

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

**Saturday, March 2, 2024 – 11:30am (EST)
Belleville Area District Library – Cozadd Rm
167 4th Street, Belleville, MI 48111**

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

Chair – Alicia McGovern	Board Member - Valerie Kelley-Bonner
Vice-Chair – John Winter	Board Member - Kelly McWilliams
Secretary – Denise Baker	Board Member – Mike Gatteri
Treasurer – Sabrina Richardson-Williams	Board Member – Chris Donley
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**
 - January 17, 2024 Regular DDA Meeting**
- 7. Presentations**
 - none**
- 8. General Business**
 - A. Property Purchase Status – 248 Main**
 - B. Community Events Sign – LED & Communication link replacement**
 - C. 25 5th St & 458 Main – Project Direction**
 - D. Grant Funding Application – LakeFest & WinterFest – BACC**
 - E. Grant Funding Application - Belleville CBC 2024 Events**
- 9. Treasurer’s Report and Accounts Payable**
- 10. Chair and Board Member Comments**
- 11. Citizen Comments, Non-Agenda Items**
- 12. Action Items for Next Regularly Scheduled Meeting**
- 13. Adjournment**

Belleville DDA Follow-up List						
Item/Description	Date Opened	Opened by	Proposed Action	Committee/ Individual	Status	Date Closed
Marketing/Economic Development:						
Marketing/Social Media/DDA Director	11/16/2022	DDA Board	Hire part time person and/or recruit college or high school intern		P	Develop marketing strategy, obtain grants oversee social media strategy, update website
Economic Development Director	11/16/2022	DDA Board	Develop RFP for position		P	Develop plan to bring businesses to Belleville, work with developers
Partnerships with other organizations	11/16/2022	DDA Board	DDA sponsors events or funding		IP	Discuss Sponsorship Application February 2023 DDA Meeting – Continue discussions
Partnerships with local restaurants		DDA Board	DDA sponsors restaurants for events		P	Develop partnership to sponsor local restaurants with booth at downtown events
Event Support		DDA Board	Sponsor local events		C	Grants awarded Feb 2023
Grant Writer		Chair McGovern	Develop RFP for position		P	
Data Tracking Service - Cobalt 360		Director Robinson			P	
Reestablish Park & Rec Committee		Director Robinson			P	DDA representation on committee
Tiger Ticket giveaway	March 2023	PA Jones	Marketing plan to give away a series of Tiger Tickets	Marketing	IP	Develop marketing to give away tickets with incentive to shop DDA Businesses
Pop-Up Shops	10/18/23	Board	Purchase/build pop-up shops.		P	Determine best placement, tenant criteria, fee structure
DDA Marketing Plan	10/18/23	Board	Develop DDA marketing plan		P	Develop marketing strategy for downtown and district businesses
Winter Ice Carving event	11/6/2023	Economic Committee	Board Discussion		P	Explore possibility of having mid-winter event
Maker Fair	11/6/2023	Economic Committee	Board Discussion/Explore Crafts to Invite		P	Event showcasing craft demonstrations to be held 10/5/24
Maintenance						
Main Street Walk-Through		Chair McGovern	DDA Board review downtown	DDA Board	P	
Lawn Maintenance		DDA Board	Rebid weed control		C/R	Signed revised contract with 4 applications/year
Mowing		DDA Board	Contract expires ---		R	
Landscaping/Flowers		DDA Board	3 year contract expires ----		R	Pioneer Landscaping contract
Part-time Maintenance Staff		DDA Board	Advertise / hire staff		IP/R	Advertised for staff/Hire summer youth workers
Horizon Park						
Dock Maintenance/Improvements		DDA Board	Board Discussion		P	Park Maintenance list
Benches and picnic tables		DDA Board	Board Discussion		C	Approve purchase at March 2023 meeting
Landscaping/trees/flowers		DDA Board	Board Discussion		P	Park Maintenance list/Pioneer
Parking lot maintenance		DDA Board	Board Discussion		P	Park Maintenance list
Mulch/Maintenance		DDA Board	Mulch parking areas, park areas, clear brush with goats		C	Park Maintenance list/Goat contract for June 2023
Events/Marketing		DDA Board	Board Discussion		P	Develop events or partnership and marketing event

