

Village of Fife Lake Downtown Development Authority
Meeting Minutes
January 19.2016

Meeting called to order: 7:20pm

Forwerck mentioned that the DDA did not hire Dave Bieganowski to facilitate this portion of the meeting. She did say that the Community police officer was invited to help keep order during the meeting.

Roll Call: Present: K.Gwizdola, Benke, Tornow, Magee, Leedy, Minder, A, Gwizdola, Forwerck

Absent: Parker

Approval of Agenda: Megee made a motion to approve the agenda as presented. Benke seconded it. Motion Carried.

Approval of Minutes of August 18, and October 13 2015. Linda said that there are two sets of minutes for the August 18, meeting. The village clerk did a set off of a tape recording of the meeting. Benke did the other set that was not recorded. Motion by Magee to table the August minutes until we can verify which set is accurate. Seconded by Tornow. Motion Carried. Leedy made a motion to table the October 13, minutes as she also found errors. Seconded by Minder **Roll call:** 1-nay, all others-yea, Motion carried.

Secretary's Report: None

Treasurers Report: report in packet

Bills:

Bill to reimburse the village for the rubbish removed at the Disc Golf for \$44.38. Leedy made a motion to reimburse the Village \$44.38. Seconded by Magee. **Roll Call:** Minder-Y, Tornow-Y, Benke-Y Leedy-Y, Magee-Y, A.Gwizdala-Y, K.Gwizdala-Y, Forwerck-Y, **Motion Carried**

Second bill is for office supplies. A drum for the copy machine for \$23.68 and general office supplies at Staples for \$126.47 to equal \$150.15. K.Gwizdola made a motion to reimburse Linda \$150.15. Seconded by Magee. Minder asked where the request form that was filled out for that is. She said that is what we are asking for approval for tonight. **Roll Call:** Benke-Y, Leedy-Y, Magee-Y, Minder-Y, Tornow-Y, A.Gwizdola-Y, K.Gwizdola-Y, Forwerck-Y. **Motion Carried.**

The third bill is for 5 signs that were already approved at the June 4 meeting Forwerck said that here is another bill for the shipping cost of these signs that were not approved at that time. The cost is \$ 11.11 per sign. Minder asked if a funding request form completed. Discussion followed the Request form is on the agenda tonight. Forwerck said that the \$500.00 dollars has already been approved. Just waiting to cut the check for that.

Forwerck clarified that Fife Lake Township has taken care of their own. Leedy made a motion to approve the bill as presented. Seconded by Magee. For the amount of \$655.55.

Roll Call: Leedy-Y, Magee-Y, Tornow-Y, K,Gwizdola-Y, Minder-Y, Benke-Y, A. Gwizdola-Y Forwerck-Y. **Motion Carried.**

Forth bill is for Disc Golf. Benke said that they were budgeted for \$2500.00 for the year. She said that 300 feet split rail fencing was purchased from Menard's and patio blocks for tee pads. Forwerck said that out of the budget there will be \$500.43 left. Minder questioned if a Funding Request Form was completed. Forwerck said it is on tonight's agenda. He said that he has problems on the way this money is being spent. Minder said

that it should have been bid out. Minder asked if in the future these can be talked about before it is done. Motion by Magee to approve paying \$1692.18 for fencing and tee pads. Seconded by Tornow. **Roll call:** Tornow-Y, Minder-N, Magee-Y, Leedy-Y, Benke-Y, K.Gwizdola-Y, A.Gwizdola-Y, Forwerck-Y **Motion Carried.**

Bank Statement Check Register: there is a copy in the packet.

Current budget: a Copy was in the packet, reviewed by Forwerck and Benke. From April 2015 to January 12, 2016.

Budget Transfers, total of 742.84: Leedy asked for clarification that if you are doing a budget amendment it has to go to Council. Magee made a motion to approve the transfer's contingent to Councils approval. Seconded by Benke. **Roll call:** Minder-Y, Tornow-Y, Benke-Y, Leedy-Y, Magee-Y, A, Gwizdola-Y, A. Gwizdola-Y. **Motion Carried.**

Communication: none

Public Comment: Bob Menzie, Merritt Street. Asked about the signs replacement in the park at the town point.. Tornow said he was working on it and it was expected to be up in May. Marilyn Hayes, 446 Woodland Drive. She was questioning the forms the Minder keeps referencing the Downtown Development Authority Request Form. She asked have they been approved by the board or are they on the agenda.

