

**Village of Bellaire And
Village of Bellaire Downtown Development Authority
BELLAIRE COMMUNITY UNIFIED ACTION PLAN STEERING
COMMITTEE**

- Louise Wenzel, DDA Member • Joe Short, DDA Member • Mark Irwin, DDA Member •
- Dave Ciganick, Village Council • Trish Drollinger, Village Council • Eldon McPherson, Village Council •
- Nicole Essad, Village Clerk • Terry VanAlstine, District 5 County Commissioner •
- Robert Joyce, Chamber of Commerce Representative •

COMMITTEE MEETING MINUTES

**Tuesday, April 27, 2021
5:00 PM**

I. Call to Order: The meeting was called to order at 5:01 PM.

II. Roll Call - Attendance:

Present: Dave Ciganick (Caller 01), Tricia Drollinger (left at 5:51 PM and came back at 6:14 PM), Nicole Essad, Mark Irwin, Joe Short (Caller 02), and Louise Wenzel

Absent: Robert Joyce, Eldon McPherson, and Terry VanAlstine

Staff Present: Elise Craft, facilitator, and Jennifer Hodges, engineer (left at 5:50 PM)

Public Present: Doreen McGuire, Shelly Dayton, and Brenda Fink

III. Approval of Agenda: The agenda was approved as presented.

Motion by Wenzel, seconded by Essad to approve the agenda as presented. Motion Passed by unanimous voice vote.

IV. Approval of Minutes – February 22, 2021: The minutes of the February 22, 2021 were approved as presented.

Motion by Ciganick, seconded by Drollinger to approve the minutes of the February 22, 2021 as presented. Motion Passed by unanimous voice vote.

V. Conflict of Interest: None presented.

VI. Public Comment: None presented.

VII. Old Business: None.

VIII. New Business

- a. Review Action Plan:** Chairperson Irwin stated that his goals were to have a final approved Action Plan that can be sent to the community partners to ask for support, and to figure out what the ask of the DDA and Village Council to cement the plan and get significantly high level of commitment to pursue the plan. General discussion was held about what happened at the Village Council meeting regarding the downtown public bathrooms, and how long this project has been discussed. Further discussion was held regarding having updates from this Committee at Village Council meetings. Chairperson Irwin stated that this Committee's goal should be to present a plan with various projects and the recommendation for how those

projects should be pursued. Ms. Craft explained the final draft action plan. She stated that there was a second survey that went out and that those results were incorporated into the final draft plan. She stated that first sections were familiar to the Committee as they were reviewed at past meetings. She went on to explain that Section 3 explains the three specific projects: 1. Richardi Park; 2. Downtown Wi-Fi; and 3. Downtown Public Bathrooms. She stated that the numbering does not mean that is how to implement the projects and that the projects could be done simultaneously. She explained each project, and what people wanted to see for each project based upon the survey, and what the needs for each project are. General discussion was held about what needs to happen to move forward with the downtown public bathrooms project, and what the community partners want to see there. Ms. Essad stated that the feedback from the community partners can be incorporated into the plans for the public bathrooms. Ms. Craft then explained Section 4 of the final draft plan. She stated that this section was the steps to implement the plan. She stated that the hope was to approve the final draft plan and make it final, and then the next step would be to share the final plan with community partners to get a letter of support for the plan. She then stated that at the next meeting in May this Committee would determine the who and how of implementation for the plan and make a recommendation to the Village Council and the DDA regarding that. She stated that this Committee would also ask for resolutions of support for the plan from the Village Council and DDA. Ms. Craft also stated that then the projects would start, with collaborating with certain community partners who have interested in those projects. She stated that is important to keep communicating throughout the summer to keep the momentum around these projects. She then stated that step #7 was funding. General discussion was held about funding available for each project, including grants. Mr. Ciganick stated that he thought the final draft plan looks clean, and it obviously comes down to #7 – funding. He stated that he likes seeing the opportunities lined up, and it is a matter of who is in the best position to apply for the grants. Mr. Craft stated that these grants were available to the Village or DDA, but other community partners may have access to other types of funding. Ms. Essad asked if the goal was to approve the final draft plan and recommend its approval to the Village Council and the DDA. Chairperson Irwin stated that yes, if there were no changes to this final draft plan then it would be to approve it and then take it to the community partners. He stated that it was his opinion to get some letter of approval from the community partners prior to going to the Village or DDA. He stated that this Committee has to approve the plan at some point, and that he thought that could be tonight. Chairperson Irwin stated that he had a question about the who and how of implementation. Ms. Essad suggest that Village work on Richardi Park; that the DDA tackle the Downtown WIFI; and that the Village stay working on the Downtown Public Bathrooms. Ms. Wenzel stated that there should be a mixture of entities working on each project. She stated that the entity in charge should not just go off and spearhead the project without getting feedback. She also asked if the steering committee would be done after the finalized plan was presented. General discussion was held about who would spear head the various projects, and the future of the Steering Committee, and how the entities would work together on the projects. Mr. Short stated that he thought that the Village Council has the power to execute all the plans, whereas the DDA and the Parks Committee are arms of the Village. He stated that for things to become actionable that the Village Council has to approve the plan. He stated that in his opinion, that this phase of the Steering Committee was to create a plan, and make a recommendation on adopting that plan. He then stated that the Steering Committee goes away until the next discussion comes available in another community development scenario. Chairperson Irwin stated that the DDA can remind the Village Council about the plan once it has been finalized. Mr. Ciganick stated that this Committee is a steering committee, and it falls to the Council and DDA to do the projects and find funding.

