

Village of Fife Lake Council
Special Meeting Minutes
The focus of this meeting is to develop accountability for the DDA
July 27, 2015

Called to Order at 6:10pm

Roll Call: Present: Fisk, Miller, Hayes, Leedy
Absent: Roesemeier, Deike, Tummel
Others: Valerie Housour- Fife Lake Village Treasure

Leedy read aloud to everyone present the Meeting guidelines- DDA and citizen input sheet that was in the packet.

Public Comment: Linda Forwerk DDA Chair, questioned if only the DDA was to speak during public comment. Leedy said that everyone present would have an opportunity to speak.

Dave McGough questioned how much money the village was spending on lawyer's bills. Dave mentioned that the bill is now up to 2000 dollars. Dave feels that there is lack of spending controls concerning the attorneys regarding this issue. Dave feels as a tax payer this spending is unnecessary.

Review: Leedy read to every one present the handout in the packet on Village concerns with DDA actions and activity based on review of 20+ years of documents provided to the Village in March of 2015 (pink handout in packet). Linda Forwerk said that she thought this meeting was going to be about the attorney's letter and had never seen this sheet before. She asked who put this together. Leedy said it was developed based issues that came up from the attorney's letter and the policy committee's document review. Leedy said that some policies or controls need to be put into place. Leedy read aloud the Open Meetings Act/ FOIA Violations & Bylaw issues from the sheet of suggestions that have come in so far (sheet with green lettering) Leedy said that there are now two FOIA requests that currently have not been fulfilled pertaining to the minutes of the April Meeting. There were a set of minutes from the April Meeting that were sent in July, but were sent anonymously, not signed and not complete therefore not legal. Suggestion was made from council to have the DDA adopting a FOIA Policy and hire a recording secretary to take meeting minutes. Leedy said that these were recommendations for the DDA. The DDA would need to make a decision if they wanted to implement them. Hayes suggested that they adopt the FOIA policy that the village has and use the Village Clerk to oversee it, and that they hire a recording secretary at their expense. Tim Minder from the DDA questioned if there is not a FOIA Policy then must you go off the FOIA Act. Leedy said that was correct.

Another concern was how to correct the DDA minutes with the inaccuracies. Leedy said the she may still have the recordings of the meetings for the last couple of years. She said even though they were adopted, the attorney said the minutes could be corrected, and

should be if a known error has occurred. She suggested that the person being hired as the recording secretary could fix the minutes as some of the motions and votes are wrong. Tim Minder from the DDA would like all of the minutes corrected. It was suggested that only the minutes that you know are wrong be corrected. Fisk suggested looking at money votes and known errors only. Kris Benke from the DDA said why weren't the minutes corrected at the next meetings? Leedy said many were but were not sent in corrected and the corrections are not found in the DDA files. Forwerk said that minutes were sent into Sandra the Village Clerk at that time.

Motion by Fisk to make a recommendation to the DDA to hire a recording secretary and the DDA board ensure all minutes are signed and have the recording secretary go through the past two years of minutes regarding known errors and votes, financial and otherwise. To see if votes were accurate and if there is need for change for the DDA to do that correction. Seconded by Miller.

Discussion: To have the recommendation have the DDA consider the hiring secretary to enhance the affordability of the Freedom of Information Act and enhance the communication and have the recording secretary go through the past two years of minutes regarding known errors and votes, financial and otherwise. To see if votes were accurate and if there is need for change for the DDA to do that correction and we also need to have the recommendation of the development of the Freedom of Information Act and recommend that the DDA adopt the Freedom of Information Act that the Village has adopted, with a designated representative. Leedy said that she assumes that at this point the DDA would comply with the Open Meeting Act. Hayes suggested that the DDA adopt the village policy. Leedy said if the Village Clerk is going to oversee FOIA then they need to adopt the Village policy to eliminate confusion. Leedy clarified that all minutes need to be signed even if it is not a hired recorded secretary.

Roll Call: Fisk-Y, Miller-Y, Hayes-Y, Leedy-Y. All Yeas: unanimously approved.