New Business

Annual Report: The report is in the packet.

2016/2017 Proposed Budget: Forwerck said Council also has a copy of the budget. Leedy said that she thought that some of the items were possibly in the wrong category. She said that she would like to see it revised. Motion by Minder to table all non-essential spending on the balance of 2015 until the April meeting and to have a Committee to work on the 2016 budget. Seconded by Leedy. Leedy said she would like a committee to work on the budget. **Roll Call:** Benke-N, Leedy-Y, Magee-N, Minder-Y, Tornow-N, K. Gwizdola-Y, Forwerck-N, A.Gwizdola-Y. **Motion Failed.** Motion by Leedy to table the 2016/2017 budget and form a committee to work with the village to clean it up with the Village Clerk and Village Treasurer. Minder seconded it. **Roll Call:** Leedy-Y, Magee-Y, Tornow-Y, K. Gwizdola-Y, Minder-Y, Benke-Y, Forwerck-Y, A. Gwizdola-Y, **Motion Carried**

Forwerck said she would like to appoint a committee to look at the budget. The committee will consist of Forwerck, Benke, and Minder from the DDA along with Village Treasurer and the Village Clerk.

Approval of Funding Request Form: the form was in the packet. Magee made a motion to approve the Funding Request Form. Seconded by Benke. Everyone voted yea. **Motion Carried.**

Fish Derby: Leedy made a motion to give \$200.00 dollars to the Fish Derby provided they turn in a receipt. Minder seconded it. **Roll Call:** Minder-Y, Tornow-Y, Benke-Y, Leedy-Y, Magee-Y, A. Gwizdola-Y, K. Gwizdola-Y Forwerck-Y. **Motion Carried.**

Historical Society: Forwerck said they filled out a Request Form for \$200.00 for the operation for the museum. Leedy made a motion to contribute \$200.00 to the museum provided they provide a receipt. Seconded by Benke. **Roll Call:** Benke-Y, Leedy-Y, Magee-Y, Minder-Y, Tornow-Y, K.Gwizdola-Y, A. Gwizdola-Y, Forwerck-Y. **Motion Carried.**

Wreaths: Forwerck said that the bows on the wreaths are in bad shape and need to be replaced. She said this would come out of the 2016/ 2017 budget. Leedy made a motion to table this until there is an approved 2016 budget. Minder seconded it. All yeas. **Motion Carried.**

Old Business:

Scarecrow Festival: Minder updates the board on the Festival. Forwerck said that in the 2015 budget \$200.00 has been set aside. She said it has already been approved she asked how they wanted it handled. Forwerck asked for clarification from Minder.

Bill for Pierce Street sidewalk: Leedy said that the only thing she can give is the Elmer's bid. The bid was not broken out. Discussion followed. Leedy said that they would need to get a breakdown from both the engineers and the people who did it. Forwerck asked for this to be done.

Storage Building: Forwerck said that she would like to see this move forward since it is in the budget. Magee discussed the history from a couple of years ago. Leedy made a motion to table this until it can be clarified if one is needed. Minder seconded it. Forwerck said that the wreaths were for a long time stored at her barn. Leedy felt the money would be better used to help the businesses here. **Roll Call:** Tornow-Yea, Minder-Yea, Magee-Yea, Leedy-Yea, K. Gwizdola-Yea, Benke-Yea, A.Gwizdola-Yea, Forwerck-Na. **Motion Carried**

Bulletin Board: Forwerck said that Tornow could continue with it so it could be up by May and said that if there were any expensed it would have to come out of the 2015 budget. She said that he could use whatever was left out of the \$1,000 budget to finish the project.

Approve \$600.00 for purchase replacement trees. Forwerck said that she thought that about 4 trees were needed to be replaced plus fertilizer. Minder made a motion to table the replacement of trees. Leedy supported. **Roll Call:** Minder-yea, Tornow-Na, Benke-Na, Leedy-Yea, Magee=Na, K.Gwizdola-Yea, A. Gwizdola-Yea, Forwerck-Na. **Motion Failed.** Forwerck made a motion to use the remaining \$600.00 dollars in the budget for trees and fertilizer. Seconded by Magee. Linda Deeren 125 State Street. She asked that the DDA select trees that are salt tolerant. Leedy also supported that idea in purchasing salt tolerant trees. **Roll Call:** Benke-Y, Leedy-N, K.Gwizdola-N, Minder-N, Tornow-Y, Magee-Y, A. Gwizdola-N, Forwerck-Y. **Motion Failed.** Leedy did not feel this is a dead issue and wants a committee formed to look into what type of tree is salt tolerant. Minder asked that the committee get a total cost of the trees so far. Linda Deeren asked if she is on the committee that she gets a list of the types of trees that have been planted. The people on the tree committee are Tornow, Benke, and Linda Deeren from the community.

