was called to order by Chairperson Yates at 3p.m.

## Roll Call

Members Present: Walker, Gutowski, Yates, Frye, Preuss, Chycinski, Newenhouse

Members Excused Absence:

Members Unexcused Absence:

Others Present: Tamara Buswinka, DDA Director

## Informational Meeting

Buswinka explained that this was the second of two Informational Meetings held by the DDA in compliance with Act 57 for DDA fiscal year 2020-21. Buswinka reminded the Board that they have held informational meetings for the past six years that were geared towards building relationships with business owners, residents of the district, and the community at large. Buswinka’s presentation was about the following:

The DDA’s approach to economic development is two fold: economic gardening and placed based economic development.

Economic gardening is building the local economy from within by fostering an atmosphere where local entrepreneurs flourish. In an effort to help guide entrepreneurship, the DDA commissioned a Retail Market Analysis that entrepreneurs and banks who give business loans, would use to understand which targeted businesses are most likely to succeed in Filer Township.

The following business types, including regional examples, are targeted for success in Filer:

- Apparel
  - Backcountry North
  - Momentum
  - Glik's
- Beer, Wine & Liquor Stores
  - The Beverage Company
  - Same's Drink-All
  - Smitty's Specialty Beverage
- Department Store Merchandise
  - Threads
  - Journey North
- Electronics & Appliance Stores
  - Boost Mobile
  - T-Mobile
  - Sprint
  - Aaron's
- Furniture Stores
  - Local Furniture maker who wants to establish a brick and mortar establishment
  - Lindsay's Furniture
  - Cohn's Furniture & Carpeting
  - Woodland Creek Furniture
- General Merchandise Stores
  - General Dollar
  - Big Lots
- Gift Stores
  - Locally owned quaint gift stores
  - Whistling Moose Gallery
  - Shum Thing
  - The Ultimate Gift
- Hardware
  - Sherwin Williams
  - Ace
  - Menards
- Home Furnishings Stores
  - Local Retailer who sells "up-north" Michigan products
  - The Quiet Moose
  - Empireblu Vintage Furnishings
  - Huzza
- Miscellaneous Store Retailers
- Gift Stores
- Bars, Breweries & Pubs
  - An independent locally owned brewery
  - Applebees
  - Ruby Tuesday
- Full Service Restaurants & Limited Service Eating Places
  - Red Lobster

- Bob Evans
- Golden Corral
- Panera Bread
- Boston Market
- Noodles & Company
- Specialty Food Service
  - Locally owned Coffee
  - Locally owned Ice Cream
  - Locally owned Juice Stores
  - Baskin Robins
  - Jamba Juice

Placed based economic development is utilizing a community's unique features to grow the economy rather than creating new or artificial features. Placed based economic development seeks to improve walkability, connectivity, and community character. The DDA's efforts to help the Township Board develop housing on their 20 acre piece of property by paying the majority of a concept planning and developer consultant project, support signature events, such as Live from the Lot, Christmas decorations on US31, and the Sign Project are examples of placed based economic development.

## Public Comment

No public comment.

## Consideration of the Minutes

*Preus moved, supported by Chycinski, to approve the January 21, 2021 minutes.*

Roll Call Vote: Yates: Yes, Chycinski: Yes, Gutowski: Yes, Walker: Yes, Preuss: Yes, Frye: Yes, Newenhouse, Yes. Motion passed unanimously.

## Treasurer's Report

Gutowski reviewed the bills to be paid and the proposed 2021-22 DDA Budget. Yates thanked Gutowski for her work on preparing the budget. Gutowski noted that as per Township Clerk Shirley Ball's request, the Sign Project was placed in the Capital Expenditures category.

Board discussed financing for the concept planning project: Hamlet at Filer Town Center.

*Walker moved, supported by Chycinski, to approve the budget as presented with the addition of including a line item for \$30,000.00 for the concept planning and developer services for the 20 acre Township owned property.*

Roll Call Vote: Yates: Yes, Chycinski: Yes, Gutowski: Yes, Walker: Yes, Preuss: Yes, Frye: Yes, Newenhouse, Yes. Motion passed unanimously.

