

# Charter Township of Filer DDA

## Regular Meeting

### Proposed Minutes

October 5, 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, Gutowski, Walker

Members Excused Absence: Johnson, Chycinski

Members Unexcused Absence:

Others Present: Tamara Buswinka, DDA Director

### Informational Meeting Presentation

Buswinka gave a presentation on the current activities of the DDA. The Informational Meeting presentation is the first of two meetings that will be held to inform the public and the taxing jurisdictions about the work of the DDA during the fiscal year 2021-22. The next Informational Meeting will be Jan. 4, 2022 at 4:30pm.

### Public Comment on the Information Meeting Presentation

There was no public comment.

### Consent Agenda

*Preuss moved, supported by Frye, to approve the consent agenda. Motion passed unanimously.*

*Frye moved, supported by Preuss, to approve the purchase of a file cabinet for the DDA. Roll call vote: Yates: Yes, Frye: Yes, Preuss: Yes, Gutowski: Yes, Walker: Yes Motion passes.*

### Consideration of the Minutes

*Walker moved, supported by Gutowski, to approve the September 7, 2021 minutes. Motion passed unanimously.*

## Treasurer's Report

*Walker moved, supported by Preuss, to accept the Treasurer's Report. Motion passed unanimously.*

Gutowski explained to the Board that the TCF Bank DDA CD will expire Oct. 20. 2021. Board discussed the next steps regarding the CD.

*Frye moved, supported by Preuss, to withdraw the CD from TCF and place the funds in the checking account at West Shore Bank until Gutowski investigates interest rates of other banks and the Board makes a final determination on where the funds shall be invested. Roll call vote: Yates: Yes, Frye: Yes, Preuss: Yes, Gutowski: Yes, Walker: Yes Motion passes.*

*Frye moved, supported by Preuss, for the DDA to issue a Request for Proposals to allow banks within the DDA district to provide financial services. Motion passed unanimously.*

Gutowski and Preuss agreed to work together to write and issue the RFP.

Preuss will withdraw the TCF CD and deposit the funds into the West Shore Bank checking account.

Gutowski instructed Buswinka to have all bills pertaining to the DDA be directed to the Township Hall address.

## Chairman's Report

Yates updated the Board on the status of the property acquisition: the environmental assessment is done resulting in a determination that the property does not require a Phase II assessment, and the extension for the purchase of the US31 property was granted which will allow the DDA to further clarify with Consumers Energy the easement issues.

## Supervisor's Report

No report.

## Director's Report

Buswinka referred to the Director's Report.

## Board Member Comments

Frye spoke about the Filer First business incubation project stating that the first step is developing a marketing and promotion strategy and that students from West Shore Community College may be interested in helping the contestants with the development of their business plan.

## Public Comment

No public comment.

## Adjournment

*Gutowski moved, supported by Preuss, to adjourn the meeting at 5:25 p.m. Motion passed unanimously.*

**Next regularly scheduled Board meeting is THURSDAY NOVEMBER 4, 2021 at 4:00pm. This change is due to the election.**

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

October 2021

- Prepared agenda and other materials for the October DDA meeting.
- Wrote September Regular DDA meeting minutes.
- **DHHS Move RFP:** Worked with Dr. Balaban on his application and strategy for retaining DHHS in his space including writing multiple letters to DHHS staff, State of Michigan real estate managers, and Filer State Representatives in support of DHHS not moving out of Filer DDA district. I heard back from Cypress Plaza store owner's realtor, Bob Lotzer, who informed me that the owner Mr. Assab is not submitting a RFP for the DHHS opportunity and isn't looking to spend much, if any, money on the property. I am not aware of any other property owner submitting a RFP for the DHHS lease. Dr. Balaban submitted a RFP for three properties and has spent approximately \$10,000.00 on the application process. He will have to spend a substantial amount of capital on improving the properties and on yearly obligations to the State of Michigan if they accept his RFP.
- **Sign Project:** Working with Realtor, John Hanson, who represents the owners of the property opposite Crystal Lake Clinic to communicate DDA's wishes to place the welcome sign on their property. To date, the property owner is still considering the proposal. All materials have been submitted to the Crystal Lake Clinic's board for their review and approval. We are still waiting to hear back from them. Tom Amor has been working on the building of the sign and has almost completed the job. Feel free to go see it at Amor's workshop. Next steps are to nail down the exact location for the sign,

get the agreement signed, get a simple boundary survey completed, and work with Consumers on providing electricity to the site.

