

Village of Fife Lake
Downtown Development Authority
Meeting Minutes
January 21st, 2025

Meeting called to order at 6:35pm

Pledge of Allegiance

Swear in new DDA Member: Jennifer Armstrong was sworn in by Village President Deeren. Jennifer introduced herself and gave a brief description about herself.

Roll call: Eby the recording secretary was absent from the meeting. The meeting minutes were put together from a recording of the meeting. Present: Armstrong, Deeren, Forwerck, Benke, Aldridge, Blaszak, Johnson, and Patrick. Absent: Tornow.

Approval of Agenda: Patrick made a motion to approve the agenda of January 21, 2025. Motion seconded by Blaszak. **Motion Carried** with all yeas

Approval of Minutes: Motion made by Patrick to approve the December 17th minutes, seconded by Blaszak. **Motion carried** with all yeas.

Treasurers Report: A copy of the bills was handed out to all. Benke went over the bills. She said one check was voided for the Christmas lights to the village and was being added to one check for the total amount to the village. Bills that were paid was \$231.00 to Staples for office supplies. Vintage Printing for \$300.00 for the bulletin board, Menards for \$159.80 for Christmas lights, and \$4400.00 to the Village for diamond dust for the ballpark, and landscape care and the placing and removal of the Christmas decorations in labor. Receipts are from the Township of Fife Lake summer tax collection paid \$9,564.59 in TIF funds, and the township winter tax collection paid \$ 4359.33 from on TIF funds. Patrick made a motion to pay the bills, seconded by Blaszak. **Roll call:** Armstrong-Y, Deeren-Y, Benke-Y, Forwerck-Y, Patrick-Y, Johnson-Y. **Motion carried.**

Communication: One communication came in to request a copy of the new amended by-laws that were amended in October. A copy was handed to Mary Ellen Dilley. Linda Deeren, Village President gave the DDA a letter from Lisa Leedy regarding Explore13North. The letter was addressed to the village council. Letter was read to all in attendance.

Public Comment: A member of the newly formed garden club. Would like to partner with the Village and DDA to help beautify the community.

New Business

Annual report: The Report was handed out to everyone. Forwerck read the report to all highlighting projects that were done in the last year. The entrance sign, the bulletin board, Benches along the sidewalk. New trees were replaced in the DDA district and a web manager to name a few.

2025/2026 Proposed Budget: The budget was handed out to all. Forwerck went over the report. She reviewed the projects that were done in the last year. Motion made by Benke to approve the budget and annual report to present to the village council, seconded by Patrick. **Motion carried** with all yeas.

Make 2024/2025 budget transfers in March: Forwerck said she would like to rescind a motion made in October to approve some budget transfers, since she and Benke have been working on the budget she felt it would be better off rescinding the October motion on budget transfers. She felt that transfers would be better in March when we know better how much money is left in each account. Blaszak made the motion in October to approve the transfers, and it was seconded by Patrick. Motion made Blaszak to rescind the October motion to transfer money in the budget, seconded by Patrick. **Roll call:** Forwerck-Y, Johnson-Y, Aldridge-Y, Deeren-Y, Benke-Y, Blaszak-Y, Armstrong-Y, and Patrick-Y. **Motion carried.** Motion made by Patrick to approve the 2025 budget with the corrections, seconded by Blaszak. **Roll Call:** Benke-Y, Aldridge-Y, Blaszak-Y, Patrick-Y, Forwerck-Y, Johnson-Y and Deeren-Y. **Motion carried.** Armstrong left the meeting just before the motion. The motion was made near the end of the meeting.

Pierce Street Park: A disc golf tournament will be taking place at Pierce Street Park. This will take place sometime in February.

Old Business everything from here on down was discussed as a budget item on the budget.

DDA logo: Benke said that a quote came in from Vintage Printing for business cards, letterhead and envelopes for \$207.50. This includes 325 business cards, 500 sheets of letterhead and 500 envelopes. Benke made a motion to purchase letterhead, envelopes and business cards for \$207.50. Motion seconded by Patrick. **Roll call:** Forwerck-Y, Patrick-Y, Armstrong-Y, Benke-Y, Blaszak-Y, Aldridge-Y, Deeren-Y and Johnson-Y. **Motion carried.** Aldridge will get the logo to Vintage printing

Stationary/Business cards: see above

Benches- Pierce Street Park: Three benches are going to be put in Pierce Street Park. They will need to be purchased. The cement pads need to be purchased in the spring.

The fire barn needs a sidewalk put in for safety.

Bulletin Board: \$3000.00 is the expected cost to put pavers around the bulletin board.

Welcome Sign: the sign will cost \$4,400 dollars for a copper roof. With the carvings on the side and the poles the total with the roof will be about \$10,500.00. There is no cost in yet on anti-glare glass to go over the front of the sign. The base is still needed to be built for about \$4000.00 which was adjusted in the budget.

Wayfinding signs: It was discussed that updating the way finding signs in town would look nice. Benke made a motion to update the wayfinding signs in town. Motion seconded by Patrick. **Roll call:** Benke-Y, Forwerck-abstain, Patrick-Y, Deeren-Y, Blaszak-Y, Armstrong-Y, Johnson-Y, Aldridge-Y. **Motion carried.** Forwerck abstain due to conflict of interest.

Playground equipment: Aldridge said that the cost of two pieces of playground equipment for the playground will be about \$50,000.00. The old slide and swing need to be removed. The DDA is putting in \$26,000.00 towards the playground and Aldridge said that the Credit Union contributed \$1,000.00 and Springfield Township contributed \$2,500.00 for a total of \$29,500.00. Aldridge said that she is continuing to apply for grants and look for other funding.

Facades: The facades are budgeted for \$25,000.00. With business owners getting up to a \$5000.00 match to enhance the front of their business.

Public Comment: A comment was made about not being able to get ahold of the DDA through the website as the email on the website will not go through.

Board Comment: Benke questioned vacant buildings that people own. What do other communities do? Forwerck - Marketing would address this.

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

Respectfully Submitted

Marcia Eby