## Chairman's Report

Buswinka was asked to call the owners of Subway.

Yates welcomed Chris Bzdok, Olson, Bzdok & Howard, to the Board and thanked him for interviewing for the job as board counsel.

Yates asked two questions:

1. Please speak to your experience and comfort level with negotiations between intergovernmental boards.
2. In what capacity and frequency would paralegals carry out tasks in support of the Board.

Frye asked:

1. Are you aware that the Township is looking to develop property located within the DDA district and if so, speak to your experience and comfort level in assisting the DDA with their involvement in the project.

Bzdok thanked the Board for inviting him to speak to them, recalling a previous time that he represented the Township on another legal matter. Bzdok gave more than a few examples of when he was involved in intergovernmental negotiations and assisted from both a developers side and a municipality side the development of property, spoke to his personal, rather than professional involvement with DDA boards, explained that talent at his firm is well steeped in DDA experience, and that his firm rarely bills for paralegal work.

Yates welcomed Richard and Tim Figura, Figura Law, to the Board and thanked them for interviewing for the job as board counsel.

Yates asked two questions:

1. Please speak to your experience and comfort level with negotiations between intergovernmental boards.
2. In what capacity and frequency would paralegals carry out tasks in support of the Board.

Frye asked:

1. Are you aware that the Township is looking to develop property located within the DDA district and if so, speak to your experience and comfort level in assisting the DDA with their involvement in the project.

Richard Figura and Tim Figura thanked the Board for inviting them to speak to them and spoke of their many years working with municipalities and specifically DDA's. Richard Figura recalled numerous experiences working as a DDA counsel and the projects that he assisted the boards in realizing including new construction and redevelopment of existing properties. Specifically, Richard Figura mentioned his experience in land conveyances, easements, and developer agreements.

Preuss asked that Buswinka inquire with Bzdok his experience with assisting boards in developing land, specifically his experience in conveyances, easements, and developer agreements to have a better understanding of his capacity to help the DDA assist the Township in the development of their property.

Yates reminded Buswinka to do reference checks on the candidates with the recommendation to call Antrim, County and Holly, MI.

Chycinski verified that the Board would not be signing any contracts until they have their own legal counsel; Walker and Yates concurred.

The Board discussed the plan to pay off the smaller of the two sewer loans. Gutowski offered to call USDA Rural Development to find out the process to pay off loans.

## Supervisor's Report

Walker spoke about the work he is doing with Wade Trim regarding the water well.

## Director's Report

Buswinka referred the Board to her written report but also spoke about her conversation with Jeff Seng and his plans to develop his piece of property that is adjacent to Manistee Catholic School. Buswinka spoke about reviewing the Retail Market Analysis with Seng. Buswinka also noted that what prompted the conversation with Seng was the concept planning being done on the Manistee Catholic School property.

## Board Member Comments

Newenhouse stated that he felt both attorney's interviewed would do a good job for the DDA.

Frye asked Walker if the Sign Project is on the Township Board agenda. Walker stated that upon review of the Township Board minutes, the Sign Project was not approved at a previous meeting and therefore at the Feb. 2 Township Board meeting they would decide if they would co-partner in paying for a portion of the project.

Preuss asked that the decisions of the Township Board be communicated to the DDA on Feb. 3. Buswinka will email Board members the decision of the Township Board's Feb. 2 meeting.

Chycinski stated that he was encouraged to hear that Seng is looking to develop his property.

Gutowski thanked Buswinka for her work this past month.

Yates concurred with Gutowski, and thanked Buswinka for her work this past month.

## Public Comment

Ron Stoneman, Superintendent of Manistee Area Public Schools, thanked the Board for the invitation to attend the meeting and thanked the Board for their work.

Clara Kahle, resident of Filer Township, spoke about her support of the work that the DDA is doing, her love for Filer Township, and asked that the DDA support short term rentals as an economic development incubator. Kahle asked that Buswinka forward her formal letter to the Board via email and asked that the Board read the letter.

