

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

**Wednesday, July 17, 2024 - 6:00 pm (EST)  
Belleville Area District Library - Cozadd Rm, 167 4<sup>th</sup> St, Belleville, MI 48111**

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

|                                                |                                             |
|------------------------------------------------|---------------------------------------------|
| <b>Chair – Alicia McGovern</b>                 | <b>Board Member - Valerie Kelley-Bonner</b> |
| <b>Vice-Chair – John Winter</b>                | <b>Board Member - Kelly McWilliams</b>      |
| <b>Secretary – Denise Baker</b>                | <b>Board Member – Mike Gatteri</b>          |
| <b>Treasurer – Sabrina Richardson-Williams</b> | <b>Board Member – Chris Donley</b>          |
| <b>Mayor – Ken Voigt</b>                       |                                             |

- 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**
  - May 15, 2024 Regular DDA Meeting**
- 7. Presentations**
  - “Hardware Store” window mural concept – Vera Redden**
- 8. General Business**
  - A. Marketing RFP - Discussion**
  - B. Hands-On “Maker-Fair” style event for fall 2025 – Discussion/form working committee**
  - C. Horizon Park Dock/Boardwalk – repair discussion**
  - D. Committee updates**
    - i. Economic Development – Alicia McGovern**
    - ii. Marketing – Chris Donley**
    - iii. Budget & Finance – Denise Baker**
    - iv. Arts/Culture – 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**

**DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
May 15, 2024**

**1. Pledge of Allegiance and Moment of Silence**

**2. Roll Call**

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

**3. DDA Follow Up List**

1. DDA Director Jones noted that the only update to the list since last meeting was to discuss new flowerpots for Main St., which will most likely be addressed in the fall.

**4. Citizen Comments**

1. None

**5. Approval of and/or changes to agenda**

**MOTION:** Motion by Voigt, supported by Richardson-Williams to approve the agenda as presented.

Ayes 8

**Motion Carried.**

**6. Approval of Meeting Minutes – April 17, 2024 Regular Meeting of the DDA**

**MOTION:** Motion by Donley, supported by McWilliams to approve the Minutes of the Regular DDA Meeting, held on April 17, 2024, as presented.

Ayes 8

**Motion Carried.**

**7. Presentations**

1. None

**8. General Business**

1. DDA Budget

**MOTION:** Motion by Richardson-Williams, supported by Voigt to approve the DDA budget for fiscal year 2024-25, as presented.

|                 |                               |     |
|-----------------|-------------------------------|-----|
| ROLL CALL VOTE: | Treasurer Richardson-Williams | Aye |
|                 | Board Member Kelley-Bonner    | Aye |
|                 | Vice-Chair Winter             | Aye |
|                 | Board Member Donley           | Aye |
|                 | Mayor Voigt                   | Aye |
|                 | Board Member Gatterer         | Aye |
|                 | Chair McGovern                | Aye |
|                 | Board Member McWilliams       | Aye |

**Motion Carried.**

2. Committee Updates

i. Economic Development – Alicia McGovern

1. Meeting every other week, keeping up to date on items such as BORA-DORA stickers for the streets.

ii. Marketing – Chris Donley

1. Nothing new to report.

iii. Budget & Finance – Denise Baker

1. Nothing new to report.

iv. Events/Culture & Arts – Sabrina Richardson-Williams

1. Committee Member Richardson-Williams would like to explore holding a movie night in Village Park.
2. Committee Member Kelley-Bonner is looking at potential art displays that would encompass the community and the youth.

9. Treasurer's Report and Accounts Payable

**MOTION:** Motion by McWilliams, supported by Kelley-Bonner to approve the Treasurer's Report and Accounts Payable, in the amount of \$22,266.38, as presented.

|                 |                               |     |
|-----------------|-------------------------------|-----|
| ROLL CALL VOTE: | Treasurer Richardson-Williams | Aye |
|                 | Board Member Kelley-Bonner    | Aye |
|                 | Vice-Chair Winter             | Aye |
|                 | Board Member Donley           | Aye |
|                 | Mayor Voigt                   | Aye |
|                 | Board Member Gatterer         | Aye |
|                 | Chair McGovern                | Aye |
|                 | Board Member McWilliams       | Aye |