1998 DDA amendment and DDA map: Forwerck discussed this as information only.

Discussion from board members: Magee said that he thought that tonight was a productive meeting. He read a letter that the sent from Bob Johnson the Grand Traverse County Commissioner to the board. Bob Menzie Merritt Street. Said that he felt that at Christmas time the decorations should be more on the street lights than on the cemetery.

Reports from Officers or Boards: none

Reports from Committees requiring action by Board: none.

Unfinished Business: none

Adjournment: 8:40pm

Respectfully Submitted
Marcia Eby

Village of Fife Lake
Downtown Development Authority
Meeting Minutes
April 19, 2016

Meeting called to order at 6:03 pm

Roll Call: Present-Gwizdala, Deike, Tornow, Magee, Leedy, Minder, Forwerck, Deeren

Absent: Benke

Others present: none

Communication: letter of resignation- Kathy Gwizdala Deike made a motion to accept the resignation of Kathy Gwizdala. Seconded by Magee. **Motion carried** with all yeas.

Introduction of new members Deike and Deeren. Both Deeren and Deike explained a little bit about themselves.

Swearing in of new members Deike and Deeren both people were sworn in at the same time. Benke will be sworn in at a different time.

Approval of Agenda: Leedy asked if all of the minutes could be moved together at the same time instead of being under old business. Leedy also wanted to add under 13 D a policy for the directional signs Minder wanted to add under 13 E and discussion about the boat ramp at the south end of the lake. Leedy made a motion to approve the agenda as amended. Seconded by Minder. **Roll call:** Leedy-Y, Magee-N, Tornow-N, Gwizdala-Y, Minder-Y, Deike-Y, Forweck-N, Deeren-Y. **Motion carried**

Public Comment: Cindy Wyatt- she just wanted to bring to your attention that the street scape there is some cracking at the retaining wall in front of the hardware. Leedy said that it was a village issue and that it is on the list to be taken care of.

Approval of the January 19th Minutes: Minder questioned the funding request form that he mentioned several times in the minutes page 2 He said that he called it the wrong thing. He was referring to the voucher form Leedy mentioned a clarification of Amada Gwizdala spelling of her last name Leedy made a motion to approve the minutes of January 19, 2016 with the correction of the misspelling of Amanda's last name. Magee seconded the motion. **Motion carried** with all yeas. The October 13, 2015 minutes were discussed. Leedy mentioned on page one under communications she questioned what the money was being spent on because it is not clear. She felt it was for chamber membership for \$50.00. There was also a correction of Deike's spelling of her name and under discussion on page 2 after the first roll call vote under beverages for Fife Lake party and Gordys Place before roll call vote Leedy asked to have put in the minutes that moving forward that no money would be spent prior to board approval which was on the tape. Leedy said that the minutes do not have a name or signature on the bottom. A clarification was needed of who wrote the minutes. Leedy made a motion to approve the minutes as amended for October 13, 2015. Tornow seconded that motion. **Motion carried** with all yeas. August 18, 2015 minutes were discussed. Two sets were done one by a member of the DDA and one by the Village Clerk from a recording. Leedy said that if anyone wanted to listen to the recording she had it there tonight at the meeting and that copies of the recorded minutes have been sent to the DDA members. The two sets of minutes are in the packet. Forwerck said that there are things that have been disputed in the minutes that the clerk did. Forwerck did say that she did not listen to the tape.

Forwerck said that the second set of minutes is not the official set of minutes. Leedy made a motion to approve the minutes done by Clerk Johnson based on her accuracy on the tape. Minder seconded the motion. Leedy discussed the difference between the two sets of minutes the DDA minutes and the tapped minutes. **Roll Call:** Gwizdala-Y, Deike-N, Tornow-N, Magee-N, Leedy-Y, Minder-Y, Forwerck-N, Deeren-Y. **Motion failed.** Forwerck made a motion to postpone the August 18, 2015 set of minutes and to get clarification by showing the differences in a bullet point format of the minutes. Motion seconded by Magee. **Roll call:** Deike-Y, Leedy-Y, Magee-Y, Minder-N, Tornow-Y, Gwizdala-Y, Forwerck-Y, Deeren-Y. **Motion carried.**

