

# Filer Township DDA Regular Meeting Proposed Minutes

June 5, 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 Chairperson Yates at 4:30 p.m.

## Roll Call

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

Members Excused Absence:

Members (Unexcused) Absence: Henry, Bielski

Others Present: Tamara Buswinka (Director), Rob Bacigalupi, Tracy Helder, and Tim Ervin

## Consideration of the Minutes

Chycinski moved, supported by Frye, to approve the May 1, 2018 regularly scheduled meeting minutes. Motion passed unanimously.

## Treasurer's Report

Preuss presented the Report including the bills that are in need of payment. The report is attached to the minutes.

Walker moved, supported by Chycinski, to approve the Treasurer's Report and pay the bills as presented. Motion passed unanimously.

Preuss reported that work is still being done to secure a September DDA sponsored Chamber After Hours event at the Bungalow.

						6/5/18		
						Filer Township DDA		
A. Account Balances								
						\$289,958.04	as of 4/27/18	
1. Checking account								
2. Certificates of Deposit								
						\$204,143.19		
a. Chemical Bank								
						\$255,956.31		
b. Shelby State Bank cd # 200090362								
					Total DDA Funds			<u>750,057.54</u>
B. Invoices submitted for payment:								
					Mika Meyers	\$742.50		
Checks written in May: 5/1 Charter Township of Filer - \$391,739.76								
					5/18 Tim Ervin - \$500.00			
						-		
						-		
						-		
					Total Invoices	742.50		
								\$749,315.04

### Chairman's Report

No report.

### Supervisor's Report

Sewer work is progressing; boring work is commencing and laterals are being installed. All DDA financial obligations to the sewer project have been paid except the yearly payment towards the loan. The new offices at the Nelson Street building are now open.

### Director's Report

Buswinka regretfully informed the Board that there were no applicants for the scholarship offer for supervisor's training. Buswinka expressed the desire to try again in the future.

Buswinka introduced Rob Bacigalupi, consultant for Mission North, who is helping the DDA amend the TIF/Development Plan. Bacigalupi gave a short presentation describing the revised timeline for amending the TIF/Development Plan. Buswinka informed the Board that Richard Wilson, Township

Attorney, during a meeting on June 5 advised her and the Township not to amend the TIF Plan as it is his opinion that the TIF Plan is current and the analysis was done to coincide and project TIF capture funds until the end of the bond obligation for the sewer project, the assumptions made to calculate the TIF projects have not changed, and politically there is risk in opening up the process of amending the TIF Plan; therefore, there it is not advisable or necessary to redo or amend the TIF Plan at this time. However, Wilson did express to Buswinka that he does support the need to amend the Development

**Charter Township of Filer Downtown Development Authority**  
Development and TIF Plan

Suggested Schedule

June 5, 2018	Kickoff meeting - Discuss initial goals for the plan, as well as other projects and efforts that could be funded through the plan
June TBD	Stakeholder meetings - including property owners, businesses, and residents to confirm Corridor Analysis & Opportunities Plan, and gauge development interest along the corridor
June 19, 2018	Planning Commission presentation
July 3, 2018	Township Board appoints Development Area Citizens Council (must be at least 90 days prior to the public hearing)
August 8, 2018	DDA Board reviews draft of plan
August 2018	Development Area Citizens Council reviews draft of plan
September 4, 2018	DDA Board recommends plan to the Township Board, plan presented to Township Board
September 2018	Development Area Citizens Council reviews latest draft of plan (if needed)
October 2, 2018	Township Board sets public hearing for November 7, 2018
November 7, 2018	Township Board holds public hearing on the plan
November 2018	Development Area Citizens Council has up to 20 days after the November 7, 2018 public hearing to submit their comments on the plan to the Township Board
December 4, 2018	Township Board considers adoption of the plan

Plan. Wilson will review and advise on Bacigalupi’s contract once Bacigalupi revises the Scope of Work and compensation required to amend just the Development Plan.

