

## TUSCARORA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY

Monthly Meeting Minutes: August 19, 2024

### **Roll Call: 7:00 pm**

- Present: D. Friedreichsen; D. Nivelt; S. Fisher; K. Olsen; D. Bodnar; T. Goral; L. Pollard; R. Kramer
- Absent: M. Whitener

### **Approval of Current Meeting Agenda and Meeting Minutes:**

- Motion was made by S. Fisher; seconded by D. Nivelt to approve the current agenda with the addition of K. Ashford request for support of alternate sidewalk plan. All in favor.
- Motion was made to approve the July 15, 2024 meeting minutes by D. Nivelt; seconded by S. Fisher. All in favor. (August agenda says June instead of July)
- Motion was made to approve the July 22, 2024 meeting minutes by D. Nivelt; seconded by L. Pollard. All in favor. (August agenda says June instead of July)

### **Financials for July 2024:**

- Financial Report:
  - 1) Balance in Account \$277,129.67 Motion made by D. Nivelt; seconded by L. Pollard to approve the financial report. All in favor.
  - 2) Invoices needing approval for payment: Reimbursement to Tuscarora Township for payment of a Consumers bill in the amount of \$130.11 Motion was made by D. Friedreichsen; seconded by T. Goral to pay the invoices. All in favor. Deposit payments for electrician work on meters for underground electric in the following amounts. Beebe (\$4,775); Tanner (\$1,250); White Pine (\$6,300). An additional payment will be due to the vendor working on C. Waldron's property. Motion was made by D. Nivelt to pay the 50% deposit amounts; seconded by T. Goral. All in favor. Invoices were received from Hill Mountain Signworks for Wayfinding Signs and Streetsigns. Amounts include signage and supplies needed to install where signs do not exist (posts, hardware, etc. Installation not included) 50% deposit needed in the amount of \$2,197 invoice for wayfinding. Motion made by D. Friedreichsen; seconded by T. Goral. All in favor. Motion was made by D. Nivelt; seconded by S. Fisher for street signs in the amount of \$3,535 with 50% deposit needed. All in favor.
  - 3) S. Fisher requested approval to transfer the USDA Bond Reserve monies currently in a checking account to a savings account. Motion to do so was made by D. Nivelt; seconded by D. Friedreichsen; All in favor.
  - 4) ADA supplies have been ordered through Stryker Supply. The deposit needs to be reimbursed to the township. Motion was made by S. Fisher; seconded by R. Kramer. All in favor.

**New Business:**

- Kelly Ashford, owner of property on the corner of Straits Highway and Martha Street, presented a possible compromise related to preserving her flower beds with the sidewalk going in connecting the highway to the parking lot off Martha Street. Motion was made to ask the Township Board to consider an alternative option for sidewalk placement including a possible easement from K. Ashford by D. Nivelt; seconded by L. Pollard. All members in favor with exception of R. Kramer who was opposed.
- D. Bodnar reported that a Community Meeting to discuss all upcoming programs and events will be held in cooperation with the Chamber of Commerce at the IR Golf Course on September 18 at 6p. All are invited.

**Old Business:**

- Expanding the Boundaries of the DDA. D. Bodnar invited Jessica from NLEA to present to the DDA as to processes for expansion. Jessica is the lead at NLEA on DDA matters. D. Bodnar will reach out to invite her to the September meeting.
- Streetscape. Deposit information for electrical services found in Financial Report. D. Nivelt reported by Consumers Power representative that their project was now in "Scheduling" with dates being established in the near future.
- Sidewalk Cleaning. T. Goral noted that the engineer at OHM was unable to assist in gathering information on square footage of sidewalk that needs to be cleaned so each company placing a bid will have to measure. R. Kramer will send out the bid request allowing for a 30 day timeframe. T. Goral will write up the requirements of the bid. Motion was made by D. Nivelt; seconded by K. Olson to move forward with the bid process. All in favor.

**Public Comment:****DDA Board Comment:**

D. Friedreichsen submitted her resignation from the DDA Board effective 9-1-24.

Motion to adjourn at 8:00p by D. Nivelt. All in favor.

Next meeting will be held on Monday, September 16, 2024, 7p at the Township Hall.

Respectfully Submitted, D. Friedreichsen, Secretary