

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

**CALL TO ORDER**

**Roll Call:** Jane Allison called the Meeting to order at 3:01 PM with board members:

**Present:** Jane Allison, Darci Maldonado, Debbie Smith-Olson, Jim Truxton, Seth Wenger, Tony Gagliardo, Lamont Hill

**Absent:** Josh Johnson, Andy Gremel

**Staff:** Robert Toland, DDA Director

**Acknowledgment of Visitors:** None

**GENERAL BUSINESS**

- A. **Approval of Agenda:** A motion was made by Jim Truxton to approve the agenda, supported by Lamont Hill. Motion carried.
- B. **Approval of Minutes:** A motion to approve the **March 21, 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 April 18, 2024, indicating a general fund balance of \$392,599.26, with disbursements totaling \$8,801.26, and total income of \$76,006.10 which included interest income of \$13.58, as well as the bond fund balance of \$1,016.07 which was applied toward the April interest payment on the bond.

The following bills were presented for payment:

Consumers Energy	\$ 368.99 (streetlights)
Robert Toland Consulting	\$ 1,200.00 (retainer & meeting fee)
CAN Surety	\$ 187.00 (Fidelity Bond Policy)
Randi Gould	\$ 3,050.00 (landscape maintenance)
Village of Baldwin	\$ 636.75 (water bills)
<u>Total bills</u>	<u>\$ 5,442.74</u>

Webber Township paid their winter tax increment and Lake County paid their summer and winter tax increment. Pleasant Plains has not paid yet. A motion to approve the Treasurer's report, was made by Seth Wenger, and supported by Lamont Hill. Motion carried. A motion to pay the bills, was made by Seth Wenger, and supported by Jane Allison. Motion carried by roll call. All Ayes.

**D. Committee reports:**

- a. Farmers/Makers Market - The "Pure Markette" committee report was given by Debbie Smith-Olson in the absence of Meredith Gremel. The Village attorney has advised Jim Truxton that the Village should not put itself in the middle of financial transactions between the consumers and the retail vendors. Debbie presented that we could, however, be the fiduciary to handle donations and sponsorships to fund the effort and disburse the expenses for equipment and marketing efforts. This arrangement would be very similar to what we have done with both the fish sculpture project and the Lake Co. Artist Collective project. Discussion was held on the topic and there were no objections to the DDA being the Markette fiduciary.

**E. Acknowledge Communications: None**

**PUBLIC COMMENT:** None

**BOARD COMMENTS:** None

**OLD BUSINESS**

- A. **902 Michigan Project:** No discussion.
- B. **Trees, Flowerboxes & Irrigation System:** Randi Gould has started on the flowerbeds and H2Oasis is coming Monday to get the irrigation system opened and ready to go.
- C. **8<sup>th</sup> Street Upgrade:** Bids are expected to go out soon.
- D. **8<sup>th</sup> Street Fish Farm and Dam:** EGLE is working on an emergency notification system in case there is a dam failure. They are inventorying all downstream property owners and their contact information. Some consideration is being given to stabilizing the R/R bridge over the river because the abutments could be scoured more with the proposed improvements.
- E. **Downtown Vision Implementation:** The Vison Plan is now on the website, although there continue to be concerns about the integrity of the website. Jim and Theresa will make it a priority to address this issue with the website host on Monday.
- F. **RRC Update:** Bob Toland gave an update on the items that are required for certification as a Redevelopment Ready Community but are not yet completed. Receiving that certification can open a lot of opportunities to apply for funding the initiatives identified in our DDA Plan and in the Visioning Plan. These items are as follows:
  - 1. Include at least one (or more if desired) of the Development Requirements listed to zoning requirements. Front facing doors and front set back requirement for alignment with existing buildings were discussed as two to add. (Bob and Commission)
  - 2. Payment option language added to website where fees are mentioned, such as: The following forms of payment are accepted for permits and fees: In person at Village Office located at .... During the hours of: Cash, Check, Credit Card; By Mail to ADDRESS: Check; Online: via Credit Card here LINK. (Theresa)

3. Finalize draft Julia provided on system of Member Roles/Expectations and post on website next to Application link (Theresa/Jim)
4. Use example Julia provided on system to create Member Orientation document and upload to system/send to Julia (Theresa, Jim)
5. Use example Julia provided on system to create Member Training Plan and upload to system/send to Julia (Jim, Bob)
6. Add Participation Plan to website (Theresa)
7. Use example Julia provided on system to create internal review process document and upload to system/send to Julia (Jim, Bob)

Bob said that most all of these enumerated items can be completed by our May DDA meeting.

#### **NEW BUSINESS:**

**A. Bylaws:** It was decided to table the discussion on revising the bylaws to include a section on removal of members until the whole Bylaws document can be in front of us. A motion was made by Jane Allison to table this discussion was supported by Darci Maldonado. Motion carried.

#### **ADJOURNMENT**

A motion to adjourn was offered by Tony Gagliardo and supported by Jane Allison. Motion carried. Meeting adjourned at 4:16 PM.

Meeting Schedule: The next regular DDA meeting will be held May 16, 2024, at the Village office at 3:00 P.M.

Respectfully submitted,

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