

# Filer Township DDA Rescheduled Meeting Proposed Minutes

April 9, 2019  
4:30pm

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

<i>Chair 2022</i>	<i>Vice-Chair 2022</i>	<i>Treasurer 2020</i>	<i>Supervisor 11/20/20</i>	<i>Member 2020</i>	<i>Member 2019</i>	<i>Member 2021</i>	<i>Member 2022</i>	<i>Member 2020</i>	<i>Director</i>
<i>Robert Yates Property Owner</i>	<i>Tom Chycinski Resident in district</i>	<i>Patty Preuss Business</i>	<i>Terry Walker</i>	<i>Robert Henry Business</i>	<i>Al Frye Citizen At Large</i>	<i>Todd Newenhouse Business</i>	<i>Kathy Gutowski Resident at Large</i>	<i>Vacant Business</i>	<i>Tamara Buswinka</i>

## Call to Order/Pledge of Allegiance

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

## Roll Call

Members Present: Frye, Chycinski, Preuss, Walker, Henry  
 Members Excused Absence: Yates, Newenhouse, Gutowski  
 Members Unexcused Absence:  
 Others Present: Tamara Buswinka

## Consideration of the Minutes

Preus moved, supported by Frye, to approve the March 5, 2019 regular meeting minutes. Motion passed unanimously.

## Treasurer’s Report

Preuss reviewed the report with the Board specifically noting that that \$90,000.00 sewer bond payment has been paid and that not included in the written report is an invoice from Mission North of \$2,125.00.

Frye moved, supported by Walker, to pay the bills as presented in the Treasurer’s report including the invoice from Mission North for \$2,125.00. Motion passed unanimously.

Report attached to the minutes.

## Chairman’s Report

Chycinski discussed the need to help Subway find a new location within Filer and asked Buswinka if she had offered the Kmart gas station or the old oil change business behind O’Reilly’s to them as an option.

Buswinka stated that she went through the inventory of vacant buildings with them but did not think of the old oil change building. Buswinka will follow up on that suggestion with Subway.

## Supervisor's Report

Walker updated the Board on the status of the Magoon Creek project stating that the DNR Passport Grant has been submitted, a letter from the City of Manistee was received that spoke to the last remaining sewer connections, Elmer's provided a cost estimate to attach the last two sewer connections and will cost approximately \$10,000.00 for both, a Magoon Creek clean up day is scheduled, and the Lions Club donated \$5000.00 to Magoon Creek.

## Director's Report

- DDA Supported Sidewalk Sale Event
  - Buswinka suggested that the DDA not give up on the idea of sponsoring an event within the Township and suggested doing something small but meaningful for the merchants. Buswinka asked the Board how they felt about sponsoring and/or supporting a sidewalk sale event at the strip mall with Peebles, Gil-Roys, and Dunhams? The Board made suggestions that Buswinka will follow up on such as arranging for Subway, the Bungalow, and/or Family Fare providing food. More to come on that idea.
- DDA Act 57 of 2018 Compliance Report
  - Buswinka worked with the WebMatters to provide content to the DDA tab on the Township website. Buswinka suggested that the Board members look at the Township website to see the changes.
  - Buswinka took care of the Department of Treasury April 1st submission requirement.
  - Coordinated with Tom Stege to extract information from the Township Audit for the reports required, provided Tom with the Excel spreadsheet that needs to be filled out for the required report.
  - Buswinka reiterated that every year the Board will need to achieve goals and show accomplishments or the Department of Treasury will dismantle the Board and liquidate the DDA TIF funds.
- Subway Relocation Update
  - Buswinka spoke to Bill Sommerville from 3W Three West LLC (realtor) to discuss their listing, the vacant property on the corner of Merkey and US31. Buswinka learned that the property owner isn't interested in making improvements to the building for a new tenant.
  - Buswinka spoke to Subway manger Megan Crissey about Subway's plans. They are working to find a new location and would prefer to stay in the Township.
  - Buswinka ran through the inventory of vacant buildings in the Township to help them in their search.
- Commercial District Zoning Amendment Progress
  - Buswinka attended a Planning Commission Work Session on March 12, prepared and gave a presentation about the proposed changes, and was asked to complete some additional work in preparation for the April meeting. The Ordinance is getting closer to being amended.

