

October 9, 2025
Downtown Development Authority
Village of Bellevue – Meeting Minutes

The meeting of the Bellevue Downtown Development Authority was called to order at 8:00 a.m. by Chairperson C. Carpenter.

Roll Call:

Present: C. Carpenter, M. Pennington, K. Sparks, L. Pfiester, J. Whitcomb

Absent: M. Bartzen (8:15), N. Roberts, M. Smith (8:02)

C. Carpenter moved to approve the minutes from the September 11, 2025, meeting, seconded by K. Sparks. Motion carried.

First on the agenda was the sound system. M. Pennington mentioned that the sound system should be done by the end of the week. Some more wiring needed to be finished up. It was noted that a laptop or tablet must always be connected to the sound system to function. L. Pfiester has offered to let DDA borrow a computer while it is decided how the sound system will run moving forward. The board would like Halloween music to play during trick-or-treating.

There is a vacant seat on the board. J. Whitcomb has invited Mindy Sparks from TWC (Baker) to the meeting. Mindy is interested in serving on the board. M. Smith motioned to approve having Mindy Sparks fill the vacant seat, seconded by L. Pfiester.

We received three applications for the Façade grant. All three applications were reviewed and discussed. C. Carpenter motioned to approve moving forward with the application submitted by Mark Goodrich for 132 N Main St with additional documentation, seconded by L. Pfiester.

C. Carpenter spoke about the Turkey Dinner. Ticket sales are not going well. The board for the Turkey Dinner hoped to sell 1,000 tickets. Current ticket sales are at 250. Chelsey mentioned that the DDA is purchasing tickets to provide to those in need at the Good Samaritans. C. Carpenter motioned to approve the purchase \$250 of tickets, seconded by L. Pfiester.

The revised Scholarship was reviewed, and the disbursement of the scholarship check was discussed. M. Smith reached out to a few other programs in the area to learn how the checks are written for their specific scholarships and what seems to work best. It was agreed that funds would be payable to the student for use in books, tuition, rent, etc. M. Smith to send Scholarship and application to C. Carpenter to post on Facebook, and to N. Roberts to post on the Village of Bellevue website. M. Smith will also reach out to Bellevue and Olivet High Schools to inform them of the scholarship.

Trail Life was able to get a team of Trailmen together on Thursday, October 9th, at 10:00 to paint the Washington Park playground equipment. This was discussed at a previous meeting, where the DDA requested that this be done. M. Smith motioned to approve paying up to \$200 for paint supplies to paint the park equipment, seconded by K. Sparks.

A Round Table meeting was held on Tuesday, September 30th. The most considerable discussion at this meeting was communication. We are working together to ensure events are not held on the same night.

Unfortunately, the Halloween in the Park and Reverse Auction will both be on November 1. Ways of communicating between the boards and with the whole village were discussed. A Team Reach app was brought up for the boards to communicate events and other news. From there, each board would spread the news utilizing its communication resources. C. Carpenter to bring this suggestion up at the next Round Table Meeting.

Halloween in the Park was reviewed to ensure everything is in order and ready for the November 1 event. It was confirmed that L. Pfiester and C. Carpenter will bring kiddie pools for the corn hunt game. M. Smith and K. Sparks will ask local businesses if they would like to donate coins to the corn hunt game. Board members also agreed that if they had spare change at home, they could also donate. N. Roberts confirmed that roads surrounding the park could be blocked off. Bellevue DPW will bring cones to the bank for blocking on Saturday morning. C. Carpenter confirmed who would be available to set up at 3:00 on that Saturday. M. Smith to confirm food trucks and ice cream will be set up by 3:30. M. Smith and C. Carpenter are working to finalize the map, including the number of games and additional items. M. Bartzen confirmed that she will have five volunteers for the event to help with games, and C. Carpenter is communicating with Mr. Brininstool for seven volunteers from BHS. There was talk about renting a few more games from Fun Services to make sure we had plenty of games since we should have the extra volunteers. K. Sparks motioned to approve to pay up to \$150 for game rental and prizes/candy once we get a final total on volunteers, seconded by L. Pfiester.

The Santa parade was briefly talked about. M. Smith did confirm that Santa is booked for the parade and pictures at North End. The library has volunteered to provide a craft table at the North End after the parade. M. Bartzen is going to investigate ways to make hot water quicker and keep hot chocolate warm for both Halloween in the Park and the Santa Parade.

The Board agreed to move the meeting to November 6 at 8:00 am at TWC (Baker). This will give plenty of time for last-minute Santa parade planning.

L. Pfiester moved to adjourn the meeting at 9:09 a.m., seconded by M. Smith. Motion carried.