

**Village of Bellaire
Downtown Development Authority**

**May 27, 2026
Minutes**

Members present: Shelly Dayton, Margie Boyd, Jamie Creason, Libby Hiser, Dan Bennett, Dawn DeHeer

Members absent: Don Hoyt, Courtney Bittner

Others present: Angela St. Pierre, Ben Dominguez-Benner, Nora Stead

Call to Order

The meeting was called to order at 9:00 a.m. by Shelly Dayton.

1. **Pledge of Allegiance**

2. **Attendance**

3. **Consent Agenda**

Ms. ~~Dennis~~ Dayton added an invoice from ~~Care~~ Cayre Gardens in the amount of \$2,203.20 for flowers to the approval of bills. She also added an item for the summer Meet & Greet under the marketing section of the agenda and an item for Donations under the Tables & Chairs section of the agenda.

Motion by Boyd, second by Creason, to accept the consent agenda as amended.

Motion passed – unanimous

4. **Public Comment on Agenda Items**

Ben Dominguez-Benner informed the DDA he has applied to be appointed to the open position on the Village Council. He has formally withdrawn his DDA application for consideration.

5. **Unfinished Business**

- a. **Buy Local** Ms. Dayton updated present members on the recent Buy Local meeting. She said the Short's Anniparty was a success. The "Won't You Be My Neighbor" event was discussed. Ms. Dayton said the event seemed to go well. Ms. Hiser said she expects the event will improve annually. Finally, Ms. Dayton informed members that the downtown map has been printed and distributed. There were a few changes that were made in collaboration with the Chamber of Commerce.
- b. **Village Update:** Council President Bennet informed members that Chief Bill Drollinger would be retiring on June 1, 2026. Officer Jesse Fisher has been promoted to Chief of Police. Playgrounds at Richardi Park are starting to make progress. Mr. Bennet expressed concern about the rising cost of fuel and the possible effects it could have on tourism in Bellaire.

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- c. **Grant Committee:** Ms. Dayton said the issues related to the DDA's SIGMA number have been resolved. Payment from the MACC grant should be received by end of week.
Ms. Dayton informed members that the DDA's submission to the Consumer's Energy Put Your Town on the Map Pitch Competition had been accepted into the top ten finalists. She worked with Ms. Boyd and grant writer Tracy Lareau on the final pitch and imagery. Ms. Dayton and Ms. Creason will be attending the competition to pitch the idea.
- d. **Marketing & Communications:** Members discussed possible dates for the next Meet & Greet, eventually settling on June 30, 2026 at 5:30 p.m. Ms. Dayton will work with local businesses for a venue.
Ms. Creason asked for banner information to include in an upcoming press release and newsletter. Ms. Boyd will send media contacts to Ms. Creason for press release distribution.
- e. **Banner Program Update:** Ms. Hiser told members the project is coming in well under budget. Some banners will remain in place, cutting the cost for reprinting.
- f. **Outdoor Art Exhibit Update:** Ms. Dayton said the project is still in a holding pattern. No update.
- g. **Parking Committee/Signs:** Ms. Dayton is working with Mr. Hoyt on sign placement.
- h. **Selfie Station:** No update.
- i. **Financial Update:** Financial updates were included in the agenda packet. Ms. Dayton told members the FY2024 form have been filed with the State of Michigan. Clerk St. Pierre told members they had 180 from the end of the 2025 fiscal year to submit the 2025 report.
- j. **Job Fair:** No update. This item will be removed from future agendas.
- k. **DDA Director:** The draft agreement has been reviewed by legal counsel who had some minor suggested changes.
Motion by Boyd, second by Creason, to accept changes to the draft agreement as suggested by legal counsel and begin the search for a Director.
Motion passed
Yes – Dayton, Hiser, Creason, Boyd, DeHeer
Abstain – Bennet
Ms. St. Pierre indicated the agreement does not need to be approved by the Village Council as statute give the authority for the DDA to enter into contracts and agreements. She recommended posting the position until filled.
- l. **Locked Filing Cabinet:** Ms. Boyd said she had no luck with bids on govdeals. Members discussed cost and budget for a fireproof cabinet.
Motion by Creason, second by DeHeer, to authorize moving \$2,400 from the signage line item to the cabinet line item for the purchase of a fireproof cabinet not to exceed \$2,700.
Motion passed - unanimous
- m. **DDA Bylaw Review:** No update.

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- n. **Tables & Chairs, Piano Placement:** Ms. Dayton students from Bellaire High School assisted with the placement of the tables and chairs. She asked about donating money to the school in return. Ms. Boyd cautioned against doing so as taxpayer-funded entities are generally not allowed to do so by law. Ms. Boyd also noted the statute governing the DDA disallows direct donations to organizations outside of the DDA district. No action taken.
- o. **Michigan Downtown Association:** No update.

6. New Business

a. **Data Sharing Agreement:**

**Motion by Boyd, second by Creason, to authorize the DDA President to execute the Data Transmission Agreement with Antrim County.
Motion passed - unanimous**

b. **DDA Board Applicants:**

**Motion by Creason, second by Hiser, to recommend the Village Council appoint Tammy DeWulf to the DDA Board of Directors.
Motion passed – unanimous**

- c. **Alden State Bank:** Members discussed the procedures that have been established to obtain signatures on checks. It was the consensus of the board to alter the current procedures before adding another signatory to the bank accounts.
- d. **Virtual Attendance:** Members discussed the need to have a virtual attendance option for attendees who cannot make in-person meeting. Ms. Boyd reminded members that the Open Meetings Act does not allow for virtual member deliberations. Members could attend virtually, but cannot vote. It was the consensus of the board to test virtual attendance for the June 24th meeting.

7. Miscellaneous Business: None

8. Public Comment

Ms. Dayton informed members she had purchased supplies for printing agendas. She will provide an invoice for reimbursement. The funding will come from the miscellaneous organization supplies line item.

Ms. Hiser said the Spice & Tea Exchange had their ribbon cutting and grand opening over the weekend. It was well attended.

Meeting adjourned at 10:06 a.m.