

Filer Township DDA Regular Meeting Proposed Minutes

October 16, 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	Vice-Chair 2018	Member 2021	Member 2021	Member 2021	Member 2018	Director
Vacant Business	Robert Yates Property Owner	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	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, Chycinski, Walker, Henry, Newenhouse

Members Excused Absence: Bielski, Preuss

Members Unexcused Absence:

Others Present: Tamara Buswinka (Director)

Consideration of the Minutes

Chycinski moved, supported by Frye, to approve both the September 4 and September 17, 2018 meeting minutes. Motion passed unanimously.

Treasurer's Report

Buswinka presented the Treasurer's Report as prepared by Preuss. The Treasurer's Report is attached to the minutes. There are five bills presented in the report: \$10.00 reimbursement to Preuss for stamps, \$85.00 Web Matters, \$531.25 Mission North, \$60.00 Manistee Planning Department, \$202.50 Mike Myers. The Board asked Buswinka to inquire about the following issues:

1. Mika Myers Invoice: Why is the DDA being charged for an item on the invoice that deals with Tyler Lampinen "regarding status of contract with Love Your Event..."? Why is the DDA being charged for consultant R. Bacigulupi phone call to gather information for the preparation of the Development Plan amendment? Buswinka is to call both Richard Wilson, Township attorney, and Rob Bacigulupi to discuss.
2. Web Matters Invoice: What is the nature of the web site contract with the Township? Buswinka informed that Board that she spoke with Kristie of Web Matters to discuss the \$85.00 that the DDA has been billed on a number of occasions and is led to believe that the full \$85.00 is not solely the DDA's responsibility. According to Buswinka's understanding, the contract with Web Matters allows for one hour of work and additional work beyond the first hour is charged to the Township based on an hourly amount. It is Buswinka's understanding from Kristie of

Web Mattes said that the Township routinely exceeds the one hour on a normal basis. Buswinka is to ask Township Clerk and Secretary to have a conference call with Web Matters to clarify the web page contract and to better understand why the DDA is being charged \$85.00.

Chycinski moved, supported by Henry, to approve the Treasurer's Report and pay the following bills: \$10.00 to Preuss, \$531.25 Mission North, \$60.00 Manistee County Planning Department, and will reconsider paying the Mika Myers and Web Matters Invoice at the November 7th, 2018 meeting after Buswinka has discussed the issues as presented in the minutes with the respective consultant. Motion passed unanimously.

On a related note, the Board asked Buswinka to follow up on the concern that the web site does not have updated DDA minutes posted.

Chairman's Report

No report.

Supervisor's Report

Walker discussed with the Board that he is aware of a number of light posts along US31 that are not working. He will be inventorying all light poles to determine which are not installed (after the infrastructure was put in), which work, and which do not work. Once it is determined which lights needs attention he will work to have them dealt with. With that in mind, the Christmas lights will be installed sometime late November. Walker asked the Board if they would like to enter into a one year or three year contract with Hometown Decorations and Displays? Board discussed and unanimously agreed that despite the benefit of locking in rates for three years with a three year contract, they would like to see how the improvements they requested look this Christmas season.

Frye moved, supported by Henry, to approve a one year contract with Hometown Decorations and Displays. Motion passed unanimously.

Walker also reported that the final inspection of the sewer work is done and Elmer's is now taking care of a "punch out list" containing final small things that need to be done before final completion. Newenhouse asked if the Days Inn septic system/field had been taken care of? Walker will check to see if the work on the Days Inn septic system is complete.

Director's Report

Buswinka discussed with the Board the following items:

1. For Business Attraction Purposes: Revision to the Commercial District Zoning Ordinance: Planning Commission Progress.

Walker will discuss project with Township attorney, Richard Wilson, and Planning Commission Chair.

2. For Marketing and Promotion Purposes: Event update.

Board members pointed out that the contract with Love Your Event was not signed and executed. Board member pointed out that Love Your Event has been paid for work performed and that there are no outstanding invoices in their possession.

Frye moved, supported by Newenhouse, to direct Love Your Event to stop all work on organizing a signature event for Filer Township and direct the Treasurer to make no further payments for work performed by Love Your Event. Motion passed unanimously.

Board members discussed that they learned valuable information about event planning and Filer Township as a possible venue for events. They learned that they do not have suitable outdoor space for large events, they do not have suitable indoor space for large events, and that their Township owned property isn't ideal for event space.

3. For Compliance with DDA Act 57 of 2018: Development Plan Amendment: Mission North Scope of Work.

Board reviewed the Scope of Work and directed Buswinka to negotiate a lower price due to the fact that they do not want to have Item 5 of the Scope of Work performed.

4. For Business Attraction Purposes: Gibbs Planning: Retail Market Study Scope of Work.

Yates made phone calls to obtain references and will continue to try to make contact with similar communities in size and complexity as Filer. Board directed this item to remain on the Agenda and to be discussed at the November 7th meeting.

5. For Community/District Improvements: Tim Ervin and Associates Grant(s) Writing Proposal.

Board would like to continue discussion with consultant to seek grants for implementation of corridor improvements and will discuss at the September 7th meeting.

Adjournment

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

Next Scheduled Meeting **Wednesday, November 7, 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

9/25/18

Filer Township DDA Treasurer's Report

A. Account Balances

1. Checking account	\$307,256.58	as of 9/25	
2. Certificates of Deposit			
a. Chemical Bank	\$204,143.19		
b. Shelby State Bank cd # 200090362	\$255,956.31		
Total DDA Funds			767,356.08

B. Invoices submitted for payment:

1) Patty Preuss (stamps)	\$10.00		
3) Web Matters	\$85.00		
4) Mission North	\$531.25		
5) Manistee Co. Planning Dept	\$60.00	* from 2014	
6) Mika Meyers	\$202.50		
Total Invoices	\$686.25		\$766,317.33