

# Filer Township DDA Rescheduled Regular Meeting Proposed Minutes

February 6, 2018 3:00pm

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 Chairperson Robert Yates at 3:00 p.m.

## Roll Call

Members Present: Yates, Walker, Frye, Newenhouse, Preuss, Chycinski

Members Excused Absence: Bielski, Henry

Members Unexcused Absence:

Others Present: Tamara Buswinka, Director

## Consideration of Minutes

Preuss moved, supported by Chycinski, to approve the Feb. 6, 2018 minutes. Motion passed unanimously.

## Treasurer's Report

Preuss reviewed the Treasurer's Report.

Chycinski moved, supported by Frye, to accept the Treasurer's Report and approve the payment of bills as submitted. Motion passed unanimously.

Walker discussed upcoming bills related to the sewer project; agreed upon lateral connections will need to be paid by June 2018. Walker suggested, and general consensus of the Board agreed, that the DDA will pay for Lee's Gun & Gear Shooting range lateral connection as their project was approved before the infrastructure was built.

Walker and Board also discussed the payment for the Christmas decorations. The three year contract has expired and the Board has some options in securing a different decoration provider. The Board agreed that they would like to expand on the decorations for next year in the sense that they want

whatever decorations that are put in place are of good quality, to scale, and make an impact on the corridor even if it means less decorations due to pricing concerns (i.e. no decorations on Red Apple).

Walker agreed to request that the company who provided the decoration services these past 3 years give a presentation in March to show the Board what additional products they have and to provide a plan for ensuring that the decorations meet the community's standards.

Walker also spoke about the funds that will be reimbursed back to the DDA as a result of receiving the grant funds for the sewer project (these are funds paid for services by the Township but that the USDA RD grant reimburses the Township for once the grant monies are released). See document titled "Charter Township of Filer Sewer Project" dated Oct. 13, 2017 and sign by Terry Walker. The funds to be reimbursed to the DDA as of Feb. 6, 2017 are:

- Eric Williams \$49,004.68
- Mika Myers \$26,466.80
- Sondee, Racine, & Doren \$45,619.71
- Administrative \$597.74

## Chairman's Report

Yates encouraged members to seek out a new Board member to fill the existing vacancy.

Yates discussed with the Board the desire to ensure that Christmas decorations next year are of high quality.

## Supervisor's Report

Walker informed the Board that the City of Manistee has received their PAR 41 permit to take care of certain engineering aspects of their sewage treatment facility; Swidorski Brothers is the contractor.

Walker informed the Board that he secured two addresses for property that will house equipment that require electricity for the sewer project; the addresses are necessary in order to get power serviced to the sites.

## Director's Report

Buswinka noted the Feb. DDA report for their review. Buswinka kindly requested that the Board take the survey prepared to help provide the DDA and Director strategic direction for 2018 and beyond. Included in the survey is a question regarding a selection of measures for success.

## Adjournment

Yates informed the Board that he will be absent in March & April.

Walker moved, supported by Newenhouse, to adjourn the meeting at 4:00pm. Motion passed unanimously.

**Next Scheduled Meeting Tuesday, March 6, 2018 at 4:30pm.**

1/31/18

Filer Township DDA Treasurer's Report

A. Account Balances

1. Checking account

\$713,644.73 as of 1/31/18

2. Certificates of Deposit

a. Chemical Bank

\$204,041.72

b. Shelby State Bank cd # 200090362

\$255,914.23

Total DDA Funds

1,173,600.68

B. Invoices submitted for payment:

1. Hometown Decoration and Display

2,205.00

-

-

-

-

-

-

-

Total Invoices

2,205.00

1,171,395.68

Other items: summary of funds being returned

Hometown Decoration and Display LLC

2645 24th Ave  
Hudsonville, MI 49426  
(616)485-8446  
wendbraun@gmail.com

# Invoice

Date	Invoice #
11/5/2017	1469

Bill To
Charter Township of Filer 2505 Filer City Road Manistee, MI 49660

P.O. No.	Terms	Project
	Due By Dec. 10, 2017	

Quantity	Description	Rate	Amount
49	Bows with LED Lighted Pole Wrap	45.00	2,205.00
<b>Total</b>			<b>\$2,205.00</b>

Thank you for your business.

