

**CITY OF BELLEVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA**

**Wednesday, December 20, 2023 - 6:00 pm (EST)
Belleville City Hall — Council Chambers
6 Main Street, Belleville, MI 48111**

Join Zoom Meeting

<https://us02web.zoom.us/j/89215065117?pwd=VnRHZGJmZlZFMkNqQXNMc0RtNHltZz09>

Meeting ID: 892 1506 5117

Passcode: 103603

One tap mobile

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+16468769923,,89215065117#,,,,*103603# US (New York)

Dial by your location

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- +1 646 876 9923 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 408 638 0968 US (San Jose)
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
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Meeting ID: 892 1506 5117

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Find your local number: <https://us02web.zoom.us/j/kbeEl6v7Rq>

- 1. Pledge of Allegiance and Moment of Silence**
- 2. Roll Call**

Chair – Alicia McGovern	Board Member - Valerie Kelley-Bonner
Vice-Chair – Kelly McWilliams	Board Member - John Winter
Secretary – Denise Baker	Board Member – Mike Gatteri
Treasurer – Sabrina Richardson-Williams	Board Member -
Mayor – Ken Voigt	

3. DDA Follow Up List
4. Citizen Comments, Agenda Items Only
5. Approval of and/or Changes to the Agenda
6. Approval of Meeting Minutes
 - November 15, 2023 Regular DDA Meeting
7. Presentations
 - A. DDA Annual Report 2023
8. General Business
 - A. 2024 Meeting dates
 - B. Select Committee members for 2024
 - i. Marketing & Community Engagement
 - ii. Economic Development
 - iii. Budget & Finance
 - iv. Events/Culture & Arts
 - C. Preparation for January meeting – Election of Officers
9. Treasurer's Report and Accounts Payable
10. Closed Session
 - A. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained, per MCL 15.268(d)
11. Chair and Board Member Comments
12. Citizen Comments, Non-Agenda Items
13. Action Items for Next Regularly Scheduled Meeting
14. Adjournment

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
November 15, 2023**

A regular meeting of the City of Belleville DDA was called to order at 6:00 P.M., at the Municipal Building, 6 Main Street, Belleville, MI 48111, by Chairperson Alicia McGovern.

1. Pledge of Allegiance and Moment of Silence

2. Roll Call

Chairperson, Alicia McGovern	Present
Vice-Chairperson, Kelly McWilliams	Present
Treasurer, Sabrina Richardson-Williams	Present
Secretary, Denise Baker	Present
Mayor, Kerreen Conley	Arrived 6:22pm
John Winter	Present
Valerie Kelley-Bonner	Present

3. DDA Follow-Up List

- Discussed the spring walk and other upcoming events.

4. Citizen Comments on non-agenda items

5. Approval of Agenda

Motion by McWilliams to approve the agenda and add item 7C to discuss Winterfest, bleachers, and a tent. Second by Winter. Motion carried unanimously.

6. Approval of Minutes

Motion by Richardson-Williams, second by Winter to approve the Minutes of the Regular DDA Meeting held on October 18, 2023. Motion by Baker, second by Richardson-Williams to approve the Special DDA meeting minutes. Motions carried unanimously.

7. General Business

A. Set Meeting Date for DDA Strategic Plan re-fresh – January/February

A discussion about the DDA Strategic Plan occurred. The attorney will be at the January 17th meeting. The board discussed possibly meeting on a Saturday for the Plan refresh. The board discussed meeting on February 17th as the date for the refresh. The board agreed to a 9am to 11am timeframe.

Motion by Winter, Supported by Baker. Motion carried unanimously.

B. Possible New October DDA Event – Discussion

Discussed the possibility of a new DDA Event in October. The event would be like a Maker Faire and serve as a kickoff to Booville events. The event date was discussed. The date was set as a hands on demonstration event on October 5. Motion by Baker, Seconded by McWilliams to establish an October 5 event and to investigate Maker Faire collaboration. Motion carried unanimously.

C. Winterfest, Bleachers, and a Tent

A discussion about Winterfest, and adding bleachers and a tent. Motion by Richardson-Williams, Seconded by Baker to rent bleachers at a cost of \$1500. A roll call vote was taken. Ayes – McGovern, McWilliams, Conley, Richardson-Williams, Baker. Nays – Winter. Motion Carries 5-1.

8. Treasurer's Report and Accounts Payable

Motion by Richardson-Williams, Seconded by Baker to accept the accounts payable in the amount of \$14,825.17. Motion Carried Unanimously by roll call vote.

9. Closed Session

Motion by Winter, Seconded by Baker to go into Closed Session to consider the purchase or lease of real property. Motion carried unanimously. Closed Session entered into at 6:33pm.

Motion by Winter, Seconded by Conley to return to open session at 7:05pm. Motion carried unanimously.

