

**Village of Baldwin
Downtown Development Authority
January 16,2025, Minutes
Regular Meeting
(approved)**

CALL TO ORDER

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

Present: Jane Allison, Debbie Smith-Olson, Andy Gremel, Tony Gagliardo, Harold Nichols, Seth Wenger, Darci Maldonado

Absent: Josh Johnson, vacancy

Staff: Robert Toland, DDA Director

Acknowledgment of Visitors: Meredith Gremel with the Pure Markette; Jodi Nichols with LCEDA; Quran Griffin, with District Health #10; L. C. Jones, Jr with Corewell Health.

GENERAL BUSINESS

A. **Approval of Agenda:** A motion was made by Seth Wenger to approve the agenda, supported by Deb Smith-Olson. Motion carried.

B. **Approval of Minutes:** A motion to approve **November 21, 2024, regular** meeting minutes was made by Seth Wenger and supported by Harold Nichols. Motion carried.

A motion to approve **January 9, 2025, special** meeting minutes was made by Harold Nichols and supported by Seth Wenger. Motion Carried.

C. **Treasurers' Report:** Debbie Smith-Olson presented the Treasurer's report through January 16, 2025, indicating a general fund balance of \$393,807.36, with disbursements totaling \$6,840.85, and total income of \$30.71 in interest received for December 2024 and January 2025. It was noted that there were disbursements not previously approved because of the cancellation of the December 2024 meeting.

The following bills were presented for payment:

Consumers Energy	\$ 493.35 (streetlights)
Robert Toland Consulting	\$1,550.00 (retainer & meeting fees)
Baldwin Lumber Co.	\$ 534.48 (Christmas decorations & parade event)
Michigan Trails Magazine	\$ 771.64 (1/4-page ad in 2025 issue)
<u>Village of Baldwin</u>	<u>\$ 655.57 (water bills)</u>
Total bills	\$4,005.64

A motion to approve the treasurer's report and pay the bills presented, was made by Darci Maldonado and supported by Jane Allison. Motion unanimously carried by roll call vote.

D. **Committee reports:** **Pure Markette Committee:** A report on activities was given by

Meredith Gremel, volunteer Markette Manager and included the following items:

- Subcommittee members Debbie, Jane, Seth, Harold, Jodi and Meredith met on January 9, 2025, at 3:00 p.m. to discuss this year's Pure Markette.
- Two grants have been procured and received for 2025 programming at the Markette: \$6,000.00 from District #10 Health Department for their REACH grant; and \$9,000.00 from the Lake County Community Foundation for THRIVE programming with partners Family Health Care, District 10 Health Department, and MSU Extension Services
- The Markette will establish a separate account with the State entity that provides reimbursement for Senior Project Fresh vouchers
- Meredith & Jodi will develop an RFP for a Pure Markette website which will eventually interface with the new Village website
- The 2025 budget will include expenditures on the new website, promotions & advertising, automation for financial recordkeeping, a new banner for above M-37, and special events
- Coordinating with several community entities to plan programming
- Developing new ways to encourage sponsorships of things like DIY demos, and planning to launch a "Friends of the Pure Markette" campaign to solicit donations

Traffic Calming Committee: Andy Gremel reported that he is working with preliminary ideas from MDOT for a mid-block pedestrian crossing. Quran offered that there may be some funding available for parts of the project, and they will collaborate to write a proposal.

E. Acknowledge Communications: None.

PUBLIC COMMENT: Jodi reported that there has been a leadership change at the Lake County Chamber of Commerce, and they are gaining new members to help plan and carry out the 2025 Blessing of the Bikes festival.

BOARD COMMENTS: None

OLD BUSINESS

A. Trees, Flowerboxes & Irrigation System: No discussion

B. 8th Street Upgrade: Harold reported that his determination is that funding for the actual sidewalks is not included in the project, while the handicap accessible curbing for same at the intersections is included. After discussion, it was concluded that the DDA wants to fund re-doing the sidewalks on both sides of 8th Street from M-37 to Cedar Street. Harold and Bob will work on getting current estimates as to cost.

C. Discussion of Bylaws – membership, semiannual meeting: the DDA discussed a draft of our revised Bylaws and confirmed the desired language for Bob to include and/or delete. In addition, a list of DDA members and their respective terms was prepared by the Village

Clerk and was reviewed. A new draft of the Bylaws will be presented for approval next month.

- D. Ideas for Next Project(s):** After discussion, a motion was made by Jane Allison and supported by Darci Maldonado that we accept the new proposal from Gerber construction to reconstruct the banner poles located on Michigan Avenue at the Rails-to-Trails crossing in the amount of \$33,475.00. Motion Carried.

Purchasing “904 Michigan” from the current owners was also discussed as a potential site to combine with “902 Michigan” for a future project. Harold volunteered to contact the owners and discuss a purchase price.

NEW BUSINESS:

- A. Budget 2025-2026:** Motion was made by Seth Wenger and supported by Andy Gremel that we adopt the 2025-2026 budget presented with the change of line item “8th Street sidewalks” to read \$35,000.00 and subtracting that amount from the unbudgeted line item. Motion Carried.
- B. Match on Main:** Jodi reported that she provided emails to the Village but does not know if the Village sent the State of Michigan information. So far there has been informal interest expressed by 4 or 5 businesses. The Village can select up to 2 businesses for the \$25,000 grants. Applications are due by the end of February. A committee consisting of Jodi, Debbie and Jane will review the applications once they are received and make a recommendation to the Village Council who will make the final selection.
- C. Security/Trail Camera:** There has been some undesirable activity, littering, and loitering at the Trout Sculpture. Jane suggests that a trail camera or other form of surveillance be installed to hold perpetrators accountable. The possibility of partnering with the Historical Museum to install a security camera there will be pursued by Darci.

ADJOURNMENT

A motion to adjourn was offered by Seth Wenger and supported by Darci Maldonado. Motion carried. Meeting adjourned at 4:35 PM.

Meeting Schedule: The next regular DDA meeting will be held February 20, 2025, at the Village office at 3:00 P.M.

Respectfully submitted,

Deborah Smith-Olson, Secretary/Treasurer