

CITY OF BELLEVILLE REGULAR CITY COUNCIL MEETING
AGENDA
Monday, October 7, 2024 - 7:30 pm

1. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

2. ROLL CALL

3. PRESENTATIONS & CITIZENS COMMENTS ON AGENDA ITEMS

- a. Presentations
 - i. MML Belleville Local Economies Opportunity Report
 - ii. SEMCOG Road Safety Audit
- b. Citizen Comments

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

The Consent Agenda groups routine meeting discussion points into a single agenda item. In so doing, the grouped items can be approved in one action, rather than through the filing of multiple motions.

- a. Approval of Minutes
 - i. October 7, 2024, Regular City Council Meeting
- b. Communications
- c. Council Follow Up List
- d. DPS Activity Report
- e. Special Events
 - i. Knights of Columbus Tootsie Roll Drive
 - ii. Belleville VFW/PLAV Veterans Day Ceremony
 - iii. Cinnamon Car Show

6. PUBLIC HEARINGS

7. INTRODUCTION OF ORDINANCES

8. GENERAL BUSINESS DISCUSSION

- a. Approval of the sale of old street sweeper
- b. Authorization to sell Priority Waste bins
- c. Data Cabling for PD Office
- d. Auditor Engagement Letter
- e. Special Meeting – Monday October 28, 2024, at 6pm

9. ACCOUNTS PAYABLE AND DEPARTMENTAL EXPENDITURES

- a. Accounts Payable
- b. Departmental Expenditures
 - i. Atchinson Ford

10. CITY MANAGER COMMENTS

11. CITY COUNCIL MEMBER COMMENTS

12. MAYOR'S COMMENTS

13. CITIZENS COMMENTS ON NON-AGENDA ITEMS

14. ACTION ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

15. ADJOURNMENT

August 2024

City of Belleville

Opportunity Report



foundation



michigan municipal league



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Introduction

Since 2022, the Michigan Municipal League (the League) and Michigan Municipal League Foundation (MML Foundation), with support from the Ralph C. Wilson Jr. Foundation, have been working on a local economies initiative to explore entrepreneurship and small business support systems in southeast Michigan. Specifically, the goal of this initiative is to consider gaps in resources, like space, capital, technical assistance, networks, and more, that could be filled by the local government and community stakeholders to support more equitable local small business environments.

Over the next two years, the League and the MML Foundation will collaborate with small and/or rural southeast Michigan communities to learn more about their small business environments and connect them with potential tools and resources to strengthen the local economy ecosystem. In each community, we will partner with local small business stakeholders to hold one-day workshops that will delve into the resources, barriers, and opportunities each community has for entrepreneurs. Following stakeholder workshops, we will provide tailored feedback in the form of opportunity reports. The culmination of these collaborations will be a Microbusiness Ready Communities guidebook that will draw from our learnings in each community and provide resources and inspiration to communities across the state.

Why Belleville?

The League and MML Foundation were excited to collaborate with the City of Belleville on this project because the community is experiencing growth and opportunity while navigating capacity issues that so many communities face right now. The City of Belleville is a small community that sits at the western end of Wayne County. Belleville has seen some significant investment and growth in the past decade, including several new small businesses and additional downtown housing and amenities. Belleville also has some significant natural and geographic assets, including Belleville Lake and a location with easy access to larger regional economies such as Ann Arbor.

While the city has seen some growth in its local economy, many small businesses and entrepreneurs there have been disconnected from support networks in the city and region (such as the Small Business Development Center or the Chamber of Commerce) that could help them grow and thrive, and the city has had some regulatory and administrative challenges that have stifled local business growth.

New leadership at the City, the Downtown Development Authority, and the Chamber of Commerce—who are focused

on downtown vitality and collaboration with the city's business community—as well as recent engagement in the state's Redevelopment Ready Communities program, offer huge opportunities for the community to leverage its assets and support a growing and robust local economy.

What is an opportunity report and what is it meant to do?

This report is a summary of what League and MML Foundation staff observed and heard during the local economies stakeholder workshop in Belleville on June 11, 2024. It outlines areas for potential improvement, details short- and long-term opportunities, shares resources to consider utilizing, and highlights inspiration from other Michigan communities doing similar work. The objective of this opportunity report is to serve as a resource for the City of Belleville and its staff.

The League and MML Foundation would like to thank the City of Belleville, Belleville Downtown Development Authority, participating stakeholders, local businesses, and others who helped contribute to this “deep dive.”



Strengthening the Small Business Ecosystem

In Belleville, the small business ecosystem is robust and full of potential. In this section, we will highlight three main areas of opportunity we feel would maximize the sense of place in Belleville while creating physical and social infrastructure for more dynamic entrepreneurship in the downtown area.

Broadly speaking, these areas of opportunity are: placemaking, planning and process, and leveraging partnerships for greater impact. Each area of opportunity includes a brief overview of how Belleville is already succeeding in this sphere, a set of short- and long-term recommendations for ways to further growth, and peer community examples to serve as inspiration.

We acknowledge that there are no “one size fits all” solutions for communities, so we strongly encourage local stakeholders to continue working together to create resources and opportunities that celebrate the unique spirit of Belleville and foster an inclusive local economy.



Opportunity 1: Placemaking and Infrastructure Enhancements

Overview

During our visit to the city of Belleville, we were impressed by the city's recent focus on prioritizing economic development and streamlining processes to bring in new businesses. Projects the city is pursuing to develop vacant land will help connect the downtown to adjacent areas. The city is also clearly interested in finding tenants for vacant commercial spaces, especially in the “empty block” between the old CVS and recently closed Bayou Grill. This interest extends to exploring the use of development sites for small business activation like converting the DDA-owned storefront (former hardwater store) into an entrepreneurial incubator space.

Strategies that can help the city of Belleville continue to improve the success of the small business environment include addressing infrastructure challenges, engaging in façade and signage improvements, and creating cohesion between the waterfront and downtown. These activities all have the potential to contribute to the growth and improvement of Belleville for its residents, business owners, and visitors.

Recommendations

Short Term (<1 year)

1. Evaluate retail pop-up or incubator space on Main Street. The DDA's recent acquisition of the hardware store offers an important and timely opportunity to reactivate the 400 block in the face of recent vacancies. Consider how the space could be used in the short-term for events, such as holiday markets in late 2024, and evaluate the feasibility of a more dedicated co-retail or incubator space in the future, including identifying funding and management of the space.

2. Continue to offer local events that drive local and visitor foot traffic to Belleville's businesses. The Belleville Central Business Community already hosts several events a year that bring people downtown to connect, shop, and enjoy Belleville's downtown experience. The CBC should continue to partner with the city and other regional organizations to host events downtown to help support small businesses. Partners should annually evaluate the impact of those events, looking for ways to improve them, coordinate with similar events in the region, or offer new types of events that might draw different people downtown.

Long Term (1–4 years)

1. Consider street design for safety and shopping experience. An upcoming Southeast Michigan Council of Governments (SEMCOG) road safety audit on Main Street is an opportunity to consider street design elements that improve driver and pedestrian safety. These discussions are an opportunity to look at elements that could both improve safety and make strolling downtown more pleasant, such as sidewalk bumpouts at intersections, “parklets” for outdoor dining in parking areas, and street trees that offer shade.

2. Strengthen water and trail connections to and through Belleville. The city’s identity is closely tied to Lake Belleville, and some businesses, parks, and events already engage the lake well. With the Huron River “Water Trail” established, and the long-term development of the Iron Belle trail underway, Belleville can be a destination and waypoint for paddlers, hikers, and cyclists. The city can coordinate with Van Buren Township and the stewards of these trail networks on wayfinding and marketing to these visitors, whether for a one-time meal or overnight lodging, or as a place to plan a return visit to.

Case Study: Shared startup retail space in Lansing

Lansing’s “[Middle Village Micro Market](#)” is a multi-vendor co-retail space in the storefront in front of the Lansing DDA’s offices. The DDA recruits entrepreneurs from [LEAP’s One-and-All training program](#), Michigan Small Business Development Center (SBDC) referrals, or grassroots conversations. The shared storefront model offers these retail startups a lower cost and lower risk way to test their products and marketing with customers and provides a space for synergy and camaraderie among the entrepreneurs. The co-location with the DDA’s offices also makes it a natural venue for introducing the microbusiness owners to developers, landlords, and other actors in the downtown network, streamlining the path for businesses to graduate into dedicated storefront space. In late 2024, the DDA plans to expand its incubator programs to include food vendors with an incubator kitchen in the new Macotta Club, a food hall that will be located a block away in the historic Knapps Building.

