

**Village of Bellaire And  
Village of Bellaire Downtown Development Authority  
BELLAIRE COMMUNITY UNIFIED ACTION PLAN STEERING  
COMMITTEE**

- Louise Wenzel, DDA Member • Joe Short, DDA Member • Mark Irwin, DDA Member •
- Dave Ciganick, Village Council • Trish Drollinger, Village Council • Eldon McPherson, Village Council •
- Nicole Essad, Village Clerk • Terry VanAlstine, District 5 County Commissioner •
- \_\_\_\_ County Commissioner • Robert Joyce, Chamber of Commerce Representative •

**COMMITTEE MEETING MINUTES  
Monday, November 23, 2020  
5:00 PM**

**I. Call to Order:** Chairperson Irwin called the meeting to order at 5:02 PM

**II. Roll Call - Attendance:**

**Present:** Dave Ciganick, Tricia Drollinger, Nicole Essad, Mark Irwin, Joe Short, and Terry VanAlstine  
**Absent:** Robert Joyce, Eldon McPherson, and Louise Wenzel  
**Staff Present:** Elise Craft, facilitator  
**Public Present:** None

**III. Approval of Agenda:** The agenda was approved as presented.

**Motion by Ciganick, seconded by Drollinger to approve the agenda as presented. Motion Passed by unanimous voice vote.**

**IV. Approval of Minutes – October 26, 2020:** The minutes of the October 26, 2020 were approved as presented.

**Motion by VanAlstine, seconded by Ciganick to approve the minutes of the October 26, 2020 as presented. Motion Passed by unanimous voice vote.**

**V. Conflict of Interest:** None presented.

**VI. Public Comment:** None presented.

**VII. Old Business**

- a. **County Representative:** Mr. VanAlstine stated that he spoke with Mr. Josh Watrous and Mr. Watrous was going to get back with Mr. VanAlstine, which he has not done. Mr. VanAlstine stated he will ask Mr. Watrous again.

**VIII. New Business**

- a. **Review and Discuss Project Action Identification Homework:** Ms. Craft reviewed what happened at last meeting, and asked if the notes from the last meeting looked complete. No one brought anything to light. She then went on to part three of the document and stated that the Committee members were to identify the top two or three projects and what steps were needed to complete them. Mr. Ciganick stated that his first priority was the downtown bathrooms, with action

steps of redraft plans, get engineer drawings, go out for bids, and get grants and funding. Mr. Ciganick also stated that he also started to look at other forms of bathrooms for that area. He also stated that a Glacial Hills trail head at Richardi Park would be a priority, with signage and the need to pursue grants. Mr. Ciganick stated that the third priority would be the WiFi for downtown, with needing to find grants. He also stated that he has started to look into the funding associated with TAAR. Ms. Essad stated that her priorities were the downtown bathrooms, with the need to get updated drawings and updated pricing, pursue grants and saving for grants. She also stated that the WiFi downtown, with the need to find who can do it, what the cost would be, and where the funding would come from. Ms. Essad also stated that the Village submitted a grant for the Kayak launch at Richardi Park and hopefully that will be awarded. Ms. Craft asked who would be a provider for WiFi. Mr. VanAlstine stated that Merit or Charter may be able to that. Ms. Craft stated that at last meeting Aspen Wireless was mentioned as well. Mr. VanAlstine stated that his first goal was the WiFi for downtown, with some funding through grants for it. He also stated that the bathhouse would be the second priority, and that there is funding through grants for it. Mr. VanAlstine's third priority would be the motorized trails to bring in the snowmobiles and ATVs. Ms. Craft asked if there is a relationship with a group for that. Mr. VanAlstine stated that there is Shanty Creek, the Antrim County Snowmobile Club, and the East Jordan Snowmobile Club. He stated that the Village has it opened up now, but it is not publicly known. Ms. Drollinger stated that her priority would be downtown restrooms – which has a lot of action steps stated already. She then stated that improving Richardi park with the Skate Park. She stated that Rachel Krino has worked on it a lot, and the action steps would be to figure out what the equipment would be, and where the funding would be coming from. Ms. Drollinger stated her third priority would be the WiFi downtown, with the action steps being covered already. Mr. Irwin stated that his first priority is to revamp Richardi Park- this could happen in stages but it is a good time to wipe it clean and redesign it. Mr. Irwin stated that his number two priority would be WiFi and his third priority would be bathrooms. Ms. Craft asked if there is a need to have a community visioning exercise or is it a matter of prioritizing the improvements mentioned. Mr. Irwin stated that he may not be the best to answer that question. He stated that he does not know if there needs to be another group focused on the park, but it could be this group. Ms. Essad stated that every time the Parks and Rec Plan is updated, the last draft was done last year or the year before, the Village sends out a survey to the community for input. This plan is how the Village gets grants from the DNR. Ms. Drollinger stated that reviewing the park and reorganizing it would be a good idea. Mr. Short stated that one of his priorities would be to create a park master plan. He also stated that it is important to take the Richardi Park and look at it as a whole because it has the potential to be the Village's crown jewel. He further stated that it is a nexus of the Chain of Lakes, so the water component is essential. He stated that there needs to be a conversation with the County about options for bridges, or Hydroelectricity, or tubing run, or some way to get people connected to the waterway. He also stated to not overlook the "horseshoe" – the chunk of vegetation on the peninsula. He also stated that this has the ability to connect to Glacial Hills, and a skate park. He stated a Richardi Park Master Plan would be great, and how that relates to the property around it and working with private property owners. He also stated that some of the other priorities would be administrative. He stated that completing the Redevelopment Ready Communities (RRC), and becoming a core community. He stated that his idea for bathrooms would be coupled in the Community Hall Restoration Project. He thinks that it would be worthy to not do the project but discuss it in the confines would the Community Hall Restoration, so that it is not redundant. He also stated that Bellaire is the County Seat and that the relationship with the County, and what the County's plans are for the future of the buildings (Jail, Courthouse, County Building). He stated that this area has the potential to become a community center, so we can squeeze some parking in there to allow for downtown development to grow. He stated that there are few vacant lots that can be built on. He also stated that WiFi is easy and doable. Ms. Craft asked the status of the Community Hall Restoration. Mr. Short stated that it is currently not going because a lot of the energy was shifted to this project, with the assumption that it would