Secretary report- Gwizdala: none

Treasures report-Benke:

Approval of Tree trimming \$250.00: Magee made a motion to approve the bill for \$250.00 to the Village for services done in 2013. Motion seconded by Deike. Minder said that he has sent emails to Forwerck on questions he had before the meeting and has never got a response. Forwerck said that she has never received them because she blocked him on her email because he was so nasty. Minder said that he requested a copy of the bill, the roll call vote, and to know what trees were cut because he wanted to inspect the job site before the meeting. Minder asked when the job was done. Forwerck said it was approved by the DDA in 2014 but may have been done in 2013, but was never paid. **Roll call:** Leedy-Y, Magee-Y, Tornow-Y, Gwizdala-Y, Minder-Y, Deike-Y, Deeren-Y, Forwerck-Y. **Motion carried.**

Approve voucher for Melon Bank payments: interest \$731.25, admin. Fee \$375.00: Forwerck said that the bill had to be paid the first of April. She said that it has already been paid. Leedy made a motion to approve the payments of \$731.25 interest and the admin. Fee of \$375.00. Motion seconded by Deeren. **Roll Call:** Tornow-Y, Minder-Y, Magee-Y, Leedy-Y, Deike-Y, Gwizdala-Y, Deeren-Y, Forwerck-Y, **Motion carried.**

Approve vouchers for supplies toner 74.09: Forwerck made a motion to approve \$74.09 for toner that has already been paid. Motion seconded by Magee. **Roll call:** Minder-Y, Tornow-Y, Leedy-Y, Magee-Y, Deeren-Y, Deike-Y, Gwizdala-Y, Forwerck-Y. **Motion carried.**

Forwerck discussed the bill to pay the recording secretary. This is not on the agenda. Discussion followed about procedure. Motion made by Magee to approve \$120.00 dollars to the recording secretary. Seconded by Tornow. **Roll call:** Gwizdala-Y, Deike-Y, Tornow-Y, Magee-Y, Leedy-Y, Minder-Y, Deeren-Y, Forwerck-Y. **Motion carried.**

2016/2017 Budget recommendations to Council: paperwork in packet. Forwerck discussed the details of the budget to all present. Leedy questioned the assets. She said that the assets should not be in the budget amount. She would like to see the storage building money into a different category, like economic development or business promotion and not have a storage building at all. Minder said that he is on the budget committee and the scheduled budget meetings were cancelled and he had no say in the budget. Minder does not agree with the budget. He feels that the budget committee needs to get together and do a budget. Discussion among the DDA continued. Motion made by Deike to approve this budget moving the checking account amounts and the investments amounts so the assets will be in a separate column labeled as such. This would be either assets or fund balance and to use the fund balance as checking. Deike said that the checking account would be listed as asset and brought into the budget as a transfer. **Roll**

Call: Deike-Y, Leedy-Y, Magee-Y, Minder-N, Tornow-Y, Gwizdala-Y, Deeren-Y, Forwerck-Y. **Motion carried.**

Accounting duties: Forwerck discussed the accounting is on quick books. Forwerck cannot understand why the village has to take over the books. Leedy responded by addressing the concerns that the village has with it along with the recommendations from the attorney. She explained the village responsibility in doing this and that the DDA would still have control of motions and check writing. Motion by Magee to have the accounting stay with the DDA through the balance of this calendar year. Then after that it would go to the council. Seconded by Forwerck. Leedy said that this would be difficult for her to accept because this is the way that the attorney, the insurance carrier and the auditor said that the village needs to be doing the books. Discussion followed among DDA board and audience. **Roll call:** Leedy-N, Magee-Y, Tornow-Y, Gwizdala-N, Minder-N, Deike-N, Deeren-N, Forwerck-Y. **Motion failed.** Forwerck made a motion to postpone transfer on assignment of accounting duties until treasurer can be present at a future meeting to be included in this discussion. Seconded by Magee. **Roll Call:** Tornow-Y, Minder-N, Magee-Y, Leedy-N, Deike-N, Gwizdala-Y, Deeren-N, Forwerck-Y. **Motion failed.** It was decided to address this issue later.

