

**Downtown Development Authority Meeting Minutes**

**January 20, 2015 5:30 p.m.**

**Fife Lake Village Hall, 616 Bates Street, Fife Lake**

***Meeting called to order at 5:37 p.m.***

1. Call Order/Roll Call: Forwerck\_P\_, Neldrett\_\_P\_, Minder\_\_P\_, Leedy\_\_P\_, Benke\_\_P\_, Tornow\_\_A\_, McGough\_\_P\_, Gwizdala\_\_P\_, Runkle\_\_A\_

Also Present: ***Tim Kimball, Marcia Eby, Leigh Ann Gifford, Lori Ann Rognlie, Don Tummel***

2. Approval of Agenda ***Motion by McGough, seconded by Leedy to approve agenda. Motion carried.***
3. Approval of 10-21-2014 Minutes ***Motion by McGough, seconded by Leedy to approve minutes. Motion carried.***
4. Secretary's Report – Benke ***None***
5. Treasurer's Report – Neldrett ***\$20,640.20 in regular shares, \$30,038.66 in business share. Motion by Leedy, seconded by Benke to approve treasurer's report. Motion carried.***
6. Communications – Community Service Scholarship Program – ***Historical Society requested donation for scholarship. Motion by McGough, seconded by Leedy to donate \$200.00. Motion carried.***
7. Public Comment ***Tim Kimball asked for a donation to Grand Traverse Sled Dog Association towards an event race to be held at Cherry Speedway. Chair Forwerck explained DDA could not make a donation outside of the DDA district.***
8. Guests
9. New Business
  - a. Pierce Street sidewalk – snowmobile groomer crossing – ***Leedy stated Groomer now allowed to cross sidewalk, Chamber of Commerce voted to support trail grooming and if repairs are needed they will cover the cost. Chair Forwerck directed McGough to follow up on this with Martin Miller. Forwerck requested copy of Pierce Street sidewalk costs from school to Seventh Street as they will be needed for the DDA audit. Leedy to get this information to Neldrett.***
  - b. DDA Plan
  - c. Joint meeting with Village & Township planning commissions – Gifford & Eby – ***Joint meeting to be held with Fife Lake Village and Township planning commissions and DDA to***

*coordinate planning, asked to include John Sykes. Respective boards will be notified of meeting date, preferably in February.*

- d. 2014 Report – *Benke to work with Forwerck on this report.*
  - e. 2015 Budget (draft) – *motion by Neldrett, seconded by McGough to adopt budget with amendments of \$200 being moved from Other to Contributions, and \$500 being moved from Street Lamps/Banners to Business Promotion. Roll call – Gwizdala Y, Leedy Y, McGough Y, Forwerck Y, Neldrett Y, Benke Y, Minder abstain. Motion carried.*
10. Old Business
- a. Terms of office –see attached – *Leedy stated village term of office dates are wrong. Magee’s term ends 2017 and Benke’s term ends 2016. Tornow letter requesting reappointment given to Leedy for council action. Runkel’s letter requesting reappointment is in the mail, will be turned into council as soon as it is received.*
  - b. Trees – *no action*
11. Chairman’s Report - *none*
12. Board Discussion *Gwizdala asked for contribution to Fish Derby, motion by Minder to donate \$200.00, seconded by Benke. Roll call vote – Leedy Y, McGough Y, Forwerck Y, Neldrett Y, Benke Y, Minder Y, Gwizdala Y. Motion carried.*
13. Action Items - *none*
14. Adjourn – *meeting adjourned at 6:56 p.m.*

The Downtown Development Authority Meeting Minutes August 18, 2015

The regular minutes and the recorded minutes condensed into one set.

The bold area is from the tape recorded version of the minutes.

Meeting called to order at 6:03pm

Present: Forwerck, Magee, Minder, Leedy, Benke, Tornow, A. Gwizdala,

Absent: K. Gwizdala, Parker.