Belleville DDA Follow-up List						
	Date Opened	Opened by	Proposed Action	Committee/ Individual	Status	Date Closed
						Comments
Village Park						
Pond Maintenance		Ongoing Project			R	
Community Garden		DDA Board	Board Discussion		P	
Cement repair/replacement		DDA Board	Board Discussion	Robinson	IP	Park Maintenance list
Pickleball Courts		DDA Board	Long term project/Grant Application		P	Grant applied for from Wayne County
Benches and picnic tables		DDA Board	Purchase		C	Approved purchase at March 2023 meeting
Landscaping/trees/flowers		DDA Board	Ongoing maintenance		P	Park Maintenance list/Pioneer Spring installation
Playscope mulch		DDA Board	Ongoing maintenance		C	Park Maintenance list - Spring installation
Events/Marketing		DDA Board	Board Discussion		P	Develop events or partnership and marketing event, such as summer movie nights
Victory Park						
Building Renovations		DDA Board	Board Discussion	Robinson	P	
Cement repair/replacement		DDA Board	Board Discussion	Robinson	IP	Park Maintenance list
Benches and picnic tables		DDA Board	Purchase		C	Approved purchase at March 2023 meeting
Landscaping/trees/flowers		DDA Board	Ongoing maintenance		P	Park Maintenance list/Pioneer
Playscope mulch		DDA Board	Ongoing maintenance		C	Park Maintenance list
Events/Marketing		DDA Board	Board Discussion		P	Develop events or partnership and marketing event
Finance						
Event Funding Requests		DDA Board	Review applications for event support	Budget	C	Awarded February 2023
Budget for 2023-2024		DDA Board	FY 2023-24 budget	Budget	C	Budget for Board approval April 2023
Capital Improvement Plan		DDA Board	Board Discussion		P	Develop Capital Improvement Project List for planning and budgeting
Other						
Public Art - Sculptures		DDA Board	Committee selection	Art Committee	R	New sculptures/DIA to be installed May 2023
Community Calendar - Events		DDA Board	Board Discussion		IP	
Collaboration Meetings with other Organizations		DDA Board	Board Discussion		P	
Community Volunteer Needs/Sign-up		DDA Board	Board Discussion		P	
DDA Business Registry		Director Robinson	Develop registry process	Robinson	IP	Investigating ordinance/legal requirements
Charging Stations for Electric Vehicles		DDA Board	Board Discussion		P	
Parking		DDA Board	Review options to increase parking		NA	DDA/City partnership for additional parking
Status:						
P = Planning						
DE = Development and/or Engineering						
B = Out for Bid						
IP = In Progress						
C = Completed						
R = Recurring						
NA = No Action Taken						

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
January 17, 2024**

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

Board Member Donley	Absent (Attended via Zoom)
Board Member Gatteri	Present
Board Member Kelley-Bonner	Absent
Board Member Winter	Present
Secretary Baker	Present
Treasurer Richardson-Williams	Present
Vice-Chair McWilliams	Present
Chair McGovern	Present
Mayor Voigt	Present

3. DDA Follow-Up List

- Mayor Voigt would like to see the pavement at the intersection of Main St. / Denton Rd. / N. Liberty repaired and/or replaced.

4. Citizen Comments on non-agenda items

- No comments.

5. Approval of Agenda

MOTION: Motion by Richardson-Williams, supported by Voigt to approve the agenda as presented, with an amendment to remove items 7 and 10.

ROLL CALL VOTE:	Board Member Gatteri	Aye
	Board Member Winter	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye
	Chair McGovern	Aye
	Mayor Voigt	Aye

Motion Carried.

6. Approval of Minutes

A. December 20, 2023 Regular DDA Meeting

B. December 20, 2023 Closed Session Meeting Minutes

MOTION: Motion by Richardson-Williams, supported by McWilliams to approve the Minutes of the Regular DDA Meeting, and the Minutes of the Closed Session Meeting, both held on Wednesday, December 20, 2023 as presented.

ROLL CALL VOTE:	Board Member Gatteri	Aye
	Board Member Winter	Aye

Secretary Baker	Aye
Treasurer Richardson-Williams	Aye
Vice-Chair McWilliams	Aye
Chair McGovern	Aye
Mayor Voigt	Aye

Motion Carried.

7. General Business

A. Election of Officers

MOTION: Motion by Voigt, supported by Gatterer to elect John Winter as Vice-Chair, and to re-elect Denise Baker as Secretary, Sabrina Richardson-Williams as Treasurer, and Alicia McGovern as Chair.

ROLL CALL VOTE:	Board Member Gatterer	Aye
	Board Member Winter	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye
	Chair McGovern	Aye
	Mayor Voigt	Aye

Motion Carried.

