

**Village of Bellaire
Downtown Development Authority**

September 30, 2026

Minutes

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

Ms. Creason added a discussion about the DDA Treasurer to the agenda approval item.

Motion by Boyd, second by DeHeer to accept the consent agenda as amended.

Motion passed – unanimous

4. **Public Comment on Agenda Items**

None

5. **Unfinished Business**

- a. **Buy Local:** Ms. Dayton updated members on the Flannel Festival results. The next DDA event is the Bellaire Witch Project scheduled for October 24. Ms. Boyd and Ms. Hiser will coordinate getting additional cornstalks for downtown decoration.
- b. **Village Update:** Village President Dan Bennett was unable to attend the meeting. Mr. McPherson said he was asked to attend in Mr. Bennett's place. He asked for clarification regarding the Christmas Tree downtown. Ms. St. Pierre let members know a private company has approached the Village Council and Department of Public Works with an offer to trim the tree and decorate it for the holidays at no cost to the Village.
- c. **Grant Committee:** Ms. Dayton told members a new MACC grant had been released. Potential new projects were discussed related to the 40th anniversary of the Rubber Duck Festival. It was the consensus of the board to proceed with the MACC grant application.
- d. **Marketing & Communications:** No update
- e. **Banner Program Update:** No update.
- f. **Outdoor Art Exhibit Update:** Ms. Dayton told members the artwork is being posted to online for the auction. Pieces will be auctioned off at the October 13th Meet & Greet.
- g. **Parking Committee/Signs:** Ms. Dayton said the parking signs have been stored for the winter.
- h. **Selfie Station:** No update.
- i. **Financial Update:** Ms. Stead told members that signatories on the account could not be updated with out approved minutes from both the DDA and the Village Council. Once Council approved its September minutes, she will update the signatories on file.
- j. **Bylaw Review:** Members discussed the proposed changes to the Bylaws. Members had some questions that may require clarification from legal counsel:

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- Are there any sections that contradict one another?
- Are the terms “Board” and “Authority” used consistently? Should those terms be more well-defined to avoid future confusion?
- Is it recommended that there be mention of retention policies consistent with statutes such as the Open Meetings Act or FOIA?
- Who is responsible for carrying Omissions & Errors insurance on the DDA?
- Who is legally responsible for paying for the bonding of contracted staff such as an Executive Director, Treasurer, or Bookkeeper?

Motion by Boyd, second by DeWulf to send the draft bylaws to legal for review.

Motion passed - unanimous

Ms. Boyd will forward the draft of the bylaws and questions to legal counsel to the Village Clerk.

k. **MDA:** No update

l. **Flower Care:**

Bellaire Garden Club

Ms. Dayton provided an update on the work of the Bellaire Garden Club. The BGC will pick the colors for 2027 planting.

Downtown Community Clean-up

Members discussed the communication included in their packets regarding beautification and clean-up of the downtown area.

Motion by Boyd, second by Hiser to recommend the Village Council split the cost of dog waste stations with the DDA as a cost not to exceed \$1,000 total between both organizations.

Motion passed.

Further discussion ensued. It was the consensus of the board to ask property and business owners along the downtown corridor to ask that they work to tidy their frontage and clear of weeds and debris.

Village staff members suggested the possibility of adding an additional street-sweeping to the DPW's schedule this fall.

m. **DDA Boundaries:** No update

n. **Rubber Duck Drop:** Ms. Dayton told members approximately \$2,750 had been raised so far for the event, with a goal of \$5,000. Donations will be solicited at the October Meet & Greet. Ms. Dayton suggested asking Northern Tree if they would be willing to use their cherry picker for the actual dropping.

o. **TIF Report:** Ms. Hiser is working with the Village Clerk to gather the information needed for the report. Ms. Hiser indicated she will create an SOP for the future treasurer to mitigate future issues.

p. **DDA Boundaries:** No update.

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- q. **Downtown Trees:** Members discussed the trees lining the M88 corridor through the District, noting many have grown too big. Ms. St. Pierre said the Village Council has asked for the DDA's input on what aesthetic they would prefer to see and if they have any request for trees they thing would work best for the area. She also noted DPW Director Aaron Kirt is working with the County Forester Mike Meriwether to determine the types of heartiest trees for downtown areas.

6. **New Business**

a. **DDA Director Contract and Duties**

Ms. Dwyer asked for some clarification of the language in her contract related to her duties and responsibilities.

Motion by Boyd, second by Hiser to clarify the responsibilities included in Exhibit A of the agreement to read "Coordinate communications with Village of Bellaire staff..."

Legal counsel will be asked about the legalities of who pays for the bond of contracted staff. That response will be brought to the October meeting.

b. **Treasurer**

Members discussed the current lack of a treasurer. Ms. Hiser indicated her willingness to serve as treasurer until a new member willing to serve in that capacity can be found.

Ms. Dayton nominated Libby Hiser to serve as Treasurer.

Motion by Dayton, second by Boyd to appoint Libby Hiser as DDA Treasurer.

7. **Miscellaneous Business:** None

8. **Public Comment**

Ms. Boyd reminded members she would not be at the October meeting.

Meeting adjourned at 11:09 a.m.