Leedy and Minder said they did not receive their agenda packets until 4:00pm today. Forwerck explained that minutes were distributed via village hall for Leedy and Minder on Wednesday August 12, 2015, Forwerck does not have an answer as to why they did not receive them until today. **Minder stated that the policy was to have the packets emailed or hand delivered to the board members.**

It was noted that according to the DDA bylaws, three (3) DDA board members could call a meeting therefore Minder, Leedy and A. Gwizdala called the meeting for 8/18/15.

Forwerck noted that the bylaws are in the agenda packet and nowhere in the DDA bylaws was that stated. Agenda order also questioned, Forwerck stated while she is chairperson, she does the agenda, when someone else is elected chairperson they can do the agenda.

**Leedy said that she never received an agenda for the meeting. Per the attorney Leedy created the agenda keeping it the same as Forwerck except for moving the special order of business to the top. Forwerck asked to go through the meeting as presented per her agenda.**

Motion by Magee, seconded by Benke to approve agenda prepared by Forwerck on items 1 through 11. Motion carried **with 4 yeas, and 2 nays**

Motion by Minder, seconded by Leedy to not approve the 1/20/2015 minutes since they had not received them before today **and had been gone over them.** Roll Call: Tornow-N, Magee-N, Forwerck-N, Benke-M, Leedy-Y, A. Gwizdala-Y, Minder-Y. Motion failed.

Motion by Magee to approve the 1/20/2015 minutes. Seconded by Forwerck. Roll call: Tornow-Y, Magee-Y, Forwerck-Y, Benke-Y, Leedy-N, A. Gwizdala-N, Minder-N, Motion carried

Secretary's report: none

Treasurer's report-Forwerck: **The most recent statement in packet, \$20,686.05 in regular shares, and \$40,251.83 in dividends have been paid deposits and checks area recorded as well. Forwerck stated that she could answer any questions related to the report. Minder wonders if the Historic Society was approved, if so when and where. Approved 9/6 under draft minutes. Copy of budget also included.** Motion by Benke to accept treasurer's report, seconded by Magee **to accept treasurer's report as submitted. 3 yeas, some abstained.** Motion carried.

Chairperson report: **Forwerck stated that the joint meeting with the DDA and village council was a village council meeting. She stated as officers of the DDA that they did**

**not have a meeting.** Forwerck reviewed village attorney's letter and synopsis of results which showed accusations against DDA chairperson either had no wrong doing or were actions of the DDA board, not DDA chairperson. The amount of village dollars spent for village attorney was in excess of \$5,000. **Village attorney letter was red recommending DDA look at issues of finance, accounting, personnel and management statutory compliance and internal government.** Forwerck "stated that issue 1 and 2 are DDA board issues, and not DDA chair issues. Open meetings act is a DDA board issue not a chairperson issue. Number 5 FOIA is also DDA board issue, general conduct no action be taken with this quote allegation at this time." "No conflicting issues with chairperson and finances. 8a and 8b are also DDA board issues" Housekeeping is a follows. Adopt a FOIA policy and designate a coordinator. Minutes to be in place within 8 days. Hire a recording secretary, adopt a conflict of interest policy, already developed a voucher system and addressed auditor issues. Minder stated that this is a village attorney's opinion only. Minder said that he asked for a hearing and still has not received the information he has requested, in his opinion the case is still open.

Magee stated that a large amount of cost have been incurred due to Minder's request, and that the board should focus on the positive things that a person has done for the community, instead of beating up anyone. He stated that the board should move forward and conduct the meetings the way they are supposed to be conducted without outside interference and without spending any more money. Minder stated that money was spent on trees and other items that the DDA bylaws call for, and that he wants to move forward towards change. Not the way business has been conducted. If it continues in this way Minder will recommend to the Village Council that the DDA be dissolved. Tornow, Magee and Benke were in strong opposition based on all the good projects and improvements the DDA had accomplished over the last twenty years. **Leedy said that the meeting was off track and they needed to get back on track.**

Introduction of new DDA board member Amanda Gwizdala. She and her husband own the Fife Lake Inn.

