

Charter Township of Filer DDA Re-Scheduled Regular Meeting Proposed Minutes

November 5, 2020
2:00pm

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 11/20/20</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>Mathew Johnson Business</i>	<i>Terry Walker Supervisor</i>	<i>Patty Preuss Business</i>	<i>Robert Henry 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 2:00p.m.

Roll Call

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

Members Excused Absence: Chycinski

Members Unexcused Absence: Henry

Others Present: Tamara Buswinka, DDA Director

Consideration of the Minutes

Frye moved, supported by Johnson, to approve the October 6, 2020 minutes. Motion passed unanimously.

Treasurer's Report

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

Walker moved, supported by Preuss, to accept the Treasurer's report and pay the bills as presented. Motion passed unanimously.

Walker moved, supported by Johnson, that the DDA will pay not to exceed \$600.00 for a computer for the Treasurer. Motion passed unanimously.

Frye stated that in an effort to support local businesses, he'd request Gutowski consider purchasing a computer from a local Filer business and in lieu of that from a source in Manistee County. Gutowski stated that she is currently working with Jackpine on pricing a computer as there are no merchants in Filer that sell computers.

Chairman's Report

Yates welcomed Blake Smith, Loan Officer of the USDA Rural Development, via conference call, to the meeting. Smith reviewed the sewer loan details with the Board and explained the benefits of paying on the principal of the loan which, if the DDA paid \$270,000.00 toward the first loan, would result in an annual saving of \$20,000.00 as well as shortening the total life of the loan.

Yates and Gutowski will put forward a motion at the December DDA meeting regarding the issue of paying principal on the sewer loan.

Buswinka was directed to provide options for DDA legal representation; specifically, that the attorneys considered be vetted for their expertise in working with DDAs.

Frye, supported by Johnson, moved to retain the services of Latitude 44 Consulting, Tamara Buswinka, to continue to provide DDA Director services through 2021. Motion passed unanimously.

Buswinka thanked the Board and expressed appreciation for the work that they do and for the privilege of working with them for the betterment of the DDA district and community.

Gutowski moved, supported by Walker, to approve the 2012 DDA Meeting Schedule as presented. Motion passed unanimously.

Supervisor's Report

Walker stated that the Township has invested in the Township owned property at the corner of Red Apple and US31 approximately \$40,000.00.

Walker discussed the failing water well and efforts to assess next steps to address the problems.

Yates inquired if future capital expenditure costs are included in current water bills; if rates are set with consideration of, and provisions for, future capital expenditures.

Walker stated that the water rates were set with future capital expenditures considered.

Yates requested that Walker provide data to the DDA about savings by the Township for future water system capital expenditures.

Frye asked if the DDA is required to provide funding for water system capital expenditures and Walker answered that the DDA is not required to pay any of its funds towards water system capital expenditures.

Yates specifically asked that the minutes reflect that the three year contract the DDA signed with the company that is providing Christmas lights provided for a fixed rate for three years, starting this year; in 2023 the DDA will reevaluate the contract.

Walker stated that he has contacted Consumers Energy and requested that all light poles are evaluated for working lights and working electricity prior to the hanging of Christmas lights.

Director's Report

Buswinka referred the Board to the written Director's Report, stating that the Board will host two informational meetings during the regularly scheduled DDA meetings on Dec. 1, 2020 and Jan. 4, 2021. Buswinka stated that the public will have the opportunity to join the meeting via conference call that Latitude 44 Consulting is providing for the benefit of the Township. The informational meetings will meet DDA Act 57 compliance and be Covid-19 compliant.

Buswinka informed the Board that Mike Corby will be presenting a Proposal for Conceptual Planning services at the December meeting.

Buswinka informed the Board that the Planning Commission has placed the Sign Project into the Township Capital Improvement Plan. Walker confirmed that the Township Board will consider the Capital Improvement Plan at a future meeting.

Board Member Comments

Newenhouse remarked that while he supports paying off the \$270,000.00 sewer loan, other monies should be used to fund current projects.

Preuss thanked the Board for welcoming her back to the Board. The Board expressed their appreciation for her willingness to serve on the Board and thanked her for her future service to the Township.

