

Village of Fife Lake Downtown Development Authority
Meeting Minutes
January 17, 2017

Meeting called to order 6:07pm

Roll call: present: Benke, Deike, Tornow, McGough, Forwerck.

Absent: Gwizdala, McGee

Others: Eby- Recording Secretary.

Guest: Noreen Broering discussed the follow up from the visioning session that was done 2 years ago. She discussed what was important to the citizens of the community at that time. She did a quick review of what was mentioned at that time. The board discussed possible having another meeting in the spring. It was decided to plan on having a meeting in May with all the boards and citizens of the community invited.

Approval of Agenda: added to the agenda is the Chamber of Commerce dues and the new changes to the TIFF laws under new business. Forwerck made a motion to approve the agenda with the changes to the agenda. Benke seconded the motion. **Motion carried** with all yeas

Communication: none

Public Comment: None

Minutes: special meeting on 11/29/16. Tornow made a motion to approve the minutes as presented. Motion seconded by McGough. **Motion carried** with all yeas

Treasurers Report: financial statements from Tessa the Village Clerk were on the packet. Forwerck made a motion to approve the Treasurers Report as presented. Tornow seconded the motion. **Motion carried** with all yeas.

Bills to Pay: Fife Lake Hardware bill has already been approved for the purchase of Christmas lights and an inflatable snowman. Forwerck questioned the Porta-Jon bill saying that she thought it has already been paid for 138.75. That is to be checked into. Forwerck suggested that the DDA bills come directly to the DDA and not through the village. Forwerck made a motion to pay the Fife Lake Hardware bill and the Bonding bill. Motion seconded by Benke. **Roll call:** Tornow-Y, Benke-Y, McGough-Y, Forwerck-Y, Deike-Y. **Motion carried.** Forwerck made a motion to have the chair of the DDA to check with the Village Clerk to verify what is the balance owed on the Porta Jon bill. Once that is determined the balance will then be paid. Motion seconded by Benke.

Roll Call: Benke-Y, Deike-Y, Tornow-Y, McGough-Y, Forwerck-Y. **Motion carried.** Forwerck made a motion to have all future Porta Jon bills to be sent to P.O. Box 4 under Benke name. Motion seconded by McGough. **Motion carried.**

Old Business

Budget: a proposed budget is in the packet. Forwerck discussed the proposed budget and how the money was budgeted. Tornow made a motion to approve the proposed budget to present to the Village for approval. Motion seconded by McGough. **Motion carried.**

Bookkeeping/checks: the twenty dollars that the DDA is paying is for online access with QuickBooks through the Village. The Village Clerk suggested the DDA purchased and use printable checks. Discussion among the DDA on how to handle the bills and who will

pay them. Forwerck made a motion to have involvement in bookkeeping. Benke to work with the village clerk on education on the Quick Book system. Benke/Treasurer is designated as person to get full access to the account. Motion seconded by McGough. **Motion carried.** Forwerck made a motion to have the DDA recommend looking into bringing the QuickBooks license into Fife Lake. Motion seconded by Benke. **Motion carried.** Forwerck made a motion that it would be up to the treasurer to determine if she wants to write check or if the Quick books system is to make the checks. Seconded by Tornow seconded the motion. **Motion carried.**

Christmas bows/decorations: Discussion on ideas for decorations. Deike discussed possible having medal bows.

New Business

Deeren Resignation: her resignation letter was read aloud. Her resignation was accepted by council. No action was needed from this board.

Chamber of Commerce: Forwerck to make a motion to pay \$50.00 to the Chamber of Commerce, seconded by McGough. **Roll call:** Benke-Y, Deike-Y, McGough-Y, Tornow-Y, Forwerck-Y. **Motion carried.**

Tiff changes: Library have the ability to opt out since we don't have a bond anymore. We will probably lose money because of the changes. Discussion was discussed of who was required to be on the DDA board.

Meeting adjourned at 8:12pm by Benke

Respectfully submitted
Marcia Eby

Village of Fife Lake
Downtown Development Authority
Meeting Minutes
April 18, 2017

Meeting called to order: 6:14 pm

Roll Call: Present: Tornow, Magee, McGough, Patrick, Forwerck, and Deike
Absent: Benke, and Gwizdala
Others: Eby- recording secretary.

Approval of Agenda: McGough would like to add Treasurers report discussion under old business after the budget heading. Forwerck wanted to add discussion about budget/ money after treasures report discussion on agenda. Economic Development to be put under new business. Magee made a motion to approve the agenda with the changes, seconded by Mc Gough. **Roll call:** McGough-Y, Magee-Y, Patrick-Y, Tornow-Y, Forwerck-Y, Deike-Y. **Motion carried**

Special items

Election of Officers: It was suggested that we have a co chairman to help with duties, along with ways to help make things run more smoothly. There was also discussion about meeting monthly during summer project time. Forwerck made a motion for this year that there is a co-chair and that we delegate Deike as chair and Magee as co-chair. Patrick seconded the motion. Forwerck would like Eby to do the paper work, Magee to be the project manager and Deike to run the meeting. **Motion carried.**

Forwerck made a motion to nominate McGough as secretary, seconded by Tornow.