Bonding by DDA: Forwerck said that the bonding expenses are figured in the budget. If the village will not pick up the bonding expense the DDA will pay for it. Deike made a motion to cover the additional money to get the second signer on the checkbook bonded. Magee seconded the motion. **Roll call:** Minder-N, Tornow-Y, Leedy-Y, Magee-Y, Deeren-Y, Deike-Y, Gwizdala-Y, Forwerck-Y, **Motion carried.**

Audit date and by what company: Audit is on May 19th. Leedy had a paper on what the DDA portion of the cost will be. Leedy said that the records need to be here before hand so it can run quickly. Gabridge and Company out of Traverse will be doing the audit.

Chairpersons report: no report

New Business

Election of officers:

Chairperson: Forwerck nominated Magee for Chairperson. Leedy nominated Deike for Chairperson Minder agreed with Leedy's nomination. Magee nominated Forwerck to remain as chair person. Magee said he would not accept the nomination for the chair. Leedy made a motion to close the nominations.

Motion was made by Leedy to appoint Deike as chairperson of the DDA. Minder seconded that motion. **Roll call:** Deike- abstains, Leedy-Y, Magee-N, Minder-Y, Tornow-N, Gwizdala-Y, Forwerck-Y, Deeren-Y. **Motion carried.** Forwerck withdrew her name from nominations. Deike moved up to chair to finish the meeting.

Vicechair: Minder nominated Leedy, Tornow nominated Magee. Deike made a motion to close the nominations. Forwerck made a motion to vote for Magee for chair. Tornow seconded the motion **Roll call:** Leedy- abstain, Magee-abstain, Tornow-Y, Gwizdala-Y, Minder -N, Deeren-Y, Forwerck-Y Deike-Y. **Motion carried.**

Treasurer: Leedy nominated Deeren for treasurer, Forwerck nominated Benke. Deike closed the nominations. Forwerck nominated Benke for Treasurer. Magee seconded the motion. **Roll call:** Tornow-Y, Minder-N, Magee-Y, Leedy-N, Deike-Y, Gwizdala-Y, Forwerck-Y, Deeren- abstain. **Motion carried.**

Secretary: Leedy nominated Gwizdala for secretary. Deike closed nominations. Leedy made a motion to appoint Gwizdala as secretary. Motion seconded by Magee. **Motion carried** with all yeas.

Set meeting dates, times and location. Forwerck said that the DDA is required to have quarterly meetings. The meetings will be set for the third Tuesday at 6pm every quarter. Minder said that he would like to see more meetings and the packets earlier and more detailed. Leedy made a motion to set the meeting dates quarterly at 6pm at Village hall **Motion carried** with all yeas.

FOIA Process: Forwerck said that two FOIA request have had the fees waved and feels everyone should have to pay. Leedy said one request was available on line. The other one was only 2 dollars and was not worth the paperwork to write it up. Discussion followed. Deike suggested looking at the policy for review as the DDA is going off the Village policy.

Forwerck left at 8:45pm

Policy for directional signs: Leedy said that she would like a policy regarding the directional signs. She said there are some signs for businesses that don't have store fronts. All the other signs have come to this board first except the last set of signs.

Boat ramp on south side of lake: Minder feels that the launch on the south side of the lake may have a negative impact on the businesses in the village. He asked that someone from the DDA represent the businesses in the village. To attend the township meetings. Tornow wanted to volunteer to go to township meetings. Minder asked as we as a board to come with a stand on what the DDA feels. Deike asked Minder to come up with concerns among the business owners. Minder suggested a survey or open forum. Minder will be working on that.

Old Business:

Bulletin board expenses: on schedule to be done and placed in the park by the end of May.

Boat Dock replacement sign: Leedy said that she thought the signs was hit. Leedy made a motion to approve up to \$100.00 dollars for a medal sign for the boat dock, and to get 3 bids. Seconded by Magee. Minder will get 3 estimates.

Review Village Presidents list of deficiencies: Leedy discussed the outstanding issues with the board. Leedy made a motion to transfer the key to the P.O. Box to Deike from Forwerck. Seconded by Minder. **Motion carried** with all yeas.

Leedy made a motion to remove Forwerck from the bank account as of today. Seconded by Deeren. **Motion carried** with all yeas.

Motion by Leedy to add Deike to the bank account. Seconded by Deeren. **Motion carried** with all yeas.

Discussion from board members: Dieke discussed that she wanted to add a spending policy on next agenda along with accounting duties. FOIA process, sign policy, update on south side ramp. Leedy mentioned audit documents for audit. Magee welcomed new members. Discussed the hard work Forwerck did while being DDA chair. Next meeting Tuesday the 3rd of May at 6 pm.

