

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

**Wednesday, May 15, 2024 - 6:00 pm (EST)
Belleville Area District Library - Cozadd Rm, 167 4th St, 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**
 - April 17, 2024 Regular DDA Meeting**
- 7. Presentations**
 - none**
- 8. General Business**
 - A. DDA Budget**
 - B. Committee updates**
 - i. Economic Development – Alicia McGovern**
 - ii. Marketing – Chris Donley**
 - iii. Budget & Finance – Denise Baker**
 - iv. Events/Culture & Arts – Sabrina Richardson-Williams**
- 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

2024-25 Budget highlights

Capital Outlay

10% Victory Park grant	\$	27,000	carryover from 2023-24 budget not spent
Miscellaneous and Municipal Project	\$	75,000	For engineering on Liberty Lot
Village Park	\$	30,000	Benches, picnic tables, fowers, trees, sign, pickleball court (10% grant)
Horizon Park	\$	50,000	Pillars, fencing, sidewalk
Veterans Memorial	\$	50,000	Parking lot engineering & repair
458 Main	\$	80,000	Repair wall
Total Capital Improvements	\$	312,000	

City Services include a 3% increase from prior year

Flower Project includes purchase of new planters later this year

Marketing Committee	\$	50,000	Amount requested by committee
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Art Committee	\$	20,000	Amount requested by committee
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458 Main

Rental income	\$	26,010
Ordinary Expenses	\$	(24,112)
Net Ordinary income	\$	1,898

Land contract payments	\$	63,738	Will come out of fund balance
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BUDGET REPORT FOR CITY OF BELLEVILLE DDA				
Fiscal Year 7/1/24 - 6/30/25				
			2023-24	2024-25
			Original Budget	Original Budget
GL Number	Description			
Fund: 248 DDA OPERATING FUND				
Account Category: Estimated Revenues				
248-000-406.000	TAX INCREMENT REVENUE	935,470.00		936,593
248-000-573.000	LOCAL COMMUNITY STABILIZATION AUTHORITY	0.00		
248-000-665.000	INTEREST INCOME	0.00		500
248-000-692.000	MISC INCOME	0.00		50
Estimated Revenues		935,470.00		937,143
Account Category: Appropriations				
248-173-727.001	POSTAGE	2,000.00		500
248-173-801.000	LEGAL SERVICES	0.00		5,000
248-173-809.000	CONTRACTED SERVICES	0.00		1,500
248-173-851.000	TELECOMMUNICATIONS - TELEPHON	3,000.00		-
248-173-901.000	PUBLICATIONS	0.00		150
248-173-942.000	OFFICE SPACE RENT	2,400.00		2,400
248-173-960.003	DUES	510.00		560
248-173-960.012	MISC EXPENSE	704.76		
	DPS SERVICES			
248-443-706.000	SALARIES/REGULAR	44,487.27		45,822
248-443-715.000	F.I.C.A.	3,351.23		3,452
248-443-716.000	EMPLOYEE INSURANCE	4,224.66		4,351
248-443-718.000	PENSION	363.25		374
248-443-832.002	MAINTENANCE SERVICE AGREEMENT	154,950.16		159,599
248-443-742.000	FLOWER PROJECT	17,000.00		17,000
248-443-775.000	SUPPLIES - MAINTENANCE	0.00		500
	ACCOUNTING			
248-443-803.000	ACCOUNTING SERVICES	9,465.00		9,749

BUDGET REPORT FOR CITY OF BELLEVILLE DDA					
Fiscal Year 7/1/24 - 6/30/25					
			2023-24	2024-25	
			Original Budget	Original Budget	
GL Number	Description				
	AUDIT		1,495.00	1,540	
248-443-804.000	CONTRACTED SERVICES-OTHER		35,000.00	20,000	
	Fountain Maintenance				
	Electrical Repairs				
	Misc Maint/repairs				
248-443-809.003	CONTRACTED SERVICES-MOWING		10,000.00	25,000	
	Mowing/Maintenance				
248-443-809.005	CONTRACTED SERVICES - DDA DIRECTOR		36,760.00	37,863	
248-443-811.000	TAX ROLL PREPARATION		13,778.67	14,192	
248-443-832.004	LIABILITY INSURANCE		18,480.00	19,034	
248-443-926.000	STREET LIGHTING		30,000.00	30,000	
248-443-930.001	PARK IMPROVEMENTS		15,000.00	15,000	
248-443-932.008	COMPUTER SOFTWARE SUPPORT		0.00	1,200	
248-443-960.012	MISC EXPENSE		3,000.00		
248-728-809.008	CONTR. SERVICES - MKT.ANALYSI		0.00	4,000	
248-728-882.000	DECORATIONS AND BANNERS		6,000.00	6,000	
248-728-883.000	PROMOTION & ADVERTISING		25,000.00	50,000	
248-728-889.000	COMMUNITY PROGRAM FUNDING		20,500.00	20,000	
	Community Art				
248-901-983.000	CAPITAL OUTLAY-MISCELLANEOUS		38,000.00	25,000	
248-901-983.006	CAPITAL OUT. - MUNIC. PROJECT		50,000.00	50,000	
248-901-983.012	CAPITAL OUTLAY - PARK IMPROVS		0.00		
	Village Park			30,000	
	Veterans Park 10% Grant			27,000	
	Horizon Park			50,000	
	Veterans Memorial			50,000	