Motion carried.

McGough made a motion to nominate Benke as Treasurer, seconded by Magee. **Motion carried.**

Meeting Dates/ Times: There was discussion about possibly changing the meeting dates. It was decided to keep it the same. Patrick made a motion to have the meetings on the third Tuesday at 6 pm at the village office, seconded by Tornow. **Motion carried.**

Chamber of Commerce: letter in packet: A spokesperson from the Chamber was here to ask for a donation for the 4th celebration. Magee made a motion to donate \$1,000.00 towards the fireworks for the 4th celebration. Seconded by Patrick. **Roll call:** McGough-Y, Magee-Y, Patrick-Y, Tornow-Y, Forwerck-Y, Dieke-Y. **Motion carried.**

Public Comment: None

Minutes 1/17/17: Corrections to the minutes are the word Tiff under approval of agenda, and under the heading of Tiff changes should be spelled Tif. Under old business the motion by Tornow to approve the proposed budget the word and was added after budget in place of the word to. Forwerck made the motion to approve the minutes as amended. Seconded by Magee. **Motion carried.**

Treasurers Report: Deike discussed what was going on the last few months. Since the budget report was not available from the village QuickBooks. Forwerck discussed the issue of two signatures on the checks. Discussion about the two people who signs checks having trouble getting together to sign checks. Forwerck made a motion to have Magee

as a signer on the checkbook in the event a second signature is needed. Motion seconded by Patrick. **Motion carried.**

Bills to pay:

Porta Jon: Deike discussed what was going on with the bill. She said after looking at the bills and figuring it out we owe \$92.50. Forwerck made a motion to pay \$92.50 to the Porta Jon, seconded by Magee. **Roll call:** Patrick-Y, Tornow-Y, McGough-Y, Magee-Y, Forwerck-Y, Deike-Y. **Motion carried.**

H&R Block: Deike said that she did not know where we are with the H&R bill. She does not know if there is anything pass due. Forwerck discussed the DDA budget having a computer and QuickBooks budged for the DDA to do own QuickBooks. This will be discussed at the next meeting.

Fife Lake Hardware: The bill was approved at a prior meeting. She said the bill went to the wrong residents and has not been paid yet.

Old Business

Visioning Meeting: Meeting date needs to be set up. Attentively set for the second week of May on Thursday the 11th. Will need to get with Noreen Broering to see if that works. Noreen is to facilitate the meeting.

Budget: Forwerck said that she and Tornow were working on the bulletin board. The veterans list is updated. When she can she will have, it mounted and covered with Plexiglas. Tornow is going place it. Forwerck made a motion to pay up to \$1,000.00 to be spent on the bulletin board completion. Patrick seconded the motion. **Roll call:**

Tornow-Y, Magee-Y, McGough-Y, Patrick-Y, Forwerck-Y, Deike-Y, **Motion carried.**

Forwerck discussed the storage shed for storage of DDA items. Magee made a motion to support the shed for the DDA for up to \$4,000.00, seconded by Patrick. **Roll call:**

McGough-Y, Magee-Y, Patrick-Y, Tornow-Y, Forwerck-Y, Deike-Y. **Motion carried.**

Forwerck discussed the need to have the trees trimmed. Motion by Forwerck to obtain bids for tree trimming within the DDA district. Motion seconded Patrick. **Motion carried.** Forwerck said that the township will be putting electric at the cemetery and would the DDA like to purchase lights for the trees that line the cemetery at Christmas time. She said this is something to think about for the future. She discussed placing a side walk to the 131 intersection. Since the 131 intersection is going to be redone. She discussed possible having a survey done at this time. Magee to check into the sidewalk going to 131 s and the sidewalk from the DNR parking lot to the library at the state level.

Treasurers Report discussion: McGough questioned how bills are being paid now. He suggested getting back to how it used to be. Discussion continued among members. Forwerck will get together with Benke to review what was done in the past.

Budget/ Project money: already discussed

New Business

Economic Development: already looked at. Forwerck mentioned that we should be looking to hire someone for marketing or economic development. Forwerck questioned if the Richardson plaque was placed on the right street lamp. Village DPW to check into it.

