

# Filer Township DDA Regular Meeting Proposed Minutes

January 3, 2017 4:30pm

Filer Township Hall

2505 Filer City Road, Manistee, MI 49660

231-723-3138

## Call to Order/Pledge of Allegiance

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

Chairperson	Laura Horvat
Vice-Chair	Robert Yates
Treasurer	Patty Preuss
Supervisor	Terry Walker
Member	Tony Gagliardo
Member	Todd Newenhouse
Member	Al Frye
Member	Robert Henry
Member	Larry Bielski
Director	Tamara Buswinka

## Roll Call

Members Present: Yates, Bielski, Henry, Preuss, Newenhouse, Walker, Frye, Gagliardo

Members Absent: Horvat

Others Present: Tamara Buswinka, Director

## Consideration of Minutes from December 6, 2016

Gagliardo moved, supported by Walker, to approve the December 6, 2016 minutes with a clarification of the motion made to approve the AES Special Service contract to reflect two installments of \$12,500.00 paid January 1 and July 1 to equal a total amount of \$25,000.00 a year. Motion passed unanimously.

## Treasurer's Report

Preuss reviewed the outstanding invoices from 2016. The spreadsheet detailing the outstanding invoices is attached to the Minutes. Total unpaid invoices amount to \$95,885.22.

The Board discussed the Wade Trim invoices. Frye asked if Wade Trim has submitted details, or a description, for the work performed and invoiced for. Preuss and Walker stated that the work is accounted for in the invoices and they are available for inspection by the Board.

Yates stated that he would like confirmation that the Mika Meyers bill contains only work that is DDA related and not related to general Township work. Yates also asked that all the consultant fees be evaluated to understand if they are approaching or have already exceeded the Not to Exceed threshold that was established in the agreements with each consultant. Buswinka stated that she would evaluate the Not to Exceed requirements for Mika Meyers, Wade Trim, and Eric Williams.

Gagliardo discussed his desire to see better communication between meetings so that the DDA Board is kept informed and up to date on any issues related to the DDA. Yates stated that he would speak to

Horvat to see if additional DDA Board members could be added to the email list that is used to communicate general information related to the Township.

Gagliardo requested that Wade Trim be present at the next DDA meeting to review their invoices. Yates and other Board members agreed. Buswinka will invite Brian Sousa to attend the next DDA Board meeting to discuss the outstanding invoices.

Gagliardo moved, supported by Bielski, to pay the Wade Trim Wastewater System Design invoice for \$62,993.67 on the condition that Wade Trim attend a DDA meeting to review the account in person with the Board. Motion passed unanimously.

Gagliardo moved, supported by Bielski, to pay the Mika Meyers invoice of \$13,458.41 and Eric Williams invoice of \$6,190.50 with the stipulation that the account is reviewed against its' Not to Exceed agreement. Motion passed unanimously.

Gagliardo moved, supported by Bielski, to pay the Wade Trim Wastewater RD Application of \$4,299.70, the Wade Trim Streetscape and Corridor Planning invoice of \$6,737.94, and the Hometown Decoration & Display invoice of \$2,205.00. Motion passed unanimously.

Gagliardo reminded the DDA that \$3,000.00 of the Corridor Planning invoice will be paid for with the use of grant monies applied for and received by AES for corridor planning work.

The Board thanked Preuss for her work at bringing the accounts due up to date.

## Chairman's Report

No Chairman's report.

## Supervisor's Report

### Sewer Report

Walker informed the Board that the Emergency Response Plan has been completed.

Board agreed that the next DDA meeting will occur on Feb. 7<sup>th</sup> at 3:30pm. The change in time is to accommodate another Township meeting.

## Director's Report

Buswinka spoke with the Board about doing some general start of the year house keeping. She would like the Board to spend the next few meetings reviewing and revising the Filer DDA Development Plan which was last updated in 2012. Since 2012 much has been accomplished and new goals have been developed that the document should reflect. Board agreed. Buswinka will start working on the document.

Buswinka informed the Board that AES is working on grants for the Magoon Creek project and implementing the US31 Corridor Plan. Work on funding improvements of Filer Commons (the vacant land the Township is working to purchase which is located next to the old Kmart Plaza) will occur in 2018 with work to understand the communities vision of the property a task of 2017.

## Public Comment

None

## Adjournment

Beilski, moved, supported by Gagliardo, to adjourn the meeting at 5:30pm. Motion passed unanimously.

## Next Scheduled Meeting Tuesday, February 7, 2017 at 3:30pm

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

