

Village of Fife Lake Downtown Development Authority  
Meeting Minutes  
January 15, 2019

Meeting called to order at 6:05 pm.

**Roll Call:** Present: Prebo, Benke, Tornow, McGough and Patrick

Absent: Magee, Forwerck, and Gauld.

**Pledge of Allegiance**

Gauld arrived at 6:08pm

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

**Approval of Minutes of 10/16/18:** Motion made by Patrick to approve the minutes as presented, seconded by Tornow. **Motion carried** with all yeas.

**Guest:** none

**Communication:** McGough said that there will be a Community Safety Day on the 17<sup>th</sup> of August, there will be a meeting about it on February 5<sup>th</sup>.

Benke said that the notice came in to renew the membership for the Chamber of Commerce. Patrick made a motion to renew the \$50.00 membership to the Chamber of Commerce, seconded by Gauld. **Roll Call:** Tornow-Y, Patrick-Y, McGough-Y, Benke-Y, Prebo-Y, and Gauld-Y. **Motion carried.** There was discussion on a donation for the upcoming Fishing Derby. McGough made a motion to donate the same amount that was donated last year for the Fishing Derby. Motion seconded by Prebo. **Roll Call:** Patrick-Y, Tornow-Y, Benke-Y, McGough-Y, Prebo-Y, and Gauld-Y, **Motion carried.** They were thinking that the amount paid last year was \$300.00.

**Public Comment:** none

**Treasurers Report:** Benke handed out paperwork on the current bills and bank statement. She went over the statement and bills. The 12-month bond was coming up for renewal in February. It was decided to keep it in a CD. Motion made by Patrick to renew \$50,000 CD for another year. Motion seconded by Gauld. **Motion carried.**

Benke said she talked to the auditor and he suggested that the DDA stay with H&R Block rather than do the books themselves on quick books.

The DDA portion of the audit was 1000.00 and \$50.00 for bonding of the chair for a total \$1050.00 to go to the Village. Motion made by Patrick to pay the Village \$1050.00.

Motion seconded by Benke. **Roll Call:** Prebo-Y, Benke-Y, Tornow-Y, McGough-Y, Patrick-Y, and Gauld-Y. **Motion carried.**

**Bills to Pay:** Benke suggested paying H&R Block once yearly for WI-FI excess rather than monthly. Motion made by Benke to pay H&R Block \$240.00 once yearly, seconded by Prebo. **Roll Call:** McGough-Y, Tornow-Y, Prebo-Y, Patrick-Y, Benke-Y, Gauld-Y. **Motion carried.**

**New Business**

**Engineer for sidewalks:** There was discussion about putting out bids. This will be passed on to Forwerck to put out for bids.

**DDA Annual Report:** This will be forwarded on to Forwerck to have done.

**Budget:** The budget was roughly done during the meeting. This rough draft will be forwarded on to the Chair and Co-Chair for possible changes. McGough made a motion to approve the budget pending possible revisions, seconded by Patrick. **Motion carried.** with all yeas

**Old Business**

**Bulletin Board Update:** Nothing new

**Meet the People round up:** Prebo said the attendance was low but overall okay. Good conversation.

**Christmas Committee roundup:** Turned out well a lot of compliments. Solar lights did not work well on the street lamps. Thinking of adding electricity to all the lights.

**Quick Books:** discussed earlier.

**Public Comment:** none

Motion by McGough to adjourn at 7:32pm

Respectfully Submitted

Marcia Eby

Village of Fife Lake Downtown Development Authority  
Meeting Minutes  
April 16, 2019

Meeting called to order at 6:08

**Roll Call:** Present: Prebo, Benke, Magee, McGough, Patrick, and Gould.

Absent: Tornow, and Forwerck

**Approval of agenda:** Prebo said that the Credit Union would like to do a downtown cleanup. This will be under new business and Old business we will take off Meet the people, Christmas Committee, and Quick Books. Patrick made a motion to approve the agenda as amended seconded by Prebo. **Motion carried** with all yeas.

**Approval of Minutes of 1/15/19:** Prebo made a motion to approve the minutes as presented, seconded by Benke. **Motion carried** with all yeas.