Public Comment: It was asked if someone could have a plaque placed on a lamp that already has a plaque on it. Deike said next meeting is May 16th at 6pm. It was suggested that the meetings needed to be posted for the whole year. Forwerck said under the new law she thought that the DDA needed a website. McGough discussed that some

people are upset about the banners being not up right. Magee made a motion that the DDA lamp banners will stay as they are presently. Tornow seconded the motion. **Motion carried.**

Forwerck made a motion to adjourn at 7:53 pm.

Respectfully submitted
Marcia Eby

Village of Fife Lake Downtown Development Authority
Meeting Minutes
June 20, 2017

Meeting called to order at 6:04pm

Roll Call: Present: Tornow, Magee, McGough, Patrick, Forwerck, and Deike.
Absent: Benke, and Gwazdala

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

Approval of minutes: Motion by McGough to approve the minutes of 5/17/17, seconded by McGee. **Motion carried** with all yeas

Special items: none

Communications: Deike said that she has tried to get a hold of Gwazdala several times but has not received a reply. This was in reference to her attendance. Forwerck suggested that if she does not respond before the July regular meeting. If she is not here at the July meeting she will be done.

Public Comment: Patrick Aldrich – he wondered about the website and how close to being done it was. He also questioned the plaques on the street lamps. He suggested selling plaques for cheaper to put on an empty post. He suggested ways to pay for plaques to be put on empty post. DDA continues to discuss this and decided that this will be put on next month agenda.

Treasurers Report: Benke not here to give a report. Deike stated that she has not seen a treasurer's report in two months. McGough said that he thought that the two checks were entered into the QuickBooks at the village.

Bills to pay: Deike said that the Porta Jon bill is now being sent to the DDA's PO Box. Forwerck made a motion to pay \$20.00 to H&R Block and \$92.50 for Williams Porta Jon for a total of \$112.50. Magee seconded the motion. **Roll Call:** Tornow-Y, Patrick-Y, Magee-Y, McGough-Y, Forwerck-Y, Deike-Y. **Motion carried**

Old Business

Treasurers Report Computer and QuickBooks: Deike said that Benke has a signed check to get the computer and QuickBooks. Have not heard anything since she received the check

Bulletin Board Update: Tornow said that it was just about done. He mentioned putting a roof on it. Should be up by the 4th of July.

131 side walk update: McGough and Forwerck met with the engineer and the Superintendent of the Road Commission. A engineer will have to be hired to lay everything out with the sidewalk. MDOT is going to change the layout of the intersection. There is a meeting tomorrow night to discuss the change

Visioning session: Deike said that she thought it was a good meeting. A lot of good ideas came from the meeting Noreen Broering will summarize what came out of the meeting and get a report together and send it out.

Credit Union Update: Patrick said that the credit union can do everything that we want. They can do the QuickBooks. There is no reason to use H&R Block. Benke was also at

the meeting at the Credit Union. She was not present to give her input. Forwerck made a motion to make the accounting firm be Forest Area Credit Union. Magee seconded the motion. The question came up as to what problems could arise due to the Village not being with the Credit Union. McGough clarified to say that the Credit Union could not do QuickBooks but Forest Area Services can use it. Forwerck rescinded her motion and revised the motion to say that the DDA move our QuickBooks and any other accounting services that it entails to Forest Area Services from H&R Block unless it is not possible at this time. Motion was seconded by Magee. **Motion carried.** Forwerck made a motion that McGough being the Village President is to put Forest Area Services on the next council meeting agenda. Motion seconded by Mcgee. **Motion carried** with all yeas. **Shed update:** McGough said that the shed has arrived. It came under the \$4000.00 that the DDA voted on including the cost of the permit. The shed is in placed and just needs to be inspected.

Richardson Plaque Update: Forwerck said that the village has a copy of which lights have plaques. Deike said that she would check into it at the village office and Forwerck will look into getting a plaque made.

New Business

Mcgough mentioned that she was approached yesterday by Nancy Ellis to see about a tribute to Dan Ellis. It was decided to take it to the Ad hoc Committee at the Village level.

Public Comment: Patrick Aldrich questioned the QuickBook access. He said he used to do work in the banking business.

Motion to adjourn by Forwerck and Patrick at 6:54pm

Respectfully Submitted
Marcia Eby.

Village of Fife Lake Downtown Development Authority
Meeting Minutes
June 20, 2017

Meeting called to order at 6:04pm

Roll Call: Present: Tornow, Magee, McGough, Patrick, Forwerck, and Deike.
Absent: Benke, and Gwazdala

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

Approval of minutes: Motion by McGough to approve the minutes of 5/17/17, seconded by McGee. **Motion carried** with all yeas

Special items: none

Communications: Deike said that she has tried to get a hold of Gwazdala several times but has not received a reply. This was in reference to her attendance. Forwerck suggested that if she does not respond before the July regular meeting. If she is not here at the July meeting she will be done.

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Old Business

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Public Comment: Patrick Aldrich questioned the QuickBook access. He said he used to do work in the banking business.

