

DRAFT
Village of Bellaire
Downtown Development Authority
Minutes
April 26, 2023

Call to Order:

Meeting called to order by Taylor Sutherland at 9:36 am.

Pledge of Allegiance

Attendance:

Members present: Michael Belanger, Dan Bennett, Michelle Dayton, Dave Gajda, Don Hoyt, Tracy Lareau, Doreen McGuire, Cindi Place, Taylor Sutherland

Members absent: Doreen McGuire

Public present via Zoom: None

Public present: Jean Bedell, Janet Koch, Shana Minish

Consent Agenda:

Motion by D. Hoyt to approve consent agenda. Second, M. Dayton. Motion approved by unanimous vote. There were three minor changes to the minutes from the March 22, 2023 mtg. (spelling of Place, Bennett, and the addition of S. Dayton to the Buy Local update). S. Dayton and C. Place requested additions to the agenda for April 26, 2023. The addition of Table and Chair placement and the upcoming DDA meet and greet scheduled for May 15, 2023.

D. Gadja welcomed any questions about the financial report in the consent agenda and shared that the information for the Audit has been sent. S. Dayton inquired about a potential “underage” from the Buy Local budget. Conversation about how much was over/under for the Buy Local budget from 2022. There is no “underage” and if there was, it would have been for a prior year and addressed previously.

Public Comment on Agenda Items:

None

Unfinished Business:

Buy Local Update

S. Dayton indicated the Buy Local group met on April 25, 2023. The group's most recent event was Flip Flops and Flamingos. Ads, flyers, decorations were used for this event.

The welcome pamphlet is currently on hold because the map won't be ready until prior to Memorial Day Weekend. Once ready, S. Dayton will distribute to stores, realtors, in with the welcome bags for Shanty, etc. The downtown map will be printed and distributed prior to Memorial Day Weekend.

The Spring Fling event is this weekend and includes side walk sales, etc. and will be an opportunity for business to leverage the potential visitors coming in to Short's this weekend.

Meet and Greet for DDA and Buy Local is coming up in May (to be discussed later in the agenda).

Planting for the flowers in downtown is getting organized for Wednesday, May 24, 2023 at 9 am. Uniquely North leads this along with volunteers from businesses and the Garden Club.

The M88 Outdoor Market Tour will take place on June 17, 2023.

Village Update

D. Bennett thanked the DDA for the its support of the ceremony for the bathrooms. The movement of the piano that was placed at Short's last year was approved by the Village Council for placement at the bathroom pavilion.

Senator Peters Office has been very helpful with a \$2.1M grant for the water pipes in the Village. The grant looks good at present and has made it out of Committee is now going to Congress. More information to be shared as things progress.

D. Bennett shared that the Village is looking to apply for a Michigan Spark grant for Richardi park and other areas.

The sewer fixes for the Village are tied to what EGLE requires and the Village is not as bad as some other local communities. There is a public hearing today for Village at 3 pm about the water.

The Village has received some complaints about the new Short's fence. D. Bennett indicated that he believes something more will happen with the front of it. D. Bennett has looked into everything and it is zoned properly related to the fence.

Quite a bit of feedback, is the about the removal of the tables and chairs that were used for people to use as a perceived public space. D. Hoyt shared thoughts about an area for the public to gather. Agreement from others regarding that sentiment, but with understanding that it is private property.

D. Bennett shared that Central Lake has received a grant for a school liaison and mentioned that the liaison in East Jordan recently stopped a shooting as students were comfortable enough with the liaison to share information about a potential threat. D. Bennett shared that the Village would be interested in perhaps sharing a liaison with Central Lake at a future point.

M. Belanger ask about Village's green space in downtown and placement of tables and chairs. S. Dayton shared that the DDA will discuss further in the agenda.

Public Wi-Fi

C. Place shared that there is no substantive update other than the County has applied for a grant from the State of Michigan for Wi-Fi. J. Koch, the Deputy Administrator for Antrim County, shared that the County did not apply but rather sent "letters of support" to complement the grants that had to be submitted by two firms related to fiber and networks. Those businesses have applied for the grants with the County's support.

