

September 4, 2024  
Downtown Development Authority  
Village of Bellevue – Meeting Minutes

The meeting of the Bellevue Downtown Development Authority was called to order at 8:01 a.m. by Chairperson C.Carpenter.

Roll Call:

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

Absent:

M.Pennington moved to approve the minutes from the August 7, 2024, meeting seconded by L.Pfiester. Motion carried.

The board further discussed the Farmer's Market K.Sparks motioned to have Brad from Baker Construction purchase the PVC pipe/cap(s) and drill the holes in assigned spots in the park for the Farmers Market flags, second by N.Roberts. Motion carried. Michelle will call Miss Dig and then there will be 14 days from when they come out to get work down. M.Bartzen has agreed to store flags in her building when not being used. It was also agreed that M.Pennington will put Farmer's Market Flags out on Thursday mornings to advertise the market.

We currently still have two vacant seats. H.McMillion has resigned. There has been some interest in the past, but still no one has moved forward with asking to join. The board will continue to ask people who may be interested in joining.

The Façade Grant applications were discussed. We currently have one application turned in that is incomplete and is requesting interior work along with the exterior work. Board reviewed Grant guidelines. After reviewing guidelines and the current application, the board agreed to ask the current applicant to make changes and resubmit. K.Sparks will review the changes that need to be made with business owner. The board decided that since there were no qualified applications the Grant deadline would be extended to September 30<sup>th</sup>.

The board discussed Items on the agenda for Halloween in the Park. Paul Temple has agreed to DJ this event on November 2. M.Smith motioned that Paul Temple will be paid \$150 for his DJ services, seconded by N.Roberts. Motioned carried. New events/ items for the event were reviewed. M.Smith would ask Dan Dan the Ice Cream Man if he would handout ice cream for the kids. M.Bartzen would ask Boondocks if they would like to donate or sell pizza by the slice in place of having the free hotdogs . Face Painting also has been added to the list of activities. We are still in need of one of the bikes to be donated for the bike giveaway. M.Smith will ask Bellevue Hardware if they would donate. Measurements and clarification of the advertisement signs were discussed. M.Bartzen has 8 metal sign frames that can be used for the advertisement signs with a special spot for date/time slide outs so they can be changed as needed. C.Carpenter motioned to have 8 signs made by DB Design as long as the price of each sign is \$20 or less, seconded by N.Roberts. Motioned carried. M.Smith will contact DB Design to have signs created and printed.

N.Roberts announced that the DDA annual membership is due. C.Carpenter motioned for the \$250 membership to be paid, seconded by L.Pfiester. Motioned carried.

Other events to discuss was the Santa Parade. Board had further discussion about having DJ at Santa Parade to MC the parade. M.Pennington to call Dwight to ask if he was available. In past years cars are parking on the street where the parade route will be. The board discussed having the parking blocked the morning of the Santa Parade to help with the visibility of the parade. North End has been confirmed and booked for Santa to be housed for the kids to come visit. A donation for this is requested. The amount of this donation will be discussed at a later date. N.Roberts mentioned she has an upcoming appointment to talk about street speakers to play music. C.Carpenter motioned to purchase 8 signs to be made for advertising the Santa Parade at the price of \$20 a sign, seconded by N.Roberts. Motioned carried. Board reviewed if any changes need to be made to Light Up the Vue. Entry forms must be submitted by November 29<sup>th</sup>. Judging will take place December 7-December 22. In the past home owners said the winner's basket is so big maybe there can be more than one prize. Board agreed that having a 1<sup>st</sup> and 2<sup>nd</sup> prize may promote more entries. The contest rules for Light Up the Vue will be updated to have applicant take picture(s) of decorations and post assigned number in their yard/window. Along with the Christmas theme N.Roberts mentioned that star and lights for the tree lighting in the park were purchased. The board is now looking for a large electrical spool to use to store lights on when not on the tree.

Last item that was discussed was DDA Facebook page. Board members mentioned no one is monitoring posts and they aren't able to post pictures of events. It was agreed to post that the DDA page is not monitored daily and if you have a direct concern to email the DDA email. If board member sees a comment on FB page that needs to be address it will be brought to the boards attention so someone can reach out. Also new admins will be added to help with posting pictures.

N.Roberts moved to adjourn the meeting at 9:40 a.m., seconded by L.Pfiester. Motion carried.