

Village of Bellaire

Downtown Development Authority

Mark Irwin, Chairperson

Don Hoyt, Vice-Chair

Doug Dawson, Secretary

Christy Wilson, Treasurer

Downtown Development Authority Minutes

Wednesday, January 31, 2018

- 1. Call to Order:** Chairperson, Mark Irwin called the meeting to order
At 8:08 a.m..
- 2. Attendance**
Members Present: Doug Dawson, Ryan McConnell,
Don Hoyt, Dave Schulz, Joe Short, Mark Irwin, Christy Wilson
Members Absent: Don Seaman, Roland Fink
Others Present: Amanda Baker - NLEA - rep
Louise Wenzel, Amanda Kik & ____ Crosshatch reps
- 3. Approval of Consent Agenda:** The agenda and December 20th
Minutes were approved with the appropriate date correction and the
addition of Schulz to the Attended. An addition to New Business, d.
Communication with Village Council was also added.
Motion by Hoyt, seconded by Wilson. Motion carried a unanimous
decision.

a. Financial Report: None at this time.

4. **Public Comment on Agenda:** None

5. **NLEA Director's Report:**

Reviewed 2017 briefly and handed over a jump drive and packet containing all of the work that the NLEA had done for 2017. The rest of the directors report is covered in the agenda regular items.

6. **Old Business:**

1. Emma's Way Sign - Reviewed the submitted bids for the signage. Motion by Hoyt, seconded by McConnell to have Short's produce the sign and the cost not to exceed \$130. The sign will be made of brushed aluminum and will also include a picture. Motion Carried a unanimous decision.
2. Project updates - Kayak Launch, a \$2,000.00 grant was received from Paddle Antrim. Another grant submission for \$15,000.00 will be submitted and the money would go towards site preparation. The Buy Local Committee having a sample Bellaire on Wednesday's and looking to have businesses stay open later on Friday's 8:00 p.m.
3. Contract Proposals - NLEA, Crosshatch
NLEA submitted a a la carte proposal to help the DDA in 2018 with certain project at proposed prices. Crosshatch gave a proposal for one specific project "Town Hall Renovation" and to see it's completion. no action was taken on either proposal and to be discussed in further depth next month.
Motion by Irwin, seconded by Schulz to discuss and vote on the proposal by crosshatch in February during the normal scheduled meeting. Motion carried a unanimous decision.
Motion by Schulz, seconded by Hoyt to approve to pay Arndt Electric \$1319.00 for the electrical work in hooking up the power for the "Emma's Way" Alleyway lights. Motion carried a unanimous decision.

4. **Public Comment on Old Business:** Wenzel questioned the hours Recorded by the NLEA for their 2017 contract. She also questioned Crosshatch on their 7.5% fee on grants and about which grants could be obtained first and why.

7. **New Business:**
 - a. 2018/2019 Budget - Reviewed and discussed the upcoming year's budget and any changes that may be necessary.
Motion by Irwin, seconded by Schulz to approve the budget for 2018 with the addition of \$500.00 in Miscellaneous be changed to \$2,500.00 and \$30,000.00 be entered in income from Short's Brewing and Donations combined which would give a estimated balance of \$17,270.00. Motion carried a unanimous vote.
 - B. Downtown Flowers - Discussed taking over the flower barrels from the chamber and what that would entail.
 - C. Election of 2018 officers - Reviewed the officers that were up for Re-election - Dawson-Secretary, Hoyt-Vice-chairman, Irwin-Chairman. Motion by Irwin, seconded by Short to have Dawson to stay as Secretary, Hoyt as Vice-Chairman and Irwin as Chairman. Motion carried a unanimous vote.
Motion by Irwin, seconded by Schulz to remove Ken Fifelski as a check signer and to authorise Christy Wilson, Don Hoyt and Mark Irwin the authority to sign checks and that all checks require two Signatures effective January 31, 2018.

8. **Miscellaneous Business:**

To allot a certain amount of time for each item to help ensure that the meeting ends at roughly the appropriate time.

9. **Public Comment on Non-Agenda Items:**

10. **Adjourned:** The meeting was adjourned at 9:26. Motion to adjourn by Schulz, seconded by McConnell. Motion carried a unanimous vote.

Meeting minutes compiled by Secretary, Doug Dawson