

**Village of Baldwin
Downtown Development Authority
August 17, 2023, 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: Jane Allison, Andy Gremel, Darci Maldonado, Debbie Smith-Olson, Tony Gagliardo, Dave Lewellyn (arrived 3:05), Lamont Hill (arrived 3:08)

Absent: Jim Truxton, Seth Wenger

Staff: Robert Toland, DDA Director

Acknowledgment of Visitors: Jodi Nichols, Meredith Gremel, (Julie Tschirhart and James Kilborn from Progressive Engineering joined the meeting by phone)

GENERAL BUSINESS

- A. **Approval of Agenda:** A motion was made by Darci Maldonado to approve the agenda, supported by Andy Gremel. Motion carried.
- B. **Approval of Minutes:** A motion to approve the **July 20, 2023, regular** meeting minutes, was made by Debbie Smith-Olson and supported by Tony Gagliardo. Motion carried.
- C. **Treasurers' Report:** Debbie Smith-Olson presented the Treasurer's report through August 17, 2023, indicating a general fund balance of \$299,705.68, with disbursements totaling \$14,542.79, and total income of \$7,307.38 which included interest income of \$12.71 in the general fund and \$2.09 in the bond fund. The bond fund balance is \$49,046.64.

The following bills were presented for payment:

Consumers Energy	\$ 323.49 (streetlights)
Robert Toland Consulting	\$ 1,200.00 (retainer & meeting fee)
Progressive AE	\$ 2,500.00 (visioning project)
Progressive AE	\$ 2,722.50 (visioning project)
Lake County Artist Collective	\$ 1,445.00 (mural project)
Randi Gould - Gardener	\$ 5,027.00 (2 nd half of season)
Village of Baldwin	\$ 1,324.80 (water bills)
Total bills	\$ 14,542.79

Pleasant Plains Township has now paid their tax increment for 2022 Donations of \$700 have been received for the Lake County Artist's Collective mural project.

A motion to approve the Treasurer's report, and pay the bills, was made by Andy Gremel, and supported by Dave Lewellyn. Motion carried by roll call vote. All ayes.

D. **Committee reports:** None

E. **Acknowledge Communications:** Ron Rademacher has reported that the podcast he created for Baldwin has received 150 viewings in the first month.

PUBLIC COMMENT: None

BOARD COMMENTS: None

OLD BUSINESS

A. **Downtown Vision Project:** The Visioning Study open house will be held August 30 from 6 to 8 PM at Pompeii's Restaurant. The DDA was concerned that the topics being proposed focused too much on the streetscape and wanted to be sure that other topics like pedestrian infrastructure, improvements to enhance the downtown, community spaces, entertainment and event areas, and commercial and retail needs, were sufficiently covered. Once the open house is done, Progressive will move to the focus groups and day long Design Charette. The market study is also in progress. A passport to check visits to stations will be made available and prizes will be awarded to many of the participants.

B. **902 Michigan Project (Land Bank Grant):** The DDA is now the legal owner of the property. Fishbeck Engineering will be conducting a hazmat survey of the building mid-September. Bids for the demolition will be requested once the hazmat survey is completed. Fishbeck has also been retained to oversee the demolition.

C. **Trees, Flowerboxes & Irrigation System:** The flower beds are looking good.

D. **8th Street Upgrade:** No discussion.

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

F. **Banner Poles:** No discussion.

G. **Artist/Mural Display:** The artwork is up on the Michigan Avenue face of the Baldwin Business Center, and a reception for the donors was held.

H. **Brown Trout Sculpture:** DeMaat Brothers Painting has submitted a proposal for repairing the rusted surfaces in the amount of \$5,450. Following discussion about no warranty of the work and other aspects of the job, a motion to approve the proposal was offered by Andy Gremel and supported by Debbie Smith-Olson. Motion carried.

NEW BUSINESS:

A. **Budget Amendments** – An amendment to the budget to include the Lake County Artists' Collective as an income and expense item for \$8,445 was offered by Debbie Smith-Olson and supported by Darci Maldonado. Motion carried.

ADJOURNMENT

A motion to adjourn was offered by Darci Maldonado and supported by Jane Allison. Motion

carried. Meeting adjourned at 4:19 P.M.

Meeting Schedule: The next regular DDA meeting will be held September 21, 2023, at the Village office at 3:00 P.M.

Respectfully submitted,

Robert Toland, Administrator
for
Deborah Smith-Olson, Secretary/Treasurer