

**Village of Baldwin  
Downtown Development Authority  
May 16, 2024, Minutes  
Regular Meeting  
(approved)**

**CALL TO ORDER**

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

**Present:** Jane Allison, Darci Maldonado, Jim Truxton, Seth Wenger, Tony Gagliardo, Andy Gremel

**Absent:** Debbie Smith-Olson, Josh Johnson, Lamont Hill

**Staff:** Robert Toland, DDA Director

**Acknowledgment of Visitors:** Jodi Nichols, Meredith Gremel, Kelly Zellner

**GENERAL BUSINESS**

- A. **Approval of Agenda:** A motion was made by Jane Allison to approve the agenda, with a revision to add Wenger Pavilion – Sounds of the Forest under New Business, supported by Darci Maldonado. Motion carried.
- B. **Approval of Minutes:** A motion to approve the **April 18, 2024, regular** meeting minutes with corrections, was made by Jane Allison and supported by Seth Wenger. Motion carried.
- C. **Treasurers' Report:** Jane Allison presented the Treasurer's report through May 16, 2024, indicating a general fund balance of \$387,188.90, with disbursements totaling \$5,425.15, and total income of \$14.79 which was interest.

The following bills were presented for payment:

Consumers Energy	\$ 351.40 (streetlights)
Robert Toland Consulting	\$ 1,200.00 (retainer & meeting fee)
Wenger Pavilion	\$ 1,500.00 (Sounds of the Forest)
<u>Village of Baldwin</u>	<u>\$ 655.57 (water bills)</u>
Total bills	\$ 3,706.97

A motion to open a separate account at Lake Osceola State Bank for the purpose of segregating funds on behalf of the Pure Markette, was made by Seth Wenger, and supported by Jim Truxton. Motion carried.

A motion to increase the amount of funding for the summer concerts at Wenger Pavilion from \$1,000 to \$1,500, was made by Seth Wenger, and supported by Tony Gagliardo. Motion carried.

A motion to pay the invoice from H2Oasis when it arrives, was made by Jane Allison, and supported by Seth Wenger. Motion carried.

A motion to pay the bills, was made by Seth Wenger, and supported by Andy Gremel. Motion carried by roll call. All Ayes.

A motion to accept the Treasurer's report, was made by Darci Maldonado, and supported by Andy Gremel. Motion carried.

**D. Committee reports:**

**Pure Markette** - Meredith Gremel reported that there has been \$22,000 in sponsorships secured to date and that they are awaiting a response for grant funding through the Lake County Community Foundation. Banners are going up for Blessing of the Bikes weekend and downtown businesses are getting flyers and handouts. The committee is currently working on mapping out vendor booth locations and placement of the Community Circle and family picnic area and investigating a Wi-Fi booster for vendors using card readers. They are ordering branded tents, tables, chairs, equipment, supplies, swag, signage, and t-shirts, and planning the Grand Opening. There would be a volunteer organizational meeting on May 29" and the Markette will open on June 19. The group continues to solicit new volunteers to help with setup and other items. Volunteer training will take place before the grand opening. This week 440 students at Baldwin Community Schools received Power of Produce (POP) Passport materials, a program designed for healthy eating/behaviors, underwritten by Lake-Osceola State Bank.

**E. Acknowledge Communications:** The DDA has received a letter from IAI the Village's contacted utility service provider, that a cross-connection test has not been done for several years. It is a requirement that a licensed plumber conduct a back flow test. Jim will see if he can get a name of a licensed plumber to do the testing.

**PUBLIC COMMENT:** None

**BOARD COMMENTS:** None

**OLD BUSINESS**

**A. 902 Michigan Project:** Jane stated that plywood would be delivered by Baldwin Lumber for the Chamber to use as a platform.

**B. Trees, Flowerboxes & Irrigation System:** Jane stated that H2O has opened the system and will be here Tuesday to follow-up with the new controller for the Brown Trout section and to check the leak at the box on Ninth Street. Jane has disassembled one of the downtown benches and used a planer on the boards. They cleaned up nicely and the bench will be reassembled. Jane suggested finding someone to keep the sidewalks free of dirt and debris. Jim will contact IAI and find out if they would be willing to do that.

**C. 8<sup>th</sup> Street Upgrade:** Bids are expected to go out soon. There will be 4 upgraded water connections installed. In addition, a truck has damaged the light pole at Michigan and 8<sup>th</sup> Street. An insurance claim will be filed for the damage.

**D. 8<sup>th</sup> Street Fish Farm and Dam:** Progress is slow but advancing. The engineering study is about 90% complete and construction funds being applied for. One of the old garages on the property will be demolished, but the original fish cleaning building will be preserved.

- E. **Downtown Vision Implementation:** The Vision Plan is now on the website, and the issue with the website being unstable seems to have been corrected. A press release will go out to the Lake County Star and other local newspapers. Jodi Nichols volunteered to write the Press Release for the LC Star and create flyers.
- F. **RRC Update:** The items that are required for certification as a Redevelopment Ready Community are ongoing and should be completed soon. The Village Council approved the Public Participation Plan and the Member Training Plan at their meeting on Monday.

**NEW BUSINESS:**

- A. **Bylaws:** It was decided to table the discussion on revising the bylaws. A motion was made by Jane Allison to table this discussion was supported by Andy Gremel. Motion carried.

**ADJOURNMENT**

A motion to adjourn was offered by Seth Wenger and supported by Tony Gagliardo. Motion carried. Meeting adjourned at 3:55 PM.

Meeting Schedule: The next regular DDA meeting will be held June 20, 2024, at the Village office at 3:00 P.M.

Respectfully submitted,

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