BUDGET REPORT FOR CITY OF BELLEVILLE DDA			
Fiscal Year 7/1/24 - 6/30/25			
GL Number	Description	2023-24 Original Budget	2024-25 Original Budget
248-906-993.001	BOND INTEREST	45,000.00	37,000
248-906-997.000	BOND PRINCIPAL	345,000.00	340,000
Appropriations		935,470.00	1,103,786
	OTHER INCOME (EXPENSE):		
	458 MAIN:		
	Rental Income		26,010
	Rental Expenses:		
	Land Contract		63,738
	Dumpster		552
	Gas/Electric		9,060
	Property Tax-Winter		4,000
	Property Tax-Summer		10,500
	Repairs		80,000
	Total Costs		167,850
	NET RENTAL ACTIVITY		(141,840)
Fund 248 - DDA OPERATING FUND:			
TOTAL ESTIMATED REVENUES		935,470.00	963,153
TOTAL APPROPRIATIONS		935,470.00	1,271,636
NET OF REVENUES & APPROPRIATIONS:		0.00	(308,483)
FROM FUND BALANCE			308,483
NET OF REVENUES & APPROPRIATIONS:			(0)

ACCOUNTS PAYABLE EXPENDITURES
DDA MEETING MAY 2024

DATE	AMOUNT		G. TOTAL
5/15/2024	\$22,266.38		\$22,266.38
<u>GRAND TOTAL</u>			\$22,266.38

DDA FOR CITY OF BELLEVILLE
CHECK NUMBER 2307 - 2319

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

Check Number	Check Type	Amount	Bank Account	Check Date	Post Date	Vendor Name	Vendor Code
Bank Account: DDA Downtown Development Authority							
Check Date: 5/13/2024 12:00:00 AM DDA							
2307	Paper Check	226.08	DDA	05/13/2024	05/13/2024	AT&T	0120
2308	Paper Check	7,922.00	DDA	05/13/2024	05/13/2024	CITY OF BELLEVILLE	0253
2309	Paper Check	17.98	DDA	05/13/2024	05/13/2024	DTE ENERGY	0075
2310	Paper Check	900.91	DDA	05/13/2024	05/13/2024	DTE ENERGY	0076
2311	Paper Check	2,006.00	DDA	05/13/2024	05/13/2024	MCGRAW MORRIS P.C.	3216
2312	Paper Check	5,311.05	DDA	05/13/2024	05/13/2024	MCPHEE, RICK	4572
2313	Paper Check	3,500.00	DDA	05/13/2024	05/13/2024	PIONEER LANDSCAPING	3752
2314	Paper Check	1,305.00	DDA	05/13/2024	05/13/2024	RANDY BROWN LANDSCAPE INC.	4475
2315	Paper Check	500.00	DDA	05/13/2024	05/13/2024	THE HUNTINGTON NATIONAL BANK	4516
2316	Paper Check	26.73	DDA	05/13/2024	05/13/2024	WASTE MANAGEMENT OF MI	2405
2317	Paper Check	25.00	DDA	05/13/2024	05/13/2024	WATER LANDSCAPES LLC	4386
2318	Paper Check	395.00	DDA	05/13/2024	05/13/2024	BELLEVILLE AREA CHAMBER	4280
2319	Paper Check	130.63	DDA	05/13/2024	05/13/2024	PRINTING SYSTEMS INC	0163
Total Check Date 05/13/2		22,266.38					
Total Bank Account DDA:		22,266.38					
Report Total:		22,266.38					