

**Village of Bellaire
Downtown Development Authority
Minutes
December 27, 2023**

Call to Order:

Meeting called to order by Taylor Sutherland at 9:03 am.

Pledge of Allegiance

Attendance:

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

Members absent: Dave Gajda

Public present via Zoom: D. Gajda

Public present: Jean Bedell

Consent Agenda:

T. Sutherland added the budget as a stand-alone agenda item for the meeting. Motion by M. Dayton second by D. Hoyt, motion passed. Motion by M. Dayton to approve the consent agenda second by D. Hoyt. Motion passed.

Public Comment on Agenda Items:

None

Unfinished Business:

Buy Local Update

Shelly Dayton shared that the final event of the calendar year will be held this Friday Sip and Shop. The PJ shopping day was very successful and had larger attendance than the prior year. Also, last minute shopping the Saturday before the holiday was also successful and that the Buy Local coordinated events are getting bigger and bigger. In 2024, the Artist/Sweets event is in March and Flip Flops and Flamingoes after that. Buy Local is considering a poker run.

Purchasing Policy Report

T. Sutherland shared that three people are stepping down from the DDA and that he is recommending a one-time exception to the purchasing policy so that M. Dayton (incoming President) can still purchase until the three positions are filled. Motion by M. Dayton for the one-time exception until the positions are filled and added members may be identified for purchasing. Seconded by D. Hoyt. Motion passed.

Budget Report

D. Gajda shared that with input from the Board and the Grants Committee, he has made updates to the proposed DDA budget and that is found in the meeting materials. Proposed expenditures are based on what was discussed at the last DDA meeting and includes the input from the Grants Committee about monies raised for art activities/programming. T. Lareau made a motion to accept the proposed budget to be presented to the Village for consideration. Second by M. Bellanger.

Village Update

D. Bennett shared that a new Assistant Treasurer/Clerk was hired. The Ballpark might take a bit longer for the dug outs due to some circumstances related to the contractor. However, the fields will be ready for use. Bennett did look into angle parking for M88 in downtown but MDOT has indicated that will not be possible. The Internet work is slowing coming. The large recognition rock near the downtown bathroom pavilion has received positive comments as have the holiday decorations. Updates are being made to the sewers.

Public Wi-Fi

D. Hoyt shared that the DDA has a reasonable quote when upgraded infrastructure is in place and that we waiting to find out when/how to apply for government grants. M. Dayton shared that black Friday and during shop small Saturday there were big interruptions to the internet service and businesses and others that these upgrades will happen soon, understanding that this is not something the DDA can address on its own.

Parking Committee

T. Sutherland shared that there is no update for this meeting. M. Dayton asked if he knew who removed the temporary parking signs. No one knew. M. Dayton will follow up with Chief Drollinger and B. Kaiser to ask.

Grants Committee

D. McGuire shared a mockup of the sign that will go on the posts where art is installed for outdoor exhibitions. The sign announces the next exhibition and the call for art. People can simply scan the QR code to take them to the submission portal, website, information about prior exhibitions and more. M. Dayton will follow up with the Buy Local group to promote the call for art. McGuire said that the press release will go out after the first of the year and shared the language to be used to request quotes for photography services for the 2024 exhibition. Motion by T. Lareau to approve the quote language for photography services. Second by D. Bennett. Motion passed

New Business:

2024. Officer Nominations/Advertising Open Positions

- T. Sutherland shared the officer nominations discussed at the last meeting and asked what we are doing to advertise the open member positions. M. Dayton asked that the language used to advertise the open position from last year be shared with her so that she can coordinate social media promotion, inclusion on the DDA webpage, and potential ad in the local paper. T. Sutherland will ask the Village Clerk for the language for posting. M. Dayton requested that the Board consider approving no more than \$200 if needed for the DDA positions ad. M. Dayton made a motion for this and D. McGuire was second. Motion passed.
- D. Hoyt said that if ads or promotion go out in January, then interviews can take place in February at the mtg. M. Dayton shared that she will have Jamie at the Applesauce Inn promote this on social media. D. Hoyt shared that the board is in good shape and would like to keep the momentum going. D. McGuire asked for the language from Dayton so people can pass it along.
- M. Dayton shared that she met a person who was hired as a Director for the Elk Rapids DDA and that there will be a conversation with this person and possibly other DDA members from Alden and Elk Rapids to meet each other in an informal setting at a future date that is to be determined. T. Lareau and M. Dayton emphasized that this is not a formal DDA meeting and that no DDA business will be discussed.
- T. Sutherland reviewed the officer positions discussed and approved at the last DDA meeting. M. Dayton as President, M. Bellanger as Vice President and D. McGuire as

Secretary. T. Lareau asked if we can do a motion for these new officers as she did not recall if this had taken place at the last meeting. T. Sutherland made a motion for the Officers as noted above. Second by T. Lareau. Motion passed.

Sidewalks

- None

Miscellaneous Business of the Authority Board:

D. Hoyt shared that he attended the Bellaire Chamber meeting and feels that there is new energy and momentum as a result of new hires. The meeting seemed positive.

Public Comment on Non-Agenda Items:

None.

D. Bennett said that the DDA and Village are working together and communicating. M. Dayton supported his statement. D. Hoyt provided historical perspective about the DDA and that early on, it appeared that several of the DDA members did not have volunteer experience that is needed for the board and that things have really changed in a positive way with the DDA. D. Bennett shared that there will be a new youth center behind the new pizza location.

Adjourn:

M. Dayton made a motion to adjourn the meeting and a second was made by D. Hoyt. Motion passed.

Meeting adjourned at 9:37 am.

Meeting minutes compiled by T. Lareau

Approved on: January 31, 2024