- Development Plan: Development Area Citizens Council
  - Buswinka mailed flyers advertising the need for the DACC to every property owner in the DDA district.
  - The Township posted an add in the paper with a March 22 deadline to apply.
  - Act 57 requires 9 members on the DACC in order to review the Development Plan. Buswinka is unsure what Richard Wilson will advise if we can not get 9 members to serve on the DACC; what are the implications for amending the Development Plan?
  - Chycinski suggested a few names; Buswinka asked that if any members have suggestions for residents of the DDA district who may be willing to sit on the DACC please email their name and phone number so that she can follow up and ask their willingness to serve.
- 20 Acre Township Owned Property Discussion: Next Steps?
  - On March 5th Buswinka gave the Mike Corby presentation to the Township.
  - Buswinka recommends that the DDA have a discussion about next steps.
- DDA 2019 Work Plan
  - Every year Buswinka prepares a Work Plan that guides the Director's work and the DDA's efforts. Buswinka would like some input from the Board on what they would like to see in the Work Plan.
  - Buswinka asked when would the DDA like to host the community input sessions (as required by Act 57)? Buswinka would like to suggest that they pair up again with the Chamber to host an After Hours event and provide input opportunities for the attendees.
  - Buswinka has begun to gather data about the district so that evidence based decisions may be made. Is there anything specific the Township might want to know?
- New Membership Drive
  - Buswinka reminded the Board that they are in need of a new member. Buswinka asked if each Board member would commit to speaking to one person they know to see if they could serve on the Board?

The Board asked Buswinka to do the following tasks:

1. Put together a list of invitees for the May 8th Gibb's Retail Market Study presentation and email it to all members for their review.
2. Send out invitations to the Gibb's Retail Market Study presentation.
3. Send all Board members the DACC flyer so that they may do some recruitment for people to sit on that council.
4. Convene the Develop Filer Ad Hoc Committee to discuss next steps for the 20 acre Township owned parcel.
5. Contact all food providers in the district to see if they would like to be a part of the sidewalk sale event.
6. Contact Bob Yates to follow up on his conversation with Tim Ervin and the status of the grants he has verbally agreed to pursue.
7. Contact Andrew Lipon from Gibb's Planning to discuss the results of the Retail Market Study and share those results with the Board in advance of the May 8th presentation.

8. Fact find about the cost of, and assemble artwork for, a billboard that celebrates Filer's award for "Best Water in Michigan".

## Board Member Comments

No member comments.

## Adjournment

Frye moved, supported by Walker, to adjourn the meeting at 5:30 p.m. Motion passed unanimously.

**SPECIAL PRESENTATION: WEDNESDAY, MAY 8 AT 6:30PM AT THE DAYS INN FOR THE GIBB'S RETAIL MARKET STUDY PRESENTATION.**

**Next Board meeting is May 7, 2019 at 4:30pm at the Township Hall.**

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

4/1/19

### Filer Township DDA Treasurer's Report

A. Account Balances			
1. Checking account		\$288,733.01	as of 4/1/19
2. Certificates of Deposit			
a. Chemical Bank		\$204,322.77	
b. Shelby State Bank cd # 200090362		<u>\$256,020.83</u>	
Total DDA Funds			<u>749,076.61</u>
B. Invoices submitted for payment:			
Mika Meyers		\$228.00	
Web Matters		\$42.50	
Total Invoices		<u>-\$270.50</u>	
Paid \$90,000.00 to Filer Township for bond payment - 3/28/19			\$748,806.11

**MISSION NORTH, LLC**

**INVOICE**

231-883-7266  
rob@missionnorth.com

627 Sixth Street  
Traverse City, MI  
49684

Attention: Tamara Buswinka  
Executive Director  
Charter Township of Filer Downtown Development Authority  
2505 Filer City Road  
Manistee, MI 49660  
via email: [tamara@latitude44.consulting](mailto:tamara@latitude44.consulting)  
Date: April 3, 2019  
Project Title: Update DDA Development Plan  
Invoice Number: 190402  
Terms: 30 Days

Description	Hours	Rate	Cost
Draft Development Plan, review with DDA Board on March 5, 2019, revise plan, send to Township Attorney for review.	17	\$ 125	\$ 2,125.00
<b>Total</b>	<b>17</b>		<b>\$ 2,125.00</b>

Thank you for your business. It's a pleasure to work with you on your project!

Sincerely,

Rob Bacigalupi