Resources

- [NACTO Urban Street Design Guide](#)
- [Huron River Water Trail](#)
- [Middle Village Micro Market](#)
- [LEAP’s One-and-All training program](#)

Opportunity 2: City Planning and Process Improvements

Overview

We heard from city leadership that they are working to make permitting processes more transparent and effective, and that the city had begun the Redevelopment Ready Communities process. Small-scale businesses often have limited capital and little to no experience navigating permitting, meaning the proposed changes to permitting in the city can help prevent regulatory delays and barriers that damage small business stability.

This does not mean that the city should eliminate regulations blindly: its role in administering fire, building, and zoning codes is an important part of securing public health and safety, as well as supporting a successful business environment. However, the zoning code can be examined for opportunities to remove requirements that are duplicative or conflicting, such as attempting to regulate the operations of businesses that are already regulated by county or state agencies, and opportunities to clarify and make accessible the required process that a new business needs to follow.

In particular, the Main Street area is quite large for a community of Belleville’s size and should be prioritized as the location for retail, restaurant, personal service, and entertainment/assembly visits in order to build a critical mass. Outlying commercial spaces in the community may be more appropriate for small-scale goods production or professional services that do not rely on customer traffic to the site.

Recommendations

Short Term (<1 year)

1. Provide clear guidance on all required steps to open a business. New business owners may not understand what zoning allows, or what a certificate of compliance is, until too late; an enforcement action is an unfortunate introduction to city hall and can provide a significant or even terminal setback to a new business. Creating guidance materials that provide as comprehensive a view as possible of potential permitting needs and contact people can help entrepreneurs avoid these pitfalls. Circulating copies to partners like SBDC, TechTown, and the Chamber, as well as posting at willing venues like the library and downtown cafes, can offer the best chance of entrepreneurs encountering it early, when it will be the most use to them.

2. Use upcoming developments to stress test existing codes and processes. The large parcel at Main and Third that is expected to be developed soon is an opportunity for staff to self-evaluate the city's development process, as well as to orient that project in a way that supports business development. Some options for updating the current zoning include:

- a. Allowing new development in the CBD to include residential uses behind shallow storefronts, creating additional opportunity for small shops, rather than requiring apartments only above full-depth business uses.
- b. Allowing residential uses along the frontage as long as the building is "retail ready" with the first floor at sidewalk grade, high first floor ceilings, and open floor plans.
- c. Reducing or eliminating on-site parking requirements for ground-floor businesses where public parking is available.

3. Ensure that Belleville's volunteer boards and committees are made up of people with diverse backgrounds and viewpoints and have a mix of long-serving and newer members. During our site visit we heard a real or perceived concern that some of the city's boards—who play an important role in making recommendations to Council on policy and program issues—have had the same membership for a long time and that there is a lack of diverse experiences among those serving. Volunteers are such a critical part of a community, especially in smaller cities, and we know the city is grateful to all those serving on its boards. In the coming year or two, being intentional in setting term limits and recruiting for and filling those positions with people who represent different ages, professional backgrounds, race and ethnicities, abilities, economic positions, and more will help bring fresh perspectives to community development. This can be an important way to broaden the engagement of residents in municipal programs.

Long Term (1–4 years)

1. Join the Michigan Main Street Program. The city already has the Belleville Central Business Community organization dedicated to keeping the downtown area vibrant and thriving. The city is also engaging in the RRC program and rolling out some new DDA and Chamber programming in the coming year. As these programs and changes move ahead, the city should consider joining the state's Main Street program to bring additional resources (tools, technical help, access to grant funding) and support to the community over the long term. The Michigan Main Street framework has a strong record of economic development resulting from helping communities with business attraction and retention, customer

attraction, preservation and revitalization, and downtown beautification. Participation in the program could help the city, small businesses, community members, and other partners focus infrastructure investments and programming to support a thriving small business ecosystem in Belleville.

2. Review zoning and other ordinances for microbusiness barriers and opportunities. As Belleville is undertaking the Redevelopment Ready process, it can consider what zoning updates might be appropriate to support entrepreneurship. Some items to consider include:

- a. Limiting site plan requirements for changes of use in existing buildings and considering what additional situations could be handled with a staff-reviewed sketch plan rather than a full site plan approval process.
- b. Reviewing ordinances related to home-based businesses and considering whether additional in-home businesses should be permitted, subject to conditions that limit nuisance.
- c. Remove local dimensional standards, zoning conditions, or licensing requirements for uses that are adequately regulated under state law. For example, businesses like home day cares or massage therapists often face local requirements that duplicate or conflict with state requirements, adding to the regulatory burden of both the business and municipal staff.
- d. Scale dimensional requirements in zoning to floor area. Very small commercial uses are typically much more limited in the vehicular traffic, noise, and other potential nuisances they may generate than larger commercial uses: applying the same setback and screening requirements to a 1,000 square foot neighborhood café as to a 20,000 square foot Walgreens, for example, places a substantial burden the small business that is likely unnecessary.

Case Study

The city of Eastpointe, Michigan, developed a [brief how-to flyer for small businesses](#) seeking to open in the community. This one-page document provides an overview of the basic steps any business needs to take before opening, including zoning review, business license, and building permits, and provides contact information for the relevant city staff in each step. Providing this information in a clear, attractive, and low-jargon fashion helps the business move forward more confidently, and then reduces the likelihood that a new business begins its life as an enforcement case.

Resources

- [Enabling Better Places: User's Guide to Code Reform](#)
- [Michigan Main Street Program](#)
- [Equitable Zoning for Home Occupations, APA](#)
- [Main Street America](#)

Opportunity 3: Partnerships for Greater Business Support

Overview

On our visit to Belleville, it was clear that there was a lot of enthusiasm by city staff and regional small business support partners to work together in providing guidance and resources for the city's small businesses. As a smaller community, the City and DDA do not have a lot of extra staff capacity to provide all the help small businesses need. But the city's new leadership has been evaluating how to be most effective in this area and is committed to working with partners to make Belleville a great place for small businesses.

Many of the regional business support organizations have already been doing work in Belleville and are poised for even more proactive assistance and partnering with the city. The recommendations below are focused on proactive efforts to support Belleville small business creation and growth by leveraging state and regional resources, facilitating institutional collaboration, and helping network and educate local small businesses about resources.

Recommendations

Short Term (<1 year)

1. Regional small business support partners such as the Michigan Economic Development Corporation (MEDC), SBDC, and Tech Town's Small Business Support Hub team could proactively connect with Belleville small businesses/entrepreneurs by hosting regular "in-town" office hours and programming (perhaps at a local coffee shop or other small business or at the library) to provide easy access to help and coaching. At our meeting with small businesses owners, most had some limited familiarity with regional program offerings for entrepreneurs but were not substantively taking advantage of these resources. And when we met with regional stakeholders, several noted that they have existing programs that meet some of the needs identified by small businesses (e.g., business plan development, legal assistance for reviewing building leases, financing tools). In other words, there is a gap between small business needs and perceived availability of help.

Bringing this kind of technical assistance to the community—with a level of frequency that it is seen as a knowable and accessible resource—could improve entrepreneurs' utilization of business management and marketing tools, financing options, growth planning, and more. Local partners such as the city, DDA, or Chamber of Commerce—who are known and trusted locally—could partner with regional partners to promote program offerings and help provide meeting space.

2. Provide user-friendly, up-to-date information on small business resources. The city, DDA, and Belleville Central Business Community should create an online (and printable) resource for local businesses that provides a one-stop shop of information on starting and managing a small business in Belleville. This could include information on city requirements/resources as well as local/regional lenders and financing opportunities, training opportunities, business planning, small business bootcamps, and other tools that could support small businesses. This resource could be maintained by the DDA or Belleville Central Business Community organizations and updated regularly with relevant events.

Long Term (1–4 years)

1. Continue to build a stronger relationship with Van Buren Township—both with municipal and Chamber of Commerce teams—on economic development and small business support. During our meetings with stakeholders, we heard that the two communities have been working a little better together recently and that there are synergistic opportunities for regional economic development. For example, Belleville Lake is a great natural asset for downtown Belleville, but it is owned and managed by the Township. Cooperating on some joint infrastructure investments or events could be beneficial for both communities.

