Charter Township of Filer DDA
Regular Meeting
Proposed Minutes

July 6, 2021
4:30pm

Filer Township Offices
2111 Nelson Street, Manistee, MI 49660
231-723-3138

Chair	Vice-Chair	Treasurer	Supervisor	Member	Member	Member	Member	Member	Director
Robert Yates	Tom Chycinski	Kathy Gutowski	Terry Walker	Patty Preuss	Al Frye	Mathew Johnson	Vacant	Vacant	Tamara Buswinka

Call to Order/Pledge of Allegiance

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

Roll Call

Members Present: Yates, Frye, Preuss, Chycinski, Johnson, Gutowski, Walker
Members Excused Absence:
Members Unexcused Absence:
Others Present: Tamara Buswinka, DDA Director

Consent Agenda

Walker moved, supported by Johnson, to approve the Consent Agenda. Motion passed unanimously.

Consideration of the Minutes

Johnson moved, supported by Frye, to approve the June 1, 2021 minutes. Motion passed unanimously.

Treasurer's Report

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

Gutowski moved, supported by Johnson, to designate Yates, Chycinski, and Gutowski as the designated DDA signatories at the Filer Credit Union. Motion passed unanimously.

Chairman's Report

After attending the 2nd public input session for the Hamlet project, Yates expressed his optimism for the project.

The Board discussed the idea of purchasing three lots on US31 that are directly adjacent to the Township's 20 acre parcel. Johnson spoke about the importance of the property to the overall success of the Hamlet project stating that having direct access from US31 is critical. Yates stated that having DDA control of the US31 lots would assist the Township Board in the development of their property because the Township would have a say on what types of development occurs on the property. General discussion by the Board was positive and supportive of the idea.

Yates moved, supported by Johnson, to enter into negotiations to purchase property with the following Tax I.D. numbers: 06-113-425-17, 06-113-425-20, 06-113-425-23 for the listing price of $250,000.00 and to pay the ancillary expenses that are associated with the purchase.
Roll Call Vote: Yates: Yes, Frye: Yes, Preuss: Yes, Chycinski: Yes, Johnson: Yes, Gutowski: Yes, Walker: Yes
Motion passed unanimously.

Supervisor's Report

No report.

Director's Report

Buswinka spoke about the efforts to secure an easement for the Township welcome sign; Crystal Lake Clinic is in the process of reviewing the proposal. Buswinka spoke about applying for a Consumers Energy grant to help fund the Fast Forward Filer Business Incubation Competition.

Board Member Comments

Johnson expressed excitement about the work the DDA is doing and about moving forward with the property acquisition idea.

Public Comment

No public comment.

Adjournment

Gutowski moved, supported by Preuss, to adjourn the meeting at 5:05 p.m.

Next regularly scheduled Board meeting is Thursday, August 5, 2021 at 4:30pm due to the elections.

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 DDA RECAP

2021 EXPENSES

DATE	VENDOR	AMOUNT
1-5-21	Kathy Gutowski	$19.60
1-5-21	Mika Meyers	$118.00
2-2-21	Web Matters	$63.75
2-2-21	Charter Township of Filer	$90,000.00
3-2-21	Mika Meyers	$59.00
3-2-21	Web Matters	$85.00
3-2-21	Latitude 44	$6,250.00
4-6-21	Integrated Architecture	$30,000.00
5-4-21	Charter Twp of Filer	$15,460.81
5-4-21	Latitude 44 – Postage	$33.00
5-4-21	Richards & McDougall	$270.00
5-4-21	Municipal Underwriters	$30.00
5-4-21	Days Inn	$75.00
5-4-21	Amor Signs	$13,731.00
6-1-21	Richards & McDougall	$112.70
6-1-21	Web Matters	$42.50
6-28-21	Richards & McDougall	$440.00
6-28-21	Baird, Cotter & Bishop	$1,975.00
6-28-21	Latitude 44	$6,250.00
TOTAL		$165,015.36

