

Village of Fife Lake
Downtown Development Authority
Meeting Minutes
January 17, 2023

Meeting called to order at 6:30pm

Reappointed member Jane Roesemeier was sworn in under oath.

Roll call: Present: Smith, Hempsted, Benke, Patrick, Roesemeier and Forwerck
Absent: Prebo, Magee and Tornow

Agenda: Additions to the agenda under new items letter "C" will be Christmas Decorations. Patrick made a motion to approve the agenda with the addition. Motion seconded by Smith.

Motion carried with all yeas.

Minutes: Motion made by Patrick to approve the minutes of December 20th as presented. Motion seconded Benke. **Motion carried** with all yeas.

Guest: Mathew Cook from Networks Northwest came to speak to the DDA members about the TIF Plan. He said he will be one of the people who will be working with us on updating the TIF plan along with Rob Carson. The community input meeting which is required the meeting will be held on April 18th from 4-7 at the library. The Chamber, Council, businesses owners, and household members who are in the DDA district will be invited. to attend. Mathew outlined how the TIF process will go. Members discussed what they wanted to see within the village. Ideas among members were improving he appearance of the downtown businesses and signage. Ways to bring more business into the village, Dog Park in one of the parks, More community involvement between businesses Council and Chamber. More viable businesses within the village. Taking advantage of property purchases through the DDA for improvements within the DDA district.

New Business

Network Northwest contract approval: Motion made by Roesemeier to approve the contractual agreement between the Fife Lake Downtown Development Authority and Networks Northwest as presented. Motion seconded by Smith. **Roll call:** Smith-Y, Benke-Y, Hempsted-Y, Patrick-Y, Roesemeier-Y, and Forwerck-Y. **Motion carried.** This is the final contract that was voted on.

Annual Report: in the packet:

Christmas Decorations: the decorations are starting to come down. Jamy is going to see where they can be stored.

Public Comment: none

Treasurers Report: The expenses and bank statement were in the packet. Benke went over the expenses and statement balance. One check was written to the Chamber for the Fish Derby. There were Christmas decorations returned to Menards for refund. The total cost of Christmas decorations that were spent this year was \$2171.67. Motion made by Patrick to accept the treasurers report as presented, seconded by Smith. **Motion carried** with all yeas.

Old Business

Budget: This was presented to council and was approved.

Reappointments: Council reappointed both Prebo and Roesemeier for another term at their meeting last night.

Bulletin Board: Forwerck said that there is \$1000.00 in the budget for the Bulletin Board, and she would like to hire someone to install it. Roesemeier made the motion to hire someone to install the Bulletin Board. Motion seconded by Smith. **Motion carried** with all yeas. Roesemeier said she saw Magee and he said he would get it done. She was passing on the message.

Meeting Structure: tabled till May

Tree Trimming: ongoing

Streetlamp bases and plaques: ongoing

Entrance Signs: ongoing

Retaining Wall: ongoing

Public Comment: none

Board Comments: Forwerck said she was still be interested in the property between the BP Station and the Elementary School. It may still be available. Forwerck complemented this board as being one of the best boards. Patrick is happy to see all the boards starting to come together and is excited to see what the future holds.

Patrick made a motion to adjourn the meeting at 7:48pm

Respectfully submitted

Marcia Eby

Village of Fife Lake
Downtown Development Authority
Meeting Minutes
February 21, 2023

Meeting called to order at 6:30 pm

Roll Call: Present: Smith, Hempsted, Benke, Patrick, Roesemeier and Forwerck
Absent: Prebo, Tornow, and Magee.

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

Approval of January Minutes: Patrick made a motion to approve the minutes of January 17th, 2023. Motion seconded by Smith. **Motion carried** with all yeas.

Guest: none

Public Comment: none

Treasurers Report: Benke gave the treasurers report. She passed out copies of the banking statement and a report of bills that were paid along with income received. Patrick made a motion to approve the treasurers report as presented. Motion seconded by Roesemeier.

Motion carried with all yeas.

New Business:

Appoint Co. Treasurer: Discussion regarding a co-treasurer for the Treasurer's position. Possibly Patrick Prebo could fill this position because of his banking knowledge. Forwerck suggested the Treasurer and Co-treasurer should each get \$400.00 a year with another \$100.00 for the audit, which would amount to \$1,000 for the Treasurer position. Patrick made a motion to have a Co-Treasurer who would be compensated \$400.00 a year with \$100.00 for audit for a total of \$500. The Treasurer position would be the same amount. Motion seconded by Smith. **Roll call:** Forwerck-Y, Benke-Y, Hempsted-Y, Roesemeier-Y, Smith-Y, and Patrick-Y.