Case Study

Downtown Alpena has an engaging and informative website for both visitors and business owners. The site includes statistics on the downtown market and housing, information on businesses and events, resources for business owners, and updated information on the DDA programs (www.downtownalpenami.com). They have an active email newsletter for downtown businesses and provide an online and printable Business Welcome Packet. The Welcome Packet is a centralized source of information on the DDA, downtown events, parking, business resources (e.g., facade grants), and other regional business resources. While this resource kit is focused on downtown Alpena, the model is applicable for a broader city-wide business "welcome" or resource kit in Belleville.

Resources

- [Tech Town Detroit Small Business Support Hub](#)
- [Michigan SBDC](#)
- [MIPlace Community Assistance Team Map](#)
- [City of Florence, SC, Small Business Resource Center](#)
- [City of Ypsilanti DDA/Downtown Business Resources](#)
- [Downtown Alpena Website](#)



Thank you to the City of Belleville, its small business community, and all its supportive partners for giving us your time and attention.

We look forward to seeing Belleville thrive in the years to come.

Conclusion & Next Steps

The Belleville community has worked hard to revitalize its downtown, and several recent developments have added new small businesses, housing, and other amenities that are helping drive economic growth. There is an increasingly strong small business and local developer community that is catalyzing new opportunities.

In addition to great amenities in the city like Lake Belleville, there are numerous geographic assets to leverage that also contribute to the city's opportunities, including proximity to the Ann Arbor–Ypsilanti market, Lower Huron Metropark, and Detroit Metro International Airport.

Like many small communities, though, municipal capacity to support small business growth and development is limited. At our site visit meetings, we heard many great suggestions for events and programs that could help support businesses and drive traffic downtown. For the community to be successful in taking some of those steps, it must partner with all local and regional stakeholders. The city, Chamber of Commerce, Belleville CBC, DDA, small business owners themselves, and regional economic development partners must all play a role in creating a robust, inclusive, and growing small business ecosystem in Belleville.

What follows is an overview of the recommendations presented in this report, starting with opportunities that can be implemented within a relatively short timeframe, are less labor intensive, and are relatively inexpensive. These small-scale interventions are shown alongside large-scale interventions that are more oriented toward creating new long-term infrastructure and resource development within Belleville over the next few years.

Small-Scale Interventions

- Evaluate retail pop-up or incubator space on Main Street that would lower the cost/burden of entry for new entrepreneurs in the city.
- Continue to offer local events that drive local and visitor foot traffic to Belleville's businesses, including markets, festivals, music, "shop local" days, and more. Considering partnering with surrounding communities to

create a regional event(s) that would bring people to the communities from further away.

- Provide clear guidance on all required permitting and regulatory steps to open a business and share with partners who work with entrepreneurs in the region and posted in other local businesses or public venues.
- Use upcoming developments to stress test existing codes and processes and identify areas of improvement for better supporting small business development.
- Ensure that Belleville's volunteer boards and committees are made up of people with diverse backgrounds and viewpoints and have a mix of long-serving and newer members.
- Host regular "in-town" office hours for regional small business support partners such as MEDC, SBDC, and Tech Town's Small Business Support Hub team to provide easy access to help and coaching for local entrepreneurs and small businesses.
- Create an engaging online resource that provides user-friendly, up-to-date information on small business resources and tools.

Large-Scale Interventions

- Consider street design for safety and the pedestrian shopping experience such as sidewalk bump-outs, parklets, or other features.
- Strengthen water and trail connections to and through Belleville to help make the city a destination and waypoint in regional and statewide trail systems.
- Join the Michigan Main Street Program to get access to technical assistance, tools, and funding opportunities for downtown improvements.
- Review zoning ordinance for microbusiness barriers and opportunities and make necessary updates to better support the local economy ecosystem.
- Continue to build a stronger relationship with Van Buren Township—both with municipal and Chamber of Commerce teams—on economic development and small business support.

The Michigan Municipal League and MML Foundation would like to acknowledge the partners and community stakeholders involved in this exploration:

The Ralph C. Wilson, Jr. Foundation

The City of Belleville

Belleville Downtown Development Authority

Belleville Area Chamber of Commerce

Belleville Central Business Community

Michigan Small Business Development Center

Michigan Economic Development Corporation

Tech Town Detroit

Comerica Bank

**And all of the dedicated Belleville entrepreneurs and small business
owners who participated in the stakeholder workshop!**

We thank you for your support and partnership in this effort!

Contact

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Road Safety Audit

Main Street – High St to Columbia Ave

City of Belleville

Wayne County

Prepared for:

City of Belleville



RSA Team

- Steve Loveland, PE, PTOE – Project Manager
- Stephan Maxe, PE, PTOE – RSA Facilitator
- Stephen Dearing, PE, PTOE – Safety/Human Factors
- Scott Emmons, PE – Geometric Design
- Emma Ritchie, EIT – Traffic

Independent, Experienced, Multi-disciplinary...



Location Map





Assignment

- Main Street Corridor
 - From High Street to Columbia Avenue
 - Speed limit is 25 mph
 - 2-lane cross section with on street parking both sides
 - Opens to 4-lane cross section at Huron River Dr
 - On-street parking on North and South sides of Main Street
 - Signalized intersections at High/Main, Third/Main, Main/Huron River, and Main/Columbia/South
 - ADT as of 2021 was 12,862
 - Also looked at Denton/Belleville/Main/Liberty intersection

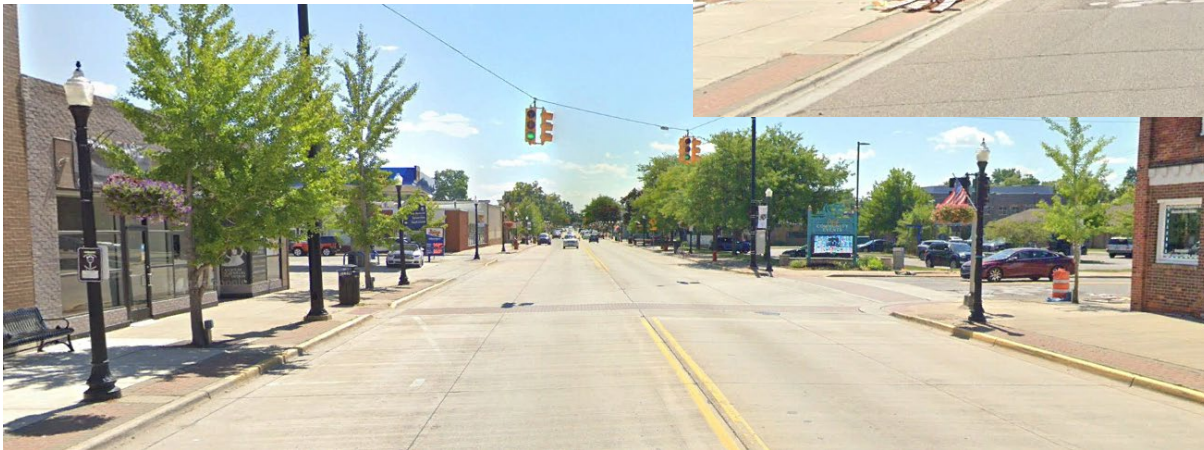
Southern Limits at 5-Point Intersection (looking south, east and west)



3rd Street and Main Street (looking east, west, and south)



High Street and Main Street (looking east, north, and west)





Constraints:

- Finances are limited
- Purchasing ROW is discouraged
 - Victory Park



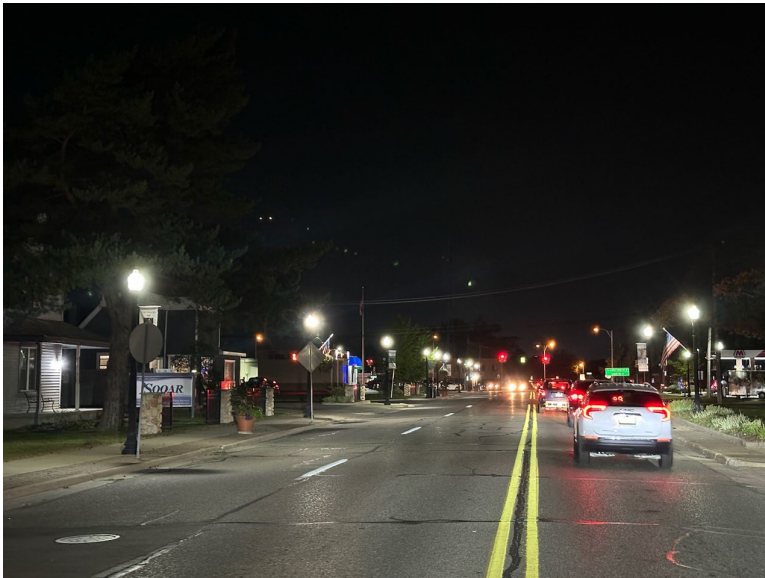
Available Data Used

- Traffic Volumes
- Crash History
- Google Earth
- Field Observation
- Drove It, Walked It



