

**Village of Bellaire  
Downtown Development Authority**

**January 28, 2026**

**Minutes**

Members present: Shelly Dayton, Margie Boyd, Courtney Bittner, Adrienne Wolff, Libby Hiser, Dan Bennett

Members absent: Don Hoyt, Jamie Creason

Others present: Angela St. Pierre, Nora Stead, Christy Wilson, Dawn DeHeer, Tammy DeWulf

**1. Call to Order**

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

**2. DDPledge of Allegiance**

- 3. Attendance** A quorum of the board was not present until 9:05 with the arrival of Courtney Bittner. Libby Hiser arrived at 9:08.

**4. Consent Agenda**

Ms. Dayton added term limits and bylaw review to New Business.

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

**Motion passes – Unanimous**

**5. Public Comment on Agenda Items**

Dan Bennett indicated he had concerns with the recommended FY2026 budget that was submitted to the Village Council. He was told those concerns would be addressed at the appropriate time.

**6. Unfinished Business**

- a. **Buy Local:** Ms. Dayton indicated the combined meetings with the Bellaire Chamber had been going well. Work has begun on consistent monthly events for downtown. Work continues to update the downtown map.
- b. **Village Update:** Mr. Bennett said he met with the folks at Area Seniors. Senator DaMoose had been in town. Weather is making clean-up downtown difficult for the DPW.
- c. **Grant Committee:** Tracy LaReux has submitted the MACC grant on behalf of the DDA. She worked to update the wording on the website to include information needed to meet grant eligibility. The grant is expected to be awarded in February.
- d. **Marketing & Communications:** With the absence of members of the committee, Ms. Dayton reported on their behalf. She said the Instagram had to be redone and Facebook engagement was up over last month.
- e. **Banner Program Update:** Ms. Hiser said she had spoken with Sarah Bozarth at the Spice & Tea Exchange about volunteering to assist with the program. Ms. Bozarth has agreed. Ms. Dayton informed members she had been contacted by residents interested in taking over the care of the flowers this summer. She will have more information on that at a future meeting.

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- f. **Outdoor Art Exhibit Update:** No update. More information will be available once the MACC grant has been awarded.
- g. **Parking Committee/Signs:** No update.
- h. **Selfie Station:** Bellaire Chamber Director, Christy Wilson, let members know that a committee is being created to discuss this project moving forward. Updates will be provided.
- i. **Financial Update:** Nora Stead, in her capacity as DDA bookkeeper, informed members that invoices with Circle North Media have been cleared up. Additionally, the DDA can expect approximately \$13,500 in TIF funding from the Village of Bellaire. Half of that has been deposited.
- j. **Job Fair:** No update.
- k. **DDA FY2026 Budget:** Mr. Bennet said he had several concerns with the budget that was recommended to the Village Council for adoption in February. His primary concern centered around the inclusion of a parking study at a cost of \$15,000. He indicated the Council may not approve the DDA budget unless the parking survey were removed. He asked what the Village would get as a result of a study and whether downtown businesses would be asked to directly fund the project or through a special assessment. Discussion ensued.

Ms. Dayton noted the Village Council had passed previous budgets that included a parking survey at a cost of \$10,000. The increase in the FY2026 budget reflected an anticipated increase in the cost of the project. Ms. Boyd said the scope of the project would be defined when a Request for Proposals was released. She also questioned the authority of the DDA to impose a special assessment. Mr. Bennett agreed lowering the amount for a parking study in the recommended budget to \$10,000 may be more palatable to the full council. It was the consensus of the board to update the request in the budget to \$10,000 for this item.

Nora Stead, Village Treasurer asked about the budgeted amount for snow removal, noting the decrease from FY2025 to FY2026. Ms. Dayton said the amount had decreased because the money that was budgeted for FY2025 had not been spent, however the board wanted to keep something in the budget for this item to assist businesses in the winter with upkeep of the sidewalk in front of their respective storefronts. Ms. Wilson suggested putting out small containers of salt that could be used to salt areas that are not regularly maintained during winter, such as the area in front of Ruthie's and Frontier. It was the consensus of the board to leave this item unchanged.

Mr. Bennet questioned the new line item for digital signage. Ms. Dayton said the name of the line may have been worded incorrectly, but the idea was to purchase and utilize downtown event signage. Angela St. Pierre, Village Clerk, informed the board that the village's zoning ordinance does not allow for flashing lights but does allow for changeable signage. She also asked about the

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possibility of using this funding to install a bus stop style kiosk. Ms. Boyd said she would feel comfortable with a public/private partnership to fund something like that. It was the consensus of the board to change the wording on the line item to "Permanent Event Signage."

- l. **DDA Director:** Ms. Dayton was provided a copy of the previous DDA Director's contract. Discussion on this item will continue at the February meeting.
  - m. **Locked Filing Cabinet:** Ms. Dayton said she will work with Ms. Creason to move forward on this purchase.
7. **New Business**
- a. **Bylaws, Term Limit Review:** As written, the bylaws impose a 12-year limit of service for members. Ms. Dayton said this becomes an issue with members are appointed to fill partial terms as with Mr. Hoyt. It was the consensus of the board to add a review and possible amendment of the bylaws to the February meeting agenda.
  - b. **Applicant Review:** Ms. Dayton informed members that the Village Council had not accepted the recommendation of Tammy DeWulf to fill the partial term left by the resignation of Doreen McGuire. Members reviewed applications from Ms. DeWulf and recent applicant Dawn DeHeer.  
**Motion by Boyd, second by Hiser to recommend Dawn DeHeer to the Village Council for appointment to the Downtown Development Authority for a 4-year term starting February 2026.**  
**Motion passes – unanimous**
8. **Miscellaneous Business**
- Ms. Dayton requested DDA members appear at the February 11, 2026 public hearing. Ms. St. Pierre asked that the amended recommended budget be sent to her office by 2:00 p.m. on January 29 for inclusion in the Council's packet.

Meeting adjourned at 10:51.