DDA Parking Committee

S. Dayton shared information about temporary parking signs. The County building will be under construction and as a result, she is recommending six signs vs. eight given the construction. D. Hoyt inquired about the parking spots that might be available during construction and S. Dayton shared that it will be based on how the constructions goes. D. Hoyt recommended that the DDA should still go with eight signs and to include B. Kaiser from the Village about placement.

The invoice is \$230.32 for six signs and S. Dayton will add two extra signs. New sign holders are \$13 each and she will follow up with final costs. She shared a mock-up of the signs and believes that the cost will be under the \$500 threshold approved at the prior meeting. S. Dayton will order the signs.

D. Hoyt shared that he did reach out for a few more quotes for a parking survey, including a firm that handled Petoskey's parking survey. The budgets may vary but it is important to do our due diligence on contacting firms and securing more than one quote. D. Hoyt is optimistic that he will have additional information to present at the next meeting.

Outdoor Art

T. Lareau recommended that this agenda item should be called "Grants Committee"

moving forward with a sub bullet for the projects, such as “outdoor art.” She mentioned that the most recent meeting of the committee took place on April 25, 2023 and that there is a significant amount of work underway to fabricate, execute and promote the exhibition. Discussion at yesterday’s meeting about the program to be handed out, the building of the frames, the placement of images since the original plan was impacted by the construction of the Short’s fence affecting both the image for the Pharmacy and at Bee Well, a timeline for a “soft opening” on/around the first week of June 2023, introducing the project at the DDA meet and greet on May 15, the audio tour being handled by the Bellaire Library and recorded next week, plaques on the works, advertisements, press release and list serves were also discussed.

S. Dayton shared the images that have been selected for the outdoor exhibition and presented a sample and detailed information about mounting and materials and said that Pro Image has been very helpful. Brochures about will be in the businesses, etc.

C. Place said that the sponsors will not be acknowledged in the audio and that the Grants Committee will acknowledge in ways outside of the audio. M. Dayton shared that the advertising budget is a bit daunting and shared that we are still raising funds.

T. Lareau shared that the monies raised will offset the DDA’s commitment of funds.

D. Hoyt inquired about the paintings and what will be under the art such as a description.

C. Place said no but the audio tour and pamphlet will provide information for people who need the information in writing. D. Hoyt shared his experience with the DIA and a description on the plaques. C. Place said that the plaque will show the date, title of the work, name of the artist, the QR code, and sponsors but also needing to balance the plaque not detracting from the work with a lot of information. S. Dayton shared information about the frames being black and the plaque in black with gold lettering to make things even more elegant and museum like.

C. Place shared that Meadowbrook will be bringing people down for tours and S. Dayton has contacted the art teacher at the school about the same.

- Consumers Energy Foundation Pitch Update. T. Lareau that the Grants Committee learned late last week that it was not selected as a finalist to create a pitch deck to present for potential funding at a conference in June. However, since the narrative is written, T. Lareau would like to look at other potential funders. C. Place shared that the Grants Committee should look at the Michigan Humanities Council, among others.

New Business:

Meet and Greet

C. Place shared a draft flyer about the May 15, 2023 meet and greet. She asked members to provide her after the meeting with additional information with her about what should go on the flyer. S. Dayton said that the flow for the last meet and greet was kind of impromptu on the program and introducing people and suggested that perhaps this year we can frame out a program and have two people greet people and introduce them. She said that we must have an agenda for the meet and greet as this is considered a “special meeting” of the DDA and that we also need minutes for the special meeting.

T. Sutherland commented that D. Hoyt did a great job at the last meet and greet in 2022 and asked that various DDA members provide remarks at the meet and greet such as about the Grants Committee (D. McGuire and T. Muscat), Buy Local (S. Dayton), Parking (D. Hoyt), and Organizational (C. Price). S. Dayton indicated that C. Culver will also be in attendance as this is also an introduction for the exhibition. S. Dayton will send an email to the Buy Local group to attend and the funders for the exhibition. S. Dayton shared that it is important that people know that the meet and greet is free and thanked S. Minish from Terrain for hosting. D. Hoyt recommended that the meet and greet also include information about what the DDA has done previously such as tables/chairs and Emma’s Way. and C. Place asked D. Hoyt to please share this type of information with her after the meeting so that she may include it in the flyer.

