

Village of Bellaire

Downtown Development Authority

Louise Wenzel, Chairperson
Don Hoyt, Vice-Chairperson

Downtown Development Authority Minutes

Wednesday, January 27, 2021

- I. **Call to Order:** Chairperson, Wenzel called the meeting to order at 9:01 am. Wenzel informed the Board that we are required to record our meetings for 6 months due a Freedom of Information request initiated by the Village.

- II. **Attendance**
 - Members Present:** Mark Irwin, Don Hoyt, Don Seman, Dan Bennet, Joe Short, Louise Wenzel

 - Members Absent** - None

 - Public Present:** Dave Gajda, Seth Gernot, Doreen McGuire, Tracy Muscat

- III. **Approval of Consent Agenda:** The consent agenda was motioned to be approved by Irwin, seconded by Bennet and passed by unanimous vote.

- IV. **Public Comment on Agenda Items:** (none)

- V. **Unfinished Business**
 - Village Update: Bennet provided an update. The Village is in the process of approving a budget. He has been in contact with someone regarding Wi-Fi. They are looking for a location for a tower and considering the old fire tower. The Village is also looking at public restrooms.
 - Unified Action Plan Steering Committee Update: An update was provided by Irwin and Short. 14 community members were surveyed. The committee is developing a roadmap March – April to be presented in May. Communication improvements are also in the works.
 - Kegger Campground Update: Short provided an update. Email thread of Kegger Campground operations group is providing updates, seems to be cruising right along in terms of operations. Short is the lead on firewood and finances. Development and operations have exceeded expectations in terms of use and attraction. Firewood sales are maintaining a certain level of business. They are looking for dry ash wood to add to the supply. Shorts buys firewood, bundles it,

and has paid for supplies necessary to run the campground. The intention is the firewood pays for expenses such as porta-potties, trash removal, misc. supplies, and whatever funds are left over, would be given to the DDA. Joe would appreciate help with snow removal, interested parties possibly being added to the operations email list, or simply frequenting the campground to be a representative and ensure rules are being followed.

VI. New Business

- Board Resignation: Christy Wilson formally submitted a notice of resignation. Hoyt motioned to accept her resignation. Semen seconded. Motioned passed by unanimous vote.
- Board Applicant Review/Interviews: Louise reviewed the guidelines we established for filling these vacancies and recommends that we follow these guidelines as we consider the applicants. The board discussed how the applicant who applied after the deadline should be considered. Don Hoyt motioned that the applicant who submitted their application after the deadline be deemed ineligible for this round of interviews because agreed upon procedures weren't followed. Don Semen seconded. Motion passed by unanimous vote.
 - i. Tracy Muscat was interviewed by the board. Semen motioned to approve Tracy as a board member. Irwin seconded. Board vote was unanimous in support.
 - ii. Dave Gajda was interviewed by the board. Hoyt motioned to approve Dave as a board member. Semen seconded. Board vote was unanimous in support.
 - iii. Doreen McGuire was interviewed by the board. Semen motioned to approve Doreen as a board member. Hoyt seconded. Board vote was unanimous in support.
 - iv. Seth Gernot was interviewed by the board as a courtesy and will be considered for future vacancies.
- Board Member Term Expiration: Don Hoyt's term expires on Feb. 14, 2021. Dan Bennett motioned Don Hoyt's term be renewed. Mark Irwin seconded. Board vote was unanimous.
- Officer Elections: Wenzel reminded the board that officer elections are required at the beginning of the year. Don Semen motioned to keep Wenzel as the Chair. Dan Bennett seconded. Board vote was unanimous in support. Louise motioned to elect Don Hoyt as Secretary. Dan Bennett seconded. Board vote was unanimous in support. Irwin motioned that Wenzel be the acting Treasurer until the role is filled. The board intends on asking Gajda to fill the role, since he expressed interest in the position. We will do so once the Village approves him for the DDA board position. Semen seconded. Board vote was unanimous in

support. Dan Bennet motioned we postpone the election of the Vice Chair for the time being. Semen seconded. Board vote was unanimous in support.

- Bank Account Signatures: Wenzel motioned Christy Wilson be removed from the bank signature card due to her resignation. Dan Bennett seconded. Board vote was unanimous in support.
- Board Size: Motion was tabled till next meeting.
- Chamber Membership: Bennett moved to continue relationship with Chamber of Commerce. Semen seconded.

VII. Miscellaneous Business of the Authority Board: Wenzel will conduct a board orientation with new board members, give bylaws, encourage them to come to Village meeting and a virtual swearing in will occur for all new members.

VIII. Public Comment on Non-Agenda Items:

IX. Adjourned: Meeting was adjourned at by Wenzel at 11 am.

Meeting minutes compiled by Don Hoyt