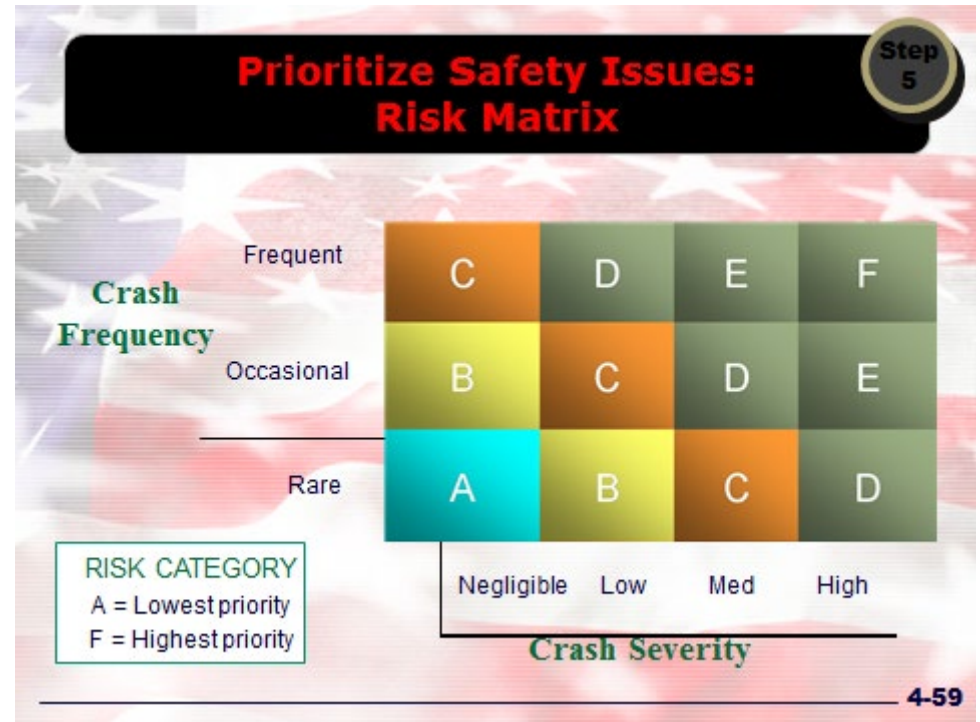
Conducted the Field Visits

- Lots and lots of pictures!
- Drove it and walked it
- Made AM, PM and night visits



SA Workshop

- Reviewed site photos
- Discussed observations
- Shared suggestions
- Developed consensus





Positives

- Sidewalk Conditions
- Ramp Conditions (ADA Compliant)
- Lighting
- Pavement/Road Conditions and Maintenance
- Plan for Activities (Monday Nights)

Positives – Sidewalk Conditions



Positives – Ramp Conditions



Positives – Lighting



Positives – Pavement/Road Condition and Maintenance



Positives – Plan for Activities (Monday Nights)





Crash Potential Categories

- 5 Point Intersection
- Pedestrian Facilities
- Traffic Signals
- Speeds
- Signs
- Pavement Markings

Crash Potential #1 (Risk Category = F)

5 Point Intersection

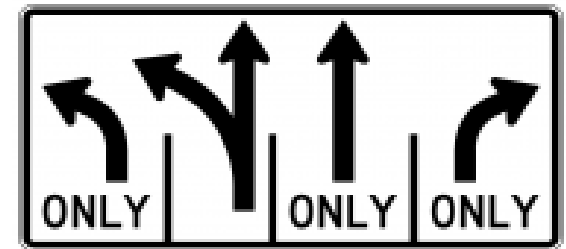
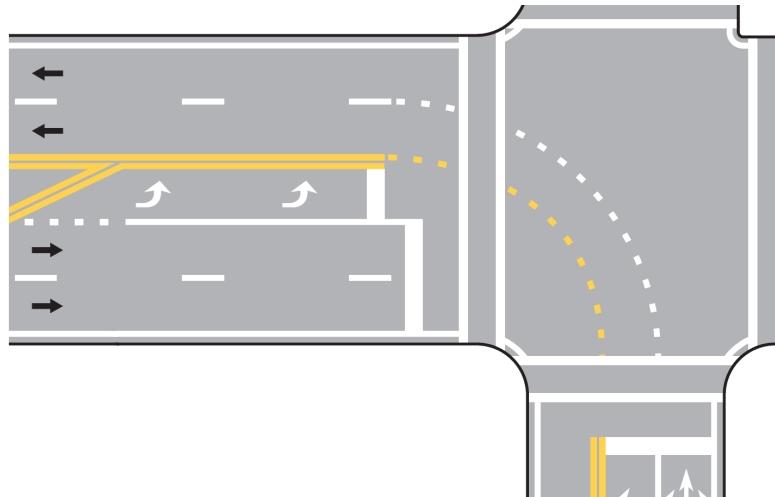
- Complicated signal phasing
 - Unconventional signal head configuration
 - Multiple conflicting movements
 - Visibility of signals due to span location
 - Multi-lane approaches and no lane markings or signing



Crash Potential #1 (Risk Category = E)

5 Point Intersection

- Suggested Mitigations for Crash Potential #1
 - Short Term-
 - Lane arrow and guide line pavement markings
 - Lane designation signing
 - Modernize signal to box span with programmable lenses and countdown pedestrian signals



*Electronically Steerable Beam
traffic signal head*

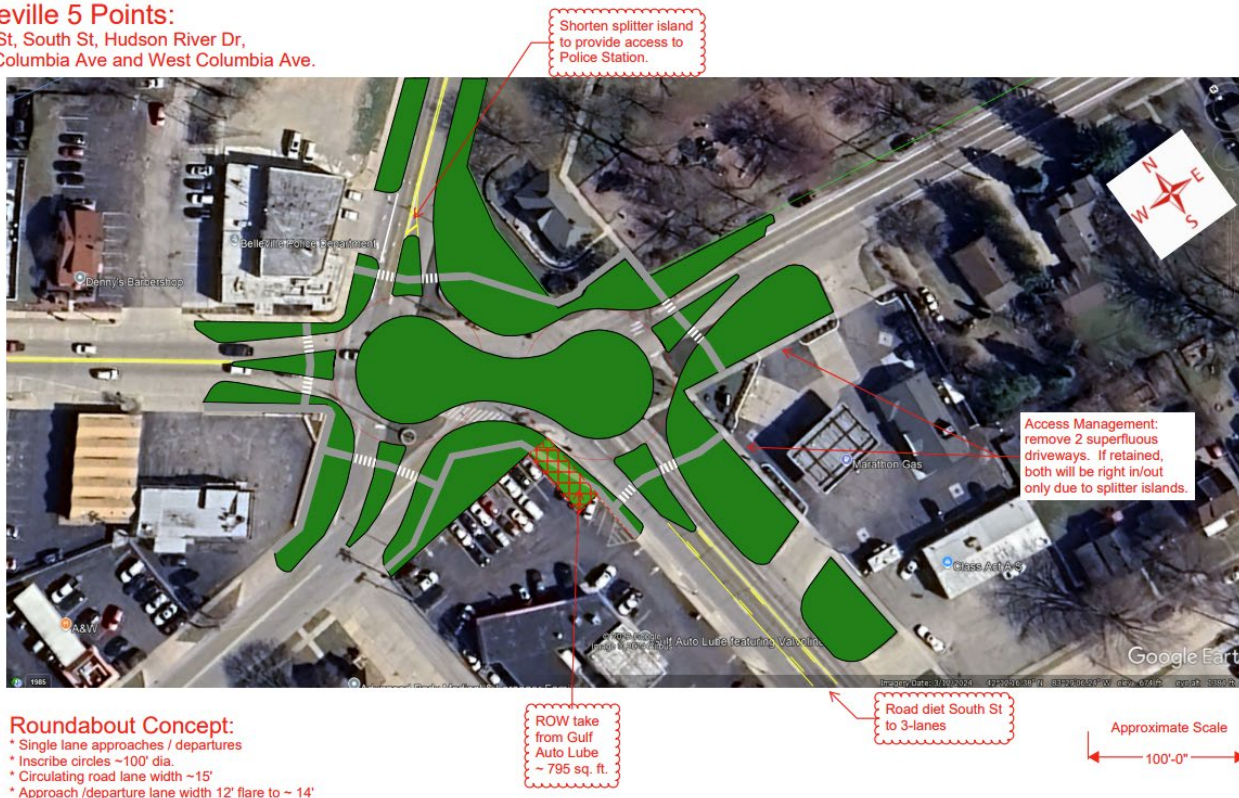
Crash Potential #1 (Risk Category = E)

5 Point Intersection

- Suggested Mitigations for Crash Potential #1
 - Long Term- Single lane roundabout

Belleville 5 Points:

Main St, South St, Hudson River Dr,
East Columbia Ave and West Columbia Ave.