**Motion Carried.**

**10. Chair and Board Member Comments**

1. Donley
  - i. Gave his condolences to Mayor Voigt on the passing of his wife.
2. Gatteri
  - i. Would like to have a joint meeting with the Van Buren DDA if possible.
  - ii. Would like to have a Marketing Committee meeting to discuss possible publication(s) in Today Magazine.
3. Kelley-Bonner
  - i. Gave her condolences to Mayor Voigt.
  - ii. Is looking forward to possible art projects in the city.
4. McWilliams
  - i. Enjoyed listening to information.
5. Richardson-Williams
  - i. Thanked everyone for their participation and ideas.
6. Winter
  - i. Glad it's almost summer.
7. McGovern
  - i. Thanks – work on budget
  - ii. Exciting to see the Marketing Committee working on projects.
  - iii. Excited to see what the Arts Committee comes up with.
8. Voigt
  - i. Appreciates the work of the Budget Committee.
  - ii. Excited about committees getting up and running.
  - iii. Looking forward to summer, noting that Music Lakeside begins on June 13<sup>th</sup>.

**11. Citizen Comments, Non-Agenda Items**

1. No comments.

**12. Action Items for Next Regularly Scheduled Meeting**

1. Possible relocation of awning currently located behind old U-Haul building.
2. Secondary discussion of utilizing Van Buren Today / Today Magazine.
3. Formation of Performance Review Committee and creation of DDA Director job description.

**13. Adjournment**

**MOTION:** Motion by Richardson-Williams, supported by Winter to adjourn at 7:00 p.m. No objections were noted.

**Motion Carried.**

| Belleville DDA Follow-up List          |                |                    |                                                                    |                          |        |                                                                                         |
|----------------------------------------|----------------|--------------------|--------------------------------------------------------------------|--------------------------|--------|-----------------------------------------------------------------------------------------|
| Item/Description                       | Date<br>Opened | Opened by          | Proposed Action                                                    | Committee/<br>Individual | Status | Date<br>Closed                                                                          |
| <b>Marketing/Economic Development:</b> |                |                    |                                                                    |                          |        |                                                                                         |
| Marketing/Social Media Director        | 11/16/2022     | DDA Board          | Hire part time person and/or recruit college or high school intern |                          | IP     | 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 Apps February DDA Meeting -- Continue discussions re: partnerships  |
| 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 2024                                                                 |
| Grant Writer                           |                | Chair McGovern     | Develop RFP for position                                           |                          | P      |                                                                                         |
| Reestablish Park & Rec Committee       |                | D Robinson         |                                                                    |                          | P      | DDA representation on committee                                                         |
| 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                                         |                          | IP     | 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      | Form Committee for Event showcasing craft demonstrations to be held Fall 2025           |
| <b>Maintenance</b>                     |                |                    |                                                                    |                          |        |                                                                                         |
| 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                                          |
| <b>Horizon Park</b>                    |                |                    |                                                                    |                          |        |                                                                                         |
| Dock Maintenance/Improvements          |                | DDA Board          | Board Discussion                                                   |                          | P      | Park Maintenance list                                                                   |
| Benches and picnic tables              |                | DDA Board          | Board Discussion                                                   |                          | P      | Park Maintenance list                                                                   |
| 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 2024                                       |
| Events/Marketing                       |                | DDA Board          | Board Discussion                                                   |                          | P      | Develop events or partnership and marketing event                                       |



ACCOUNTS PAYABLE EXPENDITURES  
DDA MEETING JULY 2024

| DATE                      | AMOUNT      |  | G. TOTAL           |
|---------------------------|-------------|--|--------------------|
| 7/17/2024                 | \$12,464.99 |  | \$12,464.99        |
|                           |             |  |                    |
| <b><u>GRAND TOTAL</u></b> |             |  | <b>\$12,464.99</b> |

