

**Village of Bellaire
Downtown Development Authority
Minutes
Wednesday, October 27, 2021**

I. Call to Order:

Chairperson D. Hoyt called the meeting to order at 9:00 am.

II. Pledge of Allegiance:

III. Attendance:

Members Present: Dan Bennett, Dave Gajda, Don Hoyt, Mark Irwin, Doreen McGuire, Cindi Place, Taylor Sutherland.

Members Absent: Tracy Lareau and Don Seman

Public Present: Shelly Dayton, Brenda Fink, Shana Minish, and Cathy Odom

IV. Consent Agenda:

Motion by M. Irwin to approve the consent agenda. Second by C. Place.
Motion approved by unanimous vote.

V. Public Comment on Agenda Items:

None

VI. Unfinished Business:

Buy Local Update - Shelly Dayton

The ad for the Art and Music Stroll was placed and the group was appreciative for the funding from the DDA to place the ad. The Buy Local Group felt that it helped as the turnout was good. 11 businesses participated up from the event in 2019. Holiday Open House is scheduled for November 20th. Shop Small Saturday is November 27th. The group will also be hosting a photo contest for their upcoming map. The budget has been sent to Chair Hoyt and will be reviewed at the next DDA meeting.

Village Update

The Craven Park ball fields nearing completion, the fencing will be installed next week. Concrete at the new downtown restrooms should be completed this week. Street work on the north end of town is progressing.

Unified Action Plan Update

C. Place updated the Board regarding WiFi. T-Mobile and Verizon are service providers only. The Village is still waiting to hear back from Aspen regarding the broadband. M. Irwin will connect C. Place with the contacts from Aspen. C. Place is looking into a *Corona Capital Projects Grant* which the State needs to request from the Federal Government. The State is working on the funding language request. This grant is strictly for internet/broadband platform and is exactly what we would need to get the WiFi in place. The window opens in December. C. Place will also contact Pete Garwood from Antrim County to inquire if the County is looking at any grants regarding broadband and/or WiFi.

Way Finding Signage

Quotes from Pro Image Design and Bailey Designs & Consulting were reviewed. Motion by C. Place. Second by D. Gajda to approve the creation and production of the map that will be placed at the new downtown restroom pavilion not to exceed \$1004.40. Motion approved by unanimous vote.

D. McGuire will attend the Village Council November 3rd meeting. Once the map is approved by Council, D. McGuire will work with Bailey Designs & Consulting to update the map.

Live Streaming Meetings/DDA Communication

Positive response from the Board to live stream the DDA meetings. The Bellaire Library and C. Place will handle the ZOOM meeting. C. Place will report back to the Board regarding guidelines for use. C. Place volunteered to manage the ZOOM meetings. It was also suggested to send the draft/approved DDA meeting minutes to the Buy Local Group who will forward to the business owners. A copy will also be sent to the Bellaire Library for posting.

Downtown Development Surveying

M. Irwin presented the proposal for *Bellaire DDA Engagement* from the National Charrette Institute-Michigan State University. The proposal has two proposed approaches. The first is a two-part survey and the second is a two part workshop + follow up survey. The Board felt the pricing and services from the Institute were good. Discussion followed as to using the Institute or have members from the Board work together and create their own survey.

What are the goals for 2022? From the 2015 visioning session and the TIF plan a survey can be developed asking the business owners to prioritize with the understanding that some projects may take longer due to limited budget available to the DDA. T. Sutherland and S. Dayton will work on creating the survey.

Motion by M. Irwin to create a survey using Survey Monkey listing items in the current TIF plan to current building owners and business owners in the DDA. Second D. Gajda. Motion approved by unanimous vote.

Rural Development Roundtable

C. Place will attend the November meeting and update the DDA at the next meeting.

VII. New Business:

The November DDA meeting will move to Wednesday, November 17th at 9 am.

VIII. Miscellaneous Business:

The Board discussed the article that was in the August 19, 2021 edition of the Antrim Review. The article, "Short's Founder Shares Concept for Community Development". There were questions raised regarding affordable housing, parking, post office location, construction workers parking. The Board felt it would be best to invite Mr. Short to the next DDA meeting to give an overview of the proposed project. M. Irwin will invite Mr. Short to the November meeting.

IX. Public Comment on Non-Agenda Items:

Chair D. Hoyt suggested that S. Dayton from the Buy Local Group contact D. Gajda directly regarding the process for submission of payment for the ad. Also it was suggested that S. Dayton contact the Village Treasurer/Deputy Clerk, Cathy Odom regarding the process to handle funding for the Buy Local Group.

X. Adjourn:

Motion by T. Sutherland. Second D. Bennett to adjourn meeting. Meeting adjourned by Chair D. Hoyt at 10:42 am.