## Adjournment

Gutowski moved, supported by Walker, to adjourn the meeting at 4:45 p.m.

**Next regularly scheduled Board meeting is Tuesday, March 2, 2021 at 4:30pm.**

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.



<b>Filer DDA Fiscal Year 2021-22 Budget</b>			
	<b>2020-21 Budget</b>	<b>2020-21 Actual</b>	<b>2021-22 Budget</b>
<b>DDA Fund Revenues</b>			
TIF Capture	\$147,555.00	\$141,296.21	\$150,000.00
Interest Income Bank Accounts	\$1,000.00	\$1,097.01	\$1,600.00
Interest Income CD	\$300.00	\$200.00	\$200.00
<b>Total Revenue</b>	<b>\$148,855.00</b>	<b>\$142,593.22</b>	<b>\$151,800.00</b>
<b>DDA Expenses</b>			
Executive Director	\$25,000.00	\$25,000.00	\$25,000.00
Attorney Fees	\$2,500.00	\$4,298.00	\$1,800.00
Engineering	\$0.00	\$0.00	\$0.00
Accounting	\$2,300.00	\$2,608.33	\$2,187.00
Annual Sewer Loan Repayment	\$90,000.00	\$90,000.00	\$90,000.00
Capital Expenditures	\$13,245.00	\$0.00	\$25,000.00
Marketing	\$8,000.00	\$11,708.00	\$1,700.00
Website	\$600.00	\$255.00	\$300.00
Misc.	\$2,000.00	\$45.20	\$500.00
Contingency Fund-3.5%	\$5,210.00	\$5,210.00	\$5,313.00
<i>Approved Project(s)</i>			
Sign Project	\$0.00		
<b>Total Expenditures</b>	<b>\$148,855.00</b>	<b>\$139,124.53</b>	<b>\$151,800.00</b>
<b>Expenditures-Revenue</b>	<b>\$0.00</b>	<b>\$3,468.69</b>	<b>\$0.00</b>
USDA RD Sewer Loan Re-Payment *			\$270,000.00
<i>*Final payoff amount will be determined at time of actual payoff.</i>			
<i>Proposed/Not Approved Projects</i>			
Twp. Property: Hamlet of Filer Concept Planning			TBD

# DDA Director Report

February 2021

## ADMINISTRATIVE

- Prepared agenda and other materials for the February DDA meeting and January 6 & 21 Special DDA meeting.
- Wrote January Regular and Special January 6 & 21 DDA meeting minutes.
- Coordinated the two Special DDA meetings.
- Prepared notices and correspondence for the February 2021 Informational Meeting and ensured they were posted properly.
- Coordinated interviews of DDA attorney candidates.
- Established a Zoom account for DDA use.
- Worked with Treasurer to prepare the DDA 2021-22 Budget.
- Distributed to DDA district businesses notice of grant opportunities: Michigan Strategic Fund and the Michigan Small Business Survival Grant Program.
- Had numerous conversations with the Manistee County Community Foundation regarding grant opportunities, eligibility, and compatibility for the Township owned property concept and developer services project; Investigated other grant opportunities that might help fund the project.
- Kept Tom Amor in the loop regarding the sign project.

Submitted by:  
Tamara Buswinka, DDA Director

Filer DDA Treasurer Report

**Charter Township of Filer DDA Treasurer's Report**

**DATE: January 26, 2021**

<b>A. Account Balances</b>			
1. Checking Account	\$685,486.88		
Interest – Dec 20	\$144.51		
Tax Disbursement	\$22,314.80		
			\$707,946.19
Disbursements		\$6,250.00	
			\$701,696.19
2. Certificates of Deposit			
a. TCF Bank	\$205,038.92		
b. Shelby State Bank	\$256,277.32		
Total DDA Funds			\$1,163,012.43
<b>B. Invoices Submitted For Payment:</b>			
Web Matters		\$63.75	
Charter Township of Filer		\$90,000.00	
Outstanding Checks			
Mika Meyers		\$118.00	
Kathy Gutowski		\$19.60	
			\$1,072,811.08

