

**Village of Baldwin
Downtown Development Authority
December 11, 2025 Minutes
Regular Meeting
(approved)**

CALL TO ORDER

Roll Call: Jane Allison called the meeting to order at 3:06 PM with Board Members:

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

Absent: Josh Johnson, Joy Parrott, and Seth Wenger

Staff: Robert Toland, DDA Director (absent); Joni Luce, Recording Secretary

Acknowledgement of Visitors: None

GENERAL BUSINESS

A. Approval of Agenda: A motion to approve the agenda as submitted was made by Harold Nichols and supported by Jane Allison; motion carried unanimously.

B. Approval of Minutes: Debbie Smith-Olson made a name correction under November's Payment of Bills; West Shore Community College should have been West Shore Educational Services District. A motion to approve the **November 20, 2025** regular meeting minutes with this change was made by Harold Nichols, supported by Jane Allison; motion carried unanimously.

C. Treasurer's Report and Payment of Bills: Debbie Smith-Olson presented the Treasurer's Report through 12/11/25. The report indicated a General Fund beginning balance on 11/20/25 of \$233,630.26, paying November bills totaling \$2,730.29 and adding income of \$8.98 in interest and \$71,001.72 in TIF revenue, leaving a General Fund balance of \$333,271.06. The CD has a principal balance of \$102,362.11 and will mature on 6/23/26.

The following bills were presented for payment:

Consumers Energy	\$ 285.73
Robert Toland Consulting	\$ 850.00 (retainer fee) (\$400.00 meeting fee removed due to absence)
Harbor House Publishers	\$ 812.25 (1/4-page ad in Michigan Trails, new name)
Village of Baldwin	\$ 688.35 (water bills, service fee for meters)
TOTAL FOR APPROVAL	\$2,636.33

A discussion was held on the Trout Sculpture project. It was noted that rust is beginning to show through already; originally painted in 2017, repainted in October of 2023 by DeMaat Painters. Will talk with them about how to make it last longer. Jane Allison made a motion to accept the Treasurer's Report and approve the payment of bills as amended, supported by Harold Nichols. Motion carried following a unanimous roll call vote.

D. Committee Reports:

- a. **Pure Markette:** No report
- b. **Streetscape:** Nothing new to report, per Andy Gremel.
- c. **Building Improvement Grant Fund:** The Committee went over the parameters of the application and guidelines. They hope to have everything ready by 1/15/26 and award the grants by March 2026.

E. Acknowledgement of Communications: None

PUBLIC COMMENT: None

BOARD COMMENT: Harold suggested looking for alternative method of funding for Jodi, Samantha, or any board member to receive reimbursement for travel/time to facilitate meetings, perhaps under Marketing – Fund Raising in the budget, allowing approval by the Chair rather than waiting for full board approval. Debbie Smith-Olson made a motion to consider reimbursement of expenses for marketing/promoting/pursuing grant opportunities through a line-item in the marketing budget; supported by Jane Allison. Motion approved unanimously.

Jane reported that the Christmas Extravaganza was a success, with a beautiful tree and nice parade, all agreed. Harold noted that Jane had to put up an \$875.00 bond from her personal funds for the parade to meet the Road Commission requirements regarding barricades. While this was refunded to her, it should come directly from the DDA funds in the future. Part of the problem was that the person originally in charge of the parade did not make arrangements so everything was done at the last minute; Jane will start the process in September for next year's parade. It was also discussed that the road closure should not be the DDA's responsibility; the Road Commission/MDOT/Sheriff Department should co-ordinate barricades and road closure for all downtown events; a meeting with all involved should be scheduled prior to the next event.

OLD BUSINESS:

A. Trees, Flowerboxes & Irrigation System: Nothing to report.

B. Match On Main Program: Still waiting for the funds to be paid.

C. Dead Tree Removal: Harold still needs to speak with Road Commission.

D. Lake County Economic Development: On March 15, 2026, at 5:00 p.m. the LCEDA will host an informational dinner and tour of facility free of charge at the Rhinestone Event Center.

E. Light Pole Replacement near Road Commission: Jane is still waiting for price.

NEW BUSINESS :

A. Harold reported that the Village has spent \$21,166.81 this fiscal YTD on grass cutting, snowplowing and maintenance within the DDA area. There needs to be a formula for how to share this expense with the DDA going forward so everyone knows what to expect. Darci questioned why the DDA had to pay for work that would need to be done whether the DDA existed or not; Harold noted that they only do this work within the DDA, and if the DDA did not exist they would use the money they give to the DDA. It was agreed that a committee of both DDA and Village board members would meet in January to create a cost-sharing formula. The committee would consist of Darci, Jane and Debbie from the DDA and Harold plus two more from the Village. Debbie suggested they include the cost of insuring the Trout Sculpture (liability).

ADJOURNMENT:

A motion to adjourn was offered by **Harold Nichols** and supported by **Andy Gremel**; motion carried. The meeting was adjourned at 3:46 PM.

Meeting Schedule: The next regular meeting DDA meeting will be held January 15, 2026, at the Village office at 3:00 PM.

Respectfully submitted,

Joni Luce, Recording Secretary
for
Debbie Smith-Olson, Secretary/Treasurer