Leedy adjourned at 9:15pm.

Respectfully Submitted
Marcia Eby

Village of Fife Lake Downtown Development Authority
Special Board Meeting
May 4, 2016

Meeting called to order at 6:12 pm

Roll Call: Present: Tornow, Minder, Leedy, Deeren, and Deike.

Absent: Gwizdala, Benke, Magee, and Forwerck.

Others: Tessa Johnson

Approval of Agenda: Minder made a motion to approve the agenda as presented, seconded by Leedy. **Motion carried** with all yeas.

Guest: Steve Marth from the Fife Lake EMS. In the past the DDA has donated money to the Fife Lake EMS to water the trees in the down town area. Which was discussed.

Minder made a suggestion to donate the money to the Fife Lake EMS to teach CPR to business owners and citizens within the district saying that the money would better be used this way rather than watering the trees and that the business owners can water their own trees. Leedy said that the village could take over the watering of the trees. Steve liked the idea. Motion by Minder to donate \$600.00 to the Fife Lake EMS to go towards CPR and First Aid classes. Seconded by Tornow. **Roll call:** Leedy-Y, Tornow-Y, Minder-Y, Deike-Y, Deeren-Y. **Motion carried.**

Communications: none

Public Comment: Kal Benke arrived at the meeting in time for public comment and made a comment about everyone needs to chill out.

Approval of Minutes: Approval of minutes of April 19th 2016. Motion by Minder to approve the minutes as presented, seconded by Deeren. **Motion carried** with all yeas.

Approval of the August 18, 2015 revised minutes. Minder asked how the minutes were taken. These minutes were taken from a typed up copy by the clerk from the recording of the meeting, and the other by the original set done by Kris Benke back in August. The Bold area within the minutes are from the minutes the village clerk did. Leedy made a motion to accept the minutes with the correction of the misspelling of FOIA as FOYA and the misspelling of the word read. Seconded by Deeren **Roll call:** Minder-Y, Tornow-N, Leedy-Y, Deeren-Y, Deike-Y. **Motion carried.**

Treasures Report: none

Bills to Pay: Marcia's wage- Leedy made a motion to pay \$30.00 dollars additional to correct past minutes pending the approval of the budget. Seconded by Minder. **Roll call:** Deike-Y, Leedy-Y, Minder-Y, Tornow-N, Deeren-Y. **Motion carried.**

Leedy made a motion to pay the recording secretary what is owed up to today pending the approval of the budget. Seconded by Minder. **Roll call:** Leedy-Y, Tornow-Y, Minder-Y, Deike-Y, Deeren-Y. **Motion carried.**

Old Business

Records, Checkbook, Bank Account, DDA records: Current bank statement in packet with the balance as of today. Deike said that she met with Forwerck on Friday. She said she received the P.O. Box key. (P.O. box 4). She is in the process to officially get her name on the account. She plans to meet within the next week to get documents together for the audit.

Audit documents: Minder asked when was the deadline for the list of items that are needed for the audit. Leedy said the deadline is the 12th because the audit is the 19th.

Budget update: updated budget in packet. The packet has the QuickBooks document that came from Forwerck and Benke. Deike said that it still is not quite correct. It still comes as income. Deike broke down the budget and presented it the board members. As a recreated format leaving the figures the same. This format needs to be taken to the Village Council for approval. Leedy made a motion to accept the updated format in which the budget has been presented. Seconded by Deeren. **Motion carried** with all yeas.

Boat ramp update: Tornow says the outcome of the boat ramp has not been determined yet. They want to allow motorized boat access. It would be boats up to 14 feet. DEQ requirements were discussed. Everyone is in agreement that something should be done there. The disagreement comes with the dredging of the lake bottom to make bigger boats accessible. Follow up is at the regular committee meeting. Minder said Forwerck brought the issue of the survey and that it was not valid. She questioned spending money from the DDA. Minder stated he meant spending money on any government level, which was one of the questions on the survey. She also questioned that no one ordered the survey. Minder suggested taking the minutes of the last DDA meeting to the boat ramp committee. The survey is currently on the village website.

Policy Signs: Included in packet are a couple of different examples of sign policies from different cities. Main concerns was that that signs were put up to find store fronts, but some of the signs that are up do not have store fronts and would be difficult to find. Leedy suggested forming a committee to come back with a recommendation. Minder, Leedy and Deike to be on the sign committee. Minder asked for specs. for the sign that needs to be replaced at the boat launch so he can get the three bids that were discussed at the last meeting.