Old Business:

Change bylaws: Roesemeier asked when the bylaws were last looked at. Forwerck said they were never checked. There is discussion on possibly changing the bylaws. Forwerck would like to have in the bylaws changed under officers to say Chairperson, and Vice Chairperson, Secretary, and Treasurer. She would like to add another sentence saying that the Treasurers position can consist of a Co Treasurer. Forwerck made a motion to amend the Bylaws under officers to a Chairperson, Vice Chairperson, Secretary, and Treasurer with a clause stating that the Treasurer's position can include a Co-Treasurer. Motion seconded by Patrick. **Roll Call:** Smith-Y, Forwerck-Y, Hemsted-Y, Benke-Y, Patrick-Y, Roesemeier-Y. **Motion carried.**

Land for sale DDA District: The land has a contingency on the property currently. There was some brief discussion if it falls through.

Christmas Decoration Storage: Some of the decorations are down and some are still up.

Bulletin Board Progress: Stan said he talked to Mike about storing it. We will need to get someone to install it. Stan will get in touch with Mike again. It was suggested to find someone to install it sooner than later.

Dog Park: Roesemeier said that there is a parcel 01050054 on Rebecca Street which is close to the park as a possible location. This is closer to the village salt barn. This lot is zoned residential. This is in the talking stage only. The zoning needs to be checked and possibly talk to the council.

Public Comment: none

Board Comments:

Forwerck said April's meeting will be at the library. An open house with those who have businesses, plus residents, in the DDA district will be held from 4-7 pm. Council members will also be invited. Networks Northwest will be involved in planning this open house. The annual meeting will be held the same day. She said she would like to have someone hired by next month to put in the bulletin Board in Veterans Park by bid process.

Benke said thank-you for relieving her stress as she is not good with QuickBooks.

Patrick discussed the last 131 North Meeting two weeks ago.

Roesemeier said she talked to Mathew at Networks Northwest about pictures for the Open house. He said she would download the pictures that he needs from the website.

Smith said that she stumbled across Kingsley DDA website. She said they have a nice flyer put together. She said she would be happy to put one together for Fife Lake.

Motion made by Patrick and seconded by Smith to adjourn at 7:20 pm

Respectfully submitted

Marcia Eby

Village of Fife Lake
Downtown Development Authority
Meeting Minutes
March 21, 2023

Meeting called to order at 6:33pm

Roll Call: Present: Forwerck, Prebo, Hempsted, Benke, Magee, Patrick, and Roesemeier.

Absent: Smith, and Tornow.

Tornow, Prebo and Roesemeier have been sworn in.

Tornow arrived at 6:36pm

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

Approval of Minutes: Motion made by Patrick to approve the minutes of February 21, 2023 as presented and seconded by Hempsted. **Motion carried** with all yeas.

Public Comment: none

Treasurers Report: Benke gave the report saying that she did not write any checks to anyone last month. She did say that two checks were deposited from the township one for a total of \$6430.16. Prebo suggested possibly putting some of the money into a 12-month CD. Forwerck said she would check into that. Patrick made a motion to approve the treasurers report as presented and seconded by Roesemeier. **Motion carried** with all yeas.

New Business

Tiff Report to the State of Michigan: The TIF report has been sent into the state of Michigan. Forwerck found out after sending it that it needs to be submitted in the fall which coincides with the state fiscal year. The TIF report shows an increase in the Fife Lake DDA district of \$7,874.00 captured. That's a difference from 2021-2022 of the village of \$2,646.00 and in the township \$1,972.00, and in the county of \$3,256.00.

Appoint Co-Treasurer: Motion made by Forwerck to appoint Prebo as Co-Treasurer, seconded by Roesemeier. **Roll Call:** Benke-Y, Prebo-Y, Forwerck-Y, Tornow-Y, Magee-Y, Patrick-Y, Hempsted-Y, and Roesemeier-Y. **Motion carried.** Benke, Forwerck and Prebo will get together to look at CD rates for the purpose of getting a CD. Both the Treasurer and the Co-Treasurer will be getting \$500.00 a year.

