

Village of Bellaire

Downtown Development Authority

Don Hoyt, Chairperson

Mark Irwin, Vice-chairperson

Lori Silk, Secretary

Ken Fifelski, Treasurer

DOWNTOWN DEVELOPMENT AUTHORITY MINUTES

Tuesday August 4, 2015

8:30 am

1. **Call to Order:** Chairperson Don Hoyt called meeting to order at 8:35 am.

2. **Pledge of Allegiance:**

3. **Attendance:**

- **Members Present:** Don Hoyt, Joe Short, David Schultz, Mark Irwin and Don Seman

- **Members Absent:** Lori Silk

- **Others Present:** Meranda Lambert, Short's Brewing Company

4. **Approval of Agenda:** The agenda was modified to add a nomination for a new Vice Chairperson to replace Mike Kovacs.

Motion by Mark Irwin to approve the minutes of the June 24, 2015 meeting. Motion Supported by Member Don Seman. Motion carried by unanimous voice vote.

5. **Public Comment on Agenda Items:** No Public Comment.

6. **Old Business:**

a. **Continued Discussion on Development of Plan Framework.**

i. Leslie Meyers was provided with requested information by Don Hoyt via email last week. Meranda Lambert will follow up with Leslie to see that she has everything she needs as well as get an idea for an estimated completion date. Meranda Lambert will supply this information via email to the DDA.

ii. The Development Plan will need to be ready for County review in May/June 2016.

iii. Other timelines- Hiring a DDA Director before framework is complete? Agreed to first get framework ready

iv. Ad in newsprint- Received 5-6 applicants for the 2 weeks the ad ran in local publications. Try a different outlet. Joe Short suggested running an ad in the TC Ticker and Northern Express.

Motion by Member Don Seman to place an ad in the TC Ticker and the Northern Express for a DDA Director to run for 5 consecutive days. Motion Supported by Member Joe Short. Motion carried by unanimous voice vote.

- v. Chairperson Don Hoyt will supply Meranda Lambert with the current ad via email and she will take the necessary steps in contacting the TC Ticker and the Northern Express to get the ad placed. Cost will be paid up front by Short's Brewing Company who will invoice the DDA for reimbursement. Estimated fees for the 5 day ad are \$130. Meranda Lambert will inquire with the TC Ticker about a discounted rate for non-profits.
- vi. Local Candidates- Diana Robinson (not at this time), Rachael (not at this time) and Rich Hannan (perhaps)- Joe to check with Rich.

7. New Business:

a. New Board Members:

Two positions on the DDA Board are currently open with a third opening pending. An application was received by member Dave Schultz for Rollie Fink with Uniquely North. The applicant will be formally recommend to the Village Council of Bellaire during their August 5, 2015 meeting.

Motion by Member Dave Schultz to take the nomination of Rollie Fink to the Village Council of Bellaire. Motion Supported by Member Don Seman. Motion carried by unanimous voice vote.

Two more potential candidates were identified- Ryan McConnel and Doug Dawson. Joe will text Doug Dawson and Don Hoyt will try to stop in and speak to Doug in person. Joe will email Ryan McConnel to gauge his interest.

8. Miscellaneous Business of the Authority Board:

a. Discuss board members satisfaction and responsibilities.

Will current secretary Lori Silk stay on as a board member if her secretary duties can be re assigned? Chairperson Don Hoyt will contact Lori to discuss this possibility. Member Dave Schultz could make a request to the Village Council of Bellaire to utilize their Clerk to be an interim DDA secretary.

Motion by Member Dave Schultz to seek an interim DDA secretary from the Village Council of Bellaire. Motion Supported by Member Mark Irwin. Motion carried by unanimous voice vote.

b. Nomination of a New Vice-chairperson

Fill the vacancy of Mike Kovacs. Mark Irwin accepted the nomination.

Motion to nominate Mark Irwin as Vice-chairperson to the Bellaire DDA by Member Joe Short. Seconded by Chairperson Don Hoyt.

Motion to close the nominations by member Dave Schultz. Seconded by member Don Seman. Motion carried by unanimous voice vote. Mark Irwin to become new Vice Chairperson for the Bellaire DDA.

c. Miscellaneous:

- i. Dave Schultz proposes the idea of renting space from the Village of Bellaire for the other half of the building purchased from Kearney Township and potentially sharing the space with the Glacial Hills organization. A request could be made to the Village Council for rent free space for one year and then subsequent thoughts are that the rent would run approximately \$400 after the first year.
- ii. Dave Shultz made known that the Meadow Brooke organization has office furniture available
- iii. Member Don Seman inquired about parking signage as a future project- Group agreed that this would be a topic for a new director to handle.
- iv. Members Don Seman and Joe Short will review with Chairperson Don Hoyt received resumes for the DDA director via an email thread. Member Joe Short will set up a single file location for the resumes to be placed in. Chairperson Don Hoyt will provide emails of board members to invite for access to the folder. Chairperson Don Hoyt will also change the email address for receiving DDA director resumes from Lori Silk to himself.

9. Member/Public Comment on Non-Agenda Items: No Public Comments

10. Adjourn:

Motion to adjourn by member Joe Short. Seconded by member Dave Schultz. Motion carried by unanimous voice vote.

The meeting was adjourned at 9:15 am.

Minutes compiled by Meranda Lambert.

Minutes are subject to approval.

Don Hoyt, Chairperson