B. Property Purchase Update

- i. DDA Administrator Jones provided the following updates:
 - The purchase of 258 Main St. is almost finalized, with paperwork slated to be completed next week.
 - The terms of the purchase of both 458 Main St. and 25 Fifth St. have been agreed to, but are awaiting legal review.

C. Select Committee Members for 2024

- i. **Marketing & Community Engagement**
 - Chris Donley will serve as Chair, and Mike Gatterer, John Winter, and Kelly McWilliams will serve as Committee Members.
- ii. **Economic Development**
 - Alicia McGovern will serve as Chair, and Denise Baker and Kelly McWilliams will serve as Committee Members.
- iii. **Budget & Finance**
 - Denise Baker will serve as Chair, and Sabrina Richardson Williams and Mike Gatterer will serve as Committee Members.
- iv. **Events/Culture & Arts**
 - Sabrina Richardson-Williams will serve as Chair, and John Winter will serve as a Committee Member.

8. Treasurer's Report and Accounts Payable

Motion by Baker, Seconded by Gatterer to approve the Treasurer's Report and Accounts Payable, as presented.

9. Chair and Board Member Comments

Respectfully submitted by: Briana Hootman, City Clerk/Treasurer

Curb Appeal Concepts, Inc.
 4040 Montgomery Drive
 Shelby Township, MI 48316
 +1 2486701538
 Timothy@CACLED.COM
 www.cacled.com

Estimate



ADDRESS

Steve Jones
 City of Belleville - DDA
 6 Main Street
 Belleville, MI 48111

ESTIMATE #	DATE
2060	02/20/2024

DESCRIPTION	AMOUNT
OPTIONS FOR NEW FULL COLOR LED SIGN TO REPLACE EXISTING LED SIGN THAT WAS INSTALLED IN 2010 Existing sign is a 16mm 64 X 144 (9,216 led's per side / 18,432 led's total) which is 45.25" tall X 95.75" wide	0.00
Removal of existing led sign - Includes proper removal of existing sign. Client to determine what is done with sign upon removal - 45.25" X 95.75" max opening to work with.	1,800.00
OPTION #1 - Custom Thinksign full color Electronic Message Center (EMC) - Manufactured and assembled in Louisville, KY - 5 Year written manufacturer warranty on all parts and 1 year labor warranty directly from Curb Appeal Concepts, Inc. - Complete UL Listed EMC - Two single sided units - 4-8 week lead time - 10mm Thinksign full color led sign - Pixel pitch 10mm - Matrix of 96 X 240 (23,040 led's per side / 46,080 total led's) - EMC outside cabinet dimensions and viewing area 3'1.8" (h) x 7' 10.5" (w) (led's go end to end and top to bottom - no border) - Full color capable of 281 Trillion shades of full colors - Total weight = 440 lbs. - Required power = 1389W, 11.5A@120V, 6.6A@208V Each Face - Average Power = 463W, 3.8A@120V, 2.1A@208V Each Face - Sign would need a .625" filler on each end to fill in the ends	20,450.00
TOTAL COST FOR TWO SINGLE SIDED 10mm 96 X 240 THINKSIGN FULL COLOR LED SIGN = \$ 20,450.00	
OPTION #2 Upgrade to a 6.6mm Thinksign - Pixel pitch 144 X 560 (80,640 led's per side / 161,280 total led's) - Same size as above - Required power = 1519W, 12.6A@120V, 7.2A@208V Each Face	

SERIOUS IMPACT. AFFORDABLE SOLUTIONS.

