

Charter Township of Filer DDA

Regular Meeting

Proposed Minutes

December 3, 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 2022</i>	<i>Member 2020</i>	<i>Supervisor 11/20/20</i>	<i>2019</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>Vacant 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 4:30 p.m.

Roll Call

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

Members Excused Absence: Henry

Members Unexcused Absence:

Others Present: Tamara Buswinka, DDA Director

Consideration of the Minutes

Frye moved, supported by Chycinski, to approve the December 3, 2019 meeting minutes. Motion passed unanimously.

Treasurer's Report

Gutowski reviewed the report, including the bills to be paid, with the Board. See Treasurer's report attached to the minutes.

Walker moved, supported by Chycinski, to accept the Treasurer's report. Motion passed unanimously.

Chairman's Report

Yates discussed the conversation he and Buswinka had with Henry about his commitment to the DDA. Yates stated that Henry has re-dedicated himself to the DDA. Yates pointed out that Henry's position at Shelby State Bank is to work with entrepreneurs to secure small business loans and as such can be very beneficial to provide professional help to entrepreneurs to connect them with capital and business development assistance.

Yates discussed with the Board the idea of reducing the Board's debt exposure by utilizing reserved funds to lower the DDA's debt. Yates said that he and Gutowski had a conversation about restructuring the USDA Rural Development loan in order to reduce the DDA's debt. Yates instructed Buswinka to contact USDA Rural Development to arrange a meeting that he and Gutowski would attend to discuss the various options available to reduce the DDA's debt exposure.

Supervisor's Report

Walker expressed to the Board his disappointment in the intermittently working of power to the US31 streetlights that causes the Christmas lights to not always be illuminated. Walker continues to work with Consumers to solve the problem but no easy solution is apparent. Walker suggests that the Board might want to consider alternative Christmas decorations next year, such as lighting the huge evergreen tree on the corner of Merkey and US31 or the evergreens further down Merkey on the triangular lot.

Director's Report

See written Director's report attached to the minutes.

Buswinka discussed with the Board the following issues:

- Because the Library recently had a millage renewal (2018) by statute they are no longer a part of the Filer DDA TIF Plan; it is an automatic opt-out for TIF capture. The legislation gives libraries the power to enter into written agreements with the DDA to allow all or part of its millage to be captured. Thus, there is an opportunity to negotiate with the Library to continue some or all of the capture for projects the library may wish to support. Tom Stege was invited to meet with the Library Director, Debra Greenacre, to discuss the situation. Stege stated that he met with Greenacre and was informed of the new legislation and notified the Board that part of the 2018 TIF capture may have to be reimbursed to the Library and he will not be capturing the 2019 TIF amount unless the Library Board votes to opt-in and continue allowing the DDA to capture the TIF. Buswinka disclosed that she is on the County Library Board and has excused herself from voting on the matter related to opting in to allow TIF capture because she clearly has a financial conflict of interest. Buswinka stated the Filer's TIF capture is around \$10,000.00. Buswinka recommended that the Board consider possible projects the DDA could partner with the Library that might provide mutually beneficial use of the TIF funds; the DDA sign project is an ideal project to partner with the Library as a digital component may be used to advertise Library events. Buswinka recommended waiting to make any decisions until the Library Board notifies them on their decision regarding the issue.
- The sign project is moving slowly as Sign Committee and Board asked that the consultant in Traverse City provide a new design and Buswinka has not heard back from them yet. Buswinka will continue to follow up on this issue.
- Buswinka reported that she met with the new Chamber of Commerce Economic Development Director, Marc Miller, to introduce him to Filer Township, the DDA district, and to review priority properties, especially the Township owned 20 acre property. Miller indicated that he was meeting with potential developers; Buswinka provided Miller with a Property Fact Sheet she created for the Township owned 20 acre site. Miller did not meet with the developers but now has the Property Fact Sheet in his portfolio.

- During the meeting with Miller, Buswinka reported that the first question he asked was whether residential was an allowable use in the district. While the Planning Commission has not acted on the amended Commercial District zoning amendment McKenna Associates, Buswinka, and Richard Wilson created over two years ago and therefore residential uses are NOT allowed, she did tell Miller that the Planning Commission has spoken favorably about allowing residential uses in the District. Gutowski stated that she will bring this issue up with the Planning Commission. Buswinka stated this is a significant barrier to economic development in the community and it is her hope that the Planning Commission will make movement on adopting the proposed amendments so as not to lose development potential.
- Buswinka notified the Board that Filer Township is not scheduled for future MDOT US31 road improvements as indicated in their schedule for improvements through the year 2024.
- Buswinka asked that Board members continue to explore ways that they can actively forward the mission to grow the district through their own professional or other volunteer opportunities. Buswinka offered that if any Board member comes in contact with a potential entrepreneur, or someone interested in the district, that in addition to their help they also refer the person to Buswinka or the Zoning Administrator.

Board Member Comments

Walker notified the Board that the February meeting will be held at 3:30pm at the Nelson St. property.

Adjournment

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

Next Board meeting is January 7, 2020 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

Filer Township DDA Treasurer's Report		DATE: 11-21-2019
A. Account Balances		
1. Checking Account	\$269,869.68	
Refund from Twp - Sewer	\$399,061.88	
Local Community Stabilizations Authority	\$12,397.93	
Interest 10/31/19	\$58.29	
		\$681,387.78
2. Certificates of Deposit		
a. Chemical Bank	\$204,619.59	
b. Shelby State Bank	\$256,084.30	
		\$1,142,091.67
Total DDA Funds		
B. Invoices Submitted for payment:		
Hometown Decorations	\$1,708.00	
		\$1,140,383.67

DDA Director Report

December 2019

ADMINISTRATIVE

- Edited and formatted the November minutes.
- Prepared agenda and other materials for the December DDA meeting.
- Reconvened and attended the Develop Filer Ad Hoc Committee meeting.

RETAIL STUDY IMPLEMENTATION-BUSINESS GROWTH

- Created a Property Fact Sheet for the 20 acre Township owned site and utilized data from the Retail Market Study.
- Received and reviewed the survey of business contacts: of the 37 businesses in the district, I received 11 responses. I edited the DDA data base of contacts.
- In partnership with Tony Gagliardo, contacted Cracker Barrel Old Country Store. Tony took the initiative to contact them on behalf of Filer and I followed up with additional information. They are not interested in expanding in the area as of this date.

OTHER MATTERS OF THE DDA

- Wrote notes from the informal discussion from the Develop Filer Ad Hoc Committee meeting that was cancelled due to a lack of a quorum.
- With Bob Yates, met with Board member to discuss terms and obligations of membership on the DDA Board.
- Met with Marc Miller, Chamber Economic Development Director, to introduce him to Filer, to discuss the DDA Development Plan, specifically the 20 acre Township owned property, and to review the Retail Market Study.

Submitted by:
Tamara Buswinka, DDA Director