FOIA Policy: Review the FOIA Policy that was adopted at the village level. This policy has also been adopted with the DDA. Minder asked that he would like verification from the prosecuting attorney as requested from the last meeting. Minder said it was in the last meetings package, that FOIA fees should never be waived. Minder would like it clarified. After talking with Leedy on what he said when she talked to him Minder was comfortable with the clarification.

Spending / purchasing policy: Deike discussed the goal of the purchasing policy was to let the board function and do what it needs to do without needing approval of the board for every penny. She gave examples of toner and paper. Committee to be formed to look over the Spending Policy. The committee will consist of Minder and Dieke.

Disc Golf: Leedy said that Kal Benke contacted her about meeting about the fencing and pavers at the disc golf. Deike said whoever is going to put in the fencing and tee pads needs liability coverage. Leedy said that the Village staff could do the fence. Leedy was not sure what was involved in getting the tee pads in. Kal Benke asked that we refer it to the Pierce Street Park and not disc golf. Leedy asked where the material was. Kal said that Forwerck had the material. Kal was upset about a meeting with Leedy at the site and the Village Administrator came along too. There was discussion on liability insurance issues. Deike made a motion to have Leedy herself and the Village Administrator meet at the site so they can move forward with plans for the fence. Seconded by Minder. **Roll Call:** Minder-Y, Tornow-N, Leedy-Y, Deeren-Y, Deike-Y. **Motion carried.** Minder made a motion to table any further movement on Disc Golf until a committee is formed

and we have cooperation with the community, and to direct the disc golf portion to the Parks and Recs. Committee is established. Seconded by Leedy. Tornow originally seconded the motion until it was clarified to go the Parks committee. He then rescinded his second. **Roll call:** Deike-Y, Leedy-Y, Minder-Y, Tornow-N, Deeren-Y. **Motion carried.**

New Business

Deike said that she has not obtained records, but will continue working on it. Accounting duties and checkbook: The checkbook is till with the Treasurer. Accounting duties is to be handled by the village. Minder clarified all records. Leedy made a motion to pay the monthly fee of \$25.00 and \$50.00 set up fee for Quick book access on line. Seconded by Deeren. **Roll call:** Leedy-Y, Tornow-Y, Minder-Y, Dieke-Y, Deeren-Y. **Motion carried.**

Check book was discussed. Minder talked about recommendations at the July 2015 meeting to keep the checkbook at the village office. Deike made a motion that the checkbook be maintained by the chair person. Leedy seconded the motion. Leedy said that she will not be making deposits she is only signing checks. This can be a temporary solution to the problem. It can be reviewed at a later date. **Roll call:** Tornow-N, Minder-Y, Leedy-Y, Deike- abstain, Deeren-Y. **Motion carried.**

Bond Payment: Deike asked the board if there is any reason why we cannot pay off the bond early. The payment of administrative fee of \$375.00 and a bond payment of \$25,000.00 and an interest \$731.25 which may vary. This comes to a total of \$26,106.25. Discussion among board of pros and cons of paying early. Leedy made a motion to pay the bond and fees at earliest convenience. Seconded by Deeren. **Roll call:** Minder-Y, Tornow-Y, Leedy-Y, Deeren-Y, Dieke-Y. **Motion carried.**

Public Comment: Dave McGough 514 Bates Street. The meeting was running smooth until we get into conflicts of a couple of people on this board that have it in for. Then it just went backwards. He said to Deike to keep checkbook in a safe place until the audit. If you guys get a hold of it you're going to find something. He said he does not trust you after last nights meeting. Those were not accusations those were facts. He said to Minder if there are any law suits to get your wallet out. Minder said that he was getting his wallet out. Cal Benke thanked Dave McGough and Tornow. He said it is hard to argue against people who have it stacked against you. He asked that he cannot go up and work on the tee pads any more. Deike said correct. He asked if he was invited to a Parks and Rec. meeting. Deike said correct. He asked if he were to go up there tomorrow and put two tee pads in what would happen. Deike said that he has been advised not to. She said kindly not to because we do not want to deal with those consequences. Great technique to Deike that every group you have been in the check book stays with the treasurer. Then change your mind. He said pay off the bonds tomorrow then shut the DDA down.

Leedy made a motion to adjourn at 8:09pm

Respectfully Submitted
Marcia Eby.