DESCRIPTION	AMOUNT
- Average Power = 506W, 4.2A@120V, 2.4A@208V Each Face - Sign would need a .625" filler on each end to fill in the ends TOTAL COST FOR TWO SINGLE SIDED 6mm 144 X 560 THINKSIGN FULL COLOR LED SIGN = \$ 30,750.00 OPTION #3 Custom Watchfire full color Electronic Message Center(EMC) by Watchfire - Manufactured and assembled in Danville, IL - 5 Year written manufacturer warranty on all parts and 1 year labor warranty directly from Curb Appeal Concepts, Inc. - Complete UL Listed EMC - Two single sided units - 5-7 week lead time - 10mm Watchfire full color led sign - Matrix of 90 X 210 (18,900 led's per side / 37,800 total led's) - EMC outside cabinet dimension 3ft 5in H x 7ft 11.75 in L x 5in D - EMC display dimension 3' (h) X 7' (w) - Full color capable of 1.2 Quadrillion shades of full colors - Total weight = 614 lbs. - Full load = 12 amps per face / 26 amps total @ 120VAC OPTION 3: TOTAL COST FOR TWO SINGLE SIDED 10mm 90 X 210 WATCHFIRE FULL COLOR LED SIGN = \$ 27,450.00 OPTION #4 Full color Watchfire led - Pixel pitch 8mm - Matrix of 108 X 252 (27,216 led's per side / 54,432 total led's) - Same dimensions as option #3 - Full color capable of 1.2 Quintillion shades of full color - Full load watts = 15 amps per face / 30 amps total @ 120 V - Energy consumption cost based on 18 hours of operation is \$ 1.31 per day TOTAL COST FOR TWO 8mm 108 X 252 WATCHFIRE FULL COLOR LED SIGN = \$ 31,500.00 OPTION #5 Full color Watchfire led - Pixel pitch 6mm - Matrix of 144 X 384 (55,296 led's per side / 110,592 total led's) - Same dimensions as option #3 - Full color capable of 1.2 Quintillion shades of full color - Full load watts = 17 amps per face / 34 amps total @ 120 V - Energy consumption cost based on 18 hours of operation is \$ 2.54 per day TOTAL COST OF A 6mm 144 X 384 WATCHFIRE FULL COLOR LED SIGN = \$ 35,250.00 NOTE: All Watchfire signs are custom built signs and would fill opening exactly NOTE: One 20 amp circuit can handle up to 16 amps of power. Client will need more power for either sign. That is not included in this estimate. Cellular communications - Low profile antenna - Accessible from anywhere with a Verizon Wireless© connection - Ready to go day 1 - LTE 4G	0.00 0.00

DESCRIPTION	AMOUNT
- Powerful cellular connection - Enterprise routing features for security, logging and redundancy - Rugged aluminum enclosure - Convenient Remote Tech Support - Far easier to install than radios	
TOTAL COST TO UPGRADE TO CELLULAR IS INCLUDED IN LED SIGN COST	
Installation of led to existing structure	1,800.00
- Includes use of a bucket truck to lift new signs into place - Includes mounting of EMC unit to existing structure by welding method and/or bolting - Includes proper ventilation per manufacturer's specifications - Includes all necessary man hours - Includes hooking up to client supplied electrical at sign location	
NOTE: Curb Appeal Concepts, Inc. is NOT responsible for running electrical to location. See electrical note at bottom of estimate.	
Warranty on complete job as follows:	0.00
- Includes all software and training after the installation to all parties involved by manufacturer technician - Includes 24/7 accessible Internet training portals for client and anyone wishing access - Includes 5 year manufacturer warranty on the entire electronic message center directly from the manufacturer - Includes 1 year labor warranty from Curb Appeal Concepts, Inc. on the led sign - Includes technical support as well as updates on software as they become available from the manufacturer	
Design time to create proofs and final production files	165.00
Process and application of sign and electrical permits	0.00
- As required by the City of Belleville - Includes filing of all necessary paperwork - Includes all site surveys and taking of all measurements as necessary - Includes final inspections as needed	
NOTE: Permit fees TBD. Permits to be at cost plus a procurement fee of \$ 350.00 and added to final invoice.	
NOTE: ** Sign is not ordered until permits are issued **	
NOTE: Max power on a 20 amp circuit is 80% load or 16 amps for the LED sign and light box.	0.00
Additional power will be required if only 1 circuit exists. Estimate does not include any further electrical work. Both led's quoted will require more power than a single 20 amp circuit.	
TOTAL TURN KEY COSTS WITH TAX:	0.00
OPTION 1 - Thinksign 10mm 96 X 240 = \$ 24,215.00	
OPTION 2 - Thinksign 6.6mm 144 X 360 = \$ 34,515.00	
OPTION 3 - Watchfire 10mm 90 X 210 = \$ 31,015.00	
OPTION 4 - Watchfire 8mm 108 X 252 = \$ 35,265.00	
OPTION 5 - Watchfire 6mm 144 X 384 = \$ 39,015.00	
NOTE: No tax has been charged. Proper paperwork will need to be filled out accordingly	0.00

TOTAL

\$24,215.00

Accepted By

Accepted Date

City of Belleville Downtown Development Authority Special Event Sponsorship Application

Contact Information:

Organization Name: Belleville Area Chamber of Commerce

Street Address: 248 Main St.