Communications: Leedy reviewed village council suggestion for the DDA mail to be sent the Village P.O. Box. Village clerk and village treasurer to work together. **Leedy stated that under communication she wants all the points of the village council recommendations from the minutes of the village council special meeting since it wasn't included in the packet, and every item on the agenda there was recommendations requested by the village.** Forwerck stated that would be dine under new business and asked what needed to be added. Leedy stated that the mail box recommendation was omitted, and that the village clerk to do books was not on the agenda, just bookkeeping in general. Forwerck stated that the records will be given to the village, she had already taken care of that. Leedy asked if the mail, the clerk and the treasurer items would all be under bookkeeping. Forwerck stated that was what it would go under.

Communication: Noreen Broering spoke on behalf of the DDA as former Village President about the tremendous amount of benefits the DDA gave the community. There have been issues with the DDA and council but they were handled through

**discussion in a positive way. Stated that Forwerck has done a great job as DDA chair and brought money to the community.**

**Ron Broering agrees with Noreen, He also stated that the constant bantering makes it look like someone has a personal agenda against the DDA. Wonders if the board is doing their job as representatives to the tax payers. He stated that mistakes have been made but Forwerck is still doing better for the community. He supports the reappointment of Forwerck to DDA.** Noreen and Ron Broering suggested the DDA and Village Council move forward in a professional way. Need to let the leaders run the meeting. Cindy Wyatt said the DDA must build the downtown area and because of disconnect with lack of meetings projects have not been done, this had hurt the businesses in the DDA district. **She discussed the negativity of the board and the affects it has on business owners and community members. States that you need to let he chair run the meetings and quit nitpicking. Leedy thanked the public and would like housekeeping in order and work towards village council suggestions.**

Minder left the meeting.

**Community member talks about Minder leaving and his effectiveness on the board. Leedy said if the DDA adopted By-laws they should make attendance mandatory or the member would lose their spot on the board. Forwerck stated that maybe this will make the DDA better and work harder and be more motivated. Talks about streetscape plan and DDA history.**

Election of Officers: Decided by board majority to elect each officer by itself.

Chairperson Motion by Magee seconded by Benke to nominate Forwerck. Roll call: Gwizdala-Y, Leedy-Y, Benke-Y, Magee-Y, Tornow-Y, Motion carried.

Vice Chair: motion by Benke, seconded by **Tornow** to nominate Magee. Roll call: Leedy-Y, Benke-Y, Forwerck-Y, Tornow-Y, Gwizdala-Y. Motion carried.

Secretary: Motion by Leedy, seconded by Benke to nominate A. Gwizdala. Roll call: Benke-Y, Forwerck-Y, Magee-Y, Tornow-Y, Leedy-Y. Motion carried.

Treasurer: Motion by Leedy seconded by Magee to nominate Benke as Treasurer. Roll Call: Forwerck-Y, Magee-Y, Tornow-Y, Gwizdala-Y, Leedy-Y. Motion carried.

Meeting Schedule: Forwerck made the motion to schedule the DDA meetings for the third Tuesday at 6 pm. In October 2015, January 2016 and April 2016. Magee seconded it. Motion carried.

FOIA Policy: motion by Benke to adopt the village council's FOIA policy. Seconded by Leedy. Motion carried. Motion by Forwerck to appoint the Village Clerk as the FOIA administrator. Seconded by Leedy. Motion carried.

Recording Secretary: Motion by Leedy to hire a recording secretary at \$60.00 a meeting, seconded by Benke. Roll Call: Magee-Y, Tornow-Y, Gwizdala-Y, Leedy-Y, Benke-Y, Forwerck-Y. Motion carried. Motion to hire Marcia Eby as recording secretary, seconded by Tornow. Motion carried. All draft minutes to go through DDA chairperson and Secretary.

Payment policy: Payment policy was adopted last year and will continue as adopted being a **voucher** with each payment. Motion by Leedy, seconded by Benke to order new checks with lines for two signatures at the cost of not more than \$200.00. Roll call: Tornow-Y, Gwizdala-Y, Leedy-Y, Benke-Y, Forwerck-Y, Magee-Y. Motion carried.

