Village of Baldwin
Downtown Development Authority
April 16, 2026 Minutes
Regular Meeting
(approved)

CALL TO ORDER

Roll Call: Jane Allison called the meeting to order at 3:09 PM with Board Members:

Present: Jane Allison, Andy Gremel, Darci Maldonado, Harold Nichols, and Joy Parrott.

Absent: Debbie Smith-Olson, Seth Wenger and two vacancies.

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

Acknowledgement of Visitors: Meredith Gremel, Pure Markette

GENERAL BUSINESS

A. Approval of Agenda: A motion to approve the agenda as presented was made by Harold Nichols and supported by Andy Gremel; motion carried unanimously.

B. Approval of Minutes: A motion to approve the **March 19, 2026** regular meeting minutes was made by Jane Allison, supported by Harold Nichols; motion carried unanimously.

C. Treasurer's Report and Payment of Bills: Jane Allison presented the Treasurer's Report and presentation of bills in the absence of Debbie Smith-Olson. The report through 4/16/26 indicated a General Fund beginning balance on 3/19/26 of $287,510.90, paying March bills totaling $7,943.90 and adding income of $11.52 for March interest, leaving a General Fund balance of $279,578.52. The CD has a principal balance of $103,303.84 and will mature on 6/23/26, bringing the total fund balance to $382,882.36.

The following bills were presented for payment:

Consumers Energy	$ 298.83
Robert Toland Consulting	$ 1,250.00 (retainer & April meeting fee)
Intuit QuickBooks	$??? (unsure of exact amount but less than last year)
C.N.A. Surety	$ 257.00 (fidelity bond on officers)
Pure Markette	$15,000.00 (budgeted contribution)
Village of Baldwin	$ 722.78 (water bills, service fee for meters)
TOTAL FOR APPROVAL	**$17,528.61, plus approval to renew QuickBooks**

Andy Gremel made a motion to accept the Treasurer's Report and approve the payment of bills, supported by Harold Nichols. Motion carried following a unanimous roll call vote.

D. Committee Reports:

a. Pure Markette: Meredith Gremel thanked the board for approval of the Markette budget and funding. The budget balance as of 3/31/26 is $32,468.39, including grants from DHD#10, $5,000 for transportation to the Markette and promotion expenses; LCCF, $10,000 for the FARMACY Rx program; Shoey's Log Bar, $700 sponsorship for recipe contests and an anticipated $5,000 from the DHD#10 for the FARMACY Rx programming. Many promotions are planned, including a magazine ad, billboard, vendor recruiting and training, free transportation, and many others. New vendors are among the 23 that have confirmed, as well as others that verbally committed, including two wholesale vendors. Still looking for music/entertainment people and sponsors.

b. Traffic Calming: Nothing to report.

c. Building Improvement Grant Program: Letters have been sent out to participants and Jodi is working on a press release.

E. Acknowledgement of Communications: None

PUBLIC COMMENT: None

BOARD COMMENT: Jane reported that a Mural Project artist approached her about painting the benches. The board all agree that it would create a maintenance problem. There is money in the budget for a project but one has not been chosen yet.

Harold wanted the board's opinion on how much time to allow for parking on the M37 Corridor downtown. It had been posted as a 2-hour limit in the past but the signs need to be replaced. The board agreed that a 2-hour limit should be sufficient.

OLD BUSINESS:

A. Trees, Flowerboxes & Irrigation System: The irrigation system is to be turned on by 5/11/26, although some areas need major repair. An Agreement for Services for the Downtown Gardening & Maintenance was drawn up and Darci will take it to Randi for a signature; Randi has already started cleaning up areas. Christmas decorations have been removed and the Markette banner can go up at any time.

B. Match On Main Program: This was unsuccessful this year; only one application was submitted, and they applied for a project that was not allowed.

C. Dead Tree Removal: This should be removed from the agenda.

D. Lake County Economic Development: No report available.

E. 2026/2027 Budget: This item was completed and approved in March.

F. DDA/Village Maintenance Agreement: Waiting for review by the Village Attorney.

G. Banner Poles: Bob had contacted two companies for a quote; one wanted engineered plans, the other suggested the DDA contact Hydaker-Wheatlake to put up wooden poles instead of metal as it would be less expensive and last about 25 years. Andy will call his contact with MDOT regarding necessary specifications, and will discuss location of the poles as well to avoid any conflict with proposed MDOT or Railroad plans.

H. Sidewalk Grinding: Jane has sent pictures to Precision Concrete Cutting (PCC) of raised areas and other trip hazards that need to be mitigated but they have not responded yet. In 2023 the DDA paid $6,962 for this type of project, but it's not clear how the size of that project compares to this year's project. A motion to approve having Jane contract with PCC to grind sidewalks up to $8,000 was made by <u>Andy Gremel</u>, supported by <u>Harold Nichols</u>. If the quote is above $8,000 to do everything, some areas will be eliminated from the proposed work to keep the cost down to $8,000.00 or less, addressing the worst areas first.

NEW BUSINESS :

A. Semi-annual Informational Meeting: It is a legal requirement to have at least two meetings per year to provide information to the public; this meeting is one of them.

ADJOURNMENT:

A motion to adjourn was offered by <u>Harold Nichols</u> and supported by <u>Darci Maldonado</u>; motion carried. The meeting was adjourned at 3:55 PM.

Meeting Schedule: The next regular DDA meeting will be held May 21, 2026, at the Village office at 3:00 PM.

Respectfully submitted,

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