**Guest:** Tammy Budrow – representative for Springfield Recreation Area. She would like it when planning events that you would check with Rob at the EMS who has a master calendar for planning events. This is to avoid events happening at the same time or overlapping of events.

John Kelley asked if the DDA wanted him to take down the signs by the BP Station due to the round about going in. McGough will check with MDOT tomorrow about that.

**Communications:** Thank you note came in for the donation to the Fishing Derby  
Forwerck arrived at 6:30pm

**Public Comment:** none

**Treasurers Report:** reports handed out. Benke went over the handouts. There was discussion of a possible debit card. Benke said that the bond was rolled over. Motion made by Patrick to approve the treasurer's report as presented, seconded by Magee.

**Motion carried** with all yeas.

**Bills to Pay:** none

**New Business**

**Election of officers:**

Forwerck made a motion to nominate Gauld as DDA chair, seconded by Patrick. **Motion carried** with all yeas

McGough made a motion to nominate Forewerck as Vice Chair, seconded by Magee.

**Motion carried** with all yeas

Magee made a motion to nominate McGough as secretary, seconded by Benke. **Motion carried** with all yeas.

Magee made a motion to nominate Benke as Treasurer, seconded by Patrick. **Motion carried** with all yeas.

Forewerck made a motion to nominate Prebo as Deputy Treasurer, seconded by Patrick. **Motion carried.**

**Meeting dates and time:** The time of the meetings will be changed to 6:30pm and the meetings will be held monthly in the summer. The meetings will be held at the Village Hall 616 Bates Street. Forewerck made a motion to accept the meeting dates, seconded by Benke. **Motion carried** with all yeas. Patrick made a motion to change the meeting time from 6pm to 6:30pm, seconded by Prebo. **Motion carried** with all yeas

**Engineer for Sidewalk:** Forwerck discussed where the sidewalk was needed and what she thought would be involved. Discussions to have John Kelley remove the signs stating where businesses are. Motion was made by Gauld to have John Kelley remove the signs for \$1500.00. Motion seconded by Patrick. **Roll call:** Patrick-Y, Magee-Y, McGough-Y, Benke-Y, Prebo-Y, Forwerck- Abstain, Gauld-Y. **Motion carried**

Motion made by Magee to place an ad in the paper for engineering bids, seconded by Patrick. **Motion carried** with all yeas.

**DDA Annual Report:** Gauld will put this together with the help of other members.

**4<sup>th</sup> of July:** tabled

**Budget Approval:** Forewerck made a motion to approve the budget as presented, seconded by Benke. **Motion carried** with all yeas

**State of Michigan DDA requirements:** copy of law not available. This will be tabled.

**Downtown Clean-up:** Prebo said that the Forest Area Credit Union would like to do a downtown clean up since M186 is closed due to the round about. This will be tabled till next meeting.

### **Old Business**

**Bulletin Board Update:** Some final work needs to be done and hopefully it will be put up by Memorial Day.

**Buckets for the Beach:** Gauld suggested buckets for the beach. This was talked about last summer. She said she would check with the business to see if they would like to take part in the program.

**Public Comment:** none

Patrick made a motion to adjourn at 8:00pm.

**Respectfully Submitted**  
**Marcia Eby**

Village of Fife Lake Downtown Development Authority  
Meeting Minutes  
June 18.2019

Meeting called to order at 6:33pm

**Roll Call:** Present: Prebo, Benke, McGough, Patrick, Forwerck, and Gauld.  
Absent: Magee, and Tornow.

**Approval of agenda:** Correction to the agenda is the start time of the meetings is 6:30pm not 6:00pm. Additions to agenda are under new business Banner for Chamber and a thank you note. Forwerck made a motion to approve the agenda as amended, motion seconded by Patrick. **Motion carried** with all yeas.

**Approval of Minutes:** Motion made by Patrick to approve the minutes of 5/21/19 as presented, seconded by Forwerck. **Motion carried** with all yeas.

**Guest:** none

Tornow arrived at 6:40pm

**Communication:** a letter came in from the Historical Society to become a member. Motion made by Prebo to pay \$250.00 to the Historical Society for a lifetime membership, seconded by Benke. **Roll Call:** Tornow-Y, Patrick-Y, McGough-Y, Benke-Y, Prebo-Y, Forwerck-Y, and Gauld-Y. **Motion carried.**

**Public Comment:** none

**Treasurers Report:** Benke discussed the treasurer's report. The statements and bills paid were handed out at the meeting. Forwerck made a motion to approve the treasurer's report. Motion seconded by Patrick. **Motion carried** with all yeas.