Motion by Conley, Seconded by Winter to authorize Administrative Staff to negotiate the purchase of the properties discussed in closed session. Motion carried unanimously by roll call vote.

9. Chairperson Comments

Comments were made by the chair, thanking everyone.

Board members also made comments.

10. Citizen Comments

11. Action Items for the Next Regular Scheduled Meeting

12. Adjournment

Motion by Richardson-Williams, seconded by Winter to adjourn at 7:09pm. Motion carried unanimously.

Respectfully submitted by: Jason Smith, MPA, City Manager

**CITY OF BELLEVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
RESOLUTION NO. 23-001**

**RESOLUTION APPROVING THE 2024 DOWNTOWN DEVELOPMENT
AUTHORITY MEETING SCHEDULE**

WHEREAS, the Belleville Downtown Development Authority (DDA) holds a regular meeting on the third Wednesday of each month beginning at 6:00 p.m. in the Council Room of the Municipal Building at 6 Main Street, Belleville MI, pursuant to the Open Meetings Act [MCL 15.265(3)], and

NOW THEREFORE, BE IT RESOLVED that the Belleville Downtown Development Authority (DDA) hereby approves the following meeting schedule for 2024.

2024 Downtown Development Authority Meeting Dates

Wednesday	January	17 th	2024
Wednesday	February	21 st	2024
Wednesday	March	20 th	2024
Wednesday	April	17 th	2024
Wednesday	May	15 th	2024
Wednesday	June	19 th	2024
Wednesday	July	17 th	2024
Wednesday	August	21 st	2024
Wednesday	September	18 th	2024
Wednesday	October	16 th	2024
Wednesday	November	20 th	2024
Wednesday	December	18 th	2024

MOTION	SECOND

AYES	NAYS	ABSENT	VOTE

Briana Hootman
City Clerk/Treasurer

Alicia McGovern
Chair

Agenda Date: December 20, 2023

User: TAKISHA

CHECK NUMBERS 2254 - 2266

DB: Belleville

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount	Status
Bank DDA Downtown Development Authority								
12/14/2023	DDA	2254	1171	AHEARN SIGNS	AHEARN SIGNS	SCARECOW SIGNS	190.00	Open
12/14/2023	DDA	2255	0120	AT&T	AT&T	DSL FOR COMMUNITY EVENTS SIGN	467.16	Open
12/14/2023	DDA	2256	0253	CITY OF BELLEVILLE	CITY OF BELLEVILLE	DDA DIRECTOR (JULY 1, 2023 - SEP	18,380.00	Open
12/14/2023	DDA	2257	0253	CITY OF BELLEVILLE	CITY OF BELLEVILLE	DDA STREET LIGHTING (JULY 1, 202	6,482.97	Open
12/14/2023	DDA	2258	0253	CITY OF BELLEVILLE	CITY OF BELLEVILLE	HUNTINGTON SAVINGS BOND REIMB TO	22,331.25	Open
12/14/2023	DDA	2259	0075	DTE ENERGY	DTE ENERGY	STREET LIGHTING 9200 458 6098 7	32.81	Open
12/14/2023	DDA	2260	0075	DTE ENERGY	DTE ENERGY	STREET LIGHTING 9200 541 8098 8	644.64	Open
12/14/2023	DDA	2261	4554	ENVIRONMENTAL TESTING &	ENVIRONMENTAL TESTING &	DDA-PROJECT VACANT LOT 258 MAIN	1,500.00	Open
12/14/2023	DDA	2262	4203	KBE HOIST	KBE HOIST	INSTALL FIELD LABOR TO INSTALL E	1,475.00	Open
12/14/2023	DDA	2263	3216	MCGRAW MORRIS P.C.	MCGRAW MORRIS P.C.	LEGAL SERVICES	2,196.00	Open
12/14/2023	DDA	2264	3752	PIONEER LANDSCAPING & L	PIONEER LANDSCAPING & L	CUT & WHIP PARKS OCT & NOV 2023	1,210.00	Open
12/14/2023	DDA	2265	4553	ROYAL PUBLISHING	ROYAL PUBLISHING	MHSAA FOOTBALL CHAMPIONSHIPS ADS	135.00	Open
12/14/2023	DDA	2266	4502	TRUGREEN	TRUGREEN	PARK MAINT. (DONA'S LANDING 556	46.59	Open

DDA TOTALS:

Total of 13 Checks:

Less 0 Void Checks:

Total of 13 Disbursements:

55,091.42

0.00

55,091.42

ACCOUNTS PAYABLE EXPENDITURES
DDA MEETING DEC 2023

DATE	AMOUNT		G. TOTAL
12/20/2023	\$55,091.42		\$55,091.42
<u>GRAND TOTAL</u>			\$55,091.42