

**CITY OF BELLEVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA
Wednesday, March 20, 2024 - 6:00 pm (EST)
Belleville, MI 48111**

Join Zoom Meeting

<https://us02web.zoom.us/j/83787271017?pwd=M2ZnNHBXVnhDSW03L3o2SC9TcjZjQT09>

Meeting ID: 837 8727 1017

Passcode: 498643

One tap mobile

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Dial by your location

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- +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)
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- +1 253 215 8782 US (Tacoma)
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Find your local number: <https://us02web.zoom.us/j/kdUkqdOHKK>

- 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**
 - **March 2, 2024 Special DDA Meeting**
7. **Presentations**
 - **LED Panel option DEMO**
 - **DDA Attorney, Kevin Kilby – Development and TIF Plan Update**
8. **General Business**
 - A. **Cost split with the City for Goats to clear the bank in Horizon Park**
 - B. **Aeration and Weed & Feed of Horizon Park**
 - C. **DDA Bank Account Signatories**
 - D. **Property Purchase procedural re-vote – 258 Main**
 - E. **Community Events Sign – replacement**
 - F. **Budget requests from individual DDA committees**
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**

**CITY OF BELLEVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING MINUTES
Saturday, March 2, 2024 – 11:30 am**

The regular meeting of the Downtown Development Authority was in-person at the Belleville Area District Library in the Cozadd Room.

The regular meeting of the Downtown Development Authority was called to order by Chair McGovern at 11:35 a.m.

1. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

2. ROLL CALL

Board Member Donley	Present
Board Member Kelly-Bonner	Absent
Board Member McWilliams	Present
Board Member Gatteri	Present
Secretary Baker	Present
Treasurer Richardson-Williams	Present
Vice-Chair Winter	Present
Chair McGovern	Present
Mayor Voigt	Present

3. DDA FOLLOW UP LIST

- No updates

4. CITIZEN COMMENTS, AGENDA ITEMS ONLY

- No comments.

5. APPROVAL OF AND/OR CHANGES TO AGENDA

MOTION: Motion by Donley, supported by McWilliams to approve the agenda as presented. **Motion Carried.**

6. APPROVAL OF MEETING MINUTES

A. January 17, 2024 Regular DDA Meeting

MOTION: Motion by Donley, supported by Winter to approve the Minutes of the Regular DDA Meeting held on Wednesday, January 17, 2024. **Motion Carried.**

7. PRESENTATIONS LIST

- None

8. GENERAL BUSINESS

A. Property Purchase of 248 (258) Main – In October of 2023 the DDA entered into a contract to purchase the property on the corner of 3rd and Main for \$90,000 pending the outcome of an updated environmental survey. Survey found that there is still an open environmental concern on this parcel. Next step environmentally, is the next level of environmental survey. Deadline for purchase option is end of March.

MOTION: Motion by Winter, supported by Donley to purchase the property at 248 (258) Main at the negotiated price.

ROLL CALL VOTE:	Board Member Donley	Aye
	Board Member McWilliams	Aye
	Board Member Gatteri	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Nay

Vice-Chair Winter	Aye
Chair McGovern	Aye
Mayor Voigt	Nay

Motion Carried.

B. Community Events Sign – Necessary Replacement.

Director Jones advised that the LED Community Events Sign located at High and Main is currently broken, and not able to be communicated with and changed. It has “out-lived” it’s 10–12-year projected life. Demo of new LED sign-tile technology to be scheduled as soon as possible. RFQ’s will need to be done for this due to projected cost.

C. 25th Street & 458 Main – Project Direction.

Chair McGovern advised Director Jones to; follow-up with Planning Consultant, Jill Baum, on 458 Main; contact Hennessey Engineers to begin conceptual plans for extension of the Liberty St parking lot onto 25 5th St; and follow-up with the former owner regarding contractor information for the interior wall repair in 458 Main.

D. Grant Funding Application by the Belleville Area Chamber of Commerce and BACC Foundation for LakeFest and WinterFest

MOTION: Motion by Richardson-Williams, supported by Winter to approve funding amounts of \$5,000 for LakeFest 2024, and \$3,000 for WinterFest 2024.

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

Motion Carried.

E. Grant Funding Application by the Belleville Central Business District (CBC) for 2024 Events.

MOTION: Motion by Mayor Voigt, supported by Richardson-Williams to approve funding amounts of \$4,300.

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

Motion Carried.

9. TREASURER’S REPORT AND ACCOUNTS PAYABLE

MOTION: Motion by Baker, supported by Donley authorizing the Treasurer’s Report and Accounts Payable as presented.