City: Belleville State: MI Zip Code: 48111

Phone: 734-697-7151

Email: info@bellevilleareachamber.org or BACC48111@gmail.com

Organization Website: bellevilleareachamber.org

Organization Agent/Applicant Name: Martha Hanoian

Street Address: 534 N. Liberty

City: Belleville State: MI Zip Code: 48111

Phone: 734-262-1975

Email: mehanoian@gmail.com

Event Details

Event Name: Lake Fest

Event Date(s): June 21 – 23, 2024

Event Time(s): Start: 5pm June 21, 2024

End: 4pm June 23, 2024

Set-up Start time: 8am, June 21, 2024

Event Location (Proposed location): 4th Street Square, 4th Street Place, Main Street
High St. (Saturday Only) and Horizon Park

Event Type: (Check all that apply):

☐ Parade ☒ Concert ☒ Festival ☐ Car Show ☒ Open Air Market

☐ Athletic Event (run, walk, etc.) ☒ Other: Pancake Breakfast, Touch a Truck,
Corn Hole Tournament, Food Trucks, Kids Area_____

Event Focus/Purpose: **(Please be as detailed as possible)**

This is a community focused event that provides entertainment for the community and provides an opportunity to invite people into the downtown area.

Event Description: **(Please be as detailed as possible)**

Please see the attached tentative schedule

Event Impact to Downtown Belleville: **(Please be as detailed as possible)**

This event brings large crowds into the downtown Belleville area. This does limit parking and reroutes traffic during this time. We hope it shows off Downtown Belleville in a positive way and encourages people to come back to Belleville to spend time in the shops and restaurants.

DDA Funding Details

Has the applicant and/or organization received DDA funding for this event before?

☒ Yes ☐ No

How will this event benefit Downtown Belleville, the DDA district and local businesses?
We work with and try to draw attention to as many downtown businesses as possible.

Are there any local businesses involved? ☒ Yes ☐ No **If yes, please list them below.**

We invite all local businesses to participate in the planning process and the sponsorship process.

Additional Event Details

Total expected number of participants: 20,000 over 3 days_____

Does your event require the use of any of the following? ☒ Yes ☐ No

If yes, check all that apply:

☐ Gazebo ☒ Horizon Park ☐ Victory Park ☐ Village Park ☒ 4th St Square
☒ 4th St Place ☐ Victory Station

Will any food be prepared, distributed, or sold at the event? ☒ Yes ☐ No

All food vendors must receive a permit approved by the Wayne County Environmental Health Department and the City of Belleville Fire Department if propane is used

Will any alcohol be served or sold at the event? ☒ Yes ☐ No

If yes, list all vendors of alcohol: ☐ Alcohol is sold only by existing businesses with liquor licenses. _____

Is the event in the BORA-DORA district? ☒ Yes ☐ No ☐ Partially in the BORA-DORA

Parking— Where do you anticipate attendees will park? ☐ Public lots, side streets, _____

Will public lots be used? ☒ Yes ☐ No

Will private lots be used? ☐ Yes ☐ No

Do you have a plan for signage to direct attendees where to park? ☐ Yes ☐ No

Budget Summary

Total Cost of Event	\$70,000 – 80,000	
Total Income Projected	\$ 80,000	
DDA Funds Requested	\$ 5000	
List Names of Additional Funding Sources	Amount	Confirmed? (Yes or No)
Sponsorship TBD		

Certification and Signature

I understand and agree on behalf of the sponsoring organization that

- a) All food vendors must receive a permit and be approved by the Wayne County Environmental Health Department and City of Belleville/Belleville Fire Department
- b) This approval of this event may include additional requirements and/or limitations based of the DDA's review of the application
- c) Applicant must provide/present a recap of the event at a full DDA Board meeting

Applicant's Signature

Date

Martha Hanoian

Printed Name of Applicant

City of Belleville Downtown Development Authority Special Event Sponsorship Application

Contact Information:

Organization Name: Belleville Area Chamber of Commerce

Street Address: 248 Main Street

City: Belleville State: MI Zip Code: 48111

Phone: 734-697-7151

Email: info@bellevilleareachamber.org or BACC48111@gmail.com

Organization Website: www.bellevilleareachamber.org

Organization Agent/Applicant Name: Martha Hanoian

Street Address: 534 N. Liberty

City: Belleville State: MI Zip Code: 48111

Phone: 734-262-1975

Email: mehanoian@gmail.com

Event Details

Event Name: Winter Fest

Event Date(s): December 5 – 8, 2024

Event Time(s): Start: 5pm December 5 End: 2pm December 8

Set-up Start time: Noon Wednesday December 4 in 4th Street Place and Square

Event Location (Proposed location): Main Street, 4th Street Place & 4th Street Square

Event Type: (Check all that apply):

☒ Parade ☒ Concert ☒ Festival ☐ Car Show ☒ Open
Air Market

____ Athletic Event (run, walk, etc.) ____ Other: _____

Event Focus/Purpose: **(Please be as detailed as possible)**

To provide a fun family focused community event which promotes the downtown Belleville Area.