Prepared for Belleville Main St Road Safety Audit
By OHM Advisors

Sept. 11, 2024

Crash Potential #2 (Risk Category = E)

Pedestrian Facilities

- Incorrect Sign Legend for R1-6
- Pedestrian Signals
 - Ped Signals Out
 - No countdown indication or pedestrian detection



Crash Potential #2 (Risk Category = E)

Pedestrian Facilities

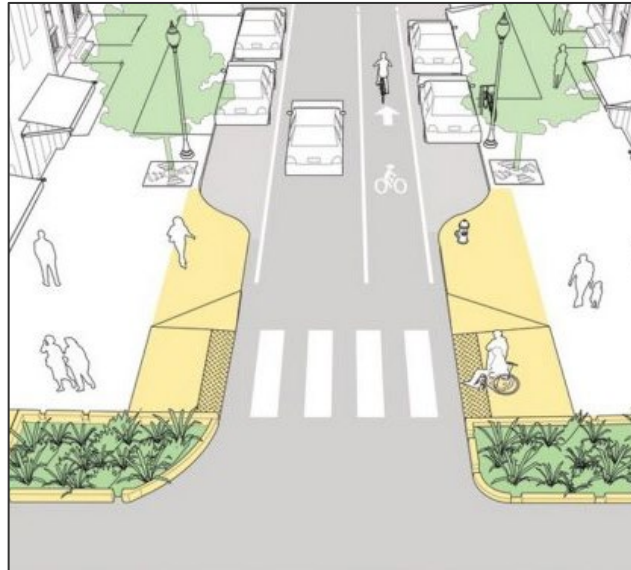
- Pedestrian Crossing Distance
- Pedestrian Ramps





Crash Potential #2 (Risk Category = E) Pedestrian Facilities

- Suggested Mitigations for Crash Potential #2
 - Table Top/Speed Hump Pedestrian Crossing
 - Curb Extension



Crash Potential #2 (Risk Category = E)

Pedestrian Facilities

- Suggested Mitigations for Crash Potential #2
 - Consider RRFB
 - Consider pushbuttons



Crash Potential #3 (Risk Category = E)

Traffic Signals

- Eight-inch lenses on signals
- Diagonal spans
- Signal visibility
- Lack of backplates
- Lack of countdown pedestrian signals



Crash Potential #3 (Risk Category = E)

Traffic Signals

- Suggested Mitigations for Crash Potential #3
 - Install box span signal
 - Install backplates
 - Install countdown pedestrian signals



Crash Potential #4 (Risk Category = D) Speeds

- Racing to merge
- Police officer reports speeding issues on north end and through downtown area

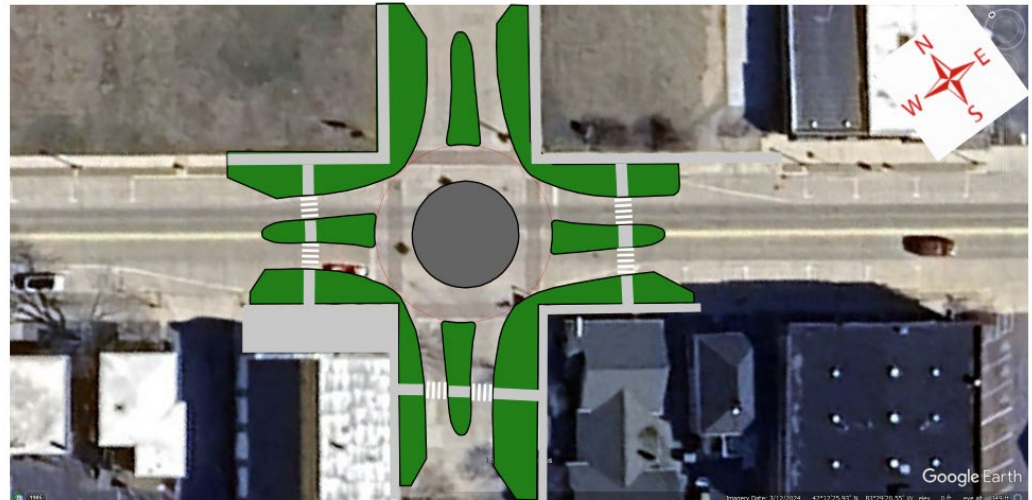


Crash Potential #4 (Risk Category = D) Speeds

- Suggested Mitigations for Crash Potential #4
 - Speed limited signs placed at each cross street
 - Mini roundabout at 3rd Street



Belleville Main St at 3rd St



Roundabout Concept:

- * Single lane approaches / departures
- * Inscribe circles ~70' dia.
- * Circulating road lane width ~14'
- * Approach /departure lane width 11' flare to ~ 13'

Prepared for Belleville Main St Road Safety Audit
By OHM Advisors

Sept. 12, 2024

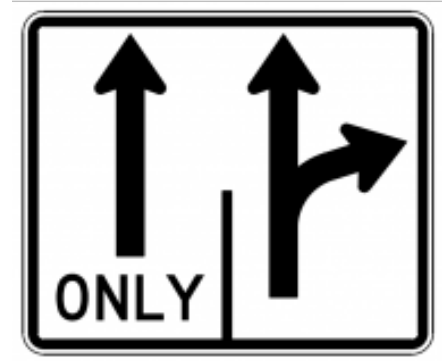
Crash Potential #5 (Risk Category = D) Signing

- Sign conditions
- Lack of signs
- Improper signs and location of signs



Crash Potential #5 (Risk Category = D) Signing

- Suggested Mitigations for Crash Potential #5
 - Sign upgrade (retro reflectivity & height)
 - Install lane designation and turn prohibition signing



Crash Potential #6 (Risk Category = C)

Pavement Markings

- Faded markings
- Missing lane designation arrows



Crash Potential #6 (Risk Category = C)

Pavement Markings

- Suggested Mitigations for Crash Potential #6
 - Refresh pavement markings
 - Add turn arrows



Other Items Considered

- Advance lane drop signage north of Denton Road



THANK YOU!



QUESTIONS?

**CITY OF BELLEVILLE REGULAR CITY COUNCIL MEETING
MINUTES
Monday, October 7, 2024 - 7:30 pm**

1. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

2. ROLL CALL

Council Member Beebe	Present
Council Member Kissel	Present
Council Member Priest	Present
Mayor Pro-Tem Bates	Present
Mayor Voigt	Present

3. PRESENTATIONS & CITIZENS COMMENTS ON AGENDA ITEMS

a. Presentations

i. None.

b. Citizen Comments

i. Richie Sanders

1. Asked if the ponds in Victoria Commons would be cleared of weeds.
2. Asked about the status of the bubbler fountains in the ponds in Victoria Commons.

ii. Carl Bono

1. Asked the Council to address the condition of the lot owned by Davenport Construction on Sumpter Rd.

4. APPROVAL OF AGENDA

MOTION: Motion by Bates, supported by Priest to approve the agenda as presented.

ROLL CALL VOTE:

Council Member Beebe	Aye
Council Member Kissel	Aye
Council Member Priest	Aye
Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye

Motion Carried.

5. CONSENT AGENDA

The Consent Agenda groups routine meeting discussion points into a single agenda item. In so doing, the grouped items can be approved in one action, rather than through the filing of multiple motions.