Bacigalupi reviewed the current projects in the Development Plan, offered a few additional projects derived from the US31 Corridor Opportunities and Analysis Plan, and discussed additional projects the Board might want to consider (such as loans for business startups and facade improvements, grants for business startups and facade improvements, purchasing of property, providing developers incentive, housing initiatives, maintenance, beautification projects such as public art). The Board is asked to

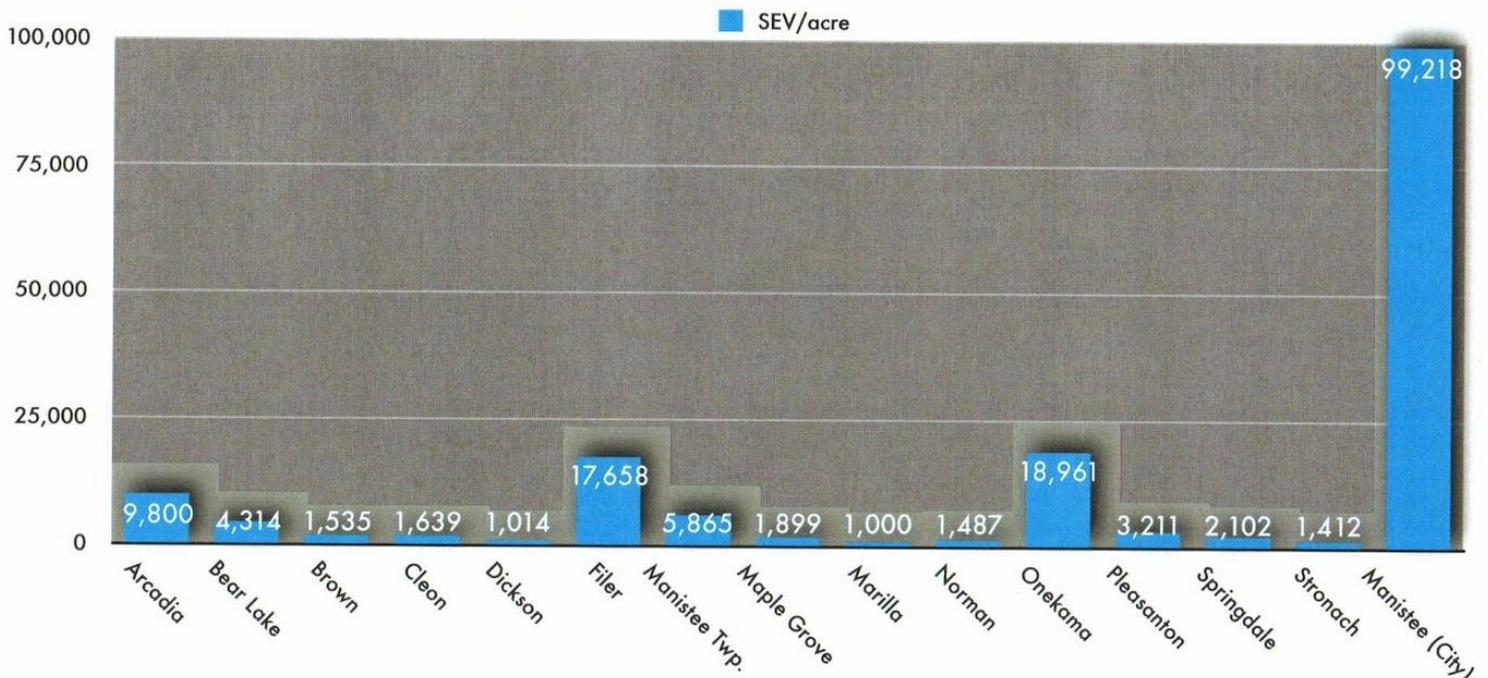
submit to Buswinka any additional project ideas to include in the Development Plan by mid July. This will also be a topic of discussion at the July 3rd meeting.

