Village of Baldwin
Downtown Development Authority
September 17, 2026, Minutes
Regular Meeting
(approved)

CALL TO ORDER

Roll Call: Jane Allison called the meeting to order at 3:01 PM with Board Members:

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

Absent: Debbie Smith-Olson, Seth Wenger, and Aimee Browder (recently appointed).

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

Acknowledgement of Visitors: Kylie with the REACH grant program.

GENERAL BUSINESS

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

B. Approval of Minutes: A motion to approve August **17, 2026,** regular meeting minutes as amended was made by Harold Nichols, supported by Jane Allison; motion carried unanimously. Amendments were made to reflect that the additional $3,500 grant to the Sounds of the Forest program was made by a unanimous roll call vote; and, to clarify that Merideth offered to share her marketing experience with Sounds of the Forest, not to help with the actual marketing.

C. Treasurer's Report and Payment of Bills: Jane Allison presented the Treasurer's Report and presentation of bills. The report through 9/17/26 indicated a General Fund beginning balance on 8/20/26 of $311,629.52, paying August bills totaling $20,970.75 and adding income of $13.11 for August interest, leaving a General Fund balance of $290,671.88. The CD has a principal balance of $104,546.33, bringing the total fund balance to $395,218.21. The CD will mature on January 23,2027.

The following bills were presented for payment:

Consumers Energy	$ 248.10
Robert Toland Consulting	$ 1,250.00 (retainer & September meeting fee)
Lake Osceola State Bank	$ 50,147.75 (DDA bonds principal & interest)
Natalie Nichols dba Trout Town	$ 6,000.00 (reimbursement for BIG program)
Village of Baldwin	$ 1,235.31 (four water bills, service fee and usage)

TOTAL FOR APPROVAL **$58,881.16**

Harold presented a late payment notice he received in the amount of $424.27 for delivery of the lift, although it is the first notice received. The original invoice included a freight fee; payment on hold until the vendor explains the additional billing. It was noted that there is a problem with one of the water meters that may have caused the large charge. Harold Nichols made a motion to accept the Treasurer's Report and approve the payment of bills, supported by Darcy Maldonado. Motion carried following a unanimous roll call vote.

D. Committee Reports:

a. Pure Markette: Meredith Gremel was not present to give a report.

b. Traffic Calming: Andy reported that the MDOT work will begin very soon. The communication lines are open, and no changes have been made. All sidewalk cafés have been removed, as requested.

c. Building Improvement Grant Program: Trout Town has completed their project and reimbursement to them is included in the payment of bills.

E. Acknowledgement of Communications: None

PUBLIC COMMENT: Kylie wanted to apologize to both Meredith and the DDA for the delay in receiving payments from the REACH grants. There have been personnel changes, but they did not expect the delay to be this long. Meredith is expecting $3,817.69 in Markette reimbursement for Printing & Publishing. The DDA mini grant of $5,000 for traffic calming will require an agreement to be signed; she will make sure it gets emailed as soon as it is available.

BOARD COMMENT: None

OLD BUSINESS:

A. Trees, Flowerboxes & Irrigation System: The irrigation system is slated to be turned off on 10/9/26.

B. Banner Poles: Andy reported that a meeting was held on 9/14/26 with Justin Scott, General Foreman of Hydaker-Wheatlake; Ian Manshum, Utilities and Permits Engineer with MDOT; Harold, and Andy. Discussions were had regarding banner location, size, railroad considerations, permitting process, and timelines. Justin agreed to provide a turn-key quote for the design, required engineering, materials, and installation of a new banner pole system utilizing timbers. It is still possible to get this project done in 2026.

C. Sidewalk Grinding: No report.

D. DDA Board Member Vacancy: The Village Board has appointed Ami Browder.

E. Tornado Warning Siren: No report.

F. Business Improvement Grant – Trout Town: Payment approved.

G. Lake County Artist's Collective: The committee met today at 2:00 to discuss future art for the 902 Michigan Ave vacant lot. Pam Tripp-Simmons will talk with the other artists regarding their ideas and expectations. The DDA will go ahead with landscaping the lot; Bob will send out Request for Proposals for that project.

NEW BUSINESS:

A. None

ADJOURNMENT:

A motion to adjourn was offered by Harold Nichols and supported by Joy Parrot; motion carried. The meeting was adjourned at 3:42 PM.

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

Respectfully submitted,

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