Frye asked the Board to consider if it made sense for the DDA to put money aside to help fund the water well project.

Johnson stated that he agrees with Newenhouse that while he supports paying off the \$270,000.00 sewer loan, other monies should be used to fund current projects.

Adjournment

Gutowski moved, supported by Frye, to adjourn the meeting at 4:00 p.m. Motion passed unanimously.

Next Board meeting is Tuesday, December 1, 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.

DDA Director Report

November 2020

ADMINISTRATIVE

- Prepared agenda and other materials for the November DDA meeting.

BUSINESS DEVELOPMENT

- Spoke to Mr. Kassab, owner of Cypress Plaza, to encourage him to create a more flexible business model that would allow for leasing of the units specifically allowing seasonal use of the space.
- Contacted Kmart leasing to explore the idea of using the parking lot for a winter carnival event.

MATTERS OF THE DDA

- Sign Project:
 - Gave a presentation to the Township Board about the sign project. The Township Board referred the project to the Planning Commission requesting that they review it as they consider updating the Capital Improvement Plan.
 - Inquired from the Planning Commission if the project is included in the Capital Improvement Plan. As to date, I am unaware of whether the project has been placed in the Capital Improvement Plan.
 - I have kept Tom Amor informed of the decision made by the Township regarding the project.
- Township Owned Property
 - Arranged meeting with Mike Corby and others to discuss the project.
 - Had multiple phone conversations with Mike Corby to discuss next steps and clarify expectations.
 - Investigated, and corroborated with Richard Wilson, whether the Township has to issue a RFP/Q when selecting a consultant to do the conceptual planning for the site.
 - Mike Corby has convened a team, which includes developers, to discuss the project and will communicate with the Township when he has determined next steps and has a scope of work and estimate prepared.

OTHER MATTERS OF THE DDA

- Sent letters to businesses on River Street who will be displaced by the Manistee Gateway project.

- Secured a conference call line for the December and January Informational meetings.

Submitted by:
Tamara Buswinka, DDA Director

CHARTER TOWNSHIP OF FILER DDA RECAP

November 2020 2020 EXPENSES

1/1/2020	Latitude 44 - 1st Quarter	\$6,250.00
1/7/2020	The Pioneer Group	\$3,441.70
2/4/2020	The Pioneer Group	\$15.00
3/3/2020	Mika Meyers	\$45.00
4/1/2020	Latitude 44 - 2nd Quarter	\$6,250.00
3/9/2020	Filer Township Tax Account	\$60.01
3/9/2020	Charter Township of Filer	\$90,000.00
1/8/2020	Mika Meyers	\$3,855.50
7/1/2020	Latitude 44 - 3rd Quarter	\$6,250.00
8/6/2020	Richards & McDougall, PC	\$600.00
8/6/2020	Baird, Cotter & Bishop, PC	\$1,900.00
9/1/2020	Ramsdell	\$10,000.00
10/1/2020	Latitude 44 - 4th Quarter	\$6,250.00
10/7/2020	Baird, Cotter & Bishop, PC	\$108.33
11/5/2020	Web Matters	\$127.50
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11/5/2020	Mika Meyers	\$324.50
11/5/2020	Latitude 44	\$25.60
		\$135,630.64
2020 REVENUE		
	Tax Revenue	\$129,425.27
	Interest - West Shore Bank	\$1,373.12
	LCSA Act Distribution	\$12,283.14
		\$143,081.53

DATE: October 28, 2020

Filer Township DDA Treasurer's Report

A. Account Balances			
1. Checking Account	\$691,870.38		
Interest	\$133.96		
Tax Disbursement			
LCSA Act Distribution	\$12,283.14		
Disbursements		\$6,358.33	
			\$697,929.15
2. Certificates of Deposit			
a. TCF Bank	\$205,038.92		
b. Shelby State Bank	\$256,202.21		
Total DDA Funds			\$1,159,170.28

B. Invoices Submitted for payment:

Mika Meyers	\$324.50		
Web Matters	\$127.50		
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Latitude 44	\$25.60		
			\$1,158,565.18

Revised 11-5-2020