Motion by Essad, second by Ciganick to recommend to the Village Council and the DDA that they accept the Action Plan as presented. Motion Failed 3-2.

Discussion on the above motion: Mr. Short was concerned with project #3 because it was too specific. He stated that he was worried that the opportunity for continued dialogue would be lost. He would like to amend project #3 to say that there would be a bathroom discussion. Mr. Ciganick stated that he disagrees, and that where the Village intends to put the bathrooms is in fact the plan at this point. Mr. Short thought it could be better. Ms. Wenzel stated that there was feedback from the community about the bathrooms that was not taken into consideration. She stated that in her opinion that the bathroom location should still be under consideration. Mr. Short stated that this Committee is not approving a Park plan right now, but is essentially approving a bathroom plan. Chairperson Irwin called the question. Two yes – Three no. Motion Failed.

Chairperson Irwin stated that his belief is that this Committee is not charged with the location, number of swings, or speed of the WiFi. He stated this Committee was brought together to take ideas from the DDA and the Master Plan, engage the community and put that into a plan. He stated that he voted no because he thought it should go to community partners for feedback prior to the Village Council and DDA. General discussion was held about who to get community feedback from. Ms. Wenzel asked if getting feedback should be before this Committee approved the plan. Chairperson Irwin stated that he thought that this Committee should approve the plan prior to asking community partners to approve it. Mr. Short asked to modify the language in project #3 to just say downtown bathrooms. Ms. Essad stated that the language of project #3 just states that the Village Council has approved funding and a location. She stated that those are facts from a public meeting. Ms. Essad asked if a motion to approve the plan as presented so we can go to the community partner to get feedback, then she would make it. General discussion was held about the language of project #3. Ms. Craft stated Village take the lead with the bathrooms, Richardi Park, and the DDA take the lead with the WIFI. She stated that that is very clear on who the lead agency is. She also stated that the lead agency should not operate in a vacuum. She also stated that she is hearing that the language for project #3 is a disagreement. She stated that taking that language out of the plan does not make it less true, and there needs to be plans around it. General discussion was held about public bathrooms at businesses, location of bathrooms and community hall restoration. Chairperson Irwin stated that there is no agreement on the bathrooms, but this Committee is not charged with the details about projects, it is charged with coming up with projects. General discussion was held about finding ways to work on standalone bathrooms and other projects. Mr. Ciganick asked about the outcome of the motion made earlier. General discussion was held about the vote on that motion and Ms. Essad second motion which did not receive a second.

Motion by Essad, seconded by Ciganick to accept the plan as presented and then present it to community partners for feedback. Motion Passed. 4-1-1.

Chairperson Irwin asked for the motion to be amended to alter the language in project #3 to include language that there is a recommendation of the Steering Committee for the Village Council to engage in further discussion regarding the bathrooms with interested groups. Mr. Ciganick stated that it is the hope that Council would always ask, be open to listen to anybody that wanted to address design issues. Ms. Craft stated that she intended for that discussion to be there in the needs under project #3. Ms. Essad did not amend the motion. Ms. Wenzel stated that if the language is left as it is, it is saying that this Committee is accepting the location of the bathrooms. Ms. Essad stated that is not who she read it. Mr. Short stated that we hope the

Community input recognizes that as well. He agreed it is tricky. Chairperson Irwin called the question. Four yes – One no- One Abstain.

- b. **Next Step Discussion:** Chairperson Irwin stated that the next step is to have Ms. Craft finalize the plan and then people will talk to the Community Partners: Antrim County – Terry VanAlstine; Townships – Mark Irwin; Glacial Hills -Dave Ciganick; Paddle Antrim – Louise Wenzel; Chamber – Louise Wenzel; Crosshatch – Joe Short; Conservation District – Eldon McPherson; Schools – Dave Ciganick; Buy Local -Nicole Essad; Grass River – Joe Short; and Library – Tricia Drollinger. Chairperson Irwin stated that Ms. Craft will provide the final plan, and ask the community partners for a written approval (letter of support). He stated that the next meeting would be May 24. He also stated that at the next meeting there will be resolutions for the DDA and Village Council. Ms. Craft stated that the who and how of implementation would also be discussed. General discussion was held about the next meeting being virtual and what would be on the agenda.

IX. Correspondence/Reports: None presented.

X. Member/Public Comment:

Shelly Dayton – She stated that the Buy Local group did not get the second survey, so that was why there was not a lot of response. She also stated that not every business has open bathrooms for the public. She stated most of the businesses do not allow customers to use the restrooms. She stated the restrooms is still an issue for people. She would like to have Buy Local be included on any further surveys.

Brenda Fink – She wanted to be sure a second survey had gone out, because Buy Local did not get it. She stated that it is time to move on and get things done. She stated that Buy Local is very invested and wants to keep doing these things. She stated we need to work together, and to not leave Buy Local out. She stated that Samantha was at the Buy Local meeting this morning and she was not sure if the Chamber received it but that those emails go to Sue. She stated that she is looking forward to the next steps very much.

Joe Short – He stated that he did not receive the second survey either, so he did not think it was intentional.

Mark Irwin – He stated that the second survey was sent to Christy Wilson. Ms. Fink stated that herself and Shelly Dayton are the liaisons now and have made that very clear that they should be the ones emailed. He stated he was appreciative of Ms. Fink and Ms. Dayton’s attendance.

Elise Craft – She stated that she updated the spreadsheet that she has with their names but did not update the email address. She apologized for missing them on the second survey.

XI. Adjourn: Meeting was adjourned at 6:53 PM to the call of the Chair.

Minutes compiled by:
Nicole E. Essad, Secretary

Minutes are subject to approval.

Approved: _____

Date: _____