D. Bennett shared that he is impressed by the DDA and hears that the DDA is going great things. He believes that it has turned around from a few years ago and the atmosphere is much better and the relationship with the Village is better.

S. Minish inquired if we will have visuals and suggested that Terrain can accommodate this. She said that the DDA could use the other side of the restaurant but that we will need a microphone. S. Dayton will follow up with Hello Vino about this.

County Building Construction

J. Koch provided an update about future construction at the Antrim County Building. She shared handouts from Antrim County that was shared with the County Commissioners and showed the DDA a drawing of what is termed the façade project. She said that it is a huge project. Conversation is still underway at the County level regarding the color of the metal. There will be an additional foundation so there will be concrete trucks and related equipment.

The building being renovated was constructed in 1978 and walls need to come down due to how it was constructed back then and offices will need to be moved or relocated for a temporary period time, approximately five – seven months. Exterior walls will need to come down and temporary walls will go up. Public access is pretty settled but parking is still under discussion during the construction.

The first phase to signify the project is happening will be fencing that will go up and contractors dropping construction trailers. It is anticipated that this will all begin on/around

July 5, 2023. There is one general contractor and there will be multiple sub-contractors. The sub-contractors will not be parking in the temporary parking around the County Building.

J. Koch also shared that August 23 – September 20, 2023 is tentatively is planned for the trial of the planners of the kidnapping of Governor Whitmer. Jury selection is August 21 – 22. She shared this with the DDA as this may also impact parking with media and people coming to the county building.

C. Place shared that it will be very important for local businesses to know where to park and mentioned that during the events, can we ferry people on golf carts to/from events in the Village.

The County offered to do any type of outreach to others to inform them. C. Place said that she would like as much information as possible at the Bellaire Library. J. Koch said that they will get all of the sub-contractors together with the General Contractor to map out a more specific timeline and this might be available by the end of May.

S. Dayton and C. Place indicated that they will leading efforts for DDA in terms of helping to get the information out via the Library and Buy Local. C Place confirmed with J. Koch that it is okay to reproduce the Bulletin distributed to the DDA to have at the Library. J. Koch shared that she will follow up with the DDA at their June meeting.

T. Lareau inquired about any future plans for the post office being on the county's campus. J. Koch replied no. J. Koch did share information about the Safety Building concepts and shared that there is a FAQ page on the county's website.

S. Dayton inquired if there could be cones with signage that directs people about where they can and/or can't park during the trial. Conversation about parking for news trucks and others ensued. T. Sutherland inquired if we can direct people to the school parking or the grass lot. S. Dayton recommended that we have cones and signage indicating for business/shopping parking.

C. Place shared that the parking near the Library by the hardware is going to be resurfaced.

T. Lareau inquired about in addition to the possible cones/signs, can we hire a few people to supplement any Village efforts to direct parking and use a portion of the DDA budget.

S. Dayton shared that we should be okay with cones and signs. D. Gadja indicated that there are monies for parking signage in the budget. Comment made about not restricting parking on a public street.

T. Lareau inquired about a standing signage holder that is not permanent but more substantial than the lawn signs that can be wheeled in/out and the DDA can print inserts vs. new signs each year or that can be used to complement the yard signs. D. Gadja reminded the DDA about the process about the amending the budget through the Village. C. Place share that the Library has a sign that they can modify at the Library. T. Lareau committed to connecting with C. Place about temporary signs as noted above and secure an idea for costs

if this was ever pursued by the DDA in the future.

