

**Village of Bellaire
Downtown Development Authority**

March 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: Angela St. Pierre, Tammy DeWulf

1. Call to Order

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

2. Pledge of Allegiance

3. Attendance

4. Consent Agenda

Motion by Creason, second by Bittner to add “Resignation of Adrienne Wolff” to the agenda.

Motion passed – Unanimous

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

Motion passes – Unanimous

5. Public Comment on Agenda Items

Tammy DeWulf informed members she is still willing to serve on the DDA Board if asked.

6. Unfinished Business

- a. **Buy Local** Ms. Dayton told members weather had an adverse effect on the Bake-Off. The next scheduled event is the “Hops & Blooms” scheduled for April 25, 2026 during the Short’s Anniversary Party. The group met with the Chamber regarding the Downtown maps. The Chamber agreed to let the DDA used the “Destination Bellaire” logo. Events will also be listed in the maps.
- b. **Village Update:** No update.
- c. **Grant Committee:** The grants committee met on March 6. The DDA has been awarded the Michigan Arts & Culture Council grant in the amount of \$1,200. Ms. Dayton will sign that grant agreement to meet the submission deadline. The committee voted to apply for the Put Your Town on the Map Program. If this is awarded, an agreement will come to the DDA for approval.
- d. **Marketing & Communications:** Ms. Creason said there has been an increase in social media presence overall, though Instagram views are down slightly.
- e. **Banner Program Update:** No update.
- f. **Outdoor Art Exhibit Update:** Ms. Dayton said the call for artists has been sent out. Ms. Creason said press releases have gone out, local art teachers have been notified, the

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program was posted to the website, and sent to area chambers. Ms. Dayton has contacted Burt Young with the Central Lake Lions Club regarding assistance with framing; she is waiting to hear back.

- g. **Parking Committee/Signs:** Ms. Boyd was asked to reach out to the County about sign placement for the 2026 summer season.
- h. **Selfie Station:** No update.
- i. **Financial Update:** Ms. Bittner indicated she was working to finish up the 2024-2025 PA 57 report. She is waiting on the tax rate report for 2025.
- j. **Job Fair:** No update.
- k. **DDA Director:** Members asked Bellaire Village Clerk Angela St. Pierre questions related to Village hiring policies. She indicated the DDA does have the statutory authority to sign employment contracts, but does need the approval from the Village Council to hire employees. Ms. St. Pierre suggested the DDA utilize the Village's hiring process to ensure buy-in from Council.

Discussion about contract language ensued. Ms. Boyd cautioned against including an hourly rate suggesting doing so could run afoul of labor laws and require the DDA provide access to insurance, earned sick time, and other benefits afforded to employees. Members also discussed compensation. Ms. Boyd noted the approved budget showed \$6,000 for fiscal 2026.

Ms. Dayton asked Ms. St. Pierre if the DDA could use the Village's legal counsel to review the proposed contract. Ms. St. Pierre said the DDA has the authority to retain legal counsel, including the same the Village used, though she was not immediately sure of legal council's hourly rate.

Motion by Boyd, second by Creason to authorize a budget amendment not to exceed \$450 and to send the proposed DDA Director contract to legal counsel for review.

Motion – passed

- l. **Boundary Map:** Ms. Boyd updated members on the status of obtaining the shapefile for the DDA boundary. She was informed by the County Equalization Department that a Data Sharing Agreement is required before the information can be provided. Approval of the agreement will be on the April agenda.
- m. **Locked Filing Cabinet:** Included in the agenda packet were quotes for fireproof and non-fireproof locked filing cabinets. Ms. Dayton said the cost was significantly more than was budgeted for. Ms. Boyd suggested monitoring the govdeals auction site to see if a less expensive option comes available.
Members also discussed statutes surrounding retention schedules and digital storage.
No action was taken.
- n. **DDA Bylaw Review:** No update.

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- o. **Tables & Chairs Placement:** Ms. Dayton said she would like to make sure all of the tables and chairs are available for the Chamber's Derby event in May. She noted there are still some that could be put together if there were a need for more seating around town. Ms. Bittner suggested have all seating out in time for the annual Short's Anni Party.

7. New Business

- a. **Resignation of Member:** Ms. Dayton distributed a letter of resignation from Adrienne Wolff (attached). The position will be posted to the usual locations until the position is filled.

- b. **FY2026 Organization:**

Meeting dates and times for FY2026 were discussed.

Motion by Boyd, second by Creason to set FY2026 meetings for the last Wednesday of each month at 9:00 a.m.

Motion – passed

Ms. St. Pierre will post the meeting dates to the Village bulletin board. Ms. Creason will post to the DDA's website.

8. Miscellaneous Business

Ms. Dayton asked Ms. St. Pierre about the current term for DDA President and whether that is set by statute. Ms. St. Pierre said she will look into it.

9. Public Comment

Ms. St. Pierre noted there was discussion at the Village Council meeting regarding the large tree near the public restrooms. The DPW Director is considering having the tree relocated to Richardi Park. This would open up more event space downtown.

Meeting adjourned at 10:17 a.m.

Good morning,

It is with a heavy heart that I submit my resignation from the Village of Bellaire Downtown Development Authority Board.

I thank the DDA Board for the opportunity to serve the downtown business community. My experiences volunteering with fellow board members has been nothing short of wonderful. I hope for continued success to the DDA Board and will continue to support its efforts to uplift the Village of Bellaire as a community member.

Sincerely,

Adrienne Wolff