Amend 2023/2024 Budget: The amended budget will reflect the Co-Treasurers yearly income of \$500.00 making the Treasurer and Co-Treasurer to \$1000.00. Also, the MDA dues is increased to \$125.00 not \$100.00 which was reflected in the original budget. The MDA Alpena and Birmingham conference was increased from \$3000.00 to \$5000.00. The bulletin Board budget was increased from \$1000.00 to \$2000.00. This makes the total budget amendments increase of \$3,525.00. Motion made by Patrick to approve the budget increase of \$3525.00. Motion seconded by Benke. **Roll call:** Roesemeier-Y, Hempsted-Y, Magee-Y, Forwerck-Y, Patrick-Y, Benke-Y, Prebo-Y. and Tornow-Y. **Motion carried.**

Roesemeier made a motion to have a committee made up of Prebo, Benke, and Forwerck to investigate putting money into a CD. Motion seconded by Patrick. **Roll call:** Forwerck-Y, Benke-Y, Roesemeier-Y, Prebo-Y, Patrick-Y, Hempsted-Y, Tornow-Y, and Magee-Y. **Motion carried.**

Guest: Networks Northwest- Mathew Cook was present to speak on the upcoming public input session that is scheduled in April. He said that Networks Northwest will do a press release. He said that there are about 80 addresses in the DDA district. It was suggested to send out a mailing and follow up with a door visit. Refreshment and food will be provided, and this will run from 5pm-7pm on the 18th of April at the library. Mathew explained how it would be set up. He said there would be stations set up with people attending each station. Forwerck stressed the importance of educating the public about how the DDA works. Forwerck asked when everyone wanted to have the regular meeting, before or after the public input station. Rosemeier made a motion to have the regular meeting at 3pm that day. Motion seconded by Patrick. **Motion carried** with all yeas. This meeting will be held at the library.

Old Business:

Bulletin Board: It was made very clear that this need to be completed by May. This was addressed to Magee and Tornow. Motion made by Patrick to extend the grace period to May 1st to get it finished. Motion seconded by Prebo. **Motion carried** with all yeas. Forwerck would like to have a committee put together to finish this. Prebo made a motion to have a committee made up of Tornow, Magee, and Hempsted to work together on finishing the Bulletin Board. Motion seconded by Benke. **Motion carried** with all yeas. Benke made a motion to get a bid on the cost of the bulletin board roof. Motion rescinded. Forwerck made a motion to have the committee get a price from the Amish not to exceed \$2000.00 and to go ahead and finish the roof of the bulletin board. Motion seconded by Roesemeier. **Roll Call:** Tornow-Y, Magee-Y, Forwerck-Y, Roesemeier-Y, Prebo-Y, Patrick-Y, Hempsted-Y and Benke-Y. **Motion carried.**

Christmas Decorations: Forwerck said that there has been a problem with the decorations being frozen in the ice and snow. Forwerck made a motion to appoint a committee with Prebo, Benke, Roesemeier, and Hempsted to come up with a solution to prevent the Christmas Decorations from freezing into the ground. Motion seconded by Patrick. **Motion carried** with all yeas.

Dog Park: tabled

Change By-laws: tabled

Land for Sale: tabled

Public Comments: none

Board Comments: none.

Motion made by Roesemeier to adjourn the meeting, seconded by Patrick at 8:11pm

Respectfully submitted

Marcia Eby

Village of Fife Lake
Downtown Development Authority
April 25, 2023

Meeting called to order at 6:30pm

Roll Call: Present: Smith, Roesemeier, Patrick, Hempsted, Prebo, Magee, and Forwerck
Absent: Tornow
Others; Ron Broering -Village Zoning Administrator

Guest: none

Public Comment: Gordy Smith 630 Pierce Street, discussed ongoing debris in the lake and on the beach. There was discussion on how to address the problems as this has been an ongoing problem for a long time. He asked if the DDA could help with the problem. Forwerck would like to form a committee to look at the debris on the beach and lake to see what could be done. The committee will consist of Hempsted, Magee, and Gordy Smith. Broering could be on if he wants to.

Treasurers report: no report

New Business:

Ron Broering – Village Zoning Administrator, Gave a history on the property at 114 East State Street, saying it has changed hands 3 times in recent years. He said that he talked to John Sykes in Grand Traverse about it. He said if the DDA purchased it would be taken off the tax roll until it was developed then it would go on the tax roll. There was discussion about possibly putting a hotel on the property if purchased. This would consist of tearing down the current structure, Forwerck checked into who the owner was on the property. Smith said she know the owner of the building and would be happy to check with him to see what his plans were with the building and get back with the information. Broering discussed what the benefits would be if the DDA purchased the property. The existing structure will need to be removed for roughly \$10,000.00 including removal according to Magee. The DDA thought if they purchased the property, they would build a hotel with a small eatery/ coffee shop on the main floor. Roesemeier said that if there was living conditions that area handicapped accessible, on the main floor they could capture some money from the state.

