

Charter Township of Filer DDA

Regular Meeting

Proposed Minutes

January 3, 2023
4:30pm

Filer Township Offices
2111 Nelson Street, Manistee, MI 49660
231-723-3138

Chair	Vice-Chair	Treasurer	Supervisor	Member	Member	Member	Member	Member	Director
Robert Yates	Tom Chycinski	Kathy Gutowski	Terry Walker	Patty Preuss	Al Frye	Mathew Johnson	Vacant	Vacant	Tamara Buswinka

Call to Order/Pledge of Allegiance

The meeting was called to order by Chairperson Yates at 4:30p.m.

Roll Call

Members Present: Chycinski, Yates, Gutowski, Frye
 Members Excused Absence: Walker, Preuss, Johnson
 Members Unexcused Absence:
 Others Present: Tamara Buswinka, DDA Director

Consent Agenda

Motion made by Chycinski, supported by Frye, to approve the consent agenda and pay the following bills: \$500.00 Russell Manke, \$300.00 Justin Najdowski, \$200.00 Sharon Loper, \$397.50 Olson, Bzdok & Howard. Motion passed unanimously.

Consideration of the Minutes

Frye moved, supported by Chycinski, to approve the December 6, 2022 minutes. Motion passed unanimously.

Treasurer’s Report

Chycinski moved, supported by Gutowski, to approve the Treasurer’s Report and pay the bills. Motion passed unanimously.

Gutowski moved, supported by Chycinski, to approve the 2023-24 DDA Budget with corrections. Roll Call Vote: Yay: Yates; Yay: Chycinski; Yay: Gutowski; Yay: Frye;

Chairman's Report

Gutowski moved, supported by Frye, to nominate Robert Yates as Chair. Motion passed unanimously. Yates accepted the nomination.

Frye moved, supported by Gutowski, to nominate Tom Chycinski as Vice-Chair. Motion passed unanimously. Chycinski accepted the nomination.

Gutowski moved, supported by Chycinski, to nominate Patty Preuss as Treasurer. Motion passed unanimously. Preuss accepted the nomination.

Gutowski moved, supported by Chycinski, to nominate Al Frye as Secretary. Motion passed unanimously. Frye accepted the nomination.

Gutowski moved, supported by Chycinski, to appoint Gutowski, Chycinski, Yates, and Preuss as signatories on all respective DDA accounts at the Filer Credit Union. Roll Call Vote: Yay: Yates; Yay: Chycinski; Yay: Gutowski; Yay: Frye;

Supervisor's Report

No report.

Director's Report

See attached report.

Board Member Comments

Public Comment

None

Adjournment

Gutowski moved, supported by Chycinski, to adjourn the meeting at 5:20p.m. Motion passed unanimously.

Next regularly scheduled Board meeting is Tuesday, March 7, 2023 at 4:30pm. (No regularly scheduled meeting in February).

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

DDA Director Report

December 2022

- Prepared agenda and other materials for the January 2023 DDA meeting.
- Wrote December 2022 Regular DDA meeting minutes.
- **Budget:** KathyGutowski, Tom Stege, Patty Presuss and I prepared the 2023-24 DDA budget a month early (due to the fact that the DDA will not meet in February) in order to ensure that the Township Board will be able to review it at their March meeting. I recommend that the DDA review the budget immediately after the final auditors report is issued.
- **Social Media:** The DDA will launch a Facebook page shortly. I will monitor it and provide administrative support. I will let the Board know when it goes live. I have prepared content for postings.
- **Holiday Up Filer and Corridor Decorating:** I have gathered information on positive and negative feedback and reviewed the implementation of the projects to figure out how to make both programs even better the second year. I have unplugged the decorated tree and will look at how to remove the strands of lights early spring.
- **Marketing:** Please note the great press Filer received in the Manistee News Advocate during December.

Submitted by:
Tamara Buswinka, DDA Director