- **Property Acquisition Project:** Made many points of contact on either email or phone calls to discuss project with Integrated Architecture, Otwell Mawby, Chad Barton, LRBOI, and Consumers Energy. Filled out survey form for Otwell Mawby, coordinated conference calls, made connections with local officials to help with giving a historical perspective on the property, and provided additional information about the project. Ensured that the timeline for completing the assessment coincided with the purchase agreement timeline (which required multiple follow up connections) and made the connection and attended the conference call with Consumers Energy (via Eric Gustad). The Phase I Environmental Assessment is complete and reveals that the site is environmentally “clean” and no further assessments are recommended. An extension on the purchase agreement was made, and granted, to allow us more time to work out the details of the Consumer’s easement on the site. Consumer’s has an easement that extends 150 feet from the R.O.W. on US31 and has assured us that they will provide us with a letter detailing what and what can not be allowed within the easement. We expect closing on the property to be completed before the November meeting. Once the property is purchased we will continue with the concept planning for the Township owned property.
- **Filer First Competition:** Coordinated and strategized with AI. Spoke to James B and Right Side Design, to start conversations about the marketing and promotion of the project. Completed rough draft of rules and verbiage describing the project. We are also building partnerships with Venture North, a Community Development Financial Institution, to understand how their services might assist a new entrepreneur’s financial portfolio. Filer Credit Union is working to understand how their loan process may work with the competition timeline. We are also working with the Small Business Development Center to tap into their expertise in helping entrepreneur’s creation of a Business Plan, which will be required for the competition.
- **New Business Development:** Made connections, and met with Rory (owner of the hot dog stand) and Hillside Plaza property manager to view the old Subway space. Subway

removed all their equipment so the space, which is perfect in size, may not be good for Rory because he didn't want to have to install a new kitchen in a leased space.

Submitted by:  
 Tamara Buswinka, DDA Director

## 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.

<b>Date</b>	<b>Purpose</b>	<b>Time Allocation</b>
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 Develop 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 platforms for the input session.	2.0 hrs.
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 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.	6
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
June 24	Met with Terry, Bob, and Mike to discuss US31 property, spoke to Chad and sent email to Chris B. about same. Spoke to Board members and sent out information about US31 property and answered questions. Did research and developed materials to help answer questions about property.	5

July 7	Spoke with Chad to begin property acquisition work. Emailed Mike Corby and Randy Pease about same.	.5
July 26	Reached out to Randy to schedule final public input session	.15
August 11	Worked with IA to create a timeline for the remainder of the project. Consulted with Filer PC regarding the updating of the zoning ordinance.	1.25
August 19	Organized the next Develop Filer Ad Hoc Committee	.5
August 31	Zoom meeting with IA and Chad to discuss next steps and prepare for the final meeting with the public	1.5

Submitted by:  
Tamara Buswinka, DDA Director

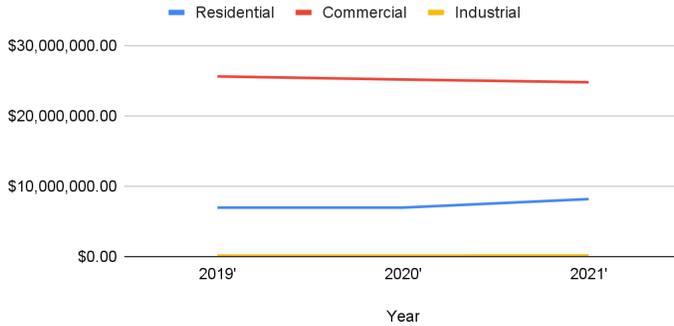
# Charter Township of Filer DDA

## *Fiscal Year 2021-22 4th Quarter Report*

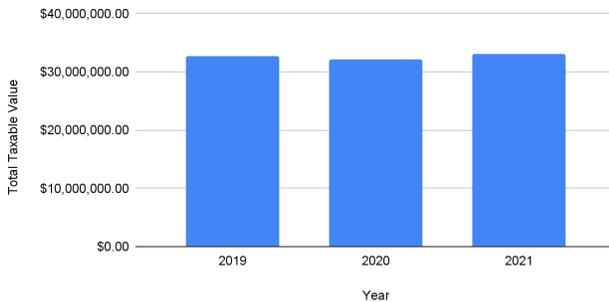
**Prepared for the October 5, 2021 Public Information Session**