2021 REVENUE

1-25-21	2020 Winter Taxes	$4,285.49
1-25-21	2020 Winter Taxes	$18,029.31
2-23-21	2020 Winter Taxes	$18,527.84
2-23-21	2020 Summer Taxes	$87.90
3-29-21	2020 Winter Taxes	$41,891.08
5-2021	Sign Donation	$1,000.00
6-2021	Sign Donation	$1,000.00
2021	Interest – West Shore Bank	$693.88
TOTAL		$85,515.50

CHARTER TOWNSHIP OF FILER DDA TREASURER'S REPORT

DATE: June 28, 2021

A. Account Balances			
1. Checking Account	$607,638.52		
Interest -	$138.21		
Tax Disbursement	$0.00		
Filer Credit Union-Sign Project	$1,000.00		
Shelby State Bank-CD Cash	$256,340.85		
			$865,117.58
Disbursements		$256,571.05	
			$608,546.53
2. Certificates of Deposit			
a. TCF Bank	$205,098.48		
b. Filer Credit Union	$256,340.85		
Total DDA Funds			$1,069,985.86
B. Invoices Submitted For Payment:			
Richards & McDougall		$440.00	
Baird, Cotter & Bishop		$1,975.00	
Latitude 44		$6,250.00	
Outstanding Checks			
			$1,061,320.86
Check written to Filer Credit Union for CD			

DDA Director Report

July 2021

MATTERS OF THE DDA

- Prepared agenda and other materials for the July DDA meeting.
- Wrote June Regular DDA meeting minutes.
- Prepared agenda and other materials for the June Develop Filer Ad Hoc Committee meeting.
- Wrote minutes for the June Develop Filer Ad Hoc Committee meeting.
- Connected with Chris Bzdok regarding sewer loan payment issues and easement work for the sign project.
- Prepared for the July strategic planning work session.
- Fielded phone calls from members.
- Assisted the church occupying the old Sears building in getting their electrical permit so that they could have services.
- Spoke to Dr. Balaban extensively about leasing options for the Kmart Plaza.
- Applied for a Consumers Energy letter of intent to apply for a grant for $100,000.00 to help fund a Fast Forward Filer (F3) Business Start Up competition.
- Working the Sign Project: approval for the sign on the Crystal Lake Clinic property is taking time due to their internal bureaucracy and internal approval processes.
- Kept track of the moving of Subway.
- Conducted a number of follow up tasks related to the Hamlet of Filer project. See time tracking chart below for details.
- Wrote thank you notes to Dr. Balaban, Filer Credit Union, and 4Front Bank
- Had conversations with DDA attorney regarding property development and/or acquisition structure.

HAMLET OF FILER CONCEPT PLANNING PROJECT TIME TRACKING

The following is a cumulative report on time spent devoted to the Hamlet of Filer Township Concept Planning Project.

Date	Purpose	Time Allocation
Dec. 28 and 30	Arrange Jan. 6 Integrated Architecture meeting including practice using Microsoft Teams electronic meeting platform.	2.5 hrs.
Jan. 6	Integrated Architecture Proposal meeting	3 hrs.
Jan. 14	Arrange Jan. 21 Special DDA meeting	1 hrs.
Jan. 21	Special DDA Meeting to discuss project	1.5 hrs.
Jan. 26	MCCF Grant writing; phone conference call with MCCF to discuss grant requirements and Township eligibility.	4 hrs.
Jan. 27	MCCF Grant writing; phone conversation with MCCF about requirements of grant; grant submittal	4 hrs.
Feb. 3	Follow up submissions for the MCCF Grant	3 hrs.
Feb. 24	Meeting with Laura Heizelman RE: understanding the adjustments required to the grant application; rewrote sections and provided additional information for the grant/contacted IA to get revised timeline and PSA; arranged for the March 3 Develop Filer Ad Hoc Committee meeting	4.5 hrs.
March 3	Develop Filer Ad Hoc Committee Meeting: prepared the agenda and the minutes	4.5 hrs.
March 18	Develop Filer Ad Hoc Committee Meeting: prepared the agenda and the minutes	3 hrs.
March 24	Made arrangements for the April 14 public input meeting and corresponded with IA.	1 hr.
March 25	Spoke to Chelle to understand issues and then revised the Budget Form for the MCCF grant; prepared the stakeholder list and list of developers for communication purposes.	3.5 hr.
March 30	Responded to numerous questions from IA RE: review of press release and discussion with Randy, spoke to Mika Meyers (Alex Henderson) to discuss and clarify easement issues on the property.	1.5 hrs.
April 1	Spoke to the attorney about cleaning up the easement confusion, reviewed and revised the press release with IA, created a list, including a listserv, of stakeholders, residents, and developers, to be used when advertising the public input sessions.	5.5 hrs.
April 5	Phone conversation with Randy at IA about press release and notification plan for public input session. Prepared the agenda for the April 12 Develo Filer Ad Hoc Committee meeting.	0.5 hr.
April 7	Email and phone conversation with Mike Corby re: public input session, distribution of press release and other advertisement	2.0 hrs.

