

# Filer Township DDA Special Meeting Proposed Minutes

September 17, 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 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, Preuss, Newenhouse  
Members Excused Absence: Bielski, Chycinski, Walker  
Members Unexcused Absence: Henry  
Others Present: Tamara Buswinka (Director)

## Consideration of the Minutes

Yates moved, supported by Newenhouse, to approve the September 4, 2018 minutes. Motion passed unanimously.

## Treasurer's Report

No Treasurer's Report. Preuss did inform the Board that she will be paying previously approved bills to the Bungalow for the Manistee County Chamber of Commerce After Hours event and to reimburse Buswinka for the Boards raffle gift for the After Hours Event. Buswinka reported that she only spent \$150.00, of the \$200.00 budgeted, as Striketown donated their gift cards.

## Chairman's Report

No report.

## Supervisor's Report

Buswinka passed on to the Board on behalf of Walker an update on the Christmas decoration project. After contacting the company hired to do the project, Walker learned that the cost of two strands with a larger related bow with red lights is \$122 per pole. Streetlight poles between Merkey and 28th St. as well as the three lights going down 28th St. to Filer Credit Union will be decorated. The cost of this project is under the \$2500 the Board budgeted.

The Board expressed that they were pleased that the project is on budget and encouraged Walker to continue to make arrangements to have the light poles decorated. However, they wanted to be assured that the light poles have working electricity.

## Director's Report

Buswinka reported that she and Chycinski toured the 16 acre Township owned property between Merky and Red Apple Roads. Buswinka expressed that she was surprised to learn that the site has incredibly variable topography, significant evidence of underground and above ground utilities, and old septic systems. They toured the site to evaluate its suitability to hold an event. It is Buswinka's recommendation that before the Township considers hosting an event on that site they have an ALTA survey completed. An ALTA survey documents all utilities, easements, and other uses of the property. Richard Wilson confirmed that an ALTA survey has not been completed for the property.

Buswinka opened up the discussion about event planning in the DDA district.

Yates expressed, which was concurred by Preuss and Frye, that the event planning so far has been uninspiring, lacking of concrete details, and without any deliverables. The Board is not in favor of spending the remaining amount budgeted for Helder on hosting a farmers market. A farmers market was not what they had in mind for a signature event for Filer. Yates conceded that after reflection he thinks that the DDA should reconsider hosting the Shipshewana Flea Market hosting the group at one of the area schools. The Board had consensus that Shipshewana is something they should pursue. The Board also had consensus that no additional funds be paid to Helder and that the Contract must be reviewed by the Township attorney to understand the Board's options to terminate it.

Frye offered guidance and a description of an event coordinator and what the DDA is hoping to achieve by hosting an event. An event coordinator is "to provide guidance and management of a signature event that will promote the Filer DDA district merchants." And that a "signature event is defined as an event that sets the Filer DDA apart from other special events in the Manistee area." The goals of the event "should be to attract new customers to the Filer DDA businesses and to attract new businesses to the Filer DDA district."

Buswinka was asked to go over this job description, definition of a signature event, and goal of a signature event with Helder.

The Board asked Buswinka to communicate to Helder three things:

1. Their expectation is that Helder will present to the Board at the November meeting a proposal for an event that has all the details thought out and researched. The Board would like to see contracts if applicable. The proposal must be for an event that is unique and special to Filer Township and is something that isn't being done in the region. The Board cannot stress enough that the proposal must have all details flushed out such as vendors contacted and a suitable space/location, day, and time tentatively secured (at least verbal assurances).
2. The Board would like Helder to contact Shipshewana to discuss bringing them to Filer in early Spring. The DDA would like to utilize one of the high schools for the Shipshewana event.
3. The DDA would like to stress that Helder's lack of deliverables to date is viewed as not meeting the requirements of the Contract and thus expects that the work to achieve items #1 and #2 as stated above is considered covered by payment already rendered. The DDA will not be paying

additional funds to Helder until concrete deliverables are presented as outlined in #1 and #2 above.

## Adjournment

Yates moved, supported by Preuss, to adjourn the meeting at 5:25 p.m. Motion passed unanimously.

Buswinka quickly gave a synopsis of the Chamber of Commerce After Hours Event hosted by Filer DDA on September 13, 2018. Buswinka will go over this at the next regularly scheduled meeting. Buswinka stated that the Chamber mentioned that Filer is the first municipality to host an event and that its timing was perfect considering some of their other initiatives. Buswinka relayed that Walker, Frye, and Chycinski presented to the business community focusing on promoting the availability of Township owned land within the District, the sewer project, and the Magoon Creek project. The DDA raffle prize consisted of \$200.00 worth of gift cards for “Fun in Filer”: shopping at Peebles and O’Reiley’s, eating at the Bungalow, and then an evening of entertainment at Striketown. At the event Rob Bacigalupi, consultant with Mission North who is working with the DDA to update their Development Plan, was in attendance to ask participants questions about what they would like to see happen within the District. Their comments are as follows:

### Manistee Chamber of Commerce, Business After Hours

September 13, 2018

#### **What do you want to see on the corridor?**

- Sit-down restaurant
- Workforce housing
- Truck stop
- Better internet service
- Workforce housing
- More green (trees)
- Large sporting goods store
- Less pavement
- Conference center
- Sidewalk connection to the high school
- Restaurants
- Home improvement store
- Bike connection to Magoon Creek
- Sidewalks
- Walkability/bikeability

#### **Other comments**

- Like the roundabout
- M-55 should be four lanes
- The Manistee County parks plan should be consulted to coordinate
- Need sidewalks on Maple Street
- Allow the alpaca farm to sell alpaca-related goods



**Next Scheduled Meeting Monday, October 1, 2018 at 4:00pm.**

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