

**Village of Bellaire
Downtown Development Authority**

July 29, 2026

Minutes

Members present: Shelly Dayton, Margie Boyd, Jamie Creason, Dan Bennett, Dawn DeHeer, Tammy DeWulf

Members absent: Don Hoyt, Courtney Bittner, Libby Hiser

Others present: Angela St. Pierre, 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. Boyd pulled the minutes from the June 24 meeting from the consent agenda.

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

Motion passed – unanimous

4. Public Comment on Agenda Items

None

5. Unfinished Business

- a. **Buy Local** Ms. Dayton updated members on the results of the most recent event. She indicated some businesses saw an increase in sales and foot traffic. The event will continue annually. Ms. Creason let members know she has started helping the Chamber of Commerce with some of its events, as well.
- b. **Village Update:** Council President Bennet informed members that playground equipment is in place at Richardi Park.
- c. **Grant Committee:** No update
- d. **Marketing & Communications:** Ms. Creason said the views on the DDA social media pages has increased.
- e. **Banner Program Update:** Ms. Dayton spoke with Libby Hiser about the banners, noting the banners have been picked up and will be placed.
- f. **Outdoor Art Exhibit Update:** Ms. Dayton the DDA will ask the Village Council to allow the DDA to hang art pieces from previous years on the walls of the Village offices in an attempt to further the sales of the art.
- g. **Parking Committee/Signs:** Ms. Dayton noted some of the existing signs need to be replaced. She will get those ordered.

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- h. **Selfie Station:** Ms. Dayton spoke with Don Hoyt. He said he will continue working with the Chamber of Commerce. Communications will be sent to Chamber members. There is a potential for a Spring 2027 launch.
- i. **Financial Update:** Ms. Dayton said she reminded Ms. Bittner the deadline to submit the DDA report to the State of Michigan was August.
- j. **DDA Director:** Ms. Dayton informed members that the candidate that was to be reviewed at this meeting had contacted her this morning to remove herself from consideration. The position will continue to be posted.
- k. **Locked Filing Cabinet:** Members noted the fire safe cabinets had arrived. Ms. DeWulf volunteered to organize them.
- l. **DDA Bylaw Review:** A redlined draft of the bylaws was provided in the agenda packet. Ms. Boyd provided a brief summary of those changes to the Board (attached). Ms. DeWulf asked for more time to consider the proposed changes. Ms. St. Pierre told members the process to amend they bylaws would involve changes to the existing ordinance governing the DDA. She gave a brief out line of that process.
- m. **Michigan Downtown Association:** No update.
- n. **Flowers:** No update.

6. New Business

- a. **Rubber Ducky Drop Fundraiser & Event**
Ms. Creason and Ms. Dayton updated members on the status of the proposed Rubber Ducky Drop. Ms. Dayton indicated the DDA will have a table set up at the Rubber Ducky Festival to begin pushing information to the public. Buttons and handouts will be available. She also noted donations for the event have already started coming in and currently sits at approximately \$2,200. Ms. Creason has been working on marketing material (see attached) and noted an announcement will be going out in the quarterly newsletter. Donation request letters will be going out. Ms. Boyd asked Ms. St. Pierre whether these funds would be considered restricted and if a new budget line item would be necessary. Ms. St. Pierre recommended a revenue line item be created to accept the donations and an expenditure line item be created for use of funding.

Motion by Creason, second by DeHeer to add donation/sponsorship line items for revenues and expenditures for the Rubber Ducky Drop event.

Motion passed – Unanimous

- b. **DDA Boundary Adjustment**
Members reviewed a request from Joe Short to expand the DDA district boundaries. Ms. Boyd provided members with a map showing the proposed expansion (both attached). Members discussed the possibility of adding Riverside Marina to the district. Ms. Boyd indicated this would also involve a change to the existing ordinance that established the original boundaries. Ms. St. Pierre said she will provide contact information to the MEDC

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for guidance.

7. **Miscellaneous Business:** Ms. DeHeer shared with members an activity from the National Cherry Festival that she felt would make a nice addition to the Rubber Ducky Festival. She will get Ms. Dayton information on a paint-by-numbers event.
8. **Public Comment**

Meeting adjourned at 10:12 a.m.