

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

March 2, 2021  
4:30pm

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

<i>Chair</i>	<i>Vice-Chair</i>	<i>Treasurer</i>	<i>Supervisor</i>	<i>Member</i>	<i>Member</i>	<i>Member</i>	<i>Member</i>	<i>Member</i>	<i>Director</i>
<i>Robert Yates</i>	<i>Tom Chycinski</i>	<i>Kathy Gutowski</i>	<i>Terry Walker</i>	<i>Patty Preuss</i>	<i>Al Frye</i>	<i>Todd Newenhouse</i>	<i>Vacant</i>	<i>Vacant</i>	<i>Tamara Buswinka</i>

## Call to Order/Pledge of Allegiance

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

## Roll Call

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

Members Excused Absence:

Members Unexcused Absence:

Others Present: Tamara Buswinka, DDA Director, Clara Kahle, member of the public

## Consideration of the Minutes

*Preuss moved, supported by Chycinski, to approve the February 2, 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 report.

*Frye moved, supported by Walker, to approve the report and pay the bills as presented.*

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

Gutowski stated that she has been working with Shelby State Bank to clear up issues and get signatures on paperwork.

## Chairman's Report

Yates asked for discussion about legal representation for the Board. Yates spoke about Figura's considerable expertise in municipal law; however, Board members agreed they would secure legal representation with Bzdok due to their past history with Olson, Bzdok, and Howard, and Chris Bzdok specifically.

*Chycinski moved, supported by Gatowski, to secure legal representation for the DDA from Chris Bzdok, Olson, Bzdok, and Howard.*

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

Yates asked that Buswinka speak to both Bzdok and his associate who has expertise in DDA work.

## Supervisor's Report

Walker spoke about the work he is doing with Brian Sousa to evaluate water infrastructure. The Township will be issuing a RFQ to secure a Township Engineer of Record.

## Director's Report

Buswinka submitted the grant to the Manistee County Community Foundation on behalf of the Township Board. The Township Board voted against contributing money toward the community sign project. The Board directed Buswinka to work with Amor Signs to scale back the design of the sign to something more simpler so that the total budget of the sign project would not exceed \$25,000.00. Preuss offered to continue working with Buswinka on the project.

## Board Member Comments

Yates stated that the DDA has shown their commitment to assist in developing the Township owned property by contributing a significant amount of money to the total cost of the conceptual planning project and is allowing their DDA Director to perform in-kind services. These in-kind services utilize time otherwise committed to the DDA work and has a cost associated with it. The work the Director will do is to seek grants on behalf of the Township Board, administer the grant funds even though the DDA will receive no financial benefit from the grant work as all the money received will go to the Township Board, provide project management services for the Township Board on the project. Yates stated that this in-kind services the DDA is allowing the Director to perform has a price, a cost, that needs to be realized and understood by both the DDA board and Township Board, and is another way that the DDA is contributing financially to the conceptual planning project.

Chycinski stated that he would like the DDA to consider paying for pickleball courts that would be located on Township owned land adjacent to Pizza Hut.

Newenhouse advised Busiwnka and Preuss in redesigning the sign to ensure that the lettering of the sign is clear and large to allow for readability by people in cars traveling at 55 mph.

## Public Comment

No public comment.

## Adjournment

Walker moved, supported by Chycinski, to adjourn the meeting at 5:45 p.m.

**Next regularly scheduled Board meeting is Tuesday, April 6, 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

<b>CHARTER TOWNSHIP OF FILER DDA RECAP</b>		
<b>2021 EXPENSES</b>		
<b>DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
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
<b>TOTAL</b>		<b>\$90,201.35</b>
<b>2021 REVENUE</b>		
1-25-21	2020 Winter Taxes	\$4,285.49
1-25-21	2020 Winter Taxes	\$18,029.31
<b>TOTAL</b>		<b>\$22,314.80</b>