

**Village of Baldwin
Downtown Development Authority
March 21, 2024, Minutes
Regular Meeting
(preliminary)**

CALL TO ORDER

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

Present: Jane Allison, Darci Maldonado, Debbie Smith-Olson, Jim Truxton, Seth Wenger, Andy Gremel

Absent: Josh Johnson, Tony Gagliardo, Lamont Hill

Staff: Robert Toland, DDA Director

Acknowledgment of Visitors: Jodi Nichols, Meredith Gremel, Amy Sherman, Loretta Eberhard

GENERAL BUSINESS

- A. **Approval of Agenda:** A motion was made by Andy Gremel to approve the agenda, supported by Darci Maldonado. Motion carried.
- B. **Approval of Minutes:** A motion to approve the **February 15, 2024, regular** meeting minutes with corrections, was made by Debbie Smith-Olson and supported by Jim Truxton. Motion carried.
- C. **Treasurers' Report:** Debbie Smith-Olson presented the Treasurer's report through March 21, 2024, indicating a general fund balance of \$325,394.42, with disbursements totaling \$11,554.04, and total income of \$5,012.91 which included interest income of \$12.91. The bond fund balance is \$1,015.99 which includes interest income of \$0.08.

The following bills were presented for payment:

Consumers Energy	\$ 433.79 (streetlights)
Robert Toland Consulting	\$ 1,200.00 (retainer & meeting fee)
Meredith Gremel	\$ 100.00 (Famers Market Association Dues)
Lake-Osceola State Bank	\$ 6,431.00 (Alleyway bond interest)
Village of Baldwin	\$ 636.47 (water bills)
<u>Total bills</u>	<u>\$ 8,801.26</u>

The DDA has received the remaining \$5,000 from the Lake County ARPA funds for the Vision Study. The balance of the bond account will be used toward the April 1, 2024, bond interest payment. A motion to approve the Treasurer's report, and to pay

the bills, was made by Darci Maldonado, and supported by Andy Gremel. Roll call vote. Motion carried.

D. **Committee reports:** None

E. **Acknowledge Communications:** None

PUBLIC COMMENT:

A. **Makers/Farm Market** – Meredith Gremel reported that approximately 70 people including 21 vendors attended the meeting at Pompeii's Restaurant on February 28 to discuss the concept. There is some concern that the new page on the Village website dedicated to the Market is not secure. There were 200 names submitted in the contest to name the Market. The winner will be revealed soon. Meredith is searching for grant opportunities and business sponsorships. Popup tents will be purchased with the same logos and there will be 10 community circle tents. It was suggested that the Makers/Farm Market be added to the DDA agenda monthly. A motion was made by Debbie Smith-Olson to budget \$10,000 as an expense line item for the Makers/Farm Market, supported by Seth Wenger. Motion carried.

B. **BOARD COMMENTS:** Jim Truxton mentioned that there has been some vandalism in the vicinity of the school and downtown involving spray painting.

OLD BUSINESS

A. **902 Michigan Project:** No discussion.

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

C. **8th Street Upgrade:** Bids are expected to go out the end of this month.

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

E. **Downtown Vision Project:** The Plan will be posted on the Baldwin website with printed copies available but also include a scannable QR code. It was suggested that the Village may start using the Ludington Daily News as the newspaper for local publications instead of the Lake County Star. It was also suggested that the Village consider another website host if the virus issue cannot be resolved. A motion was made by Andy Gremel to authorize \$100 toward the purchase of drink coasters advertising the Vision Plan, supported by Seth Wenger. Motion carried.

NEW BUSINESS:

A. **2023-2024 Budget Amendment:** A motion was made by Seth Wenger to revise the budget by reducing the budgeted amounts for the 902 Michigan Project, Bond

Payments, and Electricity so the ending balance is zero, supported by Andy Gremel. Motion carried.

B. RRC Update: Many of the requirements for RRC include posting on the Village's website. A Teams Meeting is set to discuss the integrity of the website since there is currently an annoying virus or popup that is disconcerting. There was discussion that it may be necessary to obtain technical assistance to redevelop the website.

C. Miscellaneous: It was suggested that the DDA obtain services to power wash the benches and to make repairs to the electrical outlets on the street light poles.

ADJOURNMENT

A motion to adjourn was offered by Seth Wenger and supported by Debbie Smith-Olson. Motion carried. Meeting adjourned at 5:07 PM.

Meeting Schedule: The next regular DDA meeting will be held April 18, 2024, at the Village office at 3:00 P.M.

Respectfully submitted,

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