

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 19<sup>th</sup> 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 19<sup>th</sup>. 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 3<sup>rd</sup> of May at 6 pm.

Leedy adjourned at 9:15pm.

Respectfully Submitted  
Marcia Eby

