

**Village of Baldwin
Downtown Development Authority
November 17, 2022, Minutes
Regular Meeting
(approved)**

CALL TO ORDER

Roll Call: Chairperson Jane Allison called the Meeting to order at 3:12 PM with board members:

Present: Tony Gagliardo, Lamont Hill, Jane Allison, Dave Lewellyn, Seth Wenger, Jason Shoemaker, Darci Maldonado, Debbie Smith-Olson

Absent: Jim Truxton

Staff: none present

Acknowledgment of Visitors: none

GENERAL BUSINESS

- A. **Approval of Agenda:** A motion was made by Seth Wenger to approve the agenda with the addition of “Wayfinding Sign Replacement” as a New Business item C supported by Tony Gagliardo. Motion carried.

- B. **Approval of Minutes:** A motion to approve the **October 20, 2022, Regular** meeting minutes, with the correction of removing “Jane Allison” from the “present” list was made by Tony Gagliardo and supported by Darci Maldonado. Motion carried.

- C. **Treasurers’ Report:** Debbie Smith-Olson presented the Treasurer’s report through November 17, 2022, indicating a general fund balance of \$318,043.24, with disbursements totaling \$17,856.29, and total income of \$50,328.23 which included interest income of \$11.96. The S.O.M. Local Stabilization Authority funds in the amount of \$25,271.84 has been received. The additional income was the reimbursement from the construction bond fund in the amount of \$25,044.43.

The following bills were presented for payment:

Consumers Energy	\$ 357.83 (streetlights)
Fishbeck	\$ 11,470.10 (construction administration)
Robert Toland Consulting	\$ 850.00 (retainer)
Mika Meyers	\$ 74.00 (bond proceeds consulting)
Baldwin Lumber	\$ 378.00 (decorations)
<u>Village of Baldwin</u>	<u>\$ 1,283.21 (water bills)</u>
Total bills	\$ 14,413.14

A motion to approve the Treasurer's report, to pay the bills, and to approve the transfer from the bond construction fund in the amount of \$11,644.10 was made by Deborah Smith-Olson and supported by Seth Wenger. Motion carried by roll call vote. All ayes

The Downtown Christmas Committee is recommending the DDA pay for garland decorations in the amount of the \$378.00 listed above, to be re-imbursed by the merchants who ordered them from Jane. Additionally, the Christmas parade scheduled for December 2, 2022, has received a donation of \$500.00, with another \$450.00 pledged. The Committee is asking that the DDA be the pass-thru agent for this amount also.

A motion to act as the pass-thru for the Christmas Committee was made by Darci Maldonado and supported by Lamont Hill. Motion carried by roll call vote. All Ayes.

D. **Committee reports:** None

E. **Acknowledge Communications:** None

PUBLIC COMMENT: None

BOARD COMMENTS: A discussion was held regarding sidewalk plowing, and how last year's efforts left a lot to be desired — both in timeliness and clearing outside the one main block. We will ask for a consultation with IAI for improvement.

OLD BUSINESS

A. **West Side Alleyway Project:** We believe the project has been completed, but have not received a confirmation from Fishbeck, nor any invoice from Hallack Construction yet.

Discussion was held regarding parking along the west side of the alleyway. The newly planted grass was damaged by a truck and trailer — Jane repaired as best as she could. Jason brought up concerns for the safety of his employees leaving work long after dark and needing to walk too far to their vehicles. Suggestions were made that they park on the east side of M-37 as all those businesses would be closed, and the visibility would be better. Additionally, Dr. Proctor may be willing to allow employee parking behind his building on Seventh Street. Baldwin Lumber technically owns the property up to the pavement on that side and will decide what to do going forward.

Discussion was held regarding snowplowing in the beautiful new alleyway because if several different providers are used by individual merchants, there will be piles of snow everywhere taking up parking spaces.

A motion was made by Darci Maldonado and supported by Seth Wenger to authorize Jane to ask the Village to plow the whole newly paved area of the West Side Alleyway.

Motion Carried.

- B. **Trees, Flowerboxes & Irrigation System:** H2Oasis has been here to winterize the irrigation system.

Precision Concrete Cutting (PCC) gave Seth a progress report on their project a few weeks ago, but to our knowledge they have not been back to finish. They have not received any payment on their contract with us to date

- C. **8th Street Bridge Replacement:** No discussion.

- D. **8th Street Fish Farm and Dam:** No discussion.

- E. **Downtown Vision Project:** Due the absence of Bob Toland, discussion of the RFP he wrote for the visioning project was postponed to the December meeting of the DDA.

A motion was made by Jane Allison and supported by Seth Wenger to table any action on the Downtown Vision project RFP. Motion Carried.

- F. **Banner Poles:** Debbie shared that Jim had gotten a response from Hardeman Construction that it would be prohibitively expensive for them to do any repairs to the banner poles. A request has been made to a sign company for a quote on a digital display sign. It was suggested that if the cost was significant, we get more partners involved than it being just a DDA project. Debbie will bring up the concept of several partners in that effort at the next meeting of the Lake County Development Alliance. Investigation into options will continue.

- G. **Pam Tripp Simmons - artist/mural Display:** A total of \$3,050.00 has been received today towards the project! Debbie will report that good news to Pam.

NEW BUSINESS:

- A. **Solar Power Radar Sign Display:** Discussion was held regarding the expense for a radar sign display to slow traffic down through the downtown where people may be sitting outside eating at our three restaurants or two ice cream stores. It was suggested that a couple of marked pedestrian crosswalks might be quite effective. That concept will be explored further.

- B. **Lake County Treasurer:** Debbie reported that she had a discussion regarding timing of the County's TIF payment to the DDA with Kellie Allen, Lake County Treasurer. They agreed that if Debbie would discuss with the DDA board if it would be acceptable for the County to remit both the summer and the winter TIF payment for the previous year's tax collection in April of the following year. This would be over two months sooner than has been historical practice. The board discussed and concurred with the proposed timing.

C. **Wayfinding Sign Repair:** Jane is in receipt of a quote for replacing the wayfinding sign at the corner of 56th Street and Cherry Street that had been mowed down by a vehicle. The quote for replacement is \$5,930.00. Seth will take on the task of working through an insurance claim on the driver's insurance policy.

ADJOURNMENT

A motion to adjourn was offered by Dave Lewellyn and supported by Seth Wenger. Motion carried. Meeting adjourned at 4:08 P.M.

Meeting Schedule: The next regular DDA meeting will be held December 15, 2022, at the Village office at 3:00 P.M.

Respectfully submitted,

Deborah Smith-Olson, Secretary/Treasurer