Treasurer Benke will write checks, sign along with Forwerck (two signatures). Village clerk would process information and double check with treasurer.

Motion by Leedy, seconded by **Magee** to reimburse the village for administration fee to Mellon Bank. Roll call: Gwizdala-Y, Leedy-Y, Benke-Y, Forweck-Y, Magee-Y, Tornow-Y. Motion carried.

**Bookkeeping: Recommendations by council that all mail to go to P.O. Box 298; clerk to do books for DDA. The DDA to present a report to treasurer and treasurer would verify accuracy. Treasurer to go over books with village treasurer. Discussion on purchasing a separate box for DDA mail.** Motion by Leedy seconded by Magee to have DDA get their own P.O. Box for all DDA mail. Roll call: Leedy-Y, Benke-Y, Forwerck-Y, Magee-Y, Tornow-Y, Gwizdala-Y. Motion carried. Gwizdala and Benke to meet with postmaster to set up DDA P.O. Box. **Leedy moves to have village clerk do bookkeeping for the DDA and report all activity to treasurer. Seconded by Magee. Motion carried. Leedy moves that per village council, DDA treasurer and village Treasurer go over all DDA accounts. Seconded by Benke. Motion carried.**

**Conflict of interest policy: Tabled to October meeting.**

Forwerck requested the monetary breakdown of the Pierce Street sidewalk for DDA records. Leedy promised to get the information on DDA's portion of the project.

Steve Marth, EMS Director presented a proposal to the DDA board about the annual tree watering discussion. Motion by Benke to pay \$600.00 to the Fife Lake EMS to water the trees. Seconded by Magee. Roll call: Tornow-Y, Gwizdala-Y, Forwerck-Y, Magee-Y, Leedy-Y, Benke-Y. Motion carried.

Cindy Wyatt requested a donation for the Fourth of July Celebration. Discussion continued. Motion by Benke to donate \$700.00 to the Fourth of July Committee for fireworks. Seconded by Tornow. Roll call: Forwerck-Y, Magee-Y, Tornow-Y, Gwizdala-Y, Leedy-Y, Benke-Y. Motion carried.

Leedy made a motion to **allocate \$200.00 to swimming lessons, \$200.00 to train visit, and \$200.00 to Scarecrow Festival.** Seconded by Benke. Roll call: Magee-Y, Tornow-Y, Gwizdala-Y, Leedy-Y, Benke-Y, Forwerck-Y. Motion carried.

Signage discussed with budget previously approved. Tina Broering is business committee representative overseeing signage. All additional signs request are to be directed to Tina. Village Green Bulletin Board Project is in progress per Tornow. Forwerck appointed Magee and Benke to work with Tornow to complete the project.

Discussion on replacement of plaques on **damaged streetlights. Leedy stated that the information has been submitted to the insurance and that the plaques would be replaced by the village.**

Meeting adjourned at 8:12 pm.

Respectfully Submitted  
Marcia Eby



Downtown Development Authority draft minutes  
Special Meeting  
October 13, 2015

Meeting was called to order at 5:32 p.m. by Chairperson Forwerck  
Present: Forwerck, A. Gwizdala, Leedy, K. Gwizdala, Minder, Tornow  
Absent: Magee, Benke, Parker

Motion by K. Gwizdala, seconded by Tornow to approve agenda  
Motion Carried

Motion by Leedy, seconded by Minder to table approval of the minutes from the August 18, 2015 meeting since several board members had not had received the draft until the start of the meeting.  
Motion Carried

Secretary's Report – A. Gwizdala – none.

Treasurer's Report – Benke (absent) Report given by Forwerck - Forwerck stated \$17,362 in checking account, \$20,000 in savings account, Bond payment must be made in amount of \$26,462.50.