be reborn in this group. Ms. Craft stated it will be in plan and she thinks we will want to talk about it, because it has not come yet as one of the high priority projects. She stated that it will be made mention of in the Action Plan as this is something on the horizon and it has not gone away. Ms. Craft stated that Ms. Wenzel emailed her top ideas, which were: RRC, with the action steps of complete as soon as possible, identify what needs to be completed, and who can be of assistance; feasibility study of all parks and boardwalk; conduct a survey of the community's wants and needs and work with consultant in the planning process. Mr. VanAlstine asked if the Village would qualify for grants through the RRC because of the mean household income. Ms. Essad stated that she had heard that the Village's mean household income would not qualify for some grants, but that just because she has doubts about qualifying, she is still working to get it done as quickly as possible. She stated that there have been significant steps made and she is trying to get it done. Ms. Craft stated the RRC is not a silver bullet, that not all communities will qualify, but it is the first step in obtaining some grants. Mr. Ciganick stated that he reviewed the RRC stuff and there is a lot of hoops and forms. He stated that if there is anything that he can help with to let him know. Ms. Craft asked about the NLEA and if the Village has reached out to them. Mr. Short stated that it is a free service that the NLEA provides. Ms. Essad stated that she is in contact with the NLEA and she is trying to get the items checked off on the RRC list. She is hopeful that it will be completed in the next few months.

- b. Review Draft Action Plan:** Ms. Craft stated that this is the shape of the Action Plan – it is supposed to build on the Master Plan, Parks and Rec Plan, and the DDA Strategic Plan, not repeat them. She stated that it is meant to be a to do list. She went over the framework of the Action Plan, and asked for any input. Mr. VanAlstine stated that it looks good the way it was set up.
- c. Assign Community Partner Survey Check-In Responsibilities:** Ms. Craft stated that she wanted the members to reach out to the Community Partners to see if they have taken the survey. Ms. Craft stated each Community Partner, with the Members of the Committee volunteering to check in.

**IX. Correspondence/Reports:** None presented.

**X. Member/Public Comment:** Mr. Irwin asked that there would not be a meeting in December, the next meeting would at the end of January. It was the consensus of the Committee to not meet in December, and meet next at the end of January.

**XI. Adjourn:** Meeting was adjourned at 6:00 PM to the call of the chair.

Minutes compiled by:  
Nicole E. Essad, Secretary

**Minutes are subject to approval.**

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_