Event Description: **(Please be as detailed as possible)**

Winter Festival with evening pop-up shops on December 5, Soup Crawl and Party on December 6, Kids and Family Activities during the day on December 6 followed by a parade, fireworks and a concert.

Event Impact to Downtown Belleville: **(Please be as detailed as possible)**

This will impact traffic and parking during this time. It also brings attention to local businesses and the community, encouraging both residents and non-residents to spend time in the 48111.

DDA Funding Details

Has the applicant and/or organization received DDA funding for this event before?

x__ Yes __ No

How will this event benefit Downtown Belleville, the DDA district and local businesses?

This is an opportunity to showcase businesses in the DDA district to both residents and non-residents.

Are there any local businesses involved? x__ Yes __ No **If yes, please list them below.**

Local businesses are asked to participate in the planning, sponsorship and during the festival weekend.

Additional Event Details

Total expected number of participants: _____10,000 _____

Does your event require the use of any of the following? x__ Yes __ No

If yes, check all that apply:

_____ Gazebo_____ Horizon Park_____ Victory Park _____ Village Park _x__ 4th St Square
__x_ 4th St Place ____ Victory Station

Will any food be prepared, distributed, or sold at the event? __ Yes __ No

All food vendors must receive a permit approved by the Wayne County Environmental Health Department and the City of Belleville Fire Department if propane is used

Will any alcohol be served or sold at the event? x__ Yes __ No

If yes, list all vendors of alcohol:_____Alcohol is only served by businesses with existing locations and liquor licenses._____

Is the event in the BORA-DORA district? x__ Yes __ No __ Partially in the BORA-DORA

Parking— Where do you anticipate attendees will park? __Public lots and side streets._____

Will public lots be used? x__ Yes ____ No

Will private lots be used? ____ Yes ____ No

Do you have a plan for signage to direct attendees where to park? __ Yes _x_ No

Budget Summary

Total Cost of Event	\$30000 - 40000	
Total Income Projected	\$40000	
DDA Funds Requested	\$3000	
List Names of Additional Funding Sources	Amount	Confirmed? (Yes or No)
Local Business Sponsorships		N

Certification and Signature

I understand and agree on behalf of the sponsoring organization that

- a) All food vendors must receive a permit and be approved by the Wayne County Environmental Health Department and City of Belleville/Belleville Fire Department
- b) This approval of this event may include additional requirements and/or limitations based of the DDA's review of the application
- c) Applicant must provide/present a recap of the event at a full DDA Board meeting

Applicant's Signature

Date

Printed Name of Applicant



Belleville Central Business Community

152 Main Street, Suite 2
Belleville, Michigan 48111

January 2024

Belleville DDA
6 Main Street
Belleville, MI 48111

DDA Members:

Thank you for the grant of \$4,400 for our 2023 events. The money was used as shown below, and we continue to appreciate your support for these events.

Flop E Bunny	\$540 Marketing
Farmers Market	\$600 Marketing
Belleville LakeFest	\$500 Marketing
Taste of Belleville	\$600 Marketing
Harvest Fest	\$500 Marketing
Booville	\$500 Marketing
Halloween	\$460 Marketing
Photos with Santa	\$600 Marketing

Your logo was used on all print ads, social media, website, and signage at the events.

Sincerely,

Bill Wolters

Bill Wolters
President

Bill Wolters, President
www.bellevillecentralbusinesscommunity.com



Belleville Central Business Community
152 Main Street, Suite 2
Belleville, Michigan 48111

January 2024

Belleville DDA
6 Main Street
Belleville, MI 48111

DDA Members:

Attached is a grant request for our 2024 Events. You were most generous with the grant for 2023 and we hope you will continue to give as much as possible for this year also.

Reflected in our budget are all sponsorships that have been committed so far for 2024. We do expect to receive additional money, but your grant will go a long way in covering our marketing expenses.

Your logo will continue to be used on all print ads, social media and signage at the events, as well as on our website.

