

Village of Fife Lake
Downtown Development Authority
Meeting Minutes
December 17,2024

Meeting called to order 6:35PM

Pledge of Allegiance:

Roll Call: Present: Tornow, Deeren, Forwerck, Blaszak, Johnson, Benke, Aldridge, Patrick,
Absent: Armstrong
Others: Eby- Recording Secretary

Oaths of Office: Oath of office was given to Benke and Johnson by Village President Deeren.

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

Approval of Minutes: Motion made by Patrick to approve the minutes of November 19,2024. Motion seconded by Benke. **Motion carried** with all yeas

Treasurers Report: Benke went over the treasurer's report, A check came in for \$2500.00 for playground equipment, \$700.00 came in from the Lamp/ bench fund. Expenses are \$1728.10 for banner, Gil Roy's \$50.38 misc. Home Depot \$100.72 zip ties and other misc., Loons Nest \$45.00 Lunch for DPW workers, \$4000.00 to Monumental Task for Wayfinding signs, Monumental Task \$200.00 for assistance with delivery of benches. \$350.00 for ½ year of work as Recording Secretary, and Benke for \$400.00 for ½ year for being the Treasurer. Motion made by Patrick to pay the outstanding bills, seconded by Blaszak. **Roll call:** Johnson-Y, Blasak-Y, Deeren-Y, Forweck-Y, Benke-Y, Aldridge-Y, Tormow-Y, and Patrick-Y,

Benke also said that she received a bill from H&R Block for Christmas lights from the Village for \$159.80. Motion made by Patrick to pay the \$159.80 for Christmas lights. Motion seconded by Blaszak. **Roll call:** Forwerck-Y, Benke-Y, Tornow-Y, Patrick-Y, Aldridge-Y, Deeren-Y. Blaszak-Y, and Johnson-Y, **Motion carried.**

Communication: none

Public Comment: none

New Business

New members introduction: Linda Deeren the newly elected Village President introduced herself and gave a few words on what she would like to accomplish.

Annual report to council: The annual report will be submitted in January.

Proposed 1015-1016 Budget items: Forwerck would like to invest in QuickBooks and have Benke get trained in QuickBooks. Benke is to check into this.

Other stationery and Business cards: Forwerck asked if Johnson could get a price.

Updated TIF- Meet with council: Forwerck would like to meet with council to go over the updated TIF plan

Old Business

Banners: Forwerck said that the rest of the Christmas light could be put up to Boyd Street. The banners will be that are up will be turned so they can be seen when passing through town. The remaining banners will be put up from Boyd to US131.

Tree Guards: Benke said she has been looking at what kind to buy.

Wrap street lamps: This will not be done this year as it is too late to do it now.

Security Cameras: Blaszak questioned how he wanted to do it. Forwerck would like to place security cameras at the bulletin boards and entrance sign. He discussed whether it would be battery or wired in. It was questioned if the DDA could use the Upper Bar internet for the security camera for the bulletin board. It was questioned how far their Wi-Fi will reach. Blaszak and Aldridge will check into this.

Pay Village lump amount: Forwerck said that shared office expenses the cost has been \$500.00. This was thought to be high in cost. It was discussed to buy the office a cartage. Benke made a motion to put into the new budget \$200.00 for office expenses. Motion seconded by Patrick **Motion carried** with all yeas. Forwerck asked if anyone else wanted to be on the budget committee with herself and Benke. No one volunteered.

Website Update: Some of the minutes have not been uploaded to the website. Some pictures have been added. Pictures can be sent to Will who manages the website. The new DDA logo will be passed around for approval. Motion made by Patrick to approve the new DDA logo, seconded by Tornow. **Motion carried** with all yeas. Forwerck would like Johnson to get a cost on stationary, envelops, and business cards.

Bulletin Board layout: Johnson discussed the front of the bulletin board. This is where the notices will be posted. Each group will get an 8.5 X 5.5 spot on the front for posting. The top portion of the board will be devoted to the DDA. Each section will be labeled with their group. The front with the plexiglass will lift to get into it.

Welcome signs: Blaszak gave an update on the sign. He said that the base would cost about \$3000.00-\$4000.00 and the cost for the roof is unknown at this time. He thought it would be roughly about 10 feet X 7 feet. Forwerck said in the budget \$4000.00 has already been spent on the sign which leaves approximately \$18,000 which would cover the Post, lighting, and base for the sign.

Playground Equipment funds: Forwerck said there is the park budget is \$26,000 currently. Aldridge said Springfield Township \$2500.00 and Forest area gave \$1000.00. this is a total of \$29,500.00 towards playground equipment. Some of the old equipment needs parts replaced as they are defective due to age. Aldridge would like to add two new pieces to the playground. Blaszak said that fill is needed for the existing equipment.

Facades: ongoing. This will be a 2025 project.

Forwerck passed out to everyone a draft of what was paid out so far. Payments that have been paid out already for projects this year are \$37,382.00. The balances that are still owed is almost \$52,000.00. The signage which includes the bulletin board and wayfinding signs is \$18,000.00 left, the benches one half is still owed on those. The estimate for the cement bases for 8 bases is roughly about \$3000.00 for the benches to sit on. Forwerck feels that there will be roughly about \$40,000.00 left over to apply to next years projects. This is only a rough draft as she will have something more accurate at the February meeting.

Public Comment: Mary Ellen Dilley 8611 E. Sparling Road asked about some of the minutes not being posted on the website since August.

Board Comments: none

Motion made by Patrick and seconded Benke by to adjourn at 8:17pm

Respectfully Submitted

Marcia Eby