

**Village of Baldwin
Downtown Development Authority
January 18, 2024, Minutes
Regular Meeting
(approved)**

CALL TO ORDER

Roll Call: Jane Allison called the Meeting to order at 3:09 PM with board members:

Present: Jane Allison, Darci Maldonado, Debbie Smith-Olson, Tony Gagliardo, Josh Johnson, Seth Wenger, Jim Truxton, Andy Gremel (left 4:13)

Absent: Lamont Hill

Staff: Robert Toland, DDA Director

Acknowledgment of Visitors: James Kilborn, Jodi Nichols

GENERAL BUSINESS

- A. **Approval of Agenda:** A motion was made by Seth Wenger to approve the agenda, supported by Andy Gremel. Motion carried.
- B. **Approval of Minutes:** A motion to approve the **December 21, 2023, regular** meeting minutes, was made by Debbie Smith-Olson and supported by Seth Wenger. Motion carried.
- C. **Treasurers' Report:** Debbie Smith-Olson presented the Treasurer's report through January 18, 2024, indicating a general fund balance of \$331,700.24, with disbursements totaling \$5,526.48, and total income of \$14.22 which included interest income of \$14.22. The bond fund balance is \$1,015.82 which includes interest income of \$ \$0.08.

The following bills were presented for payment:

Consumers Energy	\$ 470.65 (streetlights)
Robert Toland Consulting	\$ 1,200.00 (retainer & meeting fee)
Lake County Historical Society	\$ 200.00 (visioning project)
Michigan Trials Magazine	\$ 771.64 (advertisement)
Village of Baldwin	\$ 636.47 (water bills)
<u>Total bills</u>	<u>\$ 3,278.76</u>

There was not an invoice this month from Progressive for the Visioning Study. The DDA has received \$2,500 from the Community Foundation for the purchase and installation of seasonal banners. A motion to give \$200 to the Lake County Historical Society for the use of their building for the Visioning Study was made by Andy Gremel and supported by Seth Wenger. Motion carried.

A motion to approve the Treasurer's report, and pay the bills, including up to \$200 to the Historical Society for the use of their premises for Visioning Study meetings, was made by Andy Gremel, and supported by Seth Wenger. Motion carried by roll call vote. All ayes.

D. **Committee reports:** None

E. **Acknowledge Communications:** The DDA received a communication from Ron Rademacher of Michigan Backroads detailing the activity on the website about Baldwin.

PUBLIC COMMENT: None

BOARD COMMENTS: None

OLD BUSINESS

- A. **902 Michigan Project (Land Bank Grant):** Demolition is complete, and it is reported that Dan's Excavating did an excellent job.
- B. **Trees, Flowerboxes & Irrigation System:** Several of the receptacles in the flowerboxes are in need of repair.
- C. **8th Street Upgrade:** Bid documents for the reconstruction of 8th street between the new bridge and M-37 have not yet been released.
- D. **8th Street Fish Farm and Dam:** It has been determined that the historic stream bed will be used in the routing of the Baldwin River. There are two options being considered for the lamprey eel barrier. DNR recreation funding will be pursued for the development of the former DNR parcel on Baldwin Road south of 8th Street and land bank funds.
- E. **Downtown Vision Project:** Because of the grant agreement with Lake County, the DDA needs an invoice from Progressive with the \$40,000 billed through the end of the January. The final draft will be delivered before the DDA meeting on February 15th.
- F. **Public Participation Plan:** The DDA members will review the Plan for discussion at the February meeting.

NEW BUSINESS:

- G. **2024-2025 Budget:** The proposed budget was distributed for discussion. Several revisions were suggested. The discussion will continue at the February meeting.

ADJOURNMENT

A motion to adjourn was offered by Tony Gagliardo and supported by Josh Chernoby. Motion carried. Meeting adjourned at 4:17 PM.

Meeting Schedule: The next regular DDA meeting will be held February 15, 2024, at the Village office at 3:00 P.M.

Respectfully submitted,

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