

Village of Bellaire

Downtown Development Authority

Louise Wenzel, Chairperson

Don Hoyt, Vice-Chairperson

Doug Dawson, Secretary

Christy Wilson, Treasurer

Downtown Development Authority Minutes

Monday, March 16, 2020

1. **Call to Order:** Chairperson, Louise Wenzel called the meeting to order at 10:04 a.m.
2. **Attendance:**
 - Members Present:** Christy Wilson, Louise Wenzel, Mark Irwin, Joe Short; Dan Bennett, Rolland Fink
 - Members Absent:** Doug Dawson, Don Hoyt, Don Seaman
3. **Approval of Consent Agenda:** Motioned by Fink, seconded by Bennett to approve the agenda, motion carried a unanimous vote.
4. **Public Comment on Agenda:** None at this time
5. **Unfinished Business:**
 - a. Village Update – Bennett provided an update on open positions with the Village. Bennett indicated in light of COVID-19, it is unclear if the Village will conduct the meeting scheduled for April 1, 2020
 - b. Community Hall/Crosshatch Contract/Invoices – After discussion regarding the progress on the Community Hall project and in light of potentially moving forward with hiring a facilitator to oversee and coordinate the Common Goals, a decision was made to exercise the termination clause with CrossHatch and pay any outstanding monthly fees as well as reimbursement for expenses incurred by CrossHatch totaling \$422.29 once all supporting documentation is received. A motion was made by Irwin, seconded by Fink to provide the 30 day termination notice, as required in the contract, with CrossHatch and pay any outstanding balance. Motion carried a unanimous vote.
 - c. Common Goals/Community Huddle Facilitator – Members received an updated Common Goals spreadsheet which included a column representing the County common goals after reviewing the County Master Plan. Wenzel noted Irwin, Short and Wenzel met with Elise Crafts, Statecraft, and Jennifer Hodges, Gourdie Fraser, to discuss scope of services and a partnership arrangement to facilitate the initiative of bringing all parties together to work on Common Goals. Crafts and Hodges will meet to develop a proposal

to make a recommendation to the Village at the April 1, 2020 Village Council meeting to support the hiring of such facilitator. Bennet noted the Village feels very comfortable working with Hodges. A motion was made by Short, seconded by Wilson, to enter into an agreement to co-op the expense with the Village for a third party facilitator to achieve Common Goals. Motion carried a unanimous vote.

d. Buy Local – Wilson provided an update after a recent meeting with the Buy Local group noting all businesses are working together to promote businesses through social media and coming up with various ideas to help businesses stay open during the COVID-19 crisis. Wenzel noted it was previously mentioned that the Buy Local group was working on the parking issue for downtown. Parking issues are part of the Common Goals list and should be addressed when working on common goals. Wilson also mentioned Mortenson Funeral Home was contacted regarding available parking space for employees of downtown businesses. This would free up space for visitors on the main road. This was a concern previously addressed to the DDA by a business owner. Mortenson agreed and supported this idea.

d. DIA Display – The Village Council approved the installation of the DIA 2020 Displays. Installation agreements from each property owner have been obtain. The DIA will be contacted to obtain marketing material/efforts utilized by previous towns.

6. New Business:

a. Wenzel presented information regarding past due Antrim County invoices related to reassessments of property values impacting TIF dollars. The invoices will be paid and TIF dollars will be reduced in the financial records.

7. Miscellaneous Business:

a. Wilson noted the approved bank signatory changes have been made for the DDA checking account and the debit card was cancelled as it was currently in the name of the previous DDA treasurer who is no longer a Board member.

b. Irwin noted he continues to attempt to make contact with the appropriate individual of the Frontier Building to determine status of occupancy.

8. Public Comment on Non Agenda Items: None

9. Adjourned: Meeting was adjourned at 10:40 a.m.

Meeting minutes compiled by Louise Wenzel