

Village of Fife Lake
Downtown Development Authority
Meeting Minutes
October 15, 2024

Meeting called to order at 6:30pm

Pledge of Allegiance

Roll Call: Present: Blazak, Hempsted, Forwerck, Patrick, Johnson, and Tornow

Absent: Aldridge

Others: Eby- Recording Secretary

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

Approval of Minutes: Patrick made a motion to approve the minutes of August 20, Motion seconded by Tornow. **Motion carried** with all yeas. The minutes were amended to reflect the minutes as being the September 17, 2024. The agenda said August 20th and the September minutes were sent out in the packet. Motion made by Patrick to amend the minutes to reflect the September 17, 2024, minutes, seconded by Tornow. **Motion carried** with all yeas.

New Business (1)

Aldridge arrived at 6:40pm

Appoint secretary: Forwerck suggest appointing Aldridge as DDA secretary. Motion made by Tornow to appoint Aldridge as secretary, seconded by Patrick. **Motion carried** with all yeas.

Appoint Parliamentarian: Forwerck suggest appointing Patrick for the position. Motion made by Hempsted to appoint Patrick as parliamentarian, seconded by Blazak. **Motion carried** with all yeas.

Amend Bylaws: The third paragraph on the first page is an amendment to the bylaws, which reads as *the Chairperson shall rule out of order any irrelevant remarks; which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Commission.* This is under the heading of Officers of Authority section of the Bylaws. Motion made by Forwerck to amend the bylaws adding the above language, Motion seconded by Benke. **Motion carried** with all yeas.

Treasurers Report: Benke gave the treasurers report. The statement was passed out to all. Income brought in was \$600.00. From benches and plaques. Bills paid were, Trophy Trolley \$1320.00 for plaques on streetlamp bases, Nature Pauses \$4000.00 -down payment for the entrance sign, 1815.00 to UHY LLP for the audit, Fife Lake Chamber for \$500.00 for reimbursement for fireworks. This was originally held back. Benke discussed upcoming bills saying that she has picked out the benches which are 4 feet long and are made of recycled plastic and will be a cedar color. The benches have been ordered. Eight benches come to \$5580.49 plus freight of \$400.00 which comes to \$6021.66 for the total cost. They would like ½ down for \$3010.83.

Benke said the there was a credit at Gilroy's. Benke said she bought some loppers and a pruning saw for tree pruning. This came to \$85.73. These will be DDA tools. Some trimming has been done already.

Scarecrow festival for \$500.00 to the chamber

A bill is also due for \$900.00 to Benke for the planting of the trees in town.

Forwerck said that she has a bill for the concrete that was used for the bulletin board, which is \$1500.00. This also includes labor.

The copper roof for the bulletin board includes the materials for \$3000.00 plus Labor for \$1000.00 equals \$4000.00.

There is a bill from the village for copies to \$3.80 and another bill for \$125.00 from the village for the bonding of Forwerck and Benke. Motion made by Patrick to pay the above bills. Motion seconded by Tornow. **Roll call:** Johnson-Y, Blazak-Y, Hempsted-Y, Forwerck-Y, Benke-Y, Aldridge-Y, Tornow-Y, and Patrick-Y.

Motion carried.

Budrow talked about the ORV Rally that was held at the end of September. She said that there were 73 machines, 138 people, 28 towns that were represented across Michigan. Only 24 machines were from Fife Lake. She said they raised more than they ever raised. Budrow has two bills currently. The Loons Nest for \$75.00 and The Upper Bar is \$100.00. She is awaiting some more bills.

Motion made by Patrick to pay \$175.00 to Springfield Park on behalf of the ORV rally. Motion seconded by Benke. **Roll call:** Forwerck-Y, Benke-Y, Tornow-Y, Patrick-Y, Aldridge-Y, Hempsted-Y, Blazak-y, and Johnson-Y. **Motion carried.**