### Filer DDA District: Taxable Value by Class 2019-2021

Percent Change 17% Residential, -3% Commercial, 3% Industrial



### Filer DDA District: Total Taxable Value (Residential, Commercial, Industrial) 2019-2021



## Current Contracts

- Latitude 44 Consulting to provide administrative and professional economic development services to the DDA.
- Hometown Decorations and Display to provide Holiday decorations on the light posts within the DDA district
- Olson, Bzdok, & Howard to provide legal services to the DDA.
- Amor Sign Studios to design and install a “Welcome to Filer” sign at the southern edge of the DDA district.
- Integrated Architecture to provide conceptual planning services for the Township Board owned land between Merkey and Red Apple Road (The Hamlet in Filer Township).
- Cherry Capital to assist the DDA in purchasing property within the DDA District.

## Current Activities

- **Hamlet Project:** Continue to provide project management services to the Township Board to complete the conceptual planning for the Hamlet in Filer Township project. Project completion anticipated in November 2021.
- **Purchasing Property:** Upon confirmation of a few critical details, will purchase 4.4 acres of land located on US31 between Merkey and Red Apple Road with the intent to

use the property to provide US31 access to the Hamlet in Filer Township project, some retail, and residential units. Purchase anticipated to be completed late October 2021.

- **Community Development & Placemaking:** Finalizing the location of the Welcome to Filer Sign. Install of the sign to occur late 2021.
- **Business Growth:** Initiating a Business Incubation competition to be held in late spring or early fall 2022.
- **Business Retention:** Monitoring the tenants and working closely with building owners to stabilize current tenants and find new tenants.
- **Business Attraction:** Working to recruit businesses and entrepreneurs by contacting them directly and showing vacant properties.



## Past Accomplishments & Activities

- Initiated and paid for a large-scale community planning visioning initiative (2016) that resulted in the “Corridor Analysis Plan” that led the way for the gifting of the Hamlet property in the DDA district to the Township and revealed the strong desire for walkability in the corridor..
- Initiated, project managed, and provided professional services for an attempt to amend the Commercial Zoning district. Amendment to the district failed to progress. (2017)
- Provided a wastewater collection system for the district.(2018)
- Updated DDA portion of the Township website. (2019)
- Amended the DDA Development Plan (2019).
- Completed a Retail Market Study (2020) to provide invaluable data to entrepreneurs and to guide DDA decision making.
- Partnered with the Ramsdell Theatre funding the majority of the cost of a musical event held in the Kmart parking lot during Covid-19 to provide some levity and community connection during the shut down period of the pandemic. Much appreciation must be extended to the Filer Township Fire Department for providing emergency services for the event.
- Provided the Township with a “Welcome to Filer” sign. To be completed in 2021. (2021)
- Initiated and paid a large share of the professional architecture, concept planning, and developer recruitment for the Township Board owned property between Merkey and Red Apple Road in order to develop much needed housing, commercial uses, and create a town center.
- DDA Executive Director wrote, on behalf of the Township Board, a grant to help pay the Township Board’s portion of IA services. (2021)
- Provided professional project management services to the Township Board for the Hamlet in Filer Township conceptual planning project. (2021)
- Conducted DDA Board strategic planning which set the direction for implementing the DDA Development Plan for the next 5 years. (2021)

## **Township Board Presentation and Public Information Meeting Schedule for Fiscal year 2021-22**

### **Township Board Presentations**

Oct. 5, 2021

Jan. 4, 2022

April 5, 2022

July 5, 2022

### **DDA Public Information Meetings**

Oct. 5, 2021

Jan. 4, 2022

# CHARTER TOWNSHIP OF FILER DDA TREASURER'S REPORT

DATE: September 29, 2021

## A. Account Balances

1. Checking Account	\$626,137.39	<i>West Shore Bank.</i>	
Interest -	\$77.66		
Tax Disbursement	\$11,618.65		
			\$637,833.70
Disbursements		\$13,511.50	
			\$624,322.20
2. Certificates of Deposit			
a. TCF Bank <i>Expires Oct. 20</i>	\$205,064.76		
b. Filer Credit Union	\$256,277.32		
Total DDA Funds			\$1,085,664.28
B. Invoices Submitted For Payment:			
Olson, Bzdoc & Howard	\$1,349.50		
Amor Signs	\$10,360.00		
Postmaster	\$22.00		
Latitude 44	\$6,250.00		
Outstanding Checks		\$6,250.00	
			\$1,079,414.28