

**Village of Baldwin
Downtown Development Authority
October 19, 2023, Minutes
Regular Meeting
(approved)**

CALL TO ORDER

Roll Call: Chairperson Jane Allison called the Meeting to order at 3:02 PM with board members:

Present: Jane Allison, Debbie Smith-Olson, Tony Gagliardo, Dave Lewellyn, Lamont Hill, Darci Maldonado, Jim Truxton

Absent: Andy Gremel, Seth Wenger

Staff: Robert Toland, DDA Director

Acknowledgment of Visitors: None

GENERAL BUSINESS

- A. **Approval of Agenda:** A motion was made by Jane Allison to approve the agenda, supported by Dave Lewellyn. Motion carried.
- B. **Approval of Minutes:** A motion to approve the **September 21, 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 October 19, 2023, indicating a general fund balance of \$391,576.96, with disbursements totaling \$12,934.54, and total income of \$114,309.13 which included interest income of \$11.75 in the general fund and \$2.02 in the bond fund. The bond fund balance is \$1,014.99.

The following bills were presented for payment:

Consumers Energy	\$ 353.53 (streetlights)
Robert Toland Consulting	\$ 1,200.00 (retainer & meeting fee)
Progressive AE	\$ 9,705.74 (visioning project)
DeMaat Bros.	\$ 5,450.00 (fish sculpture re-painting)
Lake Osceola State Bank	\$ 48,035.75 (bond payment)
UHY, LLP	\$ 2,800.00 (audit)
Banners.com	\$ 1,112.19 (troutarama banners)
<u>Village of Baldwin</u>	<u>\$ 1,318.61 (water bills)</u>
Total bills	\$ 69,975.82

The water meter at Washington and Michigan is still not working properly. Bond payments on the westside alleyway project should average about \$60,000 annually.

A motion to approve the Treasurer's report, and pay the bills, was made by Jim Truxton, and supported by Darci Maldonado. Motion carried by roll call vote. All ayes.

D. **Committee reports:** None

E. **Acknowledge Communications:** None

PUBLIC COMMENT: None

BOARD COMMENTS: Jane Allison informed the DDA that the Lake County Star reported there is a syringe exchange program in the Village.

OLD BUSINESS

- A. **902 Michigan Project (Land Bank Grant):** Bids for the demolition of the building are due November 3 with demolition beginning between November 20 and December 1.
- B. **Trees, Flowerboxes & Irrigation System:** The irrigation system has been winterized and Randi Gould is finishing up.
- C. **8th Street Upgrade:** Bids for the reconstruction of 8th street between the new bridge and M-37 will go out within the next two months. In addition, the Village and the Road Commission will be working jointly to create a new bypass linking Sheridan Street and 9th Street.
- D. **8th Street Fish Farm and Dam:** Fishbeck has prepared a proposal for design concepts of the entire 34 acres of the fish farm property and the former DNR property for development as an RV Park.
- E. **Brown Trout Sculpture:** Repainting of the rusted surfaces of the sculpture is completed.
- F. **Budget Amendments:** Several budget amendments were proposed and discussed. A motion to approve eleven separate budget amendments was made by Dave Lewellyn and supported by Tony Gagliardo. Motion carried.
- G. **Ron Rademacher Podcast:** The podcast has been placed on the Village website and the Board after reviewing the podcast feels it is satisfactory.
- H. **Downtown Vision Project:** There was discussion and comment about the status of the Vision Project, and it was felt that in some cases the participants were not focused on issue relevant to the DDA.

NEW BUSINESS:

- A. **Michigan Trails Magazine:** The DDA advertisement in the magazine is up for renewal and the DDA reviewed the past several months clicks on the website. Following some discussion, a motion to renew the quarter-page ad was made by Jane Allison and supported by Dave Lewellyn. Motion carried.
- B. **Semi-annual Informational Meeting:** The chairperson described the activities of the DDA over the past six months and anticipated projects going forward.

ADJOURNMENT

A motion to adjourn was offered by Darci Maldonado and supported by Jane Allison. Motion carried. Meeting adjourned at 4:46 P.M.

Meeting Schedule: The next regular DDA meeting will be held November 16, 2023, at the Village office at 3:00 P.M.

Respectfully submitted,

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