

Village of Fife Lake  
Downtown Development Authority  
Meeting Minutes  
May 21, 2024

Meeting called to order at 6:35pm

**Pledge of Allegiance**

**Roll Call:** Present: Tornow, Hempsted, Forwerck, Benke, Blazak and Aldridge

Absent: Smith and Roesemeier

**Approval of Agenda:** Patrick made a motion to approve agenda as presented, seconded by Hempsted. **Motion carried** with all yeas

**Approval of Minutes:** Motion made by Patrick to approve the minutes for the April 16,2024. Motion seconded by Benke. **Motion carried** with all yeas

**Treasurers Report:** Benke presented paperwork on the accounts. She said that two checks were written, \$200.00 to the Chamber of Commerce and \$77.46 to Gil Roys for supplies. \$1200.00 was received for streetlamps/ benches. Forwerck asked that money for streetlamps be put into a separate account. Hempsted made a motion to accept the treasurers report as presented, seconded by Patrick. **Motion carried** with all yeas

**Public Comment:** none

**New Business**

**Website logo:** Will McConnell gave information on what he would do if he took over the website. Will is in business with his sister. He also handed out possible sample logos designs for the DDA. Will is also in charge of the Explorer 131 group. Will discussed what he would do if he took over the DDA website. He passed out a proposal to everyone in attendance. This will be under his business name of Bit Social. Patrick made a motion to hire Bit Social to manage the DDA website for up to \$1600.00 for the year. Motion seconded by Blazak. Motion was amended to be for \$1700.00 a year with the rest of the motion staying the same. **Roll Call:** Forwerck-Y, Benke-Y, Patrick-Y, Tornow-Y, Aldridge-Y, Hempsted-Y, and Blazak-Y. **Motion Carried.** It was discussed to have the DDA set their own e mail account for \$8.00/Month. The cost of the website is one year of webhosting and domain registration at \$400.00 yearly and website development cost will be \$1,200.00. Aldridge and Blazak will work with Will on a DDA logo.

**Contribution request form:** A new form was put together for community groups who are requesting money. Debbie from the Chamber wrote a letter to the DDA requesting support for the fireworks and Farm and Craft Market. The new form requests specific items that they want covered with a donation from the DDA. Motion made by Tornow to approve the request form, seconded by Patrick. **Motion carried** with all yeas. Hempsted made a motion to send the request back for additional information. Motion seconded by Benke. **Motion carried** with all yeas. This was a motion to send the contribution request form back to the Chamber regarding the Farmers Market. The request form for the fireworks also needs to be done but the DDA is holding until there is a decision on the Explorer 131 decision.

## **Old Business**

**TiF overpayment:** The treasurer at the township overpaid the DDA. Hempsted investigated this, saying that we were supposed to get \$ 22,031.56. The township made 6 payments and overpaid the DDA \$20,361.82 The statements were checked along with the checks that were written. Motion made by Hemsted to return \$20,361,82 to the township for overpayment along with some correspondence. Motion seconded by Patrick. **Roll call:** Benke-Y, Aldridge-Y, Patrick-Y, Forwerck-Y Blazak-Y Tornow-Y, and Hempsted-Y. **Motion carried**

### **Tornow left the meeting 8pm**

**On Michigan Downtown Association:** is on May 31<sup>st</sup> in Harbor Springs. Five people are going. Hempsted made a motion to pay \$750.00 for 5 people to attend MDA session on May 31<sup>st</sup>. Motion seconded by Benke **Roll Call:** Blazak-Y, Hempsted-Y, Forwerck-Y Benke-Y, Aldridge-Y, and Patrick-Y. **Motion carried.**

**Attorney:** not discussed.

**Explorer 131 North:** Will McConnell discussed what the US-131 group does. This is a group that does marketing among other things to towns along US 131 who opt to be a part of it.

Motion made by Patrick to continue the participation with the US 131 group. Motion seconded by Blazak. **Roll Call:** Forwerck-Y, Benke-Y, Tornow-Y, Patrick-Y, Aldridge-Y, Hempsted-Y, Blazak-Y. **Motion carried.**

### **Committee Progress Reports**

**Bulletin Board:** ongoing. This is almost completed. Forwerck said the bulletin board is 14 inches smaller than veteran's plaque. The plaque will need to be refigured. The Bulletin board should be in by the 4<sup>th</sup> of July.

**Entrance and way finding signs:** Color charts are available for the sign committee. Gary discussed ideas for sign design. They talked to a couple on Vans Lane about a wood sign that is carved. He gave ideas of what would be on the sign. There was an idea of using the seasons. Forwerck made up a draft of a bid to be sent out. The size of the sign is yet to be determined. Blazak will continue to check into this.

**Facades:** the façade form was put together. The grant will be awarded to two businesses a year. A plan will need to be submitted. The board will make the final decision. This will be a 25% match. Blazak made a motion to okay to start the process of presenting the façade program to the businesses. Motion seconded by Hempsted. **Roll Call:** Forwerck-Y, Benke-Y, Patrick-Y, Aldridge-Y, Hempsted-Y, and Blazak-Y. **Motion carried.**

**Streetlamp Plaques:** several of the streetlights are spoken for plaques

**Benches:** Benke is looking into benches

**Trees:** Benke will investigate. Eight trees need to be replaced.

**Gazebo:** Benke is working on this.

**Pavilion:** Hempsted is working on this

**Recreation Pavilion and grant:** Blazak working on this

**Public Comment:** none

**Board Comments:** none

Motion made by Patrick and seconded by Aldridge to adjourn at 8:50 pm

Respectfully submitted

Marcia Eby