- a. Approval of Minutes
 - i. September 13, 2024, Special City Council Meeting
 - ii. September 16, 2024, Regular City Council Meeting
- b. Communications
 - i. MMRMA Monthly Claims Report
 - ii. VC3/KnowBe4 Security Report
- c. Council Follow Up List
 - i. Budget Update
- d. DPS Activity Report
- e. Special Events

MOTION: Motion by Priest, supported by Kissel approving the consent agenda items as presented.

ROLL CALL VOTE:

Council Member Beebe	Aye
Council Member Kissel	Aye
Council Member Priest	Aye
Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye

Motion Carried.

6. PUBLIC HEARINGS

- a. None.

7. INTRODUCTION OF ORDINANCES

- a. None.

8. GENERAL BUSINESS DISCUSSION

- a. ATI Workstation Assessments and Ergonomic Training Proposal

MOTION: Motion by Beebe, supported by Bates to hire ATI to provide ergonomic training/stretching exercises for Police and Fire, at a cost of \$1,090.00.

ROLL CALL VOTE:

Council Member Beebe	Aye
Council Member Kissel	Aye
Council Member Priest	Nay
Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye

Motion Carried.

b. Family Court Awareness Month Proclamation

MOTION: Motion by Kissel, supported by Beebe to proclaim October Family Court Awareness Month.

ROLL CALL VOTE:

Council Member Beebe	Aye
Council Member Kissel	Aye
Council Member Priest	Aye
Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye

Motion Carried.

c. Konica Minolta printer lease

MOTION: Motion by Kissel, supported by Beebe to lease 4 copiers from Konica Minolta for City Hall.

ROLL CALL VOTE:

Council Member Beebe	Aye
Council Member Kissel	Aye
Council Member Priest	Aye
Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye

Motion Carried.

d. Alley paving quotes

- i. Council tabled this item, and asked administration to request bids for this project.

e. Tree Removal Quote – 543 Victorian Lane

- i. Council tabled this item for review.

f. Cemetery Brush Removal Quote

- i. Council tabled this item, and asked administration to request bids for this project.

g. Cemetery Tree Trimming Quote

- i. Council tabled this item, and asked administration to request bids for this project.

- h. Cemetery Tree Removal Quote
 - i. Council tabled this item, and asked administration to request bids for this project.

- i. Resolution 24-030 – Resolution Formally Adopting the 5-Year Parks Plan Refresh

MOTION: Motion by Kissel, supported by Bates to approve Resolution # 24-030, to formally adopt the 5-Year Parks Plan Refresh.

ROLL CALL VOTE:

Council Member Beebe	Aye
Council Member Kissel	Aye
Council Member Priest	Aye
Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye

Motion Carried.

- j. Resolution 24-031 – Resolution establishing regular elections in November of each even year commencing with the city election of November 2026

MOTION: Motion by Kissel, supported by Bates to approve Resolution # 24-031, to establish regular local elections in November of each even-numbered year, beginning in November of 2026.

ROLL CALL VOTE:

Council Member Beebe	Aye
Council Member Kissel	Aye
Council Member Priest	Aye
Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye

Motion Carried.

- k. Authorization to sell the old street sweeper

MOTION: Motion by Bates, supported by Priest to authorize administration to sell the city's former street sweeper.

ROLL CALL VOTE:

Council Member Beebe	Aye
Council Member Kissel	Aye
Council Member Priest	Aye

Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye

Motion Carried.

- I. Authorization to increase legal costs for hazardous waste suit.

MOTION: Motion by Kissel, supported by Bates to authorize the city to increase legal costs pertaining to the current hazardous waste lawsuit, up to \$15,000.

ROLL CALL VOTE:

Council Member Beebe	Aye
Council Member Kissel	Aye
Council Member Priest	Aye
Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye

Motion Carried.

- m. Vac Truck updated parts quote
- i. Council tabled this item until a DOT inspection can be completed.
- n. City Council Meeting date change – November 11 to November 12 in observance of Veteran’s Day

MOTION: Motion by Bates, supported by Priest to change the date of the regular meeting of the City Council from November 11th to November 12th, in observance of Veteran’s Day.

ROLL CALL VOTE:

Council Member Beebe	Aye
Council Member Kissel	Aye
Council Member Priest	Aye
Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye

Motion Carried.

- o. Resolution 24-032 – Resolution to Authorize the Agreement between the charter County of Wayne

MOTION: Motion by Priest, supported by Kissel to authorize an agreement with Wayne County to make improvements to Victory Park.

ROLL CALL VOTE:

Council Member Beebe	Aye
Council Member Kissel	Aye
Council Member Priest	Aye
Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye

Motion Carried.

9. ACCOUNTS PAYABLE AND DEPARTMENTAL EXPENDITURES

- a. Accounts Payable
- b. Departmental Expenditures
 - i. Core and Main

MOTION: Motion by Bates, supported by Priest to approve Accounts Payable and Departmental Expenditures in excess of \$500, as presented.

ROLL CALL VOTE:

Council Member Beebe	Aye
Council Member Kissel	Aye
Council Member Priest	Aye
Mayor Pro-Tem Bates	Aye
Mayor Voigt	Aye

Motion Carried.

10. CITY MANAGER COMMENTS

- a. Had a conversation with Davenport Brothers Construction regarding a location for a new City Hall.
- b. Was able to get the cost of the Sany repairs down to just under \$9,000.
- c. DTE will be breaking ground this week at the Denton Rd. bridge to move the gas line underneath. During this time, access to Hillside Cemetery will be closed.
- d. Jordan Edwards, who had been selected as the new DPW Director, chose to rescind his application.
- e. Received the final SEMCOG Road Safety Audit report, stating that includes recommendations for a roundabout at 5-Points, as well as tabletop pedestrian crosswalks with push-button signals.

11. CITY COUNCIL MEMBER COMMENTS

- a. **Bates**
 - i. The SEMCOG report is valuable.
 - ii. Loved seeing the Booville sign in place.

- iii. The fence at Victory Park looks fantastic.
 - iv. Hopes residents appreciate the leaf pickup program returning.
 - v. Thoughts and prayers with those dealing with the hurricanes in the Southern U.S.
- b. **Beebe**
 - i. No comments.
- c. **Priest**
 - i. Victory Park is looking great.
- d. **Kissel**
 - i. Doanes Landing is looking better.
 - ii. Excited for the city newsletter to begin.
 - iii. There is a Planning Commission meeting on Thursday at 7 p.m.
 - iv. Building Department blueprints have mostly all been filed.
 - v. Found documents at the DPW yard that were stored improperly and had to be destroyed due to irreversible damage.
 - vi. The State of the Community Address will be held on Thursday morning.

12. MAYOR'S COMMENTS

- a. Harvest Fest is this Saturday.
- b. Thursday is the hearing regarding radioactive waste dumping, and will take place at the 3rd Circuit Court.
- c. Happy that the Denton Rd. bridge construction is beginning.
- d. The road construction on Church St. is going to be a major improvement.
- e. The first edition of the city newsletter will be coming out soon.
- f. Happy to see leaf pickup back.
- g. Happy to see the Harbour Pointe road project in effect.
- h. Happy that City Hall will be getting new copiers.
- i. The sightline along the lake looks nice.
- j. Appreciative of Council Member Kissel's efforts to organize City Hall.

13. CITIZENS COMMENTS ON NON-AGENDA ITEMS

- a. Garrett Kissel
 - i. Stated he is almost completed with paramedic school, and recently completed a certification of 36 Paraprofessionals at Van Buren Public Schools in different life-saving techniques.

14. ACTION ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

- a. None.

15. ADJOURNMENT

MOTION: Motion by Bates, supported by Priest to adjourn at 9:19 PM.
No objections were noted.

Motion Carried.

