

Village of Fife Lake
Downtown Development Authority
Meeting Minutes
April 11, 2022

Meeting called to order at 6:34 pm

Swearing in of board members/ Oath of office: Roesemeier, Magee, Patrick, Smith, Benke, McGough Prebo and Forwerk were all sworn in. Tornow not sworn in as he was absent

Roll call: Present: Smith, Prebo, McGough, MaGee, Patrick, Roesemeier, Benke and Forwerk.
Absent: Tornow

Approval of Agenda: Motion made by Patrick to approve the agenda as presented, seconded by Roesemeier. **Motion carried**

Approval of Minutes: Motion made by Patrick to approve the minutes of January 18,2022. Motion seconded by Benke. **Motion carried.**

Guest: none

Communication:

A letter from the Chamber of Commerce asking to become a Chamber member. Motion made by Prebo to pay \$50.00 to become a Chamber member. Motion seconded by Roesemeier. **Roll call:** Smith-Y, Magee-Y, Prebo-Y, Forwerck-Y, Benke-Y, McGough-Y, Patrick-Y, and Roesemeier-Y.

Motion carried.

A letter came from Michigan Downtown Association asking for a membership in their group. Motion made by Patrick to pay \$125.00 for membership to Michigan Downtown Association. Motion seconded Smith. **Roll call:** Forwerck-Y, Benke-Y, Prebo-Y, Patrick-Y, Magee-Y, McGough-Y and Roesemeier-Y, **Motion carried**

Public Comment: none

Treasurers Report: Benke discussed the treasurers report, 3 bills were paid, and 5 deposits were made. \$20,000.00 was put into a CD at Forest Area Credit union. Motion made by Patrick, seconded by Roesemeier to approve the Treasurers report as presented. **Motion carried** with all yeas.

New Business

Election of Officers

- a. **Chairman:** Motion made by Roesemeier to reappoint Linda Forwerck as DDA chair for 2022-2023. Motion seconded by Magee. **Motion carried** with all yeas,
- b. **Vice Chairman:** Motion made by Patrick to reappoint Stephanie Smith as Vice Chair for 2022-2023, seconded by Prebo. **Motion carried** with all yeas
- c. **Treasurer:** Motion made by Roesemeier to reappoint Benke as Treasurer for 2022-2023, seconded by Patrick. **Motion carried**
- d. **Secretary:** Motion made by Forwerck to appoint Roesemeier as secretary for 2022-2023. Motion seconded by Benke. **Motion carried** with all yeas.

Set meeting dates: The meeting dates are set for the third Tuesday of the month at 6:30 pm except for April meeting. Motion made by Forwerck to approve the meeting dates as presented, seconded by Smith. **Motion carried** with all yeas.

Set meeting Locations; The meeting Location will continue to be at the Village Hall at 616 Bates Street. Motion made by Patrick to approve the location, seconded by Magee. **Motion carried** with all yeas.

Website

Public Act 57 Requirements: Public Act 57 of 2018 is an update of the DDA Tax Increment Finance Law. The Tax increment Plan should be on the website along with the maps, the budget, the audits, the annual report, state reports, the board members with contacts, employees, the meeting dates, the monthly minutes, pictures and projects.

Access by DDA Chair and secretary: Forwerck would like a couple of members to access the website and keep it up to date. Forwerck would like to keep it up to date and have the recording secretary do all the minutes. Prebo made a motion to approve an access link to the DDA website by the chair and the secretary, Motion seconded by Patrick. **Motion carried** with all yeas,

DDA establish own website: the correct domain needs to be found and the others need to be deleted.

Pictures: pictures needed for website,

QuickBooks: There was discussion on getting Quickbooks for the DDA to keep track of their expenses. Prebo mentioned Quicken as a program. Benke and Prebo to check into a program and meet with the Village Clerk to see if a system will work with the Village. Prebo said that with Quicken you can download to most banks. Motion made by Prebo for the DDA treasurer to purchase Quickbooks with the expense up to \$500.00. Motion seconded by Patrick. **Roll Call:** Roesemeier-Y, Magee-Y, Benke-Y, McGough-Y, Patrick-Y, Prebo-Y, Smith-Y, and Forwerck-Y. **Motion carried.**

Charlevoix Summer Workshop: all members are looking into it. The event is on June 3. This is a one-day event put on by the Michigan Downtown Association. All members are interested but may not be able to comment tonight. They will know better by next month meeting.

Old Business

Business Survey: The survey is ready to go, but it was decided to wait till late summer to send it out. Most of the downtown businesses are new owners.

Trees: Lone Eagle to trim the trees. Benke will mark the trees in the Downtown area that need to be trimmed. Lone Eagle said they would trim the trees for \$35.00 a tree. Motion made by Patrick to spend up to \$2000.00 to trim the trees in the downtown area. Lone Eagle was the only bid that came in for trimming the trees, with the treasurer marking the trees that need trimming. Motion seconded by Magee. **Roll Call:** Benke-Y, Magee-Y, Patrick-Y, Forwerck-Y, Prebo-Y, McGough-Y, Smith-Y, and Roesemeier-Y. **Motion carried.**

Pierce Street Sign: The main sign was approved last fall for \$350.00 with the price remaining the same. Benke is working on a sign for the layout of the disc golf course. She will present that at next month's meeting.

Bulletin Board: Magee will get with Tornow and get it done. He hopes to have it done by next month.

Streetlamps: Forwerck and Benke will do another walk through to check if more plaques are needed and will go to trophy trolley and get replacement plaques. The one streetlamp that was hit last fall is ready to be replaced. McGough said they are waiting for decent weather. It is not clear if the streetlamp base is a different size.

Sidewalk Extension: It has been discussed about putting an extension for easier access to the library from Merrett Street into the DNR parking lot. That parking lot is owned by the state of Michigan, which would involve getting their permission. Forwerck suggested putting a sidewalk along the back side of the DNR parking lot from the railroad tracks to the alley. It was suggested the restaurant patrons could parallel park along the street. This is just an idea for a future project.

Annual Report: This is done and has been submitted to council

State Treasury report: Forwerck discussed the handouts that the members had for the last 3 years of how the TIF money comes and how much for each year.

Budget as adopted by Village: Has been approved by the council.

Public comment: None

Board Comments: Jane Roesemeier thanked the board for letting her be on the board and gave a brief background of herself. She is currently working on getting a dog park put in at the park. Magee said he is happy with this board, some with special interest that can help in different areas based on their knowledge. He is happy to be a part of this committee. Patrick agreed with Magee. Smith said she is excited to see how this board grows. Benke agrees with Smith. McGough agreed that this is a good board, and he is happy to be on this board. He thinks a lot of good things are being done with this board. Prebo would like to see public bathroom at the lake. Forwerck mentioned that the DDA might hire a grant writer next year on the bathroom project. She wanted to thank the board for the support of the website and the Quicken. She wants the website to be professional which will add credibility to the DDA. That is her goal for this year.

Roesemeier made a motion to adjourn at 8:09 pm. seconded by Benke Meeting adjourned.

Respectfully submitted
Marcia Eby
Recording Secretary