Rubber Ducky Float

T. Sutherland asked if the DDA wanted the rubber ducky float offered by Joe Short. M. Dayton shared that her preference would be to not take on a rubber ducky float but she is supportive if there are enough volunteers to support the float and that August is a busy month for businesses. T. Sutherland described the float and what might be involved for sprucing it up. M. Belanger inquired where the float is stored. D. Bennett asked if it was offered to the Chamber of Commerce. C. Place shared thoughts about getting the word of the DDA out through the newsletter, meet and greets and chamber more so than a float. T. Sutherland suggested perhaps reaching out to the Chamber and the School to inquire if they would want it. D. Hoyt shared that he will follow up with J. Short about declining the float but suggesting other organizations that J. Short might connect with.

PO Box

T. Sutherland shared that he will check the PO box when he is in town and coordinate with DDA members about the mail.

Placement of Tables and Chairs

S. Dayton shared that there appear to be spaces for tables/chairs by the Library, near the Flying Pig on the sidewalk while still remaining ADA compliant, next to Bellaire Bar but she is unsure if the bar uses it (D. Hoyt will follow up to ask), and possibly near the Stone Water Inn on the Village property, and the Village property by the restroom pavilion.

S. Dayton fielded a recommendation about being able to close off a portion of the space between the Village and Ruthies and place tables and chairs there. D. Bennett was asked if it would be feasible to close it out (keeping Ruthie's parking in mind) and he indicated that he would follow up with the Village. C. Place shared that perhaps we can place pots with flowers, solar lighting and place tables in the area. S. Dayton said that if we had ½ of the block with four – six tables and chairs that she feels positive about it but we need to think through the logistics of asking for permission, route of delivery trucks, and safety. C. Place was said that this could be a safer foot path for people. S. Dayton said that it would be important to have things look nice with the planters and lighting while addressing any potential safety issues. D. Hoyt expressed his thoughts about this being a positive area in the summer time, we have the tables and chairs already but conversation would need to take place with Ruthie's.

T. Lareau asked what is the cascade of the conversations? D. Bennett suggested that the DDA connect with Jan Clark at Ruthie's first, then B. Kaiser of the Village, and then inform others that might be nearby. S. Dayton said that this seating area could complement the tables and chairs at other placements on either side of downtown and then this central area as discussed.

C. Place said that this would also address some of the feedback received about the perceived public space that is actually owned by Short's going away. S. Dayton shared that Broad Street will be closed on Mondays, only during the summer months and not all year long, and that we will be able to place cemented pots and lights that can be stored, while addressing feedback from the public.

T. Lareau inquired who is the most appropriate person to talk to Ruthie's about this. D. Bennett indicated that it is the DDA. S. Dayton and D. Hoyt agreed to talk with J. Clark at Ruthie's.

Miscellaneous Business of the Authority Board:

D. Bennett asked a question about a millage for the Police and asked for informal feedback. S. Dayton shared that perhaps the public would need information about what the millage is for and what the department is currently doing. D. Bennett said that the Village of Bellaire receives more calls for the Police than Elk Rapids. C. Place said that it is also helpful to understand how much the millage actually is from a cost perspective for someone's home and it's helpful to provide people with an example. Feedback shared that the Village Police is approachable, they are visible, Bill Drollinger is visible and that having public relations about the good work of the Police in advance of the millage will be helpful.

S. Dayton said that she wanted to include in the meeting that at the recent Buy Local meeting that they did talk about the banners on the lamp posts. She will follow up with Bradley Kaiser of the Village. S. Dayton shared that she did a walk-through of the light posts and that they are not super strong but as the Buy Local group is working on the flowers, perhaps the torn banners can be addressed as well and again, that she will talk to B. Kaiser about taking ripped down flags or those in disrepair and if needed, will discuss with the Village Council.

S. Dayton said that she is unsure of what entity is responsible for the banners on the lamp posts. T. Lareau that she recalled that at a DDA meeting three years ago there was a non-profit group that was going to do a program for Veterans with the lamp posts and that she had asked who is responsible for the lamp posts and it was the Village. S. Dayton said that appears to be unclear. D. Bennett committed to asking about the lamp posts and who is responsible.

Public Comment on Non-Agenda Items:

Adjourn:

Motion by C. Place to adjourn meeting. Second by M. Dayton. Meeting adjourned by T.

Sutherland at 11:27 am.

Approved:

Meeting minutes compiled by T. Lareau