

Village of Fife Lake Downtown Development Authority
Meeting Minutes
January 19.2016

Meeting called to order: 7:20pm

Forwerck mentioned that the DDA did not hire Dave Bieganowski to facilitate this portion of the meeting. She did say that the Community police officer was invited to help keep order during the meeting.

Roll Call: Present: K.Gwizdola, Benke, Tornow, Magee, Leedy, Minder, A, Gwizdola, Forwerck

Absent: Parker

Approval of Agenda: Megee made a motion to approve the agenda as presented. Benke seconded it. Motion Carried.

Approval of Minutes of August 18, and October 13 2015. Linda said that there are two sets of minutes for the August 18, meeting. The village clerk did a set off of a tape recording of the meeting. Benke did the other set that was not recorded. Motion by Magee to table the August minutes until we can verify which set is accurate. Seconded by Tornow. Motion Carried. Leedy made a motion to table the October 13, minutes as she also found errors. Seconded by Minder **Roll call:** 1-nay, all others-yea, Motion carried.

Secretary's Report: None

Treasurers Report: report in packet

Bills:

Bill to reimburse the village for the rubbish removed at the Disc Golf for \$44.38. Leedy made a motion to reimburse the Village \$44.38. Seconded by Magee. **Roll Call:** Minder-Y, Tornow-Y, Benke-Y Leedy-Y, Magee-Y, A.Gwizdala-Y, K.Gwizdala-Y, Forwerck-Y, **Motion Carried**

Second bill is for office supplies. A drum for the copy machine for \$23.68 and general office supplies at Staples for \$126.47 to equal \$150.15. K.Gwizdola made a motion to reimburse Linda \$150.15. Seconded by Magee. Minder asked where the request form that was filled out for that is. She said that is what we are asking for approval for tonight. **Roll Call:** Benke-Y, Leedy-Y, Magee-Y, Minder-Y, Tornow-Y, A.Gwizdola-Y, K.Gwizdola-Y, Forwerck-Y. **Motion Carried.**

The third bill is for 5 signs that were already approved at the June 4 meeting Forwerck said that here is another bill for the shipping cost of these signs that were not approved at that time. The cost is \$ 11.11 per sign. Minder asked if a funding request form completed. Discussion followed the Request form is on the agenda tonight. Forwerck said that the \$500.00 dollars has already been approved. Just waiting to cut the check for that.

Forwerck clarified that Fife Lake Township has taken care of their own. Leedy made a motion to approve the bill as presented. Seconded by Magee. For the amount of \$655.55.

Roll Call: Leedy-Y, Magee-Y, Tornow-Y, K.Gwizdola-Y, Minder-Y, Benke-Y, A. Gwizdola-Y Forwerck-Y. **Motion Carried.**

Forth bill is for Disc Golf. Benke said that they were budgeted for \$2500.00 for the year. She said that 300 feet split rail fencing was purchased from Menard's and patio blocks for tee pads. Forwerck said that out of the budget there will be \$500.43 left. Minder questioned if a Funding Request Form was completed. Forwerck said it is on tonight's agenda. He said that he has problems on the way this money is being spent. Minder said

that it should have been bid out. Minder asked if in the future theses can be talked about before it is done. Motion by Magee to approve paying \$1692.18 for fencing and tee pads. Seconded by Tornow. **Roll call:** Tornow-Y, Minder-N, Magee-Y, Leedy-Y, Benke-Y, K.Gwizdola-Y, A.Gwizdola-Y, Forwerck-Y **Motion Carried.**

Bank Statement Check Register: there is a copy in the packet.

Current budget: a Copy was in the packet, reviewed by Forwerck and Benke. From April 2015 to January 12, 2016.

Budget Transfers, total of 742.84: Leedy asked for clarification that if you are doing a budget amendment it has to go to Council. Magee made a motion to approve the transfer's contingent to Councils approval. Seconded by Benke. **Roll call:** Minder-Y, Tornow-Y, Benke-Y, Leedy-Y, Magee-Y, A, Gwizdola-Y, A. Gwizdola-Y. **Motion Carried.**

Communication: none

Public Comment: Bob Menzie, Merritt Street. Asked about the signs replacement in the park at the town point.. Tornow said he was working on it and it was expected to be up in May. Marilyn Hayes, 446 Woodland Drive. She was questioning the forms the Minder keeps referencing the Downtown Development Authority Request Form. She asked have they been approved by the board or are they on the agenda.

New Business

Annual Report: The report is in the packet.

