Village of Bellaire
Downtown Development Authority

October 28, 2026
Minutes

Members present: Dan Bennett, Shelly Dayton, Dawn DeHeer, Tammy DeWulf, Jamie Creason,
Members absent: Don Hoyt, Libby Hiser, Margie Boyd,
Others present: Angela St. Pierre, Nora Stead, Marcy Dwyer

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**
   Motion by Jamie Creason, second by Dawn DeHeer to accept the consent agenda as presented. Motion passed – unanimous
4. **Public Comment on Agenda Items**

   None
5. **Unfinished Business**
   a. **Buy Local:** DDA event for the Bellaire Witch Project scheduled for October 24 was successful for downtown business, advertising signs can be reused next year as well. The Chambers Holiday Gift fair will be 11/7 at the Bellaire School. There will be 67 vendors this year. Soup cook off is also scheduled for 11/7 as well. We have 10 soups this year, sponsors are still needed for this event. Downtown Holiday open house is 11/14 we businesses might want to decorate early this year.
   b. **Village Update:** Village President Dan Bennett announced concern with not finding employees to fill vacant positions. Open position DPW Worker, Police officer and Wastewater Treatment Plant Operator are currently open. Likely reason for not fulling positions is the hourly pay rate. Mr. Bennett is happy with the Cable company's progress. The workers are very professional and tidy with regards to the installation of fiberoptics in the downtown area. It was mentioned by Ms. Dayton the speed limit digital sign by the jail is not working.
   c. **Grant Committee:** Ms. Dayton reported the MACC grant application was submitted for the outdoor art exhibit. Tracy submitted the application and paid for it no reimbursement will be needed.
   d. **Marketing & Communications:** Ms. Creason is reviewing Facebook policies.
   e. **Banner Program Update:** Ms. Dewulf is overseeing the hanging the Sponsorship portions of the banner display. The dilemma is the way they were attached in the prior year, they need to be disconnected from the old banners.
   f. **Outdoor Art Exhibit Update:** Ms. Dayton told members the Downtown art displays will be taken down next week. Selling for $50.00 each. The Bellaire Art Teacher Ms. Graham expressed interest in purchasing last years banners from the DDA for $5.00.
   g. **Parking Committee/Signs:** No update, asking Mr. Hoyt to take down what is currently up.
   h. **Selfie Station:** No update.

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i. **Financial Update:** Ms. Dayton inquired about setting up a Venmo account QR code for the DDA. This will benefit the DDA for the various fundraisers we have. Ms. Stead believes we can have an account and will assist in the setup.

j. **DDA Bylaw Review:**
Table this discussion until Ms. Boyd is present. The Legal Counsel did their review and returned the draft for the DDA's review.

k. **MDA:** No update

l. **Flower Pots/Tables & Chairs/Piano:** Ms. Dayton mentioned contacting the Superintendent of Bellaire Schools to assist in moving and storing the piano. Thank you gifts are being assembled for the ladies that took care of the flowerpots this year.

m. **Rubber Duckie Drop Fundraiser and Event:** A "Duck Team" was created with members Shelly, Dawn and Jamie. The DDA reviewed and accepted a bid from Derrick Bliss to construct the Duck. The Duck Team is finalizing all the details around construction of the Duck. The DDA agreed to order a temporary Duck to assist in determining the size and shape of the final duck. The temporary inflatable Duck will also be used to display at the Downtown Holiday parade.

n. **DDA Boundaries:** Plan to review this after the revised Bylaws are approved.

o. **DDA Director Contract and Duties**
Ms. Dwyer is proposing a 12/1/26 start date for her contract. Clarification of the language in her contract related to her duties and responsibilities are still under review. Marcy's contract will be sent to legal for review. Social districting is one of the projects we need assistance from Marcy to establish which will allow to apply for the Mainstreet Program which opens us up for grants.

Motion by Dawn DeHeer and second by Tammy Dewulf to change the Monthly DDA meeting on November 25, 2026 to November 18, 2026. Motion passed – unanimous

6. **New Business**

DDA Budget for 2027-28 fiscal year will be reviewed at the next meeting 11/18/2026.

7. **Miscellaneous:** None

8. **Public Comment**

A letter contesting the Bellaire Witch Project was received and replied to by Chamber of Commerce.

Meeting adjourned at 10:10 a.m.

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