**New Business**

**4<sup>th</sup> of July:** Prebo discussed the problem with parking during the 4<sup>th</sup>. Prebo will look into possibly shuttling people from the Baptist Church for next year. The DDA discussed improvements for next year.

**State of Michigan –DDA requirements:** tabled.

**Banner for Chamber:** this banner is to go across State Street in celebration of the 4<sup>th</sup> celebration. Motion made by Benke to pay \$369.00 to the Chamber of Commerce for the banner. Motion seconded by Prebo. **Roll call:** Benke-Y, McGough-Y, Patrick-Y, Tornow-Y, Prebo-Y, Forwerck-Y, and Gauld-Y. **Motion carried.**

**Thank-you note:** Alice painted the front of the building. The DDA complimented the improvements. It was suggested writing her a letter saying how nice her building looks and print up a Certificate of Appreciation from the DDA and have it framed in appreciation of the improvements to her building. Prebo will write the letter and Johnson at the village office may be able to do the certificate.

**Updated items**

**Bulletin Board:** Forwerck said that the bulletin board could be placed at the park but the Veterans list has not been done yet.

**Bids on sidewalk:** bids will go out and be posted for 5 days.

**DDA annual report:** ongoing

**Website info:** Gauld presented information she obtained after talking to people on marketing plan/website. Forwerck made a motion to get a website and run it for one year using option #2 from Traverse City Web Services for \$1200 a year. Motion seconded by Benke. **Roll Call:** McGough-Y, Tornow-Y, Prebo-Y, Patrick-Y, Benke-Y, Forwerck-Y, and Gauld-Y. **Motion carried.**

Motion made by Prebo to move \$800.00 from the tree budget to the web budget to cover the cost. Motion seconded by Patrick. **Motion carried** with all yeas.

**Public Comment:** Forwerck discussed what was needed in the DDA report and said the DDA development plan is out of date and needs to be updated. She said she is involved in capital improvement plan. She asked the members what they would like to see for improvements within the DDA district.

Forwerck made a motion to adjourn at 7:40pm

Respectfully submitted  
Marcia Eby

Village of Fife Lake Downtown Development Authority  
Meeting Minutes  
July 16, 2019

Meeting called to order at 6:35pm

**Roll Call:** Present: Prebo, Benke, Tornow, McGough, Patrick, and Gauld  
Absent: Magee

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

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

**Guest:** none

**Communications:** none

**Public Comment:** none

**Treasurers Report:** Benke handed out copies of the bank statement, and discussed the bills paid and balances on the bank statement. Bills that have been paid, Chamber \$269.00, Lone Eagle 825.00 for tree trimming Historical Society for \$250.00 for lifetime membership, Williams and Bay for 550.00 for Porta Jons through October This is for 6 months of service, Marcia Eby \$200.00 and Benke for \$200.00 for services done. Motion made by Forwerck to approve \$85.66 to the hardware for bark and topsoil, seconded by Prebo. **Roll Call:** Tornow-Y, Patrick-Y, McGough-Y, Benke-Y, Prebo-Y, Forwerck-Y, and Gauld-Y. **Motion carried.**

**New Business**

**State of Michigan- DDA requirements- table**

**Golf Course:** Prebo discussed possibly having a small golf course. He asked if there would be an interest in it.

**Old Business:**

**Letter to Little Shop of Tresses:** a letter was put together to present to Alice owner of Little Shop of Tresses. The letter was read to the board members and will be framed then presented to her for the improvements she made to her building.

**Bulletin Board:** nothing new.

**Bids on sidewalk:** bids were sent out and no bids came back. DDA will continue to look for bids

**Update on website:** Prebo will be working along with the web site in putting it together.

**Improvements Plans within the DDA:** Forwerck said the plan is out of date and suggested hiring a Professional Planner to update the plan. This will be a project for fall.