	platforms for the input session.	
April 8	Worked with Tammi and Richard Wilson to figure out residential zoning amendment and noticing of the input session.	0.5 hr.
April 12	Attended the Develop Filer Ad Hoc Committee meeting	1.50 hrs.
April 14	Purchased the food and beverages for the community engagement sessions, helped set up and greet people for the community engagement sessions.	1.25 hrs.
April 15	Attended the virtual community engagement session.	1.25 hrs.
April 28	Engaged in a follow up call about the community engagement sessions with Mike, Randy, and Chad; discussed next steps and zoning issues. Responded to MCCF regarding the grant.	1.5 hrs.
May 14	Prepared agenda and materials for the Develop Filer Ad Hoc Committee meeting	1.0 hr.
May 17	Attended Develop Filer Ad Hoc Committee meeting.	1.5hrs.
May 18	Wrote the May 17 Develop Filer Ad Hoc Committee meeting minutes, clarified with Richard Wilson that a quorum was present to validate votes.	2.0
May 25	Emailed to poll members and created an agenda for the June 8 Develop Filer Ad Hoc Committee meeting. Spoke to Randy Pease, IA, to discuss 2nd public input sessions format, date, and location. Contacted Richard Wilson to inquire about using Dr. Balaban old Forestry Service Building.	1.5
June 1	Emails to inquire and then emails to coordinate with Dr. Balaban received permission to use Forest Service building; toured the facility and made arrangements to have tables and chairs delivered to the site on June 22.	1.0
June 3	Discussed grant reporting and accounting with Tom Stege; Emailed Laura Heizelman to obtain grant information for the Township auditors. Updated website to include materials about the project. Created a flyer for public input. Wrote a press release.	3
June 8	Develop Filer Ad Hoc Committee meeting.	2
June 9	Wrote Filer Ad Hoc Committee meeting minutes, finalized Press Release including Linda Rogers quote, created flyer for June 22 event, emailed flyer to listserv	4
June 16	Conference call with IA to discuss design and details of the public meeting; reviewed emails about same.	1.5
June 17	Became aware that the Forest Service Building had no water or electricity and spent the next two days working the problem to get these utilities turned on. I contacted Scott M. and Dr. Balaban to	6

	discuss the situation. I: found and spoke to the State of Michigan Electrical Inspector, applied for a permit on behalf of Dr. Balaban (Dr. B paid for it though), coordinated with Scott to have the electricity inspected. I called every plumber I could find, and those recommended to me, to turn on the water. I called for porta potties. I coordinated with Terry W. and IA to discuss if changing the venue was feasible or wanted. Multiple phone calls and checking email.	
June 18	Met with the State Electrical Inspector and got the electricity turned on and continued to work the problem to get the water turned on too. Multiple phone calls and emails.	5
June 21	Met with Terry W. to tour the building and get the chairs and table set up. Phone conversation with IA to review the concept plans and discuss the meeting format and content. Multiple phone calls with Scott M. to continue to try to work out the water problem. Review final public input presentation materials and shared a few emails with Chad and Randy	4
June 22	Phone calls with Scott M. regarding water situation, Vacuumed the 412 Building, staffed the public input session #2	4
June 23	Completed follow up work from the public input session and fielded phone calls and email about the same. Contacted DDA attorney to discuss property development questions. Scheduled meeting to discuss development questions.	2

Submitted by:
Tamara Buswinka, DDA Director