## Charter Township of Filer Sewer Project

The following bills and invoices, relating to the sewer project, were approved for payment by the Township Board:

Engineering: (Not to exceed Agreement amounts without approved Amendment)

Basic Engineering:	\$ 363,538.47*
Resident Project Representative:	\$ 0
Additional Services	\$ 23,972.09
<b>Total Engineering:</b>	<b>\$ 387,510.47</b>

\$7,000 + Pro Amount

(Attach copies of the Engineering invoices. It is the Township's responsibility to properly track Engineering invoices to assure that approved amounts are not exceeded.)

Other Charges:

Miller Casfield, (Pat McGow)  
 Umbaugh & Assoc. (Tom Traciak)  
 Eric Williams, Attorney  
 Mike Mayers (Richard Wilson, Attorney)  
 Gokerman, Wilson, Saylor & Hesslin, (Atty)  
 Vanderwall, Spratto & Richards  
 Sondes, Racine & Doren  
 Administrative (advertising etc.)  
 Otwell Mawby  
 Abonmarche

\$ 26,500.00*	Bond Checkbook
\$ 15,500.00*	Bond checkbook
\$ 49,004.68*	DDA
\$ 42,855.71*	\$26,468.80 DDA / \$16,386.91 TB
\$ 84,644.52	all township
\$ 1,030.00	all township
\$ 45,619.71	DDA
\$ 597.74	DDA
\$ 4,700.00	all township
\$274,764.31	all Township except \$10,000.
<b>\$545,216.67</b>	

**Total Other Charges:**

\*Copies of invoices are attached to this document. For all other charges, invoices have been previously provided to RD for review.

The Charter Township of Filer certifies that the above summary of bills and invoices were reviewed and they are directly related to the approved sewer project. We will forward to Rural Development our up-dated tracking sheet and other required items after the above are paid.

By: *Vernon Walker*  
 Appropriate Township Official

Date: 10-13-17

OCT 13 2017



US - 31 Corridor Study  
Filer Township, Michigan



Figure 1 What If? What if the DDA District was 100% built...this is what it might look like

# Charter Township of Filer 2018 DDA Monthly Report

COME GROW WITH US

FEBRUARY 2018

## DDA is Strategically Focused

**DDA District Property Developed Snapshot**

- 166 Parcels
- 56 Vacant Parcels
- 110 Non-Vacant Parcels

Figure 2 Number of parcels developed 2018

The DDA is working to determine its **Work Plan** for the next three years. The work performed will substantially advance their goal to create and support programs and

invest in projects that cultivate entrepreneurship, attract new businesses, diversify the local retail mix and stimulate employment. It's the kind of efforts that grow local job opportunities and incomes as well as the tax base.

DDA members are considering the question:

**What three activities should the DDA, and Director, work on in 2018, 2019, 2020?**

The DDA will select 3 options for each year that they, and the Director, will work to complete.

1. Update the DDA Development Plan
2. Inventory all businesses and vacant land.
3. Market available properties on Zoom Prospector and/or work with realtors to assist in effectively marketing vacant land and properties.
4. Create materials and events that will showcase Filer as a place for quality development. Create a signature event for Filer.
5. Survey at home businesses to assist in their efforts to grow and expand.
6. Investigate possible business incubator opportunities for the DDA to evaluate.
7. Investigate possible vacant properties for DDA purchase and repurposing.
8. Investigate the possibility of the DDA developing small micro loans and/or grants for existing business development purposes.
9. Hire a branding firm to create a brand for Filer Township.
10. Conduct a funding raising platform to pay for the Filer entry/exit sign and banners.

	Charter Township of Filer	Manistee County	State of Michigan
<b>Total Population</b>	<b>INCREASING</b> 2325 in 2010 2500 in 2016	<b>DECREASING</b> 24,733 in 2010 24,536 in 2016	<b>INCREASING</b> 9,883,640 in 2010 9,928,300 in 2016
<b>Median Age</b>	50	48	39
<b>Education</b>			
High School Graduate or higher	94%	89%	90%
Bachelor Degree or higher	24%	20%	27%
<b>Median Household Income</b>	\$50,842	\$41,395	\$49,576

Figure 3 Source: US Census 2010 and 2016 American Fact Finder

In addition to determining the three year Work Plan, the DDA is considering which **measures of success** to use to determine if progress is being made.

They are considering the following measurements:

- Number of vacant lots developed over time.
- buildings/storefronts relative to vacancies
- TIF capture.
- Engagement of the merchants; attendance at DDA sponsored Business After Hours.
- Improvements to properties.
- Creation of Programs to assist merchants.
- Use of TIF funds used to reinvest in the DDA district.

