

**Village of Baldwin  
Downtown Development Authority  
August 15, 2024, Minutes  
Regular Meeting  
(preliminary)**

**CALL TO ORDER**

**Roll Call:** Jane Allison called the Meeting to order at 3:03 PM with board members:

**Present:** Jane Allison, Darci Maldonado, Jim Truxton, Debbie Smith-Olson, Josh Johnson,

**Absent:** Andy Gremel, Seth Wenger, Tony Gagliardo, vacancy

**Staff:** Robert Toland, DDA Director

**Acknowledgment of Visitors:** Meredith Gremel

**GENERAL BUSINESS**

- A. **Approval of Agenda:** A motion was made by Darci Maldonado to approve the agenda, supported by Jim Truxton. Motion carried.
- B. **Approval of Minutes:** A motion to approve the **July 18, 2024, regular** meeting minutes was made by Debbie Smith-Olson, and supported by Jane Allison. Motion carried.
- C. **Treasurers' Report:** Debbie Smith-Olson presented the Treasurer's report through August 15, 2024, indicating a general fund balance of \$371,902.77, with disbursements totaling \$2,832.95, and total income of \$15.78, all interest.

The following bills were presented for payment:

Consumers Energy	\$ 358.36 (streetlights)
Robert Toland Consulting	\$ 1,200.00 (retainer & meeting fee)
Baldwin Lumber	\$ 701.15 (bench materials)
<u>Village of Baldwin</u>	<u>\$ 1,200.49 (water bills)</u>
Total bills	\$ 3,460.00

Donations in the amount of \$3,500.00 designated for seasonal decorations are still being held. The majority of the funds are from the Community Foundation grant as well as two individuals.

Village of Baldwin water meter #6060 is not reading correctly, making for an inaccurate billing. It has been reported several times.

A motion to approve the treasurer's report, was made by Jane Allison and supported by Darci Maldonado. Motion carried.

A motion to pay the bills, was made by Jim Truxton and supported by Darci Maldonado. Motion unanimously carried by roll call vote.

**D. Committee reports:** Meredith Gremel reported on the Pure Markette, which has completed 8 out of the 10-week season. The mid-season survey results are in with positive results, people really appreciate the produce available. Many asked why it was not held on a weekend; it is hard to attract vendors to a new venue, Markette is 100% volunteer run and ~~they~~ **volunteers** would be hard to get on the weekends and the Community Sponsors would have to pay their employees extra to help outside of working hours. Shorter hours for the Markette **is are** being considered, from 4:00-6:30, to better accommodate working people who are currently finding vendors sold out by the time they can get there. Vendors are currently being surveyed for an interest in a Saturday morning "Fall Harvest" event after Labor Day and a permit has been filed in case there is enough interest to move forward. Guests count has been from 260-600 shoppers per week, even though most market days were extremely hot and one partial rain out. Downtown businesses have reported increased sales/foot traffic on market days. Vendor fees and Pure Markette sales have been a money maker for the Markette. A proposal for a District 10 Health Dept. \$5,000.00 grant will be submitted by August 23, 2024: also working to become eligible to accept SNAP and DUFB next year. Would like to see more signage as many people are not aware of the Markette, even after driving through town; a banner over the roadway would catch the most attention.

**E. Acknowledge Communications:** None

**PUBLIC COMMENT -** None

### **BOARD COMMENTS**

Discussion was held on having permanent banner poles to allow for banners **on the light poles** ~~over the roadway~~ promoting various events, including Pure Markette. Jane Allison presented samples of banners that could be hung on light poles during the winter season; suggested 8 banners be purchased of the generic snowflake design and 2 banners each of 7 different activity designs (snowmobiling, etc.), 14 extra sets of hardware would need to be purchased also. **She** has a quote of ~~approximately~~ \$2,200.00 to \$2,500.00 for the banners.

Jane Allison also reported that she had been contacted by Rose at the Museum regarding someone sleeping on the back side of the trout sculpture. Jane picked up the debris left by this person and reported it to Sheriff's non-emergency line, who gave her permission to throw it all away. Discussion ensued regarding a trail camera or something to discourage further encampments in the area.

### **OLD BUSINESS**

**A. Trees, Flowerboxes & Irrigation System:** One tree has died and been cut down, a couple others need replacement. Debbie Smith-Olson asked if they can just be replaced by others, maybe adding them to the Rotary's list of trees to be replaced along the trail. ~~Andy~~ Seth will be contacted for timeline. Discussion on getting **electricity extended power** to the trees so they can be **lighted** ~~it~~ for Christmas. Jim has talked with Isenhart Electric about the existing boxes, **that may need to be replaced with larger ones.** ~~extend them to have room to add to them.~~ Motion by Debbie Smith-Olson to contact Isenhart Electric, Shoemaker Electric and possibly a third company to get quotes to run electric to the trees. Motion seconded by Darci Maldonado; motion carried.

**B. 8<sup>th</sup> Street Upgrade:** Jim Truxton reported that construction should start in two weeks.

- C. **8<sup>th</sup> Street Fish Farm and Dam:** Jim Truxton reported that the money is there for the final design work, researching how it will affect the upstream area. The Conservation Resource Alliance has applied for construction funds; it will likely be 2026-27 before funding is in place.
- D. **RRC Update:** Jim and Bob have a conference with Julia Turnbull at MEDC on Monday, August 19, 2024, at 10:00 a.m.

## NEW BUSINESS

- A. **Discussion of Bylaws – election of officers** – Motion made by Jane Allison, seconded by Debbie Smith-Olson, to table this item until absent members are present, motion carried.
- B. **Next Projects** – Jim Truxton reported that the RR response to extending 4<sup>th</sup> Street **west to Astor Road** was that to put in a crossing there they would need to remove two existing crossings. Does not see a way forward at this time.

Downtown Baldwin ~~Business~~ **Vision** Plan: Jane received an e-mail that said there should be an announcement of a grant that may be available, and Baldwin is the only community in Lake County that would be eligible. Several projects would fit within the grant's purpose. Jane also suggested that a banner over the roadway be a specific project; they didn't have the approximate \$20,000.00 to do this project before but could do it now. The banner could be changed to promote various events. Bob Toland requested the Board review the list of action items handed out and rank them in order of importance for the next meeting. Discussion about **removing** some of the items **from the list** already being done/paid for with grants or that are not the responsibility of the DDA. Bob will revise the list and send it out in an e-mail. Debbie noted the need to be ready to start project immediately if the \$1M grant money is awarded. Jim reported that traffic counter showed the average speed through town is 32.5 mph, will send report to the other members. Jim reported that the Emergency Bypass status has hit several snags and **is not moving forward at this time** ~~it has been moved down the road~~. Jane will get a quote for insurance cost on the three light poles that need replacement.

## ADJOURNMENT

A motion to adjourn was offered by Jane Allison and supported by Josh Johnson. Motion carried. Meeting adjourned at 4:32 PM.

Meeting Schedule: The next regular DDA meeting will be held September 19, 2024, at the Village office at 3:00 P.M.

Respectfully submitted,

Joni Luce, recording secretary  
for  
Deborah Smith-Olson, Secretary/Treasurer