Benke discussed the current budget. Forwerck said that the TIF moneys have increased this year. The DDA collected about \$45,000 this year. There was discussion on how to finance this project. DDA board members discussed if the DDA built a nice building possibly other business owners would like to improve outside façades for their businesses.

Rosemeier made a motion to adjourn, seconded by Magee at 7:43pm

Respectfully submitted
Marcia Eby

Village of Fife Lake Present
Downtown Development Association
Meeting Minutes
May 16,2023

Meeting called to order at 6:32pm

Roll Call: Present: Tornow, Prebo, Benke, Patrick, Rosemeier, and Forwerck
Absent: Smith, Hempsted, and Magee.

Guest:

Joyce Freiwald: not present at meeting, this will be tabled till next month.

Debbie McCool: Spoke as the chair of the Fife Lake Area Chamber of Commerce. She said that the Farmers Market is starting the weekend of May 22nd and running through the first week of October. She is requesting \$500.00 for the Farmers Market. Patrick made a motion to donate \$500.00 to the Farmers Market. Motion seconded by Prebo. **Roll call:** Forwerck-Y, Benke-Y, Tornow-Y, Prebo-Y, Roesemeier-Y and Patrick-Y. **Motion carried.**

Correspondence: A bill from Explorer 131 North for \$500.00. Motion made by Patrick to pay the \$500.00 to US131 for the year of 2023. Motion seconded by Benke. **Roll Call:** Benke-Y, Patrick-Y, Prebo-Y, Tornow-Y, Roesemeier-Y and Forwerck-Y. **Motion carried.**

Staples sent information on an update on computer security. Forwerck asked the treasurer and co-treasurer take care of it and to check if it is needed. Roesemeier made a motion to purchase if needed not to exceed \$100.00, Motion seconded by Patrick. **Roll Call:** Prebo-Y, Forwerck-Y, Tornow-Y, Benke-Y, Roesemeier-Y, and Patrick-Y. **Motion carried.**

Public Comment: none

Treasurers Report: The bank statement was passed out to everyone in attendance. Several checks were written, Dollar General- \$19.35 for the open house, The Loons Nest- \$100.00 for the open house, the Chamber of Commerce - \$3500.00 for the 4th of July celebration, Larry Johnson for printing for the open house.in the amount of 148.00, Lone Eagle for tree trimming for 1610.00, They trimmed 45 trees all together, and Fife Lake Inn for \$100.00 for the open house. One check was received for \$1294.81 from the township which was a TIF payment. Patrick made a motion to approve the treasurers report as presented, seconded by Roesemeier. **Motion carried** with all yeas.

Benke left at 6:45pm

New Business

Benches in Pierce Street Park: Forwerck said that benches have deteriorated at Pierce Street Park. This is something that will need to be investigated. They may just need to be stained.

Old Business

MDA Conference: it was decided that the group would not be going to the conference but will be looking forward to going in the fall to the Birmingham conference.

Networks Northwest: Mathew Cook was present to give an update. He gave a handout to everyone with the results of the input session. Mathew has a link to complete a survey for the businesses and residents within the DDA district. There was discussion on improvements in the ballpark. Benches were also discussed along the sidewalks and in Pierce Street Park. There was

discussion on possibly extending the road right of way in the DDA district in the residential areas for the purpose of putting in sidewalks.

Kimmel Building: At this point there will be no further action on purchasing the property.

Fife Lake Family Resort: This RV Park is ongoing. There was discussion that if it falls through the DDA might be interested in purchasing the property and building affordable housing

Bulletin Board: ongoing. Work is being done on it.

Public Comment: none

Board Comments: Patrick would like to see the sidewalks first. He would like to see the sidewalk at the back side of the DNR parking lot. Roesemeier would like to hear from the people in the community. She would like to see a cleanup in town. She said the retaining walls need to be repaired before it becomes a liability.

Motion made by Tornow and seconded by Roesemeier to adjourn at 7:45pm

Respectfully Submitted

Marcia Eby

Village of Fife Lake
Downtown Development Authority
Meeting Minutes
June 20, 2023

Meeting called to order at 6:30pm

Roll Call: Present: Smith, Forwerck, Prebo, Hempsted, Benke, Patrick, and Roesemeier.
Absent: Tornow, and Magee

Approval of Agenda: Changes to the agenda will be under new business letter (B) will be DDA Domain and we will add Historical Society- Joyce Freiwald under Guest. Motion made by Patrick to approve the agenda with the changes, seconded by Hempsted. **Motion carried** with all yeas.