Motion to adjourn by Forwerck and Patrick at 6:54pm

Respectfully Submitted
Marcia Eby.

Village of Fife Lake Downtown Development Authority
Meeting Minutes
October 17, 2017

Meeting called to order at 6:02pm

Roll call: Present: Prebo, Benke, Tornow, McGough, Patrick, and Deike.

Absent: Magee and Forwerck.

Others: Eby- recording secretary.

Approval of Agenda: the agenda had the minutes as 6/18/17 and it should be 7/18/17. Additions to the agenda is, under old business is Disc Golf Update. Under new business additions are Scarecrow Festival, Movies in the Park, and Wreaths. Patrick made a motion to approve the agenda as amended, seconded by Benke. **Motion carried** with all yeas.

Forewerck arrived at 6:04pm

Approval of Minutes: McGough made a motion to approve the minutes, seconded by Patrick. **Motion carried** with all yeas.

Guest: Tina Broering spoke on behalf of the Chamber of Commerce. Tina asked if the DDA would like to put sprinklers in the Lakefront Park. She also requested possibly having an intercom system though out the village. This would be used primarily for events within the village. Tina will get more information on this.

Special Items: none

Communications: none

Public Comment: none

Treasurers Report: Report in packet. The bank statement is also in the packet. She discussed what has been going with the bills and account since July. The bookkeeping has been transferred to Forest Area Credit Union. Forwerck made a motion to accept the treasurer's report. Motion seconded by seconded by Patrick . **Motion carried** with all yeas.

Bills to Pay: Benke said that all bills are current and up to date

New Business

Obtain Bids for tree trimming: Benke asked that Hansel's do the tree trimming. There was a question on timing if bids were sent out. There was discussion on doing it in the spring. If Hansel's is able to do it soon possibly have them do it. Benke will look into this and get information on people who can do it.

Scarecrow Festival: The festival is this weekend. McGough said that candy and other items were needed for it. Forwerck made a motion to donate \$100.00 dollars to the Scarecrow Festival contingent on a letter coming in for the donation to put in the budget next year. Patrick seconded the motion. **Roll call:** Patrick-Y, Tornow-Y, Benke-Y, McGough-Y, Forwerck-Y, Prebo-Y, Deike-Y. **Motion carried.** The check will be written to the Chamber.

Movies in the Park: Deike reported that the Movies in the Park were a success last summer. There were a total of 13 shows, with 5 in Boardman and 8 here in Fife Lake. She said that each show has about \$200.00 in licensing fees. The donation will be toward

the cost of the movies this year. Benke made a motion to pay for the cost of one movie for \$200.00. Motion was seconded by Patrick. **Roll call:** McGough-Y, Tornow-Y, Prebo-Y, Patrick-Y, Benke-Y, Forwerck-Y, and Deike-Y. **Motion carried.**

Christmas Wreaths: There are 20 wreaths that go on the cemetery fence. There is money in the budget for 20 bows that need to be placed in the wreaths. Forwerck made a motion to have Benke fluff the wreaths and purchase the bows to apply to the wreaths according to the budget. Motion was seconded by Patrick. **Motion carried** with all yeas.

Old Business

Bulletin Board Update: Tornow said it is ready to be put together. The roof still needs to be added. The Veterans sign is still being worked on.

Credit Union Update: The transfer is complete. Forest Area Credit Services is now the account holder.

Richardson Plaque: Deike said that the plaque was done but did not have it to show. She said that it was done in plastic. Deike will check with Mcgee on which adhesive to use to place the plaque.

Street Lamps: McGough said that a resident came up to him to say that the plaque in his name on the street lamp is loose. Will need to take a look at all the street lamps in the spring to see which plaques are loose and need attention.

DDA seat: Prebo just filled one seat, which leaves one seat still open. Johnson- Village Clerk will verify the term.

Disc golf update: Benke said that 4X6 poles have purchased along with some paint to number the holes. Twelve poles were purchased that are 8 feet long. Benke requested getting some money for stamps as she has been paying for the stamps herself. Forwerck made a motion to give \$100.00 dollars petty cash for the Treasurer yearly, seconded by Patrick. **Roll call:** Patrick-Y, Tornow-Y, Benke-Y, McGough-Y, Forwerck-Y, Prebo-Y, Deike-Y. **Motion carried.**

Pubic Comment: none

Board Comments: Forwerck discussed the plans for the round about are being put together now and should be approved next spring. The project should be done spring 2019. Then the sidewalk should be worked on at that time. The board commented on possibly moving some of the money from checking to savings. Prebo discussed possibly putting it in a CD. This will discuss further when looking at next years budget.

Motion made by Benke to adjourn at 6:57pm

Respectfully submitted
Marcia Eby