2016/2017 Proposed Budget: Forwerck said Council also has a copy of the budget. Leedy said that she thought that some of the items were possibly in the wrong category. She said that she would like to see it revised. Motion by Minder to table all non-essential spending on the balance of 2015 until the April meeting and to have a Committee to work on the 2016 budget. Seconded by Leedy. Leedy said she would like a committee to work on the budget. **Roll Call:** Benke-N, Leedy-Y, Magee-N, Minder-Y, Tornow-N, K. Gwizdola-Y, Forwerck-N, A.Gwizdola-Y. **Motion Failed.** Motion by Leedy to table the 2016/2017 budget and form a committee to work with the village to clean it up with the Village Clerk and Village Treasurer. Minder seconded it. **Roll Call:** Leedy-Y, Magee-Y, Tornow-Y, K. Gwizdola-Y, Minder-Y, Benke-Y, Forwerck-Y, A. Gwizdola-Y, **Motion Carried**

Forwerk said she would like to appoint a committee to look at the budget. The committee will consist of Forwerk, Benke, and Minder from the DDA along with Village Treasurer and the Village Clerk.

Approval of Funding Request Form: the form was in the packet. Magee made a motion to approve the Funding Request Form. Seconded by Benke. Everyone voted yea. **Motion Carried.**

Fish Derby: Leedy made a motion to give \$200.00 dollars to the Fish Derby provided they turn in a receipt. Minder seconded it. **Roll Call:** Minder-Y, Tornow-Y, Benke-Y, Leedy-Y, Magee-Y, A. Gwizdola-Y, K. Gwizdola-Y Forwerck-Y. **Motion Carried.**

Historical Society: Forwerck said they filled out a Request Form for \$200.00 for the operation for the museum. Leedy made a motion to contribute \$200.00 to the museum provided they provide a receipt. Seconded by Benke. **Roll Call:** Benke-Y, Leedy-Y, Magee-Y, Minder-Y, Tornow-Y, K.Gwizdola-Y, A. Gwizdola-Y, Forwerk-Y. **Motion Carried.**

Wreaths: Forwerck said that the bows on the wreaths are in bad shape and need to be replaced. She said this would come out of the 2016/ 2017 budget. Leedy made a motion to table this until there is an approved 2016 budget. Minder seconded it. All yeas. **Motion Carried.**

Old Business:

Scarecrow Festival: Minder updates the board on the Festival. Forwerck said that in the 2015 budget \$200.00 has been set aside. She said it has already been approved she asked how they wanted it handled. Forwerck asked for clarification from Minder.

Bill for Pierce Street sidewalk: Leedy said that the only thing she can give is the Elmer's bid. The bid was not broken out. Discussion followed. Leedy said that they would need to get a breakdown from both the engineers and the people who did it. Forwerck asked for this to be done.

Storage Building: Forwerck said that she would like to see this move forward since it is in the budget. Magee discussed the history from a couple of years ago. Leedy made a motion to table this until it can be clarified if one is needed. Minder seconded it.

Forwerck said that the wreaths were for a long time stored at her barn. Leedy felt the money would be better used to help the businesses here. **Roll Call:** Tornow-Yea, Minder-Yea, Magee-Yea, Leedy-Yea, K. Gwizdola-Yea, Benke-Yea, A.Gwizdola-Yea, Forwerck-Na. **Motion Carried**

Bulletin Board: Forwerck said that Tornow could continue with it so it could be up by May and said that if there were any expensed it would have to come out of the 2015 budget. She said that he could use whatever was left out of the \$1,000 budget to finish the project.

Approve \$600.00 for purchase replacement trees. Forwerck said that she thought that about 4 trees were needed to be replaced plus fertilizer. Minder made a motion to table the replacement of trees. Leedy supported. **Roll Call:** Minder-yea, Tornow-Na, Benke-Na, Leedy-Yea, Magee=Na, K.Gwizdola-Yea, A. Gwizdola-Yea, Forwerck-Na. **Motion Failed.**

Forwerck made a motion to use the remaining \$600.00 dollars in the budget for trees and fertilizer. Seconded by Magee. Linda Deeren 125 State Street. She asked that the DDA select trees that are salt tolerant. Leedy also supported that idea in purchasing salt tolerant trees. **Roll Call:** Benke-Y, Leedy-N, K.Gwizdola-N, Minder-N, Tornow-Y, Magee-Y, A. Gwizdola-N, Forwerck-Y. **Motion Failed.** Leedy did not feel this is a dead issue and wants a committee formed to look into what type of tree is salt tolerant. Minder asked that the committee get a total cost of the trees so far. Linda Deeren asked if she is on the committee that she gets a list of the types of trees that have been planted. The people on the tree committee are Tornow, Benke, and Linda Deeren from the community.

1998 DDA amendment and DDA map: Forwerck discussed this as information only.

Discussion from board members: Magee said that he thought that tonight was a productive meeting. He read a letter that the sent from Bob Johnson the Grand Traverse County Commissioner to the board. Bob Menzie Merritt Street. Said that he felt that at Christmas time the decorations should be more on the street lights than on the cemetery.

Reports from Officers or Boards: none

Reports from Committees requiring action by Board: none.

Unfinished Business: none

Adjournment: 8:40pm

Respectfully Submitted
Marcia Eby