

**Village of Bellaire
Downtown Development Authority**

August 26, 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**

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

Motion passed – unanimous

4. **Public Comment on Agenda Items**

None

5. **Unfinished Business**

- a. **Buy Local** Ms. Creason said that Christmas in July saw some moderate success. She noted the Chamber of Commerce scarecrow contest theme this year is “American History” and the Harvest Festival has been rebranded to the Flannel Festival. Members discussed way to increase downtown business participation in Chamber events.
- b. **Village Update:** Council President Bennet informed members that the new DPW employee is scheduled to begin work on September 14. He said the Village Council will begin to discuss employee wages. DPW Supervisor Aaron Kirt informed members that there had been discussion with the Chamber regarding the possible removal of the Christmas tree downtown. Mr. Kirt indicated a local company, Northern Trees, has offered to decorate the tree at no cost to the Village. Village Clerk Angela St. Pierre, told members the Parks Committee recommended the Village Council remove the tree.
Mr. Kirt also talked to members about the trees lining Bridge Street. He said the trees have grown to the point they are pushing the grates out of place and causing issues with the sidewalks. He asked members whether they would like to continue to keep trees downtown. Ms. Dayton said the DDA will have the discussion at a later date. Mr. Hoyt proposed helping the Parks Committee come up with an alternative. A discussion about this topic will appear on the September agenda.

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- c. **Grant Committee:** No update
- d. **Marketing & Communications:** No update
- e. **Banner Program Update:** Ms. Hiser will be placing the sponsorship banners up through the end of 2026. Ms. Dayton said she would like to discuss streamlining the banner program, potentially reconsidering the timeframe that a sponsorship covers.
- f. **Outdoor Art Exhibit Update:** Ms. Dayton noted the exhibit at Emma's Way will need repairs.
- g. **Parking Committee/Signs:** Mr. Hoyt told members a sign had gone missing and will need to be replaced. Ms. Boyd mentioned potentially applying for a grant through Consumers Energy that could fund more permanent wayfinding signs that would include directions to public parking. Ms. Boyd will reach out to MDOT to ask what the requirements would be to install wayfinding signs along M88.
- h. **Selfie Station:** Mr. Hoyt informed the group that there was a potential for the project to begin in Spring 2027. He said if the Chamber continues to hold up the process, this is a project that could be started through the DDA. Ms. Dayton suggested adding one or two locations to the FY2027-28 budget.
- i. **Financial Update:** The financial update was included in the agenda packet.
Bylaw Review: Members discussed the proposed changes to the Bylaws. Ms. Dayton noted there was nothing that included how to handle resignations. Ms. Wolf had several questions about the suggested changes and suggested keeping them as-is. She asked for clarification regarding the mention of the Board and the Authority throughout the document. Mr. Hoyt asked to table the item until he can further review; the item will be on the September agenda. Ms. Boyd will send copies of the proposed changes to Ms. Hiser and Mr. Hoyt.
Mr. Hoyt left the meeting at 10:04 a.m.
- j. **MDA:** No update
- k. **Flowers:** Members from the Bellaire Garden Club discussed the flower pots located at the M88 welcome sign outside of the district. There was a question as to whether those should be returned to the DDA. It was the consensus of the Board to allow the Garden Club to keep the flowers but return the pots at the end of the season.
- l. **DDA Boundaries:** No update
- m. **Rubber Duck Drop:** Ms. Dayton told members approximately \$2,200 had been raised so far for the event.
- n. **TIF Report:** Ms. Dayton indicated the treasurer had not submitted the required report. Ms. Boyd will contact the County Equalization Director for assistance. Ms. St. Pierre suggested putting an SOP book together for future treasurers.
- o. **DDA Boundaries:** No update.

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6. New Business

a. DDA Director Interviews

Members interviewed two candidates – Marcella Dwyer and Bryan Graham.

Discussion ensued regarding the candidates interview answers and qualifications for the position.

Motion by Boyd, second by Creason to offer the contract to Marcella Dwyer as Executive Director of the Bellaire Downtown Development Authority.

b. Courtney Bittner Resignation

Courtney Bittner has submitted her resignation.

Motion by DeHeer, second by Creason to accept the verbal resignation of Courtney Bittner and remove her as signatory on all accounts and add Libby Hiser as signatory.

7. Miscellaneous Business: None

8. Public Comment

Meeting adjourned at 11:26 a.m.