

**Village of Baldwin
Downtown Development Authority
October 21, 2021, Minutes
Regular Meeting
(approved)**

CALL TO ORDER

Roll Call: Chairperson Jane Allison called the Meeting to order at 3:03 PM with board members:

Present: Jane Allison, Darci Maldonado (arrived 3:11), Seth Wenger (left 4:10), Jim Truxton, Tony Gagliardo, Debbie Smith-Olson, Lamont Hill, Dave Lewellyn

Absent: Jason Shoemaker

Village Staff: Robert Toland, DDA Administrator

Acknowledgment of Visitors: Mike Berrevoets, Fishbeck

GENERAL BUSINESS

- A. **Approval of Agenda:** Debbie Smith-Olson made a motion to approve the agenda supported by Tony Gagliardo. Motion carried.
- B. **Approval of Minutes:** A motion to approve the **September 16, 2021, regular** meeting minutes, with one correction, was made by Seth Wenger and supported by Jim Truxton. Motion carried.
- C. **Treasurers' Report:** Debbie Smith-Olson presented the Treasurer's report through October 21, 2021, indicated a general fund balance of \$183,684.92, with disbursements totaling \$9,255.71, and interest income in the amount of \$7.84.

The following bills were presented for payment:

| | |
|---------------------------|----------------------------------|
| Consumers Energy | \$ 359.61 (streetlights) |
| Robert Toland Consulting | \$ 1,200.00 (retainer & meeting) |
| <u>Village of Baldwin</u> | <u>\$ 1,179.91 (water bills)</u> |
| Total bills | \$ 2,739.52 |

A motion to approve the Treasurer's report and to pay the bills, was made by Seth Wenger, and supported by Tony Gagliardo. Motion carried by roll call vote. All ayes.

D. **Committee reports:** None

E. **Acknowledge Communications:** None

PUBLIC COMMENT: None

BOARD COMMENTS: None

OLD BUSINESS

- A. **Brown Trout Sculpture Project:** Proposals for security cameras were received from EPS and ROK. Because they were different and complex, it was suggested they each be invited to the November meeting to explain their proposals. A motion to table discussion on the security cameras was offered by Jim Truxton supported by Jane Allison. Motion carried.
- B. **West Side Alleyway Project:** Mike Berrevoets was present to provide the 90% project design plan. He has been working with AT&T and they have said there are only 4 telephone landlines remaining in this area and the others that are no longer used will be removed. The four lines will be reinstalled overhead. The replacement water services will have new curb stops at the edge of the alley. Sanitary sewers will be preplaced from the lateral to the buildings. It is possible that if they are lead or galvanized there could be grant funds available to cover that. In addition, there could be some additional cost if inside plumbing needs modification. The storm drainage plan includes five new leaching basins in the parking areas. Permanent maintenance easements will be required for these. Parking spaces will be asphalt with painted striping. No curb line will be constructed but a concrete valley will be placed along the east edge of the alley for drainage and to separate the alley from the parking. Parking will not be allowed in the alley. The parking layout was discussed and approved. The property owners of the parcels requiring permanent maintenance easements will be contacted to assure their agreement before the design can proceed. Construction is expected to take about 6 weeks. The bid documents will not specify the time for construction but include some weeks where festivals will prevent work activities. Consumers Energy had previously submitted a proposal for relocating the utility poles in the amount of approximately \$54,000. A motion to authorize them to proceed was offered by Seth Wenger supported by Jim Truxton. Motion carried. Mike Berrevoets expects the project to be bid by the end of December, with a 3-to-4-week turnaround for submittals.
- C. **Trees, Flowerboxes & Irrigation System:** The new trees will be installed, and irrigation repairs made.
- D. **Fish Farm Project LLC:** The bridge replacement project is moving forward. Two 100-foot borings are completed and Fishbeck expects bids to be ready in a few months, with construction complete by the end of 2023.
- E. **DDA Plan Amendment:** The Plan is taking shape and will be ready for legal review soon.
- F. **DDA Membership Vacancies:** All board vacancies are filled.
- G. **Winter Dog Sledding:** Jane Allison stated that dog sled races were scheduled for January 14, 15 and 16 with a special race in downtown Baldwin, on the property where the Troutarama horse pull takes place, on January 14.

NEW BUSINESS

- A. **Semi-annual Informational meeting:** There were no members of the public in attendance at our semi-annual informational meeting.

ADJOURNMENT

A motion to adjourn was offered by Tony Gagliardo supported by Darci Maldonado. Motion carried. Meeting adjourned at 4:20 PM.

Meeting Schedule: The next regular DDA meeting will be held on November 18, 2021, at the Village office at 3:00 P.M.

Respectfully submitted,
Robert R. Toland
for
Deborah Smith-Olson, Secretary/Treasurer