

**Village of Baldwin  
Downtown Development Authority  
March 9, 2023, Minutes  
Special Meeting  
(approved)**

**CALL TO ORDER**

**Roll Call:** Chairperson Jane Allison called the Meeting to order at 3:00 PM with board members:

**Present:** Tony Gagliardo, Jane Allison, Seth Wenger, Jason Shoemaker, Darci Maldonado, Debbie Smith-Olson, Jim Truxton (arrived 3:24)

**Absent:** Lamont Hill, Dave Lewellyn

**Staff:** Robert Toland, DDA Director

**Acknowledgment of Visitors:** Jodi Nichols, Andy Gremel, Meredith Gremel, Len Todd, Dave Porteous

**GENERAL BUSINESS**

- A. **Approval of Agenda:** A motion was made by Seth Wenger to approve the agenda with the addition of "Brown Trout Project" as Old Business item J supported by Jane Allison. Motion carried.
  
- B. **Approval of Minutes:** A motion to approve the **December 15, 2022, Regular** meeting minutes, **December 15, 2022, Closed Session** meeting minutes, and January 12, 2023, **Special** meeting minutes, was made by Deborah Smith-Olson and supported by Seth Wenger. Motion carried.
  
- C. **Treasurers' Report:** Debbie Smith-Olson presented the Treasurer's report through March 9, 2023, indicating a general fund balance of \$307,141.30, with disbursements totaling \$2,407.21, and total income of \$311.77 which included interest income of \$11.77.

The following bills were presented for payment:

Consumers Energy	\$ 437.72 (streetlights)
Robert Toland Consulting	\$ 1,279.66 (retainer & meeting fee)
Village of Baldwin	\$ 606.18 (water bills)
Total bills	\$ 2,323.56

A motion to approve the Treasurer's report, 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:** Jodi Nichols informed the DDA that there will be a ZOOM meeting on March 21 to learn about the Public Gathering Places Grant funding. Len Todd suggested that downtown banners could be expanded to advertise other community events.

**BOARD COMMENTS:** None

## **OLD BUSINESS**

A. **902 Michigan Project (Land Bank Grant):** The “Blight Grant” has been submitted for the acquisition and demolition of the building and the prospect of a positive review appear favorable. The application will be reviewed by the Land Bank in April. Dave Porteous reports that he is working on concluding the purchase agreement with the McClains. However, there are title issues that may make it difficult to close on the property before the end of April. A proposal for \$2,300 has been received from Fishbeck for a Phase I Environmental Site Assessment. A motion was made by Seth Wenger and supported by Darci Maldonado to negotiate an extension of the purchase agreement. Motion Carried. A motion was made by Debbie Smith-Olson and supported by Tony Gagliardo to authorize Jane Alison to sign an agreement with Fishbeck to conduct a Phase I Environmental Site Assessment upon notification of grant approval. Motion Carried.

B. **902 Michigan Project (Public Spaces Grant):** The objective of the project is to obtain both the McClain parcel and the Rock parcels for a public space initiative. Andy Gremel has offered a schematic design plan prepared by J. Christopher Consulting as a prototype for the project. A motion was made by Jane Allison and supported by Seth Wenger to hold a public hearing on March 29 to hear citizens comments and a public hearing notice will be published on March 23. Motion Carried.

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

D. **8<sup>th</sup> Street Bridge Replacement:** Bridge pilings are currently being installed. Footings will be poured next week. Substantial completion is expected by the end of May. The village has applied for a “SPARK” grant for improvements to Hollister Park.

E. **8<sup>th</sup> Street Fish Farm and Dam:** No discussion.

F. **Downtown Vision Project:** The Downtown Vision project RFP has been sent out to eleven consulting firms with a due date of March 29.

G. **Banner Poles:** It was suggested that temporary plywood forms could be used instead

of the banner poles. Gerber Construction had verbally indicated that their cost to replace the poles would be about \$10,000. Seth Wenger was asked to get a firm quote from Gerber Construction on replacement of the banner poles for our consideration before making any decision.

- H. **Pam Tripp Simmons - artist/mural Display:** A total of \$5,670 has been received towards the project.
- I. **Solar Power Radar Sign Display:** The Lake County Sheriff Department will provide data to MDOT.
- J. **Brown Trout:** Some repairs may be required on the fish sculpture. Ivan Iler will be contacted to initiate the process.

#### **NEW BUSINESS:**

- A. **2023/2024 Budget:** A motion was made by Seth Wenger and supported by Jim Truxton to approve the 2023/2024 Budget as presented. Motion Carried.

#### **ADJOURNMENT**

A motion to adjourn was offered by Jane Allison and supported by Tony Gagliardo. Motion carried. Meeting adjourned at 4:45 P.M.

Meeting Schedule: The next regular DDA meeting will be held April 20, 2023, at the Village office at 3:00 P.M.

Respectfully submitted,

Deborah Smith-Olson, Secretary/Treasurer