ROLL CALL VOTE:	Board Member Donley	Aye
	Board Member Gatteri	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair Winter	Aye

Chair McGovern
Mayor Voigt

Aye
Aye

Motion Carried.

10. CHAIR AND BOARD MEMBER COMMENTS

- Board Member Donley
 - Consider Belleville Library for most future DDA meetings
- Board Member Gatteri
 - Consider meeting with Planning Consultant, Jill Baum, more often
 - More brainstorming
- Secretary Baker
 - Started budgeting process – committees please provide input on budget requests
- Treasurer Richardson-Williams
 - Thank you, Steve, for putting together both meetings.
 - Budget process beginning
- Vice-Chair Winter
 - Spoke about importance of meeting attendance and commitment
 - Excited about new projects
- Chair McGovern
 - Thank you, Steve, for putting together the Visioning Session meeting.
 - Excited for upcoming collaborations, Spring, and St. Patrick's Day
 - Discuss commitment with potential board members before appointment
- Mayor Voigt
 - High St parking lot – would like to see it seal coated, landscaped, and possibly repair the sidewalk adjacent
 - Clear sightlines to the Lake
 - Turn all main street banner projects over to the DDA
 - Increased number of planters this year on Main St.
 - Pursuing grants for park improvements including bank stabilization

10. CITIZEN COMMENTS, NON-AGENDA ITEMS

- Martha Hanoian – Belleville Chamber of Commerce
 - Pointed out incorrect address listed on agenda of property to be purchased as 248 Main instead of correct address of 258 Main.
 - Looking forward to future collaboration

11. ACTION ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

- Goats
- Budgets from individual committees

12. ADJOURNMENT

MOTION: Motion by Gatteri, supported by Donley to adjourn at 12:30 p.m.

Motion Carried.

Respectfully Submitted,
Steve Jones, DDA Director/Assistant City Manager
Approved:
Posted:
Published:

Goats 2024

From: Randy Brown <rbrown6289@aol.com>
Sent: Mon, Mar 4, 2024 at 2:46 pm
To: sjones@belleville.mi.us

Randy Brown
Landscape
7580 Belleville Rd.
Belleville, MI 48111
734-697-1820

Bid Proposal for
City of Belleville
6 Main St.
Belleville, Mi. 48111

March 4, 2024

Qty.	Name	Total Cost w/Labor
1	Goats Eating Brush along bank at Horizon Park Set up of Electric Fence & Border Fence Transportation Fee	\$4,495.00

Total	\$4,495.00
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Thank You

Randy Brown
Landscape

Horizon Park

From: Randy Brown <rbrown6289@aol.com>

Sent: Thu, Feb 22, 2024 at 11:45 am

To: sjones@belleville.mi.us

Randy Brown Landscape

Inc.

7580 Belleville Rd

Belleville, MI 48111

734-697-1820

Bid Proposal for

City of Belleville

6 Main St.

Belleville, Mi. 48111

RE: Aeration & Weed & Feed for Horizon Park

February 22, 2024

Qty.	Name	Cost. Ea.	Total	Total Cost w/Labor
1	Early Spring Pre emergent and Fertilizer	\$170.00	\$170.00	\$170.00
1	Late Spring Fertilizer and Broadleaf Control	\$170.00	\$170.00	\$170.00
1	Summer Fertilizer with Broadleaf Control	\$170.00	\$170.00	\$170.00
1	Early to Mid Fall Fertilizer with Broadleaf Control	\$170.00	\$170.00	\$170.00
1	Spring Core Aeration with Overseeding	\$1,135.00	\$1,135.00	\$1,135.00

Total				\$1,815.00
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Thank You

Randy Brown Landscape

CHECK REGISTER FOR CITY OF BELLEVILLE

CHECK NUMBER 2281 - 2288

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Amount
Bank DDA Downtown Development Authority			
03/15/2024	2281	AT&T	467.16
03/15/2024	2282	CHASE	363,788.55
03/15/2024	2283	CITY OF BELLEVILLE	40,069.07
03/15/2024	2284	CITY OF BELLEVILLE	600.00
03/15/2024	2285	DTE ENERGY	17.99
03/15/2024	2286	MCGRAW MORRIS P.C.	5,474.00
03/15/2024	2287	SNIDER ELECTRIC LLC	1,324.00
03/15/2024	2288	WASTE MANAGEMENT OF MI	9.56
DDA TOTALS:			
Total of 8 Checks:			411,750.33
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			411,750.33

ACCOUNTS PAYABLE EXPENDITURES
DDA MEETING MARCH 2024

DATE	AMOUNT		G. TOTAL
3/20/2023	\$411,750.33		\$411,750.33
<u>GRAND TOTAL</u>			\$411,750.33