Sincerely,

Bill Wolters

Bill Wolters
President

Bill Wolters, President
www.bellevillecentralbusinesscommunity.com

City of Belleville Downtown Development Authority Special Event Sponsorship Application

Contact Information:

Organization Name: Belleville Central Business Community

Street Address: 152 Main Street, Suite 2

City: Belleville_____ State: ____MI_____ Zip Code: 48111_____

Phone: (734) 558-5368

Email: jfayemillard@att.net

Organization Website: bellevillecentralbusinesscommunity.com

Organization Agent/Applicant Name: Janet Millard

Street Address: 1016 Zephyr

City: Ypsilanti State: MI Zip Code: 48198

Phone: (734) 558-5368

Email: jfayemillard@att.net

Event Details

Event Name: **Multiple Events See attached**

Event Date(s): _____

Event Time(s): Start: _____ End: _____

Set-up Start time: _____

Event Location (Proposed location): _____

Event Type: (Check all that apply):

☐ Parade ☐ Concert ☐ Festival ☐ Car Show ☐ Open Air Market

☐ Athletic Event (run, walk, etc.) ☐ Other: _____

Event Focus/Purpose: **(Please be as detailed as possible)**

All eight events planned by the Belleville Central Business Community are to bring individuals and families into the city, see all we have to offer and to return to shop, eat, enjoy and move here if they are from out of town.

Event Description: **(Please be as detailed as possible)**

See Attached

Event Impact to Downtown Belleville: **(Please be as detailed as possible)**

See the above Event focus/Purpose.

DDA Funding Details

Has the applicant and/or organization received DDA funding for this event before?

X Yes ___ No

How will this event benefit Downtown Belleville, the DDA district and local businesses?

See the above Event Focus/Purpose

Are there any local businesses involved? X Yes ___ No If yes, please list them below.

Sponsors are noted in the budget.

Event Details

Total expected number of participants: 5,000 +

Does your event require the use of any of the following? X Yes ___ No

If yes, check all that apply:

X Gazebo / X Horizon Park / X Victory Park/ X4th St Square/ X 4th St Place / X Victory Station

Will any food be prepared, distributed, or sold at the event? X Yes ___ No

All food vendors must receive a permit approved by the Wayne County

**Environmental Health Department and the City of Belleville Fire Department
if propane is used**

Will any alcohol be served or sold at the event? ☐ Yes ☒ No

If yes, list all vendors of alcohol: _____

Is the event in the BORA-DORA district? ☒ Yes ☐ No ☐ Partially in the BORA-DORA

Parking— Where do you anticipate attendees will park? In parking lots and on the street

Will public lots be used? ☒ Yes ☐ No

Will private lots be used? ☐ Yes ☐ No

Do you have a plan for signage to direct attendees where to park? ☐ Yes ☒ No

Budget Summary See Attached Budget for 2024

Total Cost of Event	\$	
Total Income Projected	\$	
DDA Funds Requested	\$	
List Names of Additional Funding Sources	Amount	Confirmed? (Yes or No)

Certification and Signature

I understand and agree on behalf of the sponsoring organization that

- a) All food vendors must receive a permit and be approved by the Wayne County Environmental Health Department and City of Belleville/Belleville Fire Department
- b) This approval of this event may include additional requirements and/or limitations based on the DDA's review of the application.
- c) Applicant must provide/present a recap of the event at a full DDA Board meeting.

Applicant's Signature

Date

Printed Name of Applicant



Belleville Central Business Community

152 Main Street, Suite 2
Belleville, Michigan 48111

EVENTS FOR 2024

Saturday, March 30
Flo E Bunny Candy Hunt
Victory Park 11:30am-2pm

Monday, May 27
10am Memorial Day Parade
Noon-4pm Farmers Market
4th Street Place

Belleville Farmers Market
June through October 14
Mondays, 4pm-7:30pm
4th Street Place & Square

Thursday, August 15
Taste of Belleville 6pm-8pm
High Street – Horizon Park

Saturday, October 12
Harvest Fest/Harvest Market
4th Street Place 11am-4pm

Saturday, October 19
Costumed Monster Mutt Walk
4th Street Place Noon-2pm

Thursday, October 31, 5pm-7pm
Halloween Downtown
6pm 4th Street Square Costume
Contest

Saturdays, December 14 & 21
Christmas Photos with Santa
Belleville Area Museum-11am-4pm