Belleville City Council Meeting Follow-up List

	Issue Name / Description	Date Opened	Opened by	Proposed Action	Assigned to	Status Date	Due Date	Date Closed	Updated by Team Member	Details
1	Street Repairs - Harbor Pointe	4/19/21	Voigt		Rick	10/18/2024	11/1/2024		Jason	Construction underway. Light Tower is 50% complete. All other sections are done.
2	Street Repairs - Church Street	4/19/21	Voigt		Jason	10/18/2024	11/1/2024	10/18/2024	Jason	Repairs Complete
3	Street Repairs - Charles Street	4/19/21	Voigt		Jason	10/1/2024			Jason	Quote received. Pending project
4	Recodification of Ordinances	7/18/16	Council		Steve	3/28/2024			Jason	Municode has asked for a digital copy of the entire ordinance for an accurate quote.
5	Charter Revisions	8/3/20	Jesse Marcotte		Jason/Bri	8/30/2024	12/1/2024		Jason	Proposals on the November Ballot
6	New City Hall	11/13/23	Jason/Council		Jason	3/14/2024			Jason	Next step is discussing with engineering on potential costs. Also, request for funding has been submitted to House and Senate electeds.
7	IT Infrastructure	11/13/23	Steve		Steve/Jason	8/9/2024			Jason	Quotes and timelines for server upgrades is pending.
8	Water Meters	4/1/24	Jason		Jason	10/1/2024			Jason	Scheduling underway for meter installs.

Belleville City Council Meeting Follow-up List

9	<i>Refuse and Recycling</i>	4/1/24	Jason		Jason	10/18/2024	11/1/24	8/1/2024	Jason	Priority not picking up bins. Have abandoned them. We are arranging to have them sold.
10	<i>CityWorks</i>	4/15/24	Jason		Jason	8/30/2024			Jason	App is live and operating. CityWorks to meet to dial in work order templates and post-live training
11	<i>SEMCOG Road Safety Grant</i>	4/1/24	Jason		Jason	10/18/2024		10/18/2024	Jason	Report present to council 10/18/24
12	<i>Wabash/Davis Alley Repair</i>	3/14/24	Council		Jason	10/1/2024			Jason	Existing pavement removed, council to consider bids on 11/12
13	<i>Victory Park Renovation</i>	7/2/14	Steve		Steve	10/1/2024			Jason	Renovations and Construction underway
14	<i>Outdoor Warning Siren</i>	7/1/24	Jason		Jason	10/18/2024			Jason	WestShore to provide specs for electrician.
15	<i>5th and Liberty Parking Lot</i>	7/10/24	Steve/DDA		Steve	10/18/2024			Jason	Site compacted, ready to pave.
16	<i>5-year Parks Plan Refresh</i>	2/1/24	Jason		Jason	10/1/2024			Jason	Plan to DNR
17	<i>Master Plan Update</i>	8/30/24	Jason		Jason	10/18/2024			Jason	Giffels to begin planning public meetings.
18	<i>Newsletter</i>		Council		Jason	10/18/2024			Jason	News letter mailed to residents.
19	<i>Leaf Pickup Program</i>		Council		Jason	10/18/2024			Jason	Pickup to begin 11/4

Belleville City Council Meeting Follow-up List

20	<i>Sidewalk Plan</i>		Council		Jason	10/1/2024			Jason	Blocks are being inspected and marked for repair.
21	<i>Trees Plan</i>		Council		Jason	10/1/2024			Jason	Blocks are being inspected and marked for removal.
22	<i>POAM Negotiations</i>		POAM/Jason		Jason	10/18/2024			Jason	Tenative terms agreement complete.
23	<i>GELC Negotiations</i>		GELC/Jason		Jason	10/1/2024			Jason	Awaiting GELC's calendar to begin negotiations.
24	<i>Lakeside Brush Clearing</i>		Council		Jason	10/18/2024			Jason	Horizon Park and Cemetery are next.
26	<i>Meeting w/DTE to address outages and other issues</i>		Council		Jason	10/18/2024			Jason	DTE has noted that outage issues will be addressed with upgrades in Q1 2025
27	<i>Banner Policy</i>		Council		Jason	10/1/2024			Jason	Bridge is shared with VBT, want to check with them to see if they have a policy. Since we control only part of the bridge, we want to make sure the policies are aligned.

Belleville Special Event Application



Name/Type of Event	Tootsie Roll - KAC Mt. Drive	
Organization Name of Event Sponsor	Michigan Knights of Columbus	
Type of sponsoring organization	501-C 8	St. Maximilian Kolbe - St Anthony
Organization Website Address	miKofC.org	
Complete Address of Organization (PO Box is not acceptable)	6025 Wall St. Sterling Hts MI 48312	
Responsible Individual	William Alati	
Complete address of Responsible Individual (PO Box is not acceptable)	46300 Bernis Rd.	
24-hour emergency telephone number	734 347 0426	
Cellular Phone Number	734 347 0426	
Email Address	W.alati@miKofC.org	
Driver's License Number and Date of Birth	A430 887 626 172 3-6-51	
Alternate Responsible Individual	Anthony Coak	
Complete address of Alternate Responsible Individual (PO Box is not acceptable)	10092 Romaine, New Boston	
Telephone Number	734 444 4264	
Cellular Phone Number	Same	
Email Address	Anthony-Coak@yahoo.com	
Driver's License Number and Date of Birth	E200 067 367 086 2-1-75	
Schedule & Location		
Date(s) of Event (including Set-Up and Tear-Down)	April 11, 12, 13 2025	
Actual operational dates and hours of event	April 11, 12 2025 10-5pm	
Beginning Time of Event (including Set-Up time)	4-11-25 10am	
Ending Time of Event (including Tear-Down time)	4-13-25 4pm	
Location(s) of Event	Belleville 5 points	
**Please Note: Emergency lanes for public safety access must be available at all times.		
Event Description		
Describe the purpose of this event	mich. Raise funds to assist citizens w/ Intellectual Disabilities (See poster for info)	
Activities associated with event i.e. parade, vendors, concert, etc. (Attach additional documentation if necessary)	Collecting at 5pts / members w/ safety vests	
Are there any unusual activities planned or anticipated as a result of this event i.e. large groups of people, protests, gun salutes, fireworks, etc?	→	

Belleville Special Event Application



Funding

How will this event be funded?	none needed
Who will be compensated for goods or services that support this event?	—
Will the City be reimbursed for services rendered?	<u>N/A</u> YES _____ NO _____
Have you applied for and been granted an insurance policy for this event? <i>Please attach a copy of the policy.</i>	<u>X</u> YES _____ NO _____

Public Safety / Public Services

Approximate number of participants expected.	10
What is the plan for parking?	none needed
How will this event be staffed / supervised?	by members only (cons)
Will event require Police, Fire, EMS services?	_____ YES <u>X</u> _____ NO _____
If this is a multi-day event, please describe how goods / supplies that may be left on site overnight will be stored and secured.	none
Describe in detail your plans to meet social distancing requirements and disinfection practices. <i>(Attach additional documentation if necessary)</i>	outdoors, other outside rolls to people / donations
Will event require City street closures? If yes, please attach a map clearly indicating which streets will be closed and when.	_____ YES <u>X</u> _____ NO _____
Will event require utilization of barricades, traffic cones, or caution tape? If yes, please identify how it will be set up, taken down, maintained and returned to the City. <i>(Attach additional documentation if necessary)</i>	_____ YES <u>X</u> _____ NO _____
Describe signage to be used for event. Include dates that signs will be put up and taken down, size and location of signage. <i>(Attach additional documentation if necessary)</i>	Day 610 Vests worn with KAC Identification
Refer to Sign Ordinance for details regarding allowable type(s) and permissible location(s) of signs	
Describe the plan for rubbish collection and removal. <i>(Attach additional documentation if necessary)</i>	Remove Daily

Belleville Special Event Application



Public Safety / Public Services (continued)	
Will food be available / sold at event? If yes, describe by whom.	YES <u>no</u> NO
Will alcoholic beverages be available / sold at event? If yes, describe by whom.	YES <u>no</u> NO
Please describe your plan for meeting State Law and all requirements for sale and service of food and alcoholic beverages. (Attach additional documentation if necessary)	<u>W/A</u>
**Please Note: Special permission and permit is required	
List Attachments:	
1	
2	
3	
4	
5	
Action	Signature / date
Preliminary Approval from City Manager	<u>[Signature]</u> 10/6/24
Preliminary Approval from DPS Director	<u>[Signature]</u> 10/9/24
Preliminary Approval from Police Chief	<u>[Signature]</u> 10/15/24
Preliminary Approval from Fire Chief	<u>[Signature]</u> 10/15/24
Presented to City Council	
Amendments to application if any	
1	
2	
3	
4	
5	
Action	Signature / date
FINAL APPROVAL	

City of Belleville
Special Event Application



PLEASE NOTE:

Applicant or their chosen representative must be present at the City Council Meeting when this application is presented

