

Village of Bellaire
Downtown Development Authority

Louise Wenzel, Chairperson
Don Hoyt, Secretary
Dave Gajda, Treasurer

Downtown Development Authority Minutes
Tuesday May 25, 2021

- I. Call to Order:** Chairperson Wenzel called the meeting to order at 9:01.
- II. Attendance:**
Members Present: Dan Bennet, Dave Gajda, Tracy Lareau, Doreen McGuire, Don Semen, Joe Short, Louise Wenzel, Don Hoyt, Mark Irwin, Don Semen
Members Absent: None
Public Present: Shelly Dayton, Seth Garnott, Shelly Dayton, Unidentified Caller, Reg Sprik, Christy Wilson
- III. Approval of Consent Agenda:** Gajda motioned to approve the consent agenda, seconded by Semen, motion approved by unanimous vote.
- Agenda: No additions.
 - Financial Report: Gajda provided a report reviewing the balance sheet, cash flow, bank statement, and budget vs. actual.
 - DDA Minutes Approval – April 27, 2021: Add Mark Irwin to Members Present.
- IV. Public Comment on Agenda Items:** Garnott commented Central Lake built a pavilion and Elk Rapids built public restrooms that far exceeded the initial estimates from the Village for the upfront costs and ongoing maintenance.
- V. Unfinished Business:**
- Village Update: Bennett provided an update. Brad Keiser is heading up the public restroom project and DPW will be in charge of maintaining it. The Village is moving forward with the project with the intention of using local contractors. Bennet indicates that local residents and businesses have been requesting this project since the 90's. Bennett expressed concern that people were requesting the Village pause on this project. Regarding public Wifi, Bennett found that we need to go through the County to explore this project. He and Keiser are meeting with Aspen this week to consider this project. The Village may be able to piggyback on the efforts of the County to complete this project. Bennett indicated that Grants are available if we work on the Wifi project through the County, but not directly through the Village.

- **Kegger Campground Update:** Short provided a spreadsheet showing all revenue and expenses from this effort. A check for \$7500 will be given to the DDA from this project. The kegs have been removed for business reasons. Short is considering different uses for this same space, and intends to make it available for public use through the summer. The board discussed whether the DDA should fund porta jons through the summer, which we expect to be around \$1,000-\$1,100 a month. Gajda motioned to ask the Village to cover 50% of the costs for the porta jons through the summer months. Lareau seconded. All but Bennet were in favor of the motion. Bennett indicated that the timing isn't good for this request. The motion was removed by Gajda. Lareau made a separate motion for the DDA to continue paying the cost of the porta jons on a month to month basis. Hoyt seconded. All were in favor.
- **Unified Action Plan Steering Committee Update:** An update was provided by Irwin. Irwin explained the Unified Action Plan in detail, how it was created and disseminated to different community groups. Letters of support were provided by several local groups and individuals. Gajda motioned to accept the Unified Action Plan resolution, while amending the change of adding Downtown Development Authority to the last sentence in the resolution. Irwin seconded. All board members approved the motion, with the exception of Bennet who abstained due to his separate vote with the Village. Gajda suggested we appoint DDA board members to each role in the plan. Irwin indicated the most urgent of these are identifying a responsible party for the Wifi project. Hoyt volunteered to be the lead. Lareau will attend the first meeting with the Village and Aspen on Thursday and share findings with Hoyt on the Wifi project.
- **DDA Boundary Expansion:** Gajda provided a thorough update. He believes the previous boundaries were created by the previous Village clerk. He has collected estimates from different organizations to create map representations that visually display expanded boundary options. Nicole, the acting Village Clerk, has indicated she can provide maps for considering expanded DDA boundaries at no cost. Gajda will work with Nicole on this.
- **Wayfinding Signage:** McGuire provided updates on her findings. She spoke on what types of wayfinding signs were developed previously and received support from the Board to continue with this project. McGuire will work on getting quotes and mock ups of signs from Pro Image Design and provide them to the board for consideration.
- **Buy Local Update:** Dayton indicated flowers are being planted Thursday at 8:30 am. Downtown maps were created and delivered ahead of schedule, and the project paid for itself with advertising expenses. M88 Market Tour is Sat. June 19 through Antrim County.
- **M88 Non Motorized Trail Update:** Wenzel and Short attended the first meeting and the project is moving right along.

VI. New Business:

- Brighter Day Band – Reg Sprik request: Sprik would like to organize a Street Dance, with the DDA’s support. He needed a sponsor to approach the Village who has insurance so that they can approve the street dance. Reg described the band, their following and the intent of their events. He believes the original intent of this event has changed due to Covid restriction changes, and would like to reconsider this request. No action was taken at this time by the Board.
- Audited Financial Statement Review: Wenzel and Gajda reviewed the draft audited financial statement section relative to the DDA. An error was noted in the DRAFT financials statements, but deemed immaterial by the auditors. Wenzel and Gajda requested to review future audited financial statements before they reach the Village for approval.
- Bellaire Marketplace Motion: Short sent a memo to the board for the group to consider in advance. Short discussed long-term goals, mixed use property, lack of retail venues, bathrooms, etc. Short asked if the DDA board would be willing to consider reaching out to the Village on whether they would be willing to consider pausing the bathroom project to consider long term visions. Bennet indicated this project has been on the agenda since the 90’s and the Village is moving forward with the project. Irwin indicated the intent of the Unified Action Plan was to establish common goals that met community development desires, then work together to complete these goals in an agreed upon timeline and manner, and the timing of the completion of the Village’s goals seems strange due to the fact that we are weeks away from completing this plan and an agreed upon system for proceeding with these projects. All board members provided comments regarding the issue. The consensus was that the Village has already made up their mind on this issue. No motion was made.
- Pitch Night: NLEA contacted Wenzel to be a representative for Pitch Night, and the project has been put on pause.

VII. Miscellaneous Business of the Authority Board: Gajda asked if we are meeting in person for our June meeting. Due to regulation changes we will meet in person.

VIII. Public Comment on Non-Agenda Items: Dayton indicated she would like to see improved communication in regards to how these projects are pursued.

IX. Adjourned: Meeting was adjourned by Louise Wenzel at 10:56 am.