

September 11, 2025
Downtown Development Authority
Village of Bellevue – Meeting Minutes

The meeting of the Bellevue Downtown Development Authority was called to order at 8:02 a.m. by Chairperson C. Carpenter.

Roll Call:

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

Absent: M. Bartzen, M. Pennington, J. Whitcomb, L. Pfister (8:04)

C. Carpenter moved to approve the minutes from the August 21, 2025, meeting, seconded by N. Roberts. Motion carried.

First on the agenda was the sound system. N. Roberts stated that the sound system wiring is scheduled to be installed on September 22. She will also receive training on how to operate the equipment after the installation is complete.

There are currently no applications for the Façade Grant. C. Carpenter has and will continue to post on Facebook the extension date throughout September.

C. Carpenter reached out to Heather McMillon about how the DDA could help with the Turkey Dinner. Heather expressed concern about people attending the Turkey Dinner without already having purchased tickets, hoping to obtain a donated ticket. It was decided that if there are unsold tickets, the DDA would then buy tickets to give away to those in need at the Food Pantry.

M. Smith shared an application template for the possible scholarship. The board liked all the requirements and the scholarship application. C. Carpenter moved to approve the \$1,000 high school scholarship, seconded by L. Pfister. M. Smith will investigate how to distribute funds properly before the October meeting.

The board reviewed items for Halloween in the Park that were mentioned at the last meeting. L. Pfister mentioned that John Pfister would donate the corn for the corn hunt game. C. Carpenter and L. Pfister both said they had kiddie pools they could use to hold corn for the game. M. Smith and K. Sparks will ask for coin donations when going around to look for business volunteers for upcoming events. J. Whitcomb agreed to provide a truck and handle the pumpkin drop, as the Village is unable to do so this year. C. Carpenter did reach out to Mr. Brininstool about getting HS volunteers to help with games and other activities to gain community service hours. Mr. Brininstool agreed that he could help with recruiting volunteers and would need to know the number as the event approaches. Barnes Insurance and Spaulding Associates have decided to donate the bikes for the bike raffle again this year. It was also discussed that we could really use another Face Painter for the event, or limit options to help cut down the line time. C. Carpenter will reach out to a possible Face Painter. The board also discussed the need for bathroom facilities, as the park currently lacks a bathroom. M. Smith will reach out to see if North End is available to use.

The Santa parade was briefly talked about. It was mentioned that we should place the band directly in front of Santa to keep the parade line moving smoothly. M. Smith will reach out to the band leader to confirm

their availability and notify her of the change. M. Smith did confirm that North End is reserved for Santa and crafts after the parade. It was also mentioned that the library would like to help with crafts with the kids. We will reach out to let them know when they can set up and how many kids to expect. The board mentioned that we needed to book a DJ to announce the parade participants this year. It was agreed to wait until the sound system is in place and see if we can make it work to play music and speak over the speakers simultaneously.

N. Roberts moved to adjourn the meeting at 8:49 a.m., seconded by K. Sparks. Motion carried.