Chairperson's Report – Forwerck made announcement of visioning session to follow this special meeting, Noreen Broering will be leading the session, asked to approve \$100 to be paid to Noreen, Also \$100 for Food and Beverages purchased from local businesses. Minder questioned who had discussed having this special meeting. Forwerck asked Tornow to take over meeting to allow her to step out momentarily. Forwerck returned to Minders previous question. It was brought up it was mentioned at the Planning Commissions' meeting to have the visioning session; the DDA had a few items to go over before the meeting could take place.

Motion by Leedy, Seconded by Tornow to move onto next item on the agenda, #9 Communications.

Communications – Letter asking to become a voting member of the Fife Lake Chamber of commerce

Motion by Leedy, seconded by Tornow to approve \$50 membership fee to join the Chamber of Commerce.

Roll Call Vote – Leedy-yes, K. Gwizdala-yes, Minder-yes, Tornow-yes, Forwerck-yes, A. Gwizdala-yes  
Motion carried

Band Boosters, asking for donation for their Spaghetti Dinner to raise money for Mr. Deike to purchase items for Music education within Forest Area Schools.

Leedy asked Forwerck if any money is left to spend, where it is, Forwerck replied and said in can be transferred.

Motion by Leedy, seconded by K. Gwizdala to pay Band Boosters \$100

Roll Call Vote: Forwerck-yes, A. Gwizdala-yes, Leedy-yes, K.Gwizdala-yes, Minder-Yes, Tornow-yes  
Motion Carried



Public Comment – none

Forwerck asked for money to pay Noreen Broering for leading the upcoming visioning session and money to pay local businesses for the food and beverages requested.

Motion by Tornow, seconded by A. Gwizdala to pay \$100 to Noreen Broering, and up to \$100 for Food and beverages from Fife Lakeside Resort, Fife Lake Inn, Gordy's Place.

Discussion: Lisa Leedy, on the record, will vote in favor of the motion, however in the future to have no monies spent prior to board approval.

Roll Call Vote: Leedy –yes, K.Gwizdala-yes, Minder-no, Tornow-yes, Forwerck-yes, A.Gwizdala-yes

Motion Carried

New Business – Forwerck presented upon Benke's behalf to get approval of money to purchase Laptop, Printer, and other items in order to fulfill her position as treasurer. Leedy stated the clerk is already doing all the book keeping and only sends report to the treasurer, there is no need for this purchase.

Motion by Minder, seconded by Leedy to not fund the purchase for new equipment to treasurer until 2016 Budget.

Roll Call Vote: Forwerck-no, Tornow-no, Minder-yes, K. Gwizdala-no, Leedy-yes, A. Gwizdala –yes.

Split vote, Motion Failed

Movie Donation – K. Gwizdala to get letter of request.

Old Business –

Bulletin Board Status – Tornow gave presentation of vision for Bulletin Board to be made of Black Walnut, and had display to give visual. Estimated time to be finished is predicted for Memorial Day

Scarecrow Festival donation - Need letter of request

Pierce Street bill for DDA portion of sidewalk – Leedy to get bill ready

Conflict of Interest Policy to be tabled until next meeting

Forwerck goes over vouchers made out and to be handed out.

Disc. Golf fence and tee pads

Trees

Scarecrow Festival – need letter first

Train visit – Need letter first

Movies in the park – Need letter first

Melon Bank Payment

Motion by Forwerck, seconded by K. Gwizdala to approve vouchers

Roll Call Vote: Minder-yes, K.Gwizdala-yes, Leedy-yes, A. Gwizdala-yes, Forwerck-yes, Tornow-yes

Motion Carried

Motion by Leedy, seconded by Tornow to pay bond payment in amount stated \$26,462.50

Roll Call Vote: Tornow-yes, Minder-yes, K.Gwizdala-yes, Leedy-yes. A. Gwizdala-yes, Forwerck-yes

Motion carried

Motion by Leedy, seconded by Tornow to Adjourn Meeting  
Meeting Adjourned at 6:10 p.m.

Amanda Gwizdala  
DDA Secretary