Village of Fife Lake Downtown Development Authority
Meeting Minutes
October 18, 2016

Meeting called to order at 6:33pm

Roll Call: Present: Benke, Leedy, Tornow, Deeren,
Absent: Magee, Minder, Gwizdala, and Forwerck.

Guest: none

Approval of Agenda: Leedy made a motion to accept the agenda but wanted to add Christmas decorations under new business. Motion seconded by Deeren. **Motion carried.**

Forwerck arrived at 6:35pm.

Communications: Deike said that the village made a payment to the DDA for a total of \$14,831.03 for the TIF payment

Public Comment: Theresa Mills spoke on behalf of the Makers Place. She shared what was going on with it in Fife Lake. She said she has spoke with national leaders in Washington DC about what was being done here.

Minutes: Several corrections to be pointed out in regards to spelling and grammar. The first page at the bottom right, the word whether was used instead of weather. Under policies the word there is incorrect usage in the second sentence with the spelling of their. The word treasurer was misspelled. Leedy made a motion to accept the minutes with the corrections. Benke seconded the motion. **Motion carried.**

Treasurers Report: report presented in packet. Deike discussed the report. Leedy made a motion to accept the treasures report as presented. Motion seconded by Deeren. Deike clarified how the reports are now being generated through the village office on their QuickBooks. **Motion carried** with all yeas. Deike discussed the placement of the checkbook as she has been the one who has had it. Forwerck made a motion for Benke the treasurer to keep the checkbook. Tornow seconded the motion. **Roll call:** Deeren-Y, Benke-Y, Tornow-Y, Leedy-Y, Forwerck-Y, and Deike-Y. **Motion carried.** The checkbook was handed over to Benke.

Bills to pay: All the current bills have been put together in one motion. The bills were presented in the packet. The bills include, audit, bonding, Porta-Jon, train donation and Movies in the Park. Deike said that \$2.68 was owed to the village for stamps and envelopes. This has been approved in a previous motion. The Porta-Jon bill was pro rated. Forwerck asked if their was a letter for the train donation. Discussion continues about this. Leedy made a motion to accept the bills as presented. Motion seconded by Benke. **Roll call:** Deeren-Y, Tornow-Y, Leedy-Y, Benke-Y, Forwerck-Y, Deike-Y, **Motion carried.**

Old business

Audit: Deike discussed the audit. She said that their was not any wrong doing found between Benke and Forwerck.

Policies: (signs and spending) Forwerck asked if it could be put on the next agenda. Forwerck made a motion to put the sign policy on the January agenda. Motion seconded

by Benke. **Motion carried.** Deike discussed possibly holding off on the spending policy saying that spending seems to be going okay for now.

Disc golf: Deike asked for an update. She was informed that the fencing still had not been moved and was still at Forwerck's house. Discussed making arrangements to get it moved out of there and moved either to the village or to disc golf.

Plaque Update (Richardson and Tornow): Discussion by Forwerck about the Richardson plaque was put on the wrong street lamp. The Tornow plaque needs to be put on the Richardson Street light. Tornow discussed replacing the light on the Tornow street lamp. Leedy said that it will be done with the other street lamp bulbs that need to be changed. Tornow was not happy with her answer.

Event Committee Update: Benke and Tornow have no update

Park Signage: Leedy said that the Legion wanted to put a sign up in Veterans Park. Tornow gave an update.

New Business

Attendance Policy: Deike discussed the problems with attendance. Forwerck discussed the term excused absences. Discussion followed with changes to be made with the terminology. Forwerck made a motion to accept the attendance policy as amended effective at the January meeting. Motion seconded by Deeren. **Roll Call:** Deeren-Y, Benke-Y, Tornow-Y, Leedy-Y, Forwerck-Y, Deike-Y. **Motion Carried.**

Christmas Decorations: Forwerck said the bows on the wreaths that hang in the cemetery need to be replaced. Leedy suggested having a committee to work on this. The committee will be made up of Deeren, Benke and Theresa Mills from the Makers Place. The board discussed having a special meeting before Christmas.

Public Comment: Dave McGough- Bates Street discussed the attendance policy saying if you have something to contribute to the meeting you need to be in attendance at the meeting. If you are not at the meeting you cannot contribute to the meeting. Theresa Mills also discussed the attendance policy and agreed with McGough she suggested a proxy. Forwerck said that proxy was not allowed with the DDA.

Forwerck made a motion to adjourn at 7:47 pm.

Respectfully Submitted
Marcia Eby