

Village of Bellaire
Downtown Development Authority Minutes
Wednesday, April 24, 2024
Amended Wednesday, May 29, 2024

Call to order:

Meeting called to order by M. Dayton at 8:59 am.

Pledge of Allegiance:

Attendance:

Members Present: Dan Bennett, Margie Boyd, Jamie Creason, Michelle Dayton, Dave Gajda, Don Hoyt, Doreen McGuire, Cindi Place

Members Absent: Michael Belanger

Public Present: Jean Bedell, Janet Koch

Zoom Attendees: Brandy Craft, Bellaire Chamber of Commerce

Consent Agenda:

D. Gajda motion to amend the Consent Agenda to include additional bills to be paid. Second, C. Place. Motion approved.

Public Comment on Agenda:

None

Unfinished Business:

Welcome New Board Members

New Board Members, Margie Boyd and Jamie Creason were welcomed to the Board. Updated email list and terms were provided.

Buy Local Update

Flip Flops and Flamingos not as busy as past years, quiet winter. Sharing of events by the businesses is very important. Home, Cottage and Garden Show is the next event. Courtney Bittner has taken over the event. Hoping to gain more interest in vendor participation. D. McGuire suggested that the event be planned out a year in advance.

Village Update

D. Bennett provided the following updates. Chief of Police has been in the hospital, Sheriff department covering Bellaire. The four fields at Craven Park are receiving great reviews. Will be relocating the dugouts and adding a food truck. Coming out of financial pinch. D. Bennett asked for feedback on hours of operation that the Village Hall is opened and staffed. Board shared their thoughts.

Grants Committee

D. McGuire shared there were a number of artists that attended the Meet and Greet. A binder was created which shared the 14 images that will be in this year's exhibition. Invoices for the photography services have totaled \$900 and Pro Image just over \$2151. We have received approval from all the businesses that participated in last year's exhibition to install the new images. QR code and the audio have been completed for the exhibition.

Marketing & Communications - DDA Laptop/Computer

C. Place presented the three suggested computers to purchase for DDA use. After reviewing the computers, it was decided to purchase option #1, Lenovo Ideapad. Motion by D. Hoyt to purchase computer option #1, Lenovo, through the Library. Purchase not to exceed \$550 and to include a case. The DDA will reimburse Library for this purchase. Second, M. Boyd. Motion approved.

Banner Program

D. McGuire shared notes from her meeting with B. Keiser, DPW Director. Suggested that we host a banner design contest. This suggestion was well received and the committee will move forward. Also suggested that we add community member, Sarah Bozarth to the committee. She has expressed an interest in the program and is familiar with a similar project that was hosted in Holland. Discussion also took place regarding taking down the current banners as many of them are in very poor shape. Motion by C. Place to remove the current banners. Second, J. Creason. Motion passed. D. McGuire will email B. Keiser regarding the DDA decision.

Linking Art Page to Village Website

This has already been completed.

New Business:

Committee Appointments

Grants - M. Boyd, M. Dayton, D. McGuire

Marketing & Communications - J. Creason, M. Dayton, D. McGuire

Parking - M. Dayton, D. Hoyt, A. Wolff

WiFi - D. Hoyt

Banner - M. Belanger, J. Creason, M. Dayton, D. McGuire

DDA Gmail

Discussion was held regarding the placement of DDA page on the Village website and how difficult it is to locate the page. Motion by D. Gajda to request that the Village add a dropdown box to add the DDA. Second, D. Hoyt. Motion approved. D. Bennett will add this request to the Village Council agenda at the May 1, 2024 meeting.

Miscellaneous Business of the Authority Board:

M. Dayton presented sample notecards created specifically for DDA use. The Board reviewed the purchase price of \$73.50 for the notecards and decided that the notecards would be good to have especially in writing thank you notes. Motion by C. Place to purchase the notecards. Second, D. Hoyt. Motion approved.

M. Dayton presented information to the Board regarding the summer conference of the Michigan Downtown Association to be held in Harbor Springs on Friday, May 31st. M. Dayton and D. McGuire would like to attend. Cost to attend is \$150 per attendee. Motion by D. Gajda to approve the cost of M. Dayton and D. McGuire to attend the conference. Second, C. Place. Motion approved. D. Gajda will amend the budget for training.

Amended to read: Budget will need to be amended at a later date to add training instead of D. Gajda will amend the budget for training.

Public Comment on Non-Agenda Items:

Brandy Craft, marketing staff member from the Bellaire Chamber of Commerce presented information on the new Locable platform that the Chamber is now using. The platform offers their members to upload events and other information related to their businesses. The DDA is a member of the Chamber. J. Creason will attend the upcoming training session on behalf of the DDA.

County update was presented by Janet Koch. The County side of the construction project is almost complete. The State of Michigan, DHHS office is now under construction and will take 2 to possibly 6 months to complete. At the next County Commissioners meeting they will consider placing a millage on the ballot for the Public Safety Center. J. Koch mentioned that the DDA in Elk Rapids is looking at expansion and she has additional information available on this subject. Please contact her directly.

Jean Bedell provided an update on the Historical Museum. The Military exhibit has been totally redone. They are recruiting new volunteers. The Museum has raised \$35,000 towards their fundraising goal for the Newspaper Project. They still need an additional \$15,000. Jean also distributed Membership Forms to the Board.

Adjourn:

Motion by C. Place to adjourn. Second, J. Creason. Meeting adjourned at 10:35 am.

Approved as amended: Wednesday, May 24, 2024
Minutes compiled by: D. McGuire