

Charter Township of Filer DDA

Regular Meeting

Proposed Minutes

June 6, 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	Kyle Gurzynski	Al Frye	Mathew Johnson	Bhavik Patell	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, Gutowski, Walker, Yates, Frye, Gurzynski

Members Excused Absence:

Members Unexcused Absence: Patell, Johnson

Others Present: Tamara Buswinka, DDA Director

Consent Agenda

Motion made by Chycinski, supported by Gurzynski, to approve the consent agenda and pay the following bills: Olson, Bzdok & Howard \$647.50; Mike Myers \$210.00; Consumers Energy \$31.77.

Motion passed unanimously.

Consideration of the Minutes

Walker moved, supported by Gutowski, to approve the May 4, 2023 minutes.

Motion passed unanimously.

Treasurer's Report

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

Frye moved, supported by Gutowski, to transfer \$250,000.00 from the Checking and Savings accounts at Filer Credit Union into a 6 month CD. Motion passes unanimously.

Chairman's Report

No report.

Supervisor's Report

Walker gave updates on park projects.

Director's Report

See attached report.

Board Member Comments

Public Comment

Sammy Lukaskiewicz, Executive Director Manistee County Tourism Authority, gave a presentation.

Adjournment

Gutowski moved, supported by Chycinski, to adjourn the meeting at 5:29p.m. Motion passed unanimously.

Next regularly scheduled Board meeting is Thursday, July 6, 2023 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.

DDA Director Report

June 2023

Food Truck Project:

The food truck project was a learning curve! We have worked through most of them but have decided to postpone the event until a later date. The good news is that when we pick a new date we know all the pieces that need to be dealt with: list of food truck vendors, contracts for both property owners and vendors, insurance requirements, Township approval requirements, providing electricity, event set up, waste removal, and community wide scheduling considerations. The two most important things we understand is the indemnification of the DDA and making sure our insurance coverage was lock tight. Perhaps we will look toward a fall event?

Hamlet:

I have been unable to reach John Boonstra. I have reached out to him and Mike Corby and hope at the June meeting to have a more thorough update.

Analytics

As you know, I have been on a schedule to analyze the district. In April I provided a financial review of the health of the district. This month I have been concerned with land use and property ownership. A number of years ago I did an analysis of property ownership and a business catalog. I have updated that information. I will review the findings at the meeting.

Submitted by:
Tamara Buswinka, DDA Director