

**Village of Baldwin
Downtown Development Authority
September 15, 2022, Minutes
Regular Meeting
(approved)**

CALL TO ORDER

Roll Call: Chairperson Jane Allison called the Meeting to order at 3:01 PM with board members:

Present: Debbie Smith-Olson, Tony Gagliardo, Lamont Hill, Jane Allison, Dave Lewellyn, Seth Wenger, Jim Truxton, Darci Maldonado (arrived 3:15)

Absent: Jason Shoemaker

Staff: Robert Toland, Director

Acknowledgment of Visitors: Vernon Proctor

GENERAL BUSINESS

- A. **Approval of Agenda:** Seth Wenger made a motion to approve the agenda supported by Jim Truxton. Motion carried.

- B. **Approval of Minutes:** A motion to approve the **August 18, 2022, Special** meeting minutes, as corrected, was made by Seth Wenger and supported by Jim Truxton. Motion carried.

- C. **Treasurers' Report:** Debbie Smith-Olson presented the Treasurer's report through September 15, 2022, indicating a general fund balance of \$222,336.42, with disbursements totaling \$8,625.06, and total income of \$9.73 which included interest income of \$9.73. The proceeds from the sale of bonds to cover the cost of the alleyway project have been received and deposited in the bond account. There were a few alterations to the budget adding the bond account and making some adjustments to anticipated expenses.

The following bills were presented for payment:

Consumers Energy	\$ 309.25 (streetlights)
Fishbeck	\$ 2,523.50 (construction administration)
Baird, Cotter & Bishop	\$ 2,000.00 (annual audit)
Robert Toland Consulting	\$ 1,200.00 (retainer & meeting)
Randi Gould	\$ 3,920.00 (gardening services)
Mika Meyers	\$ 3,208.89 (Bond issuance costs)
<u>Village of Baldwin</u>	<u>\$ 1,436.34 (water bills)</u>

Total bills \$ 14,597.98

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.

A motion to approve the budget revisions, was made by Darci Maldonado and supported by Debbie Smith-Olson. Motion carried by roll call vote. All ayes.

D. **Committee reports:** None

A. **Acknowledge Communications:** A renewal request for 2023 for the advertisement in the Michigan Trails magazine was received and discussion on the matter was deferred to October.

PUBLIC COMMENT: None

BOARD COMMENTS: None

OLD BUSINESS

A. **West Side Alleyway Project:** The project has begun, and some issues were discussed. Primarily, there was a request from Debbie's Sportsman's Lounge that there is a grease trap located behind the business in an area not included in the original project. A motion to obtain an estimate for the additional work and to determine if it is reasonable to include that cost in the project, was offered by Jim Truxton and supported by Darci Maldonado. Motion carried.

B. **Trees, Flowerboxes & Irrigation System:** No discussion.

C. **8th Street Bridge Replacement:** Bids for the 8th Street Bridge contract were opened on September 2nd. The lowest bid was 15% more than the engineer's estimate, but the State has approved the additional funding. The contract for the work will be awarded soon.

D. **8th Street Fish Farm and Dam:** Engineers are working on the 30% design review to be completed sometime next year.

E. **Downtown Vision Project:** A "request for proposals" will be developed and discussed at the next meeting.

F. **Banner Poles:** No discussion

G. **Pam Tripp Simmons - artist/mural presentation:** Vernon Proctor has offered his building as potential canvas for the proposed paintings.

NEW BUSINESS:

A. **RRC Training:** Training for Redevelopment Ready Communities was offered.

ADJOURNMENT

A motion to adjourn was offered by Debbie Smith-Olson and supported by Jane Allison. Motion carried. Meeting adjourned at 4:07 P.M.

Meeting Schedule: The next regular DDA meeting will be held October 20, 2022, at the Village office at 3:00 P.M.

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