

**Village of Bellaire  
Downtown Development Authority  
Minutes  
Wednesday, June 30, 2021**

**I. Call to Order:**

Chairperson Don Hoyt called the meeting to order at 9:00 am

**II. Attendance:**

Members Present: Dan Bennett, Dave Gajda, Don Hoyt, Don Seman, Tracy Lareau, Doreen McGuire

Members Absent: Mark Irwin

Public Present: Taylor Sutherland, Tani Carl, Brenda Fink, Shelly Dayton, Shana Minish, Ellen Berends, Cindi Place

**III. Consent Agenda:**

Motion by T. Lareau to approve the amended consent agenda to add Budget Amendment to New Business. Second by D.Seman. Motion approved by unanimous vote.

Motion by D. Gajda to approve the minutes of the May 25, 2021 DDA meeting. Second T. Lareau. Motion approved by unanimous vote.

Motion by D. Gajda to approve the minutes of the June 8, 2021 Special DDA meeting. Second T. Lareau. Motion approved by unanimous vote.

**IV. Public Comment on Agenda Items:**

Hopeful that the DDA Board in considering the open board seats will be open to the perspectives of the local businesses. Important to have representation of the retail and food and beverage businesses.

## **V. Unfinished Business:**

### **Prospective Board Member Interviews and Vote**

Interviews of the four candidates, Ellen Berends, Michelle Dayton, Cindi Place, and Taylor Sutherland, were conducted, followed by board discussion of each candidate. A vote by ballot was conducted. The following candidates, Cindi Place and Taylor Sutherland, are recommended to the Village of Bellaire as the prospective DDA Board members. Voting by the Village Council will take place on Wednesday, July 7, 2021.

### **DDA Board Officer Vacancy**

D. Bennett nominated D. McGuire to the office of Secretary of the DDA Board. Nomination approved by unanimous vote.

### **Village Update**

D. Bennett stated the the bid for the downtown restrooms came in at \$20k under budget. The two trees that are on the proposed downtown restroom site will be relocated to Richardi Park. Also working on a schedule to open and close the Village building that currently houses the public restrooms.

### **Unified Action Plan Steering Committee (UAPSC) Update**

Chairperson D. Hoyt read a memo from M. Irwin. The UAPSC is complete and the group no longer exists. The committee surveyed the community and drafted a plan which was approved by the DDA and the Village Council. That plan states the Village Council is in charge of the bathrooms, Village Parks and Recreation is in charge of the redevelopment of Richardi Park and the DDA is in charge of public WiFi.

Next steps for the DDA is to push WiFi across the goal line. Meeting was rescheduled between a Village representative, DDA representative, a County Commissioner, and Aspen Wireless. Date to be determined. Funding for this project is between the Village Council and Antrim County.

M. Irwin also encouraged the DDA to continually ask the Village Council about the redevelopment plan of Richardi Park and assist as needed.

### **DDA Boundary Expansion**

Motion by T. Lareau to approve the expenditure of \$5.00 for the boundary expansion map. Second D. Seman. Motion approved by unanimous vote.

## **Way Finding Signage**

D. McGuire recommended that a task force be created to include a member of the Village Council, Chamber, Buy Local Group and the DDA. The conversation will begin with Trish Drollinger from the Village Council and Bradley Keiser from the Village DPW.

## **Buy Local Update**

Moved to next month.

## **VI. New Business:**

### **Budget Amendment**

Motion by D. Seman to approve amending the current DDA budget as recommended by Treasurer D. Gajda. Second by D. Bennett. Discussion followed that the current budget did not reflect the Buy Local - Flowers/Plants. In addition a possibly budget savings regarding Statecraft's Facilitator services as \$2,138 has been expended to date with it being a budgeted item of \$16,500. Motion approved by unanimous vote.

### **Legal Questions**

Nicole Essad, Village Clerk/Zoning Administrator, joined the meeting to present information on the Open Meetings Act and the Freedom of Information Act. A fact sheet regarding the Open Meetings Act was also distributed. Ms. Essad stated that she is available to assist and answer questions at any time to insure correct and legal procedures are followed.

### **Community Roadmap Representative**

D. McGuire will attend the Rotary zoom meeting on Thursday, July 15, 2021 10 am - 11:30 am.

## **VII. Miscellaneous Business:**

T. Lareau will place the business signs that were available last year in the "campground" area. These have a QRCode for some of the businesses. The umbrellas that are usable will not be utilized this year. Minor repairs to some of the tables will be made by Mr. Lareau.

## **VIII. Public Comment on Non-Agenda Items:**

None

**IX. Adjourned:**

Motion by T. Lareau. Second by D. Seman to adjourn meeting. Meeting adjourned by Chair Hoyt at 11:06 am

Meeting minutes compiled by Doreen McGuire