**Public Comment:** None

Meeting adjourned at 7:31pm

Respectfully Submitted  
Marcia Eby





Village of Fife Lake Downtown Development Authority  
Meeting Minutes  
August 20, 2019

Meeting called to order at 7:52pm

**Roll Call:** Present: Benke, Tornow, Patrick, Forwerck, and Gauld  
Absent: Prebo, Magee, and McGough

**Approval of Agenda:** Additions to the agenda under old business will be the Bulletin Board, and under new business is Scarecrow Festival. Motion made by Forwerck to approve the agenda as amended, seconded by Patrick. **Motion carried** with all yeas.

**Approval of Minutes:** Forwerck made a motion to approve the minutes of 7/16/19 as presented, seconded by Patrick. **Motion carried** with all yeas.

**Guest:** none

**Communication:** none

**Public Comment:** none

**Treasurers Report:** Benke handed out the statement and bills that need were paid. She explained the bank statement and the bills that were paid. Forwerck made a motion to approve the treasurer's report as presented, seconded by Patrick. **Roll call:** Tornow-Y, Patrick-Y, Benke-Y, Forwerck-Y, and Gauld-Y. **Motion carried.**

**Bills to pay:** none

**New Business**

**Disc Golf:** a sign needs to be posted to at the entrance to the disc golf park. It was suggested to put the sign as Pierce Street Recreational Area. Benke will get prices and sizes for a nice sign. The DDA will hopefully get it in this fall. Forwerck made a motion to place a sign at the disc golf that says Pierce Street Recreational Area. Motion seconded by Tornow. **Motion carried** with all yeas. This will be discussed to the Village Council. Forwerck made a motion for the Village Council to recommend the name of Pierce Street Recreational Area for the park. Motion seconded by Tornow. **Motion carried** with all yeas

**Scarecrow Festival:** Patrick asked if the DDA would donate \$150.00 to the Scarecrow Festival. This would be to place a banner over State Street to advertise the event. Patrick made a motion to give \$150.00 to the Scarecrow Festival for the banner. Motion seconded by Benke. **Roll Call:** Tornow-Y, Patrick-Y, Benke-Y, Forwerck-Y, and Gauld-Y. **Motion carried.** Since the DDA encourages economic development which is part of the DDA mission they support the banner.

**Old Business**

**Sidewalk update:** A bid came in from Gosling Czubak for a total of 8,100. Forwerck made a motion to accept the Gosling Czubak bid for the sidewalk project. Motion seconded by Tornow. **Roll Call:** Tornow-Y, Patrick-Y, Benke-Y, Forwerck-Y, and Gauld-Y. **Motion carried.**

**Website update:** The website has been started. It still is being put together.

**Bulletin Board:** the plaque will be 50x44 with the names of the veterans. The plaque is getting ready to go out to be done. The bulletin board will have three sides to it. One side with the names of the veterans, the second side will be for village notices and the third side will be for citizens to place notices. Hopefully it will be in the park by Veterans Day.

**Public Comment:** None

Motion made by Patrick and Benke to adjourned 8:35pm

Respectfully Submitted

Marcia Eby

Fife Lake Downtown Development Authority  
Meeting Minutes  
September 17, 2019

Meeting called to order at 6:39pm

**Roll Call:** Present: Prebo, Benke, McGough, Patrick, and Forweck  
Absent: Gauld, Magee, and Tornow.

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

**Approval of Minutes:** Motion by Patrick to approve the minutes of 8/20/29 as presented, seconded by Prebo. **Motion carried** with all yeas

**Guest:** Julie Peltier from Traverse City Web Services. She will talk under new business.

**Communications:** none

**Public Comment:** none

**Treasurers Report:** Benke handed out copies of August bank statements. One check was written and two deposits were made. Motion made by Patrick to approve the treasurer's report as presented, seconded by Prebo. **Motion carried** with all yeas

**Bills to pay:** none

**New Business**

Julie Peltier from Traverse City Web Services is in the process of setting up the website for the DDA. She asked for information to put the website together. She discussed getting a mission statement.

Gauld arrived a 7:00pm

**Christmas Decorations:** Prebo said that the committee will need to get together and discuss what was needed. He said that Charlie Brown needs to put in electrical outlets in the remaining lights.