General Event Information	
Name of event:	Veterans Day Ceremony
Describe the purpose of the event	Honoring/remembering our Veterans
Name of organization sponsoring event:	Belleville VFW/PLAV
Complete address of sponsoring organization: (PO Boxes are not acceptable)	44170 Bemis Rd Belleville
Website of organization:	N/A
List of activities associated with the event (i.e. parades, vendors, concerts, etc.) *Attach additional documentation if necessary*	Speakers and presentation to honor our Veterans
If there are any unusual activities planned or anticipated as a result of this event, list them here: (i.e. large groups of people, protests, gun salutes, fireworks, etc.)	None
Location & Schedule	
Location(s) of event	War Memorial on High St and in the street in front.
**Note: Emergency lanes allowing for public safety access must be available at all times. **	

City of Belleville
Special Event Application



Location & Schedule (continued)	
Actual operational dates and hours of event	10:30a – Noon
If additional dates are required for setup and tear-down, list them here:	N/A
Beginning time of event (including setup time)	10:30a Event start time of 11:11a
Ending time of event (including tear-down time)	Noon
Funding	
How will this event be funded?	VFW/PLAV
Who will be compensated for goods or services that support this event?	N/A
Will the City of Belleville be reimbursed for any services rendered?	☒ Yes ☐ No
Have you applied for and been granted an insurance policy for this event?	☐ Yes ☐ No (If yes, please attach a copy of the policy)
Public Safety / Public Services	
Approximate number of participants expected:	50
What is the plan for parking?	Municipal parking lot adjacent to the War Memorial and street parking
How will this event be staffed/supervised?	Members of the VFW/PLAV
Will event require assistance from Police, Fire, or EMS?	☒ Yes ☐ No PD to close/open the road
If this is a multi-day event, please describe how goods/supplies that may be left on site overnight will be stored and secured:	
Will this event require the closure of any City streets?	☒ Yes ☐ No (If yes, please attach a map that clearly indicates which streets will be closed, and when)

City of Belleville

Special Event Application



Public Safety / Public Services (continued)

Will event require utilization of barricades, traffic cones, or caution tape? (Attach additional documentation if necessary)	☒ Yes ☐ No (If yes, please identify how they will be setup, taken down, maintained, and returned to the City) Barricades to close the street. Set up/taken down by PD or DPW staff preferably
Describe any signage to be used for the event including how they will be setup and removed, size, and location(s). (Attach additional documentation if necessary)	none
** Note: Refer to City's Sign Ordinance for details regarding allowable types and permissible locations of signs **	
Describe the plan for rubbish collection and removal: (Attach additional documentation if necessary)	N/A
Will food be available/sold at event?	☐ Yes ☒ No If yes, describe by whom:
Will alcoholic beverages be available/sold at the event?	☐ Yes ☒ No If yes, describe by whom:
Please describe your plan for meeting State law and all requirements for sale and service of food and alcoholic beverages. (Attach additional documentation if necessary)	N/A
List of Document Attachments (if applicable)	
1.	4.
2.	5.
3.	6.

City of Belleville
Special Event Application



Applicant / Responsible Party Information	
First Responsible Party	
Name	John Blackstone
Cell phone number	734-637-9286
24 hour emergency number	
Email address	Jebstone63@gmail.com
Driver's license number	
Date of birth	6/8/63
Alternate Responsible Party (if applicable)	
Name	
Cell phone number	
24-hour emergency number	
Email address	
Driver's license number	
Date of birth	

This Section for City Use Only – Do Not Complete	
Action	Signature/Date
Preliminary Approval from City Manager	<i>[Signature]</i> 10/10/24
Preliminary Approval from DPS Director	
Preliminary Approval from Police Chief	<i>[Signature]</i> 10/10/24
Preliminary Approval from Fire Chief	<i>[Signature]</i> 10/15/24
Presented to City Council	
Amendments to Application (if any)	
1.	
2.	
3.	
4.	
5.	
Action	Signature/Date
Final Approval	

CITY STAFF: Remove this page before attaching to City Council Packet.

City of Belleville
Special Event Application



PLEASE NOTE:
Applicant or their chosen representative must be present at the City Council Meeting when this application is presented

General Event Information		
Name of event:	CINNAMON'S ANNUAL FATHERS DAY CAR SHOW	
Describe the purpose of the event	CAR SHOW	
Name of organization sponsoring event:	/ /	
Complete address of sponsoring organization: (PO Boxes are not acceptable)	20324 Sumpter RD 48111	
Website of organization:		
List of activities associated with the event (i.e. parades, vendors, concerts, etc.) *Attach additional documentation if necessary*	Display CARS	
If there are any unusual activities planned or anticipated as a result of this event, list them here: (i.e. large groups of people, protests, gun salutes, fireworks, etc.)	NO	
Location & Schedule		
Location(s) of event	VICTORY PARK	
Note: Emergency lanes allowing for public safety access must be available at all times.		

City of Belleville
Special Event Application



Location & Schedule (continued)		
Actual operational dates and hours of event	6/15/2025 9-3	
If additional dates are required for setup and tear-down, list them here:	—	
Beginning time of event (including setup time)	7 AM	
Ending time of event (including tear-down time)	4 PM	
Funding		
How will this event be funded?	SELF	
Who will be compensated for goods or services that support this event?	—	
Will the City of Belleville be reimbursed for any services rendered?	☐ Yes ☒ No	
Have you applied for and been granted an insurance policy for this event?	☒ Yes ☐ No (If yes, please attach a copy of the policy) will supply in June 2025	
Public Safety / Public Services		
Approximate number of participants expected:	125	
What is the plan for parking?	in Victory Park	
How will this event be staffed/supervised?	yes	
Will event require assistance from Police, Fire, or EMS?	☐ Yes ☒ No	
If this is a multi-day event, please describe how goods/supplies that may be left on site overnight will be stored and secured:	—	
Will this event require the closure of any City streets?	☐ Yes ☒ No (If yes, please attach a map that clearly indicates which streets will be closed, and when)	

City of Belleville
Special Event Application



Public Safety / Public Services (continued)		
Will event require utilization of barricades, traffic cones, or caution tape? (Attach additional documentation if necessary)	☐ Yes ☒ No (If yes, please identify how they will be setup, taken down, maintained, and returned to the City)	
Describe any signage to be used for the event including how they will be setup and removed, size, and location(s). (Attach additional documentation if necessary)	CAR SHOW SIGNS Self	
** Note: Refer to City's Sign Ordinance for details regarding allowable types and permissible locations of signs **		
Describe the plan for rubbish collection and removal: (Attach additional documentation if necessary)	WE REMOVE ALL OUR TRASH	
Will food be available/sold at event?	☒ Yes ☐ No If yes, describe by whom:	
	734 + MORE THEY HAVE FOOD PERMIT	
Will alcoholic beverages be available/sold at the event?	☐ Yes ☒ No If yes, describe by whom:	
Please describe your plan for meeting State law and all requirements for sale and service of food and alcoholic beverages. (Attach additional documentation if necessary)	—	
List of Document Attachments (if applicable)		
1.		4.
2.		5.
3.		6.

City of Belleville Special Event Application



Applicant / Responsible Party Information	
First Responsible Party	
Name	Steve Cinnamon
Cell phone number	734-260-0250
24 hour emergency number	"
Email address	BIGCINNAMON@GMAIL.COM
Driver's license number	CS55 777 155 684
Date of birth	9/2/65
Alternate Responsible Party (if applicable)	
Name	
Cell phone number	
24-hour emergency number	
Email address	
Driver's license number	
Date of birth	

This Section for City Use Only – Do Not Complete	
Action	Signature/Date
Preliminary Approval from City Manager	10/18/24
Preliminary Approval from DPS Director	
Preliminary Approval from Police Chief	10/18/2024
Preliminary Approval from Fire Chief	
Presented to City Council	
Amendments to Application (if any)	
1.	
2.	
3.	
4.	
5.	
Action	Signature/Date
Final Approval	

CITY STAFF: Remove this page before attaching to City Council Packet.

From: [Chuck Bennett](#)
To: [Jason Smith](#)
Cc: [Stephanie Stimson](#); [Mike Vislosky](#)
Subject: RE: Street Sweeper
Date: Wednesday, October 16, 2024 1:22:43 PM

CAUTION: This email originated from outside the City of Belleville. Maintain caution when opening external links/attachments

Jason,

Brown City would like to offer \$7,000 on the sweeper sir.

Thank you

Chuck Bennett
City Manager
City of Brown City
(810)-346-2325 **Office**
(810)-