Conflict of interest: Leedy said that there are issues regarding conflict of interest whether it is voting or just involvement. Village has bylaws in place but nothing on conflict of interest. Hayes asked if we were going to develop a policy for Conflict of Interest. She said there is no reason to spend the money to develop a policy if all the boards are not going to use it. Hayes asked if a recommendation need to be made. Hayes made a motion that a Conflict of Interest Policy be done and to make all boards comply with the policy. Fisk seconded the motion. Leedy suggested that the policy committee took into it. Most likely will be addressed at the September Meeting. Roll Call: Hayes-Y, Miller-Y, Fisk-Y, Leedy-Y all- yeas unanimously approved.

Financial Discussion: Spending and purchasing. Leedy said that the DDA has a policy for purchasing. Leedy did not know until recently that two signatures were needed on checks according to DDA bylaws. Leedy said that the mail is not consistently going to one place. Suggestion from Council is that the DDA mail be sent to one place: the Village office post office box. Another suggestion is that the Village Clerk could do the books for the DDA and have a report for the DDA Treasurer monthly. The DDA Treasurer will work with the Village Treasurer to check of accuracy. It was also suggested that the DDA checkbook stay at the Village office and whoever is on the

checking account come in and sign the checks when needed. A recommendation was suggested that the Treasurer from the village and a couple of DDA members review the past records as there are some records missing, in preparation for the next audit. Tim Minder from the DDA said that there is no financial statement from the DDA since 2010 at the Village office at this time. Leedy said the Clerk is going through trying to find the paperwork. Leedy felt that some the finical records were in the vault. She said that after the meeting he could see the paperwork and said that Clerk did not know where it was that is why it was not available as we were in the process of organizing Village files. Forwerk said that the checkbook was with her as she was the only signer on the checkbook to sign checks. Leedy said that all money spend by the DDA has to have a receipt. Fisk suggested that the Clerk review missing statements and documents since last audit two years ago. Hayes suggested that all DDA mail go the Village office or the Village P.O.Box. That the Treasurer of the DDA approves the financial reports then send them to the Village Treasurer for review. Leedy said that communication will need to be set up to transfer mail and other communication.

Motion by Hayes to have all DDA mail is sent to P.O. Box 298, Seconded by Fisk. Unanimously carried.

Motion by Hayes to have the DDA board, along with the auditor check DDA laws in conjunction with the Treasurer of the DDA. The Village Clerk is to set- up QuickBooks and is to oversee the books. Seconded by Fisk. Roll call: Hayes-Y, Fisk-Y, Miller-Y, Leedy-Y all- yea's. unanimously carried

Motion by Hayes to have the Village Treasurer to work with the DDA Treasurer on financial matters. Seconded by Miller. all yeas'. unanimously carried.

Policy Issues: it was suggested that the DDA form a committee to review all policies on an annual basis. Leedy said that Larry Parker's home being out the DDA district would need a show cause hearing to remove him off the DDA board. According to the Attorney letter, Dave McGough gave up his seat on Council, and as a result he he gave up his seat on all the committees he was on. That is why he currently is not on the DDA. Recommendations were made to have the Village put out DDA postings for vacant seats with term end dates. The village is to seek input from the DDA on candidates.

Motion by Fisk to have any DDA openings posted by the Village with term end dates. The village is to communicate with the DDA and seek input from the DDA. Seconded by Miller. all yeas'. Motion carried.

Public Comment: Cindy Wyatt: Meeting tonight had less animosity, hope it continues. Dave McGough, This cost a lot less than lawyers. The DDA seat was his mistake. Linda Forwerk: Caution this council if investigation they need to have something to back it up. Tim Minder: Will further investigate. The investigation is not done. Most of the documents are not in the file. Where is the documentation he asked for?

Tom Shomin: A lot of progress done tonight with board. Take into consideration the expense.

Linda Forwerk; Does she still need an attorney?

Cindy Wyatt: Is the council still having a Show Cause Hearing?

Deb Rogers; how much will the village have to pay because Minder will continue.

Tim Minder; said that he requested a hearing and has not seen that. He is glad that this will not happen again.

Adjourn: Miller made a motion to adjourn. Adjourned at 8:40pm

Respectfully Submitted

Marcia Eby