Bill Wolters, President

www.bellevillecentralbusinesscommunity.com

CBC EVENTS	REVENUE '24	EXPENSES'24
FLOP E BUNNY		
DTE Energy	300.00	
Donations	200.00	
Candy		700.00
Photo Supplies/Frames		200.00
Marketing		516.00
Cosmic Bounce		250.00
DJ		200.00
Donations		350.00
Hay Bales		50.00
Trinkets for the Kids		110.00
Liability Insurance		300.00
Signage		25.00
	\$500.00	\$2,701.00
MEMORIAL DAY PARADE		
Clement Insurance	500.00	
Marketing		716.00
DJ		500.00
Insurance		300.00
Signage		25.00
	\$500.00	\$1,541.00
FARMERS MARKET		
Clement Insurance	1000.00	
Edward Jones	1000.00	
Chamber of Commerce	1000.00	
The Lee Team	1000.00	
Vendors	6000.00	
Signage/flyers		200.00
Marketing		2000.00
Taste the Difference/MFMA		335.00
Insurance		300.00
Parkway Services		720.00
NJROTC		600.00
DJ		1650.00
Market Manager		950.00
	\$10,000.00	\$6,755.00

	REVENUE '24	EXPENSES '24
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TASTE OF BELLEVILLE

Vendor Income	5000.00	
50/50	150.00	
Vendor Expense		2500.00
DJ		200.00
setup/tear down		250.00
Marketing		1148.00
Menu & Trophy		400.00
Insurance		300.00
Signage		25.00
Misc. supplies		50.00
	\$5,150.00	\$4,873.00

HARVEST FEST

Market Fees	360.00	
Nickle Dig		100.00
Marketing		750.00
Insurance		300.00
Signage		125.00
Entertainment		400.00
DJ		200.00
Donations		200.00
Misc Parade Expense		200.00
	\$360.00	\$2,275.00

BOOVILLE MUTT WALK

Registration Fee	400.00	
Donation to FMAR		500.00
Marketing		500.00
Goodie Bags		600.00
Insurance		300.00
Tees		100.00
Medals		80.00
Printing/signage		25.00
	\$400.00	\$2,105.00

HALLOWEEN

Costume Contest		250.00
Refreshments/cups		120.00
Tim Hortons		279.00
Marketing		649.00
Signage		25.00
Insurance		300.00
		\$1,623.00

	REVENUE '24	EXPENSES '24
PHOTOS WITH SANTA		
Edward Jones	1000.00	
Donations	900.00	
Coloring Book Revenue	2375.00	
Coloring Book Printing		1400.00
Coloring Book Design		475.00
Donations		200.00
Photographer		200.00
Signage		70.00
Insurance		300.00
Trinkets for kids		110.00
Christmas Stockings		1700.00
Marketing		932.00
Postage for coloring books		15.00
Refreshments for Volunteers		90.00
Photo Stock		200.00
	\$4,275.00	\$5,692.00

DDA FEB 2024 FOR CITY OF BELLEVILLE
CHECK NUMBER 2272 - 2280

BANK CODE: DDA - Downtown Development Authority - CHECK TYPE: PAPER CHECK

Check Number	Vendor Code	Bank Account	Amount	Check Date	Check Type	Notes	Vendor Name
Bank Account: DDA Downtown Development Authority							
Check Date: 1/26/2024 12:00:00 AM DDA							
2272	4558	DDA	17,370.00	01/26/2024	Paper Check		GATERRI, MICHAEL
Total Check Date 01/26/2024:			17,370.00				
Check Date: 2/14/2024 12:00:00 AM DDA							
2273	0120	DDA	226.08	02/14/2024	Paper Check		AT&T
2274	0253	DDA	8,906.62	02/14/2024	Paper Check		CITY OF BELLEVILLE
2275	0253	DDA	11,977.50	02/14/2024	Paper Check		CITY OF BELLEVILLE
2276	0075	DDA	17.63	02/14/2024	Paper Check		DTE ENERGY
2277	4561	DDA	20,000.00	02/14/2024	Paper Check		THE TITLE COMPANY OF MICHIGAN
Total Check Date 02/14/2024:			41,127.83				
Check Date: 3/1/2024 12:00:00 AM DDA							
2278	4565	DDA	1,500.00	03/01/2024	Paper Check		MC WILLISMS, KELLY
2279	2405	DDA	36.50	03/01/2024	Paper Check		WASTE MANAGEMENT OF MI
2280	4566	DDA	537.19	03/01/2024	Paper Check		WE BUILD FUN
Total Check Date 03/01/2024:			2,073.69				
Total Bank Account DDA:			60,571.52				
Report Total:			60,571.52				

ACCOUNTS PAYABLE EXPENDITURES
DDA MEETING FEB 2024
AND CONTIN.....

DATE	AMOUNT		G. TOTAL
2/21/2023	\$60,571.52		\$60,571.52
<u>GRAND TOTAL</u>			\$60,571.52