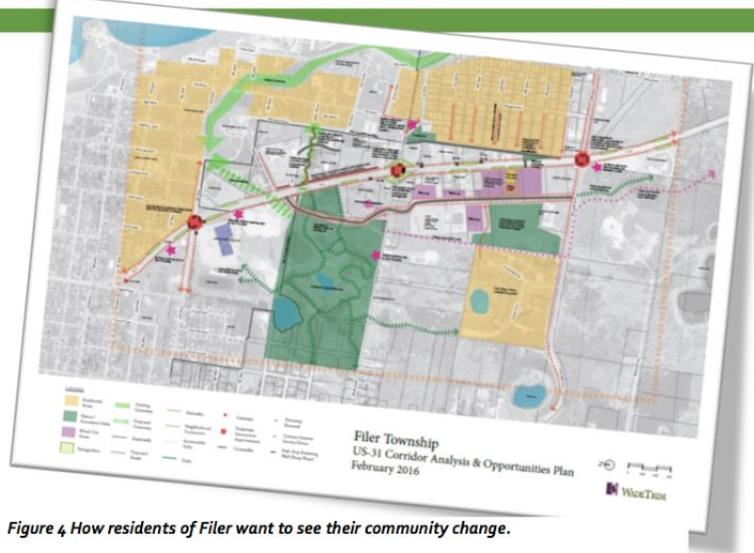


Figure 4. How residents of Filer want to see their community change.

In addition to the above referenced projects, the DDA will continue to hold a **“Business After Hours”** with the goal to form relationships with the merchants in Filer DDA district. The DDA will continue to visit and meet merchants to continue to ask how the DDA may help retain and grow their business.

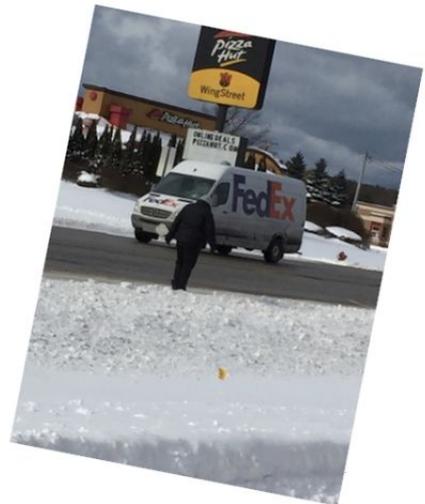
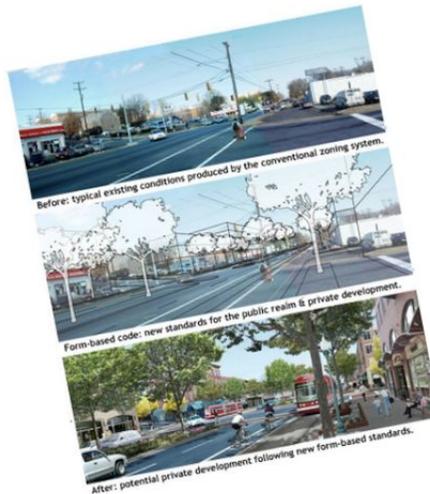
**Grow, Attract, Retain**

This month the DDA district saw the approval of a new use for an existing vacant property. Lee’s Gun & Gear Range at 1675 US31 (former motel property) received their Special Land Use permit from the Planning Commission. Further discussions are occurring with MDOT regarding the requirement to eliminate a curb cut onto US31. The owners of Lee’s Gun & Gear Range expressed that it is because of not only the market, but the presence of a sewer system, that attracted them to Filer. This is a win for the Township as it illustrates that a substantial community investment is already paying dividends even before the sewer is installed.

Another public investment is the Township purchase of 16 acres located between the US Forest Service and the Kmart Plaza. This property is being targeted by a developer who is interested in building a residential development. Further work must be done by the Planning Commission to rezone the property and update the Zoning Ordinance before they can further their interest. This is a great example of how the Planning Commission and the DDA must work together to attract investment by being development ready.

**Implementation of the US31 Corridor Plan**

Tim Ervin has been retained to provide Fund Development services to the DDA. Mr. Ervin will investigate and recommend public and private grants and other funding sources to pay for implementation of the streetscape elements of the US31 Corridor Plan. He is also looking at funding options for recreational development options of the 16 acre Township owned property.



This report was prepared by Tamara Buswinka, DDA Director. Questions? Email [tamara@latitude44.consulting](mailto:tamara@latitude44.consulting)