APRIL 15 COUNCIL MEETING FOR CITY OF BELLEVILLE

CHECK NUMBER 2340 - 2351

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

| Check Number                                     | Vendor Code | Bank Account | Check Date | Amount    | Check Date | Vendor Address      | Vendor Name                       | Check Type  |
|--------------------------------------------------|-------------|--------------|------------|-----------|------------|---------------------|-----------------------------------|-------------|
| Bank Account: DDA DOWNTOWN Development Authority |             |              |            |           |            |                     |                                   |             |
| Check Date: 7/2/2024 12:00:00 AM DDA             |             |              |            |           |            |                     |                                   |             |
| Total Check Date 07/02/2024:                     |             |              |            | 5,311.05  | 07/02/2024 | 4173 DUNMORE DR     | MCPHEE, RICK                      | Paper Check |
|                                                  |             |              |            | 5,311.05  |            |                     |                                   |             |
| Check Date: 7/11/2024 12:00:00 AM DDA            |             |              |            |           |            |                     |                                   |             |
| 2342 4333 DDA                                    |             |              |            | 35.00     | 07/11/2024 | 152 MAIN ST., STE 2 | BELLEVILLE CENTRAL BUSINESS COMM. | Paper Check |
| 2343 2684 DDA                                    |             |              |            | 282.71    | 07/11/2024 | 6 MAIN STREET       | DOWNTOWN DEVELOPMENT AUTH         | Paper Check |
| 2344 0075 DDA                                    |             |              |            | 28.50     | 07/11/2024 | P O BOX 740786      | DTE ENERGY                        | Paper Check |
| 2345 0076 DDA                                    |             |              |            | 607.01    | 07/11/2024 | P O BOX 740786      | DTE ENERGY                        | Paper Check |
| 2346 4572 DDA                                    |             |              |            | 5,311.05  | 07/11/2024 | 4173 DUNMORE DR     | MCPHEE, RICK                      | Paper Check |
| 2347 4610 DDA                                    |             |              |            | 420.00    | 07/11/2024 | 4850 S SHELDON      | POCO INC                          | Paper Check |
| 2348 4475 DDA                                    |             |              |            | 170.00    | 07/11/2024 | 7580 BELLEVILLE RD  | RANDY BROWN LANDSCAPE INC.        | Paper Check |
| 2349 0711 DDA                                    |             |              |            | 33.57     | 07/11/2024 | 19500 SUMPTER RD    | SUMPTER ACE HARDWARE              | Paper Check |
| 2350 4557 DDA                                    |             |              |            | 225.00    | 07/11/2024 | 23440 BOHN RD       | TC DRONE PHOTOGRAPHY              | Paper Check |
| 2351 2405 DDA                                    |             |              |            | 41.10     | 07/11/2024 | PO BOX 4648         | WM CORPORATE SERVICES, INC.       | Paper Check |
| Total Check Date 07/11/2024:                     |             |              |            | 7,153.94  |            |                     |                                   |             |
| Total Bank Account DDA:                          |             |              |            | 12,464.99 |            |                     |                                   |             |
| Report Total:                                    |             |              |            | 12,464.99 |            |                     |                                   |             |

(TRIAL RUN) INVOICE JOURNAL REPORT FOR CITY OF BELLEVILLE

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

| Post Date<br>GL Number | Journal<br>GL Description | Description                                             | DR Amount      | CR Amount      |
|------------------------|---------------------------|---------------------------------------------------------|----------------|----------------|
| 07/01/2024             | AP                        | MCPHEE, RICK<br>4173 DUNMORE DR<br>LAKE WALES, FL 33859 |                |                |
|                        |                           | LAND CONTRACT                                           |                |                |
| 248-443-971.008        | PROPERTY ACQ. - DPS SITE  |                                                         | 5,311.05       |                |
| 248-000-202.000        | ACCOUNTS PAYABLE          |                                                         |                | 5,311.05       |
|                        |                           |                                                         | <hr/> 5,311.05 | <hr/> 5,311.05 |
| Report Total:          |                           |                                                         |                |                |
| TOTALS:                |                           |                                                         |                |                |
| 248-000-202.000        | ACCOUNTS PAYABLE          |                                                         |                | 5,311.05       |
| 248-443-971.008        | PROPERTY ACQ. - DPS SITE  |                                                         | 5,311.05       |                |
| GRAND TOTAL:           |                           |                                                         | <hr/> 5,311.05 | <hr/> 5,311.05 |

*Run on 6/27*