Approval of Minutes: The April minutes were missed at last month's meeting. Correction on the May 16th meeting under roll call Roesemeier is spelled incorrectly. Patrick made a motion to approve the two April minutes and the May minutes with the noted changes. Motion seconded by Benke. **Motion carried** with all yeas.

Correspondence: A letter came in from the Historical Society and was read out loud to everyone. There was also a letter from Networks Northwest which will be addressed later in the meeting.

Guest: Joyce Freiwald from the Historical Society was present and gave a presentation to everyone in attendance about the condition of the historic fire barn. She is raising money to paint the building and repair the tower of the fire barn which includes power washing, scraping, calking and painting. The tower needs some new boards on the backside. She said she had a bid of about \$12,500.00. Roesemeier made a motion to give \$1,000.00. to the Historical Society earmarked for the painting /repair of the fire barn. Benke seconded the motion. Discussion continued. **Roll Call:** Benke-Y, Patrick-Y, Forwerck-Y, Prebo-Y, Hemsted-Y, Smith-Y, and Roesemeier-Y. **Motion carried.** This motion was rescinded.

Forwerck suggested to amend the budget. Motion made by Patrick to amend the budget. Motion seconded by Smith. **Roll call:** Roesemeier-Y, Hempsted-Y, Patrick-Y, Forwerck-Y, Smith-Y, Prebo-Y, and Benke-Y. **Motion carried.**

Roesemeier made a motion to give \$2000.00 to the Historical Society for the painting/ restoration of the fire barn. Motion seconded by Patrick. **Roll call:** Forwerck-Y, Benke-Y, Patrick-Y, Prebo-Y, Roesemeier-Y, Hempsted-Y, and Smith-Y. **Motion carried.**

Public Comment: none

Treasurer Report: Benke gave the treasures report. Statements were passed out. Bills Paid were \$500.00 to the US 131 dues, \$500.00 to the farmers market, Tina Broering \$50.00 for flowers for downtown, and Mark Magee for the bulletin board for \$1000.00. Checks were also made out to Benke, Eby and Prebo for \$250.00 for work done. Patrick made a motion to approve the treasures report as presented, seconded by Smith **Motion carried** with all yeas. Benke rolled over the CD. She pulled out the \$20,000.00 which made \$149.76 and paid the penalty of \$59.17, and then took the money and added another \$20,000.00 from savings to it and rolled it into another CD for 6 months at a 4.5% interest rate.

New Business

Historical Society Donation: covered under guest.

DDA Domain: Forwerck received a e mail from the village clerk, that said that the Premium Plan Pro renews on June 1st for 3 years at \$612.00. Prebo said that we are not using it. He said it is a Quick Book program and we are not using it. This is not the same as the domain. Forwerck to check into when the domain needs to be renewed.

Networks Northwest: Forwerck said that they were still completing the draft of the DDA TIF plan. Forwerck said she was not sure if they have visited the businesses. Smith asked for biweekly updates from them to check their progress. Forwerck said she would write a letter to Mathew and Rob and let the DDA board review it for comments/ suggestions before she sends it.

Bylaw Changes: Roesemeier has not checked into this yet

Bulletin Board: Benke said that the \$1000.00 paid to Magee was for the roof. Prebo made a motion if the bulletin board is not up by August, we scrap it and ask for a refund. There was no second to the motion, so it died. There was some discussion on what to do. Benke will discuss this with Magee to get an update on the progress.

Forwerck said she went to central concrete for her house and was talking to them about the retaining walls in town as they are deteriorating. They said that those blocks are no longer available and said that Blue Star Landscaping could match the blocks. She felt that they could find a block to match the existing blocks. Possibly have them to come out and look at it.

Beach Cleaning: it hasn't been investigated yet.

Smith left at 7:32pm

Pierce Street Park Benches: Benke said that they are in bad shape. She said she is looking into it purchasing new benches.

Dog Park: nothing new. Still looking for a location. Roesemeier and Benke to look for a sight in Pierce Street Park.

Public Comment: none

Board Comments: Hempsted said that they are looking into stripping the railings in front of the Loons Nest and The Upper bar down to bare metal. The paint that is on them is flaking off. Benke mentioned the problem of geese on the beach.

Roesemeier said that no one has been using the boat wash station. She said the kids are spraying each other with the hose.

Motion made by Patrick and seconded by Benke to adjourn at 7:41pm

Respectfully submitted

Marcia Eby