Patrick read a letter pertaining to the Scarecrow Festival. Patrick gave a synopsis of the event. Forwerck said that transfers need to be made in the budget. She said that plaques and benches, has \$3000.00 in the budget. They sold ten lamp posts which is \$3000.00, All 8 benches were sold for a total of \$3200.00. The budget was \$3,000 plus sales of \$6,200 = \$9200.00. The benches may need to be assembled. Blazak said he has volunteered to put them together. The benches need to go on a cement slab, the estimate is about \$1000.00 for eight benches. The installation is estimated to be \$1000.00. The plaque price has been raised a bit due to plaques that have deteriorated or missing. She discussed the pavers or stamped cement for around the bulletin board estimate for that is about \$2000.00. The copy shop estimate is \$500.00 for the backdrop for the veterans along with another \$500.00 for placement of the veterans' names for the bulletin board. Forwerck said the trees need tree guards to protect the trees through the winter. The estimate for this is \$1000.00. The irrigation systems will be an estimate for \$600.00. The transfers are \$2000.00 from MDA to benches. The bulletin board \$7000.00 from Banners to Bulletin Board, with another \$2000.00 from MDA to Trees, and \$25.00 from budget line audit to Bonding. Motion made by Blazak to approve the transfers. Motion seconded by Patrick. **Roll Call:** Benke-Y, Aldridge-Y, Patrick-Y, Forwerck-Y, Blazak-Y, Tornow-Y, Hempsted-Y and Johnson-Y. **Motion Carried.**

Communications: none

Public Comment: none

New Business (2)

Retaining wall: Forwerck met with a company representative about the retaining walls. He sent an estimate to replace the top blocks \$16,840.00. This may need to be a project for next year's budget. Once the blocks are replaced, the wall needs to be power washed and sealed to prevent further deterioration. The estimate is about \$3,000.00.

Holiday Lighting: Forwerck asked Hempsted about the holiday lighting. There was discussion about what the ideas were for holiday decorations. A lot of the decorations were destroyed last year. The discussion came up on putting up banners with a winter theme. For a 13 ounce fabric the estimate was \$ 1000.00 single sided, for a 15-ounce banner it will be \$1400.00, and an 18 ounce is \$3300.00. this is for a 4-foot banner and for 63 streetlights. The four-foot size is questionable. After all the transfers are made there will be \$3,000.00 left for lights and banners.

Everyone likes the idea of lights and banners for the holiday on the streetlamps.

2024 TIF Report: The report is done but no one can give the taxable value of the DDA district. Forwerck said she called the county, the assessor, and the village treasurer with no results.

Attendance at MDA Conference: No one will be attending this fall.

Old Business

Website update: The website has a lot of information on it. Forwerck encouraged everyone to look at it.

DDA Logo: ongoing

Plaques: already discussed. A few plaques need to be redone.

Benches: The benches will be located beginning at the start of the sidewalk at the Community Park; the second one is across from the motel at the "Y "; the third one will be at the old fire barn; the fourth one is at the old library; and one in front the museum; the sixth one is in front of The Little Shop of Tresses; the next one will be just past the school on the south side; and the last one will be on Pierce Street about halfway up to Pierce Street Park.

Bulletin Board: discussed earlier. Forwerck and Johnson are working on the veterans' names. It was suggested that on Veterans Day to hold a celebration at the bulletin board if it is done.

Welcome sign: Blazak gave an update. The sign is all cedar The sign is assembled, and the carving will start. The wood is 1.5 inches thick. He said that he does not know what the base will consist of. There will be extra carvings on the side poles. The post will be six by six, there was talk about putting a copper roof on the entrance sign. The signs will light up at night. The sign is 8-foot-wide X 6 foot tall. It's expected to be done by the middle of November.

Playground equipment: Aldridge stated that Springfield Township gave \$2500.00. She said she knows someone who wants the old slide and swing set. Items need to be picked out in order to get a price. A couple of small grants have been submitted. Aldridge and Blazak are working on this.

Facades: 4 facades are scheduled for next year for \$20,000.00 total.

131 Synopsis: This is in the packet for all to read.

Public Comment: none

Board Comment: Eby said that the minutes need to be amended to show the correct date. Forwerck said she talked to a resident who said DDA has money why do you not fix the streets? *Because not in DDA District.* Another comment about her brother working on the concrete. She replied that *he was away bear hunting during concrete pour.*

Motion made by Hempsted and seconded by Benke to adjourn at 8:10pm

Respectfully Submitted

Marcia Eby