**Annual Report:** ongoing

**Old Business**

**Disc Golf Sign Update:** ongoing.

**Sidewalk Update:** Gosling Czubak has a bid and the survey has been done on the sidewalk. It is not clear if the project will be done this year.

**Update on Website:** discussed earlier.

**Bulletin Board:** The veteran's plaque will be going to Traverse Repro. The board needs to be put together and placed into the park. The plaque will be added later.

**Scarecrow Festival:** McGough said that the Scarecrow Festival is a Chamber event. He was asking for candy and other small things. Motion made by Prebo to pay \$100.00 to the Chamber for the Scarecrow Festival expenses. Motion seconded by Patrick. **Roll Call:** Patrick-Y, Benke-N, McGough-Y, Forwerck-N, Prebo-Y, Gauld-N. **Motion failed**

**Public Comment:** none

Motion made by Benke to adjourn at 8pm

Respectfully Submitted \

Marcia Eby



Village of Fife Lake Downtown Development Authority  
Meeting Minutes  
October 15, 2019

Meeting called to order at 6:35pm

**Roll call:** Present: Prebo, Benke, McGough, Patrick, and Gauld

Absent: Magee, Tornow, and Forwerck

**Approval of Agenda:** Additions to the agenda are under new business, the tree on State Street and Pruning of trees. McGough made a motion to approve the agenda with the additions, motion seconded by Benke. **Motion carried** with all yeas.

**Approval of Minutes:** Patrick made a motion to approve the minutes of 8/17/19 as presented, seconded by Prebo. **Motion carried** with all yeas.

**Guest:** Julie Peltier from Traverse City Web Services gave an update on the web site the DDA has contracted her to do. There was discussion on what other things the DDA would like added to the web site. Everyone was pleased with what she presented so far. Forwerck arrived at 6:45pm.

**Communications:** Benke said that she received a bill for the Post Office box. This will need to be checked into as the DDA is an arm of the village and it should not cost anything..

**Treasurers Report:** The bank statement was handed out to all in attendance. Benke went over the statement. McGough made a motion to approve the treasurer's report as presented, seconded by Patrick. **Motion carried** with all yeas.

**Bills to Pay:** none

### New Business

**DDA Motto:** Patrick suggested using "Supporting and encouraging a positive business climate" as the DDA mission statement. Motion made by Forwerck to adopt the mission statement as written, seconded by Benke. **Motion carried** with all yeas.

**Pruning the trees:** Some of the trees within the village need to be trimmed. Motion made by Prebo to have Benke contact Lone Eagle Tree Service to prune the village trees. Motion seconded by Patrick. **Motion was rescinded.** Motion made by Prebo to have Benke contact Lone Eagle Tree Service to pay up to \$1000.00 for trimming the village trees. Motion seconded by Patrick. **Roll Call:** Patrick-Y, McGough-Y, Benke-Y, Prebo-Y, Forwerck-Y, and Gauld-Y. **Motion carried.**

**Tree on State Street:** The tree at the Baptist Church needs to be cut down because it is dead. Forwerck made a motion to have the Tree cut down at the Baptist Church for \$900.00 that is along the future sidewalk. Motion seconded by Patrick. **Roll Call:** Patrick-Y, Benke-Y, McGough-Y, Forwerck-Y, Prebo-Y, and Gauld-Y. **Motion carried.**

### Old Business

**Christmas Decorations:** Christmas Committee needs to get together and check the lights and ornaments. He said the spoke to Charlie Brown about the electric to lights. He said he will be starting it in the next two weeks. They would like to put more lights on the tree. Prebo thinks he will be spending about \$6000.00 altogether for Christmas decorations and electric to the poles.

**Annual Report:** ongoing. The report needs to be done in December. We will also need to look at terms that will be up in December.

**Disc Golf Sign Update:** ongoing. Need to go to council for Name change to Pierce Street Park.

**Sidewalk:** ongoing. Survey has been done. The project most likely will be done in spring 2020.

**Update on Website:** covered earlier under guest.

**Bulletin Board Update:** Benke and Forwerck will get in touch with Tornow to see what needs to be done to get it finished.

**Communication:** None

Patrick made a motion to adjourn 7:34pm

Respectfully Submitted  
Marcia Eby