

**Village of Bellaire
Downtown Development Authority**

February 25, 2026

Minutes

Members present: Shelly Dayton, Margie Boyd, Courtney Bittner, Jamie Creason, Dawn DeHeer

Members absent: Don Hoyt, Adrienne Wolff, Libby Hiser, Dan Bennett

Others present: Patrick Boyd (Village of Bellaire) Christy Wilson (Bellaire Chamber)

1. Call to Order

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

2. DDPledge of Allegiance

3. **Attendance** Patrick Boyd attended on behalf of Dan Bennett. Mr. Boyd was reminded he would not have the ability to vote as he is not a member of the DDA.

4. Consent Agenda

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

Motion passes – Unanimous

5. Public Comment on Agenda Items

None

6. Unfinished Business

- a. **Buy Local:** Ms. Dayton told members the Valentine's Day event went well. The next event is the Sweet Treats Bake-Off scheduled for March 7. Merrie's Market in Central Lake is donating ingredients to help off-set the cost for participants.
- b. **Village Update:** Mr. Boyd informed members the Village had adopted the FY2026-27 budget for both the Village and the DDA. He also noted there had been discussion with the DPW supervisor about the relocation of the large pine tree next to the bathrooms to Richardi Park.
- c. **Grant Committee:** No update.
- d. **Marketing & Communications:** No update.
- e. **Banner Program Update:** The committee has started working with the Historical Society on imagery.
- f. **Outdoor Art Exhibit Update:** Ms. Dayton noted Crosshatch does not have the capacity to assist the DDA with the exhibition. This year, the theme will be an Americana theme to honor America's 250th anniversary. It was the consensus of the DDA that the event be open to anyone, but that weight be given to Bellaire and Antrim County residents. 3-D pieces will be considered on a case-by-case basis.
- g. **Parking Committee/Signs:** No update.
- h. **Selfie Station:** Bellaire Chamber Director, Christy Wilson, let members know that the Bellaire Chamber and the Antrim County Economic Development Corporation are interested in partnering with the DDA on the Selfie Station program. The Chamber will be seeking sponsorships for this program.

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- i. **Financial Update:** Ms. Bittner indicated she was working to finish up the 2024-2025 PA 57 report. She has been in contact with the former DDA Treasurer who has been assisting with completion.
 - j. **Job Fair:** No update.
 - k. **DDA Director:** Ms. Dayton was provided a copy of the previous DDA Director's contract. Discussion on this item will continue at the March meeting.
 - l. **Boundary Map:** Ms. Boyd said she would see to the purchase of the DDA data layer from the County's GIS department.
 - m. **Locked Filing Cabinet:** Ms. Dayton said Village staff suggested a fireproof cabinet. She will review potential costs and bring a suggestion to the next meeting. Members should be prepared to amend the budget for this item.
7. **New Business**
- a. **Bylaws, Term Limit Review:** Ms. Creason noted a couple of items in the existing bylaws that should be updated – the term-limits and the required membership of the Village President. Ms. Boyd had a number of items as well. She also noted that the majority of the changes were tied to Chapter 12 of the Village Code and would ultimately require a change to the ordinance regulating the DDA. She was asked to make a list of her concerns for discussion at the March meeting.
 - b. **Adoption of FY2026 Budget**
**Motion by Boyd, second by Creason to adopt the fiscal year 2026-2027
Downtown Development budget as approved by the Village of Bellaire Council.
Motion – passed.**
 - c. **Term Renewal**
Ms. Dayton indicated both she and Ms. Deheer had taken their oaths of office.

**Motion by Creason, second by Bittner to close nominations and elect Margie
Boyd as Secretary.
Motion – passed.**
8. **Miscellaneous Business**
Ms. Dayton requested DDA members review the Finance Policy in advance of the March meeting.
9. **Public Comment**
Janet Koch, Deputy Administrator with Antrim County introduced herself to new members. She provided an update on the status of the Public Safety Center and the Commission on Aging building expansion.
Benjamin Dominguez-Benner introduced himself to members. He noted he is a member of the Central Lake Lions and suggested contacting them for assistance with any woodworking needed for the downtown art project.

Meeting adjourned at 10:08 a.m.