

Village of Bellaire
Downtown Development Authority

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

Downtown Development Authority Minutes
Wednesday March 31, 2021

- I. Call to Order:** Chairperson Wenzel called the meeting to order at 9 a.m.
- II. Attendance:**
Members Present: Dan Bennet, Dave Gajda, Tracy Lareau, Doreen McGuire, Don Semen, Joe Short, Louise Wenzel
Members Absent: Don Hoyt, Mark Irwin
Public Present: Abby Baker, Shelly Dayton, Brenda Fink,
- III. Approval of Consent Agenda:** Lareau motioned to approve the consent agenda, seconded by Gajda, 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. Information to be provided to the Village for audit purposes. Gajda also provided project-to-date accounting for Unified Action Plan.
 - DDA Minutes Approval – February 24, 2021: No changes to the minutes.
- IV. Public Comment on Agenda Items:** (none provided)
- V. Unfinished Business:**
- Village Update: Bennett provided a thorough update. The Village has met with their Auditor and Bennett is recommending to the Village Council that the Village pay for the public restrooms located by Shorts at a cost of approximately \$120,000. Bennett also shared that the Village is in the process of hiring a 3rd full time police officer.
 - Kegger Campground: Short provided an update indicating that the fire rings were pulled on Monday, March 29, 2021 and the sites will remain as is until next winter. Outdoor seating will remain in the “Campground Cubicles” for the summer and beyond and that there is no longer a need for firewood processing until next winter.
 - Business/Property Owner Parking – Letter/Map: Wenzel directed the board’s attention to the map included in the meeting materials. She shared that the information included on the map was a result of a walk around with several

individuals including representatives of the Village. As a result, the number of parking spaces at each parking lot has been identified as well as times for use. Wenzel shared that an updated parking map needs to be created to accompany the letter to business owners about parking options. A designer currently working with the Buy Local group has been identified and as a result of the synergies of the Buy Local and DDA work, the estimated number of hours to update the map is only approximately two hours at a cost of \$40 per hour.

In addition, Wenzel shared that there was a parking study done in prior years by the former DDA Director. This study was taken previously to the Village and at that time, the Village was supportive of paying for parking signs. During the walk around noted above, a review of the current parking signs revealed that the signs are confusing. As a result, Bradley Keiser of the Village DPW is going to meet with the head of the Antrim County Commissioners to review. In the meantime, Keiser has taken down any parking signs deemed confusing and is working on a bid for new signage. The cost of new signs is currently not allocated in the Village's budget and as a result, Wenzel may return to the DDA in the future to consider a request for funding.

Wenzel, asked for a motion to approve the cost for the design of the parking map. Motion made by Lareau, seconded by Semen, and passed by unanimous vote.

Gadja inquired about amending the DDA budget as motions are approved.

Wenzel supported this and noted that the monies will come from the TIF budget as the expense for the map as it is considered under the category of "way finding," that is allowable under TIF spending.

- **DDA Boundary Expansion:** Gajda indicated that in addition to the memo provided, he has been working with the Townships in the Village (Kearney and Forest Home) and has been looking at the databases for assessed value for 2020 and 2021. In addition, he has been reviewing information when the boundary extension was discussed in 2016. Additional time is needed to reflect on the information and Gajda will provide a report at a subsequent meeting.
- **Wayfinding Signage:** On behalf of Don Hoyt, Wenzel shared that there are some current technology issues with the website of the firm that created the existing signs. As a result, Hoyt will continue to work on fact finding for new signage and will provide an update during the April meeting.
- **Hometown Heroes Banner Update:** Abby Baker of Hometown Heroes met with the Street Committee of the Village and has received approval to move forward with the program once the brick program is completed. In the meantime, Baker is looking into potential construction by MDOT that may impact the downtown area and is continuing meetings with Libby Hiser and others from Antrim County Veteran's Affairs to continue to move the approved program forward.

VI. New Business

- Buy Local Update and Request for Funds: Shelly Dayton shared that the Buy Local group is working on the third printing of the downtown map and that it should be available before the Memorial Day Holiday. A Buy Local Event is coming up on April 17th called “Flip Flops and Flamingos.” In addition, the group is organizing efforts for the third year for the downtown flowers. In prior years, the DDA provided funding for this effort and Cyman Gardens provides a discount. Dayton requested funding from the DDA to support the replacement of a few planters and for the materials for the plantings.

Wenzel shared that in prior years, the DDA includes monies for the flowers in the budget. However, no information was provided previously and as a result, monies were not included in the budget. Wenzel and Dayton committed to working together to ensure monies are included in the upcoming budget that is prepared on/around October 2021.

Wenzel asked if the Board would want to spend the \$1,687. Don Seman made a motion to spend the monies in the amount of approximately \$1,687 in support of the downtown flowers, McGuire seconded and passed by unanimous vote.

- Garbage Cans: Wenzel shared that the Village Clerk asked for this item to be included on the DDA Agenda. At a prior meeting of the DDA, there was an inquiry if additional garbage cans could be placed outside during the winter. In follow up, the Village Clerk shared that the current garbage cans are not able to be outside during the winter. The Clerk provided a sample of garbage cans that are able to remain outside and requested the DDA pay for ½ of the costs, approximately \$7,000. Wenzel followed up with the Clerk to indicate that the DDA was only inquiring if additional cans could be placed in the winter and Wenzel learned that the garbage cans were already ordered. The existing garbage cans were in need of repair which is why they were ordered. As a result, the DDA was asked to cover ½ the cost of the garbage cans. It was shared that the Village does have the funding in the budget to pay for the costs of the garbage cans.

Wenzel asked for discussion about this matter. Several DDA members expressed their appreciation of the Village looking into garbage cans and most noted budgetary concerns at this time due to other anticipated expenses that would be forthcoming as well as not having planned for this expense in the current DDA budget. Wenzel made a motion to respectfully decline to reimburse the Village for half the costs of the garbage cans. Seconded by Gajda and passed by unanimous vote.

- DDA Newsletter: Wenzel shared that in prior meetings, the DDA had talked about if there was a need for a new DDA newsletter. After connecting with a few

members offline, it was suggested that rather than create a new communication, that the DDA should leverage the Chamber's existing newsletter send each Friday, "Destination Bellaire" and include relevant DDA information as appropriate. Wenzel connected with the Chamber and they would be happy to include any information from the DDA. Wenzel asked for volunteers to lead this effort. McGuire indicated that she would be willing to do so if another member would proof the information in advance. Lareau offered to do so.

- VII. Miscellaneous Business of the Authority Board:** Wenzel stated that the next meeting is planned for April 28. However, she is unable to attend and provided options for consideration including another member presiding over the meeting or alternate dates to hold the meeting. After discussion, Wenzel committed to creating a Doodle Poll to determine a new date.
- VIII. Public Comment on Non-Agenda Items:** Brenda fink expressed her appreciation to the DDA for the funding for the flowers and to the Village for their commitment for the restrooms. As a member of the Buy Local Group and as a business owner, she is very appreciative. Moreover, Fink specifically acknowledged Bradley Keiser of the Village DPW and others.
- IX. Adjourned:** Meeting was adjourned by Louise Wenzel at 9:44 a.m.

Meeting minutes compiled by Tracy Lareau