Projects already included in the Development Plan are:

- Sanitary Sewer System improvements
- Public street lighting improvements
- Road improvements
- Public water supply improvements
- Pedestrian travel improvements
- Recreational trails
- Recreational facilities
- Marketing initiatives

Bacigalupi also presented an analysis he performed that shows the value per acre of property in

## Value/Acre in Manistee County



Filer DDA - 33,624

Manistee County. This analysis was done to understand how the DDA district is performing as one of the primary reasons for having a DDA is to ensure continue growth in value of property in the district. The analysis shows that the DDA district is performing very well compared to the other communities in Manistee County.

Buswinka introduced Tracy Helder, consultant for Love Your Event, who is helping the DDA develop a signature event that will be held within the DDA district. Buswinka stated that Wilson has reviewed

Helder’s contract and asked for clarification of a few points. Buswinka will work with Helder to understand the issues and bring resolution to the contract. Helder updated the Board on her discussions with Sears Holding Company, owners of the Kmart building, stating that they are unwilling to discuss the use of their property for any reasons. Helder asked for help in finding another spot for the go-cart racing idea. In the absence of a location for the go-cart racing, Helder discussed with the Board going ahead with organizing a flea market, BBQ cook off, and 5K fun run instead. Board gave Helder direction to begin work to make this type of event happen for September 2018. However, the Board did request that Helder continue to investigate the go-cart racing event for next year.

Buswinka introduced Tim Ervin, consultant for Tim Ervin and Associates, who is helping the DDA fund develop (find monies) to implement three priorities that resulted from the US31 Corridor Planning work done in 2016:

- Streetscape improvements (bike/walking pathway, plantings, lightings, benches, signage) along US31
- Development of the 16 acre Township owned property adjacent to the US Forest Service building for an interpretive wetlands pathway, children play areas, housing, other ideas that may result from a community led engagement process
- Township “Branding” including paying for the “Welcome to Filer” sign that the DDA had Ahmor create as a preliminary design idea.



Ervin presented the completed work from the first phase of his proposal to help implement the priorities to which he was commissioned to provide; this work included researching all the possible grant sources for paying for the projects. The next phase, if the DDA so chooses, is to apply for funding and create the relationships by telling Filer’s “story” to those who make the decisions to award the funds. Ervin will prepare a scope of work and fee for the next phases of the work and submit it for the DDA’s consideration at the July 3rd meeting.

Preus moved, supported by Chycinski, to request that Tim Ervin present a proposal, which includes a cost estimate, to the Board at the July 3rd meeting to take the next steps in implementing the three priorities as presented. Motion passed unanimously.

Ervin presented recommendations on how to move toward implementation. They are as follows:

### Recommendations

Proceed to implementation (Tim Ervin, Karlyn Haas)

Phase 1: Formalize Implementation Partnerships/Pursue Funding (June 2018 – April 2019)

- Formalize partnership with Venture North and IFF
- Bring Spicer Group on Board to design Explore the Shores site
- Develop “platform” document, including: site plan, summary of demographics and assets (defining assets broadly). Put Filer DDA “on the map” with funders/developers.
- Lansing meeting with DNR, MEDC, MDOT, MDARD – Present concept, define/confirm Funding/schedule
- Bring KP Development Co. on to assist with site plan
- Design Explore the Shores/Mixed Use site plan
- Seek funding via Land Trust Fund for Explore the Shores site for next deadline
- Meet with MCCC/Consumers Energy on Funding: Branding/Gateway Monument
- Seek USDA RD Business Dev. Grant to begin streetscape process
- Seek Branding/Gateway Funding

Phase 2: (Overlapping likely: Begin October 2018)

- Grant seeking/fund development based on Phase 1 findings/funder feedback on streetscape elements and housing
- Business/job development

## Adjournment

Yates moved, supported by Preuss, to adjourn the meeting at 5:45 p.m. Motion passed unanimously.

**Next Scheduled Meeting Tuesday, July 3, 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