

Filer Township DDA Regular Meeting Proposed Minutes

April 3, 2018 4:30pm

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

2021	Chair 2018	Treasurer 2019	Supervisor 11/20/20	Member 2018	Member 2021	Member 2021	Member 2021	Member 2018	Director
Vacant Business	Robert Yates Business	Patty Preuss Business	Terry Walker	Tom Chycinski Resident in district	Robert Henry Business	Al Frye Citizen At Large	Todd Newenhouse Business	Larry Bielski Property owner in district	Tamara Buswinka

Call to Order/Pledge of Allegiance

The meeting was called to order by Vice-Chairperson Tom Chycinski at 4:30 p.m.

Roll Call

Members Present: Walker, Preuss, Newenhouse, Chycinski, Henry

Members Excused Absence: Yates, Frye, Bielski

Members Unexcused Absence:

Others Present: Tamara Buswinka, Director

Consideration of Minutes

Henry moved, supported by Preuss, to table the March 6, 2018 minutes until the May regularly scheduled meeting. Motion passed unanimously.

Treasurer's Report

Preuss submitted the Treasurer's report and reviewed the bills to be paid.

Walker moved, supported by Henry, to approve both the report and the paying of the bills. Motion passed unanimously.

Treasurer's report may be found attached to the minutes.

Preuss reviewed a DRAFT DDA budget proposal for Board review prepared to help the Board identify initiatives they want to undertake as it relates to the approved budget, TIF capture funds, and monies held in savings. Buswinka and Preuss proposed a number of different ideas for the Board to consider as part of their spending during the year. The following suggestions are offered for the Board's consideration:

- **MARKETING & PROMOTION:** Christmas decorations for the corridor
- **COMMUNITY EVENTS:** Creation of a signature event and hiring of an event planner to facilitate the event

- BUSINESS OUTREACH/TRAINING: Creating a newsletter for business that contains information about the initiatives of the Board; create Board sponsored training sessions for employees of businesses located within the district, utilize the Township website Newsletter feature on a monthly basis.
- DEVELOPMENT/TIF PLAN DEVELOPMENT: Amending the DDA 2012 Development/TIF Plan in order to stay compliant with new DDA statutory requirements.
- INFRASTRUCTURE: A new well.

The Board authorized Buswinka to secure proposals from Rob Bacigalupi, Principal of Mission North Consulting, to assist in preparing the Development Plan and Tracey Helder, Love Your Event, to assist in creating a signature Township event and to run the event. These two consultants have been vetted by Buswinka through an interview process. Both consultants will be invited to the May Board meeting to meet the Board, present their proposals, and answer questions. Final decisions regarding the consultants will be made by the Board.

Buswinka did research into funding the streetscape project. USDA Rural Development has a 3.875 interest rate 20 year loan that would cover the estimated \$2 million cost for streetscape. The loan would result in a \$145,540 yearly payment and \$12,000 monthly payment. Considering the yearly DDA tax capture, Buswinka advised the Board that the USDA RD loan is not an option to consider in funding the streetscape project to the fullest extent; however, Preuss suggested perhaps a portion of the streetscape project could be funded. Buswinka made the comment that the residents of Filer clearly feel that walkability in the corridor is important. Buswinka recommended that with an understanding of how expensive it is to put in sidewalks and/or pathways using public funds the Township is advised to incorporate the requirement for sidewalks into every new development proposal so that the cost of the streetscape improvements is born by private investors rather than the public. Buswinka stated that this is how most communities create livable corridors, through a slow and patient process of individual private development projects paying for their portion of the streetscape elements in front of their property. While it may seem like a jigsaw puzzle with a missing piece, eventually sidewalks will become connected and a whole system of walkability achieved. Walker stated that Tim Ervin's contract to investigate alternative funding sources to pay for the streetscape project was reviewed by an attorney and Ervin was given the approval to begin work.

Considering that most of the businesses in the corridor are chain business and many owners do not live in the region (much less the community), creating relationships to understand how the Board may assist businesses to grow and retain their presence in the Township is challenging. Preuss and Buswinka offered to the Board the idea of creating a small scholarship for employees looking to grow their skills and move into managerial positions. This type of talent creation is important to retaining businesses, helping the people who grow the business, and creating an entrepreneurial culture.

Walker moved, supported by Henry, to provide a \$199.00 competitive scholarship for an employee working in the DDA district to attend a one day seminar in June titled "Making the Transition from Staff to Supervisor" hosted by the Fred Pryor Seminars. Motion passed unanimously.

Buswinka will develop and manage the scholarship process and the Board will make the selection for the candidate at the May meeting.

Chairman's Report

No report.

Supervisor's Report

Regarding the sewer project, Elmer's is continuing their work after some delays. Walker met with Brian Sousa, Wade Trim, to discuss the change order of \$49,047.00 that resulted from requirements imposed by the DEQ during the permitting process. Sousa had anticipated the eventuality of additional costs within the original budget so the project continues with an intact contingency fund.

Walker will contact Consumer's to see if the four poles holding the lights at the intersection of Merkey and US31 may be used to support Christmas decorations. Walker will also ask Consumers the cost to bring power to the large evergreen tree at the same corner so that (if the property owner would allow) the DDA could decorate it with Christmas lights. Buswinka will speak to the property owner to determine if they would allow decorations on the tree.

Director's Report

Buswinka reported that there is no new projects proposed in the DDA district.

Board discussed the Shooting Range project noting that the challenges that MDOT is imposing (requiring the closure of both existing curb cuts and the creation of one new drive in the center of the property at a location that has significant topography challenges) will always cause issues with developing the property in the future. Buswinka suggested that the Board consider assisting in solving the curb cut issue so that the property is developable. Chycinski suggested other sites that the shooting range could be located. Buswinka will check with the Zoning Administrator to see if the shooting range owners are willing to investigate other properties.

Buswinka confirmed with the Board that their top initiatives for 2018 are as follows:

- Update the Development/TIF Plan
- Create a signature event
- Provide a scholarship for an employee working in the district to attend a training seminar
- Produce a newsletter to all businesses that informs them of the DDA initiatives, updates them on the sewer project, and offers the scholarship opportunity.

Adjournment

Preuss moved, supported by Newenhouse, to adjourn the meeting at 5:45pm. Motion passed unanimously.

Next Scheduled Meeting Tuesday, May 1, 2018 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.

3/29/18

Filer Township DDA Treasurer's Report

A. Account Balances

1. Checking account

\$771,897.48 as of 3/28/18

2. Certificates of Deposit

\$204,041.72

a. Chemical Bank

\$255,914.23

b. Shelby State Bank cd # 200090362

1,231,853.43

Total DDA Funds

B. Invoices submitted for payment:

None

Paid to Charter Township of Filer 3/28/18 - \$90,000

Additional payment of \$391,739.76 is due by June 1, 2018
(Est. Bal - \$750,113.67)

Total Invoices

1,141,853.43