

August 7, 2024  
Downtown Development Authority  
Village of Bellevue – Meeting Minutes

The Bellevue Downtown Development Authority meeting was called to order at 8:04 a.m. by Chairperson M. Smith.

Roll Call:

Present: M. Pennington, M. Smith, N. Roberts, M. Bartzen, K. Sparks, L. Pfiester

Absent: C. Carpenter, H. McMillion

K. Sparks moved to approve the minutes from the July 3, 2024, meeting, seconded by N. Roberts. Motion carried.

The board further discussed the Farmer's Market. Further research was needed to determine the best ways to make permanent flag spots in the park for the Farmer's Market and other events. M. Bartzen will get in touch with Brad from Baker Construction about his ideas. A review of where the flags should be placed was talked about. K. Sparks motioned to have one flag in the flower bed and one next to the bench in a wooden box, second by L. Pfiester. Motion carried. There were 3 vendors at the free day on July 25. K. Sparks moved that the free Farmer's Market will be held on the 3<sup>rd</sup> Thursday of the month for the rest of 2024, second by M. Pennington. Motion carried. L. Pfiester mentioned she went to the Marshall Facebook page and sent messages to vendors who attended the Marshall Farmer's Market to let them know about the Bellevue Farmer's Market.

We still have a vacant seat. There has been some interest in the past, but no one has moved forward with asking to join. The board will continue to ask people who may be interested.

The Façade Grant mentioned that the applications were due by August 30th and that with only a few weeks until the Aug. 30th deadline, we really need to push advertising and may need to approve to extend the deadline. N. Roberts motioned to buy a large check (up to \$40) to take pictures with the business that receives the Grant funds after work has been completed, second by L. Pfiester. Motion carried. Pictures would then be posted to advertise Grant. M. Bartzen gave an update on the work being done on her building, and the work is now complete. K. Sparks motioned to cut the check for the Grant funds, second by N. Roberts. Motion carried.

The date of Halloween in the Park and Santa Parade were discussed to have yard signs made for these events. Due to the Michigan State vs Michigan football game scheduled for October 26th, the board discussed holding Halloween in the Park on November 2<sup>nd</sup> from 4-6. The Santa Parade was also set for December 7. N. Roberts motioned to purchase changeable date yard signs for Halloween in the Park and Santa Parade, second by M. Pennington. Motion carried. There was talk of buying feather flags for this event, but nothing was approved until flag holders were in place. M. Bartzen said Spaulding would donate 1 of the 2 bikes for the Halloween in the Park raffle. M. Smith will ask Bellevue Hardware if they will donate the 2<sup>nd</sup> bike. The board also talked about having music played by a DJ and possible games to go with the music that would allow the kids to get a raffle ticket to enter to win a Scooter. L. Pfiester mentioned she would donate the scooter. M. Pennington will get with Paul Temple about being the DJ for Halloween in the Park. The board would invite vendors/food trucks to Halloween in the Park.

The route for the Santa Parade was discussed. It would start at the High School, go down Main Street, turn right at the 4-way stop, and end at Park/North End, where we hope to have Santa and Tree Lighting. The parade will begin at 6, and the line-up will be at 5:30 at the High School.

Along with the Santa Parade, the board discussed the Christmas tree lighting. Baker Construction will rent a lift to decorate the designated tree in the Park with Christmas lights. N. Roberts will figure out how tall the tree is and investigate how much it would cost to light up the tree. It was also discussed that a timer should be on the lights to help lights last longer and not on all the time. Everyone thought it would be nice to have Christmas music playing downtown during the holiday. N. Roberts to research speakers. K. Sparks motioned to purchase Christmas lights for the Christmas tree with a budget of \$5,000, second by M. Pennington. Motion carried. The board also discussed having a raffle at Halloween in the Park for someone to win the chance to be the tree lighter at the Santa Parade. A tree topper (star) was discussed, and whether to purchase one with the tree lights or look onto Leo to make one.

N. Roberts moved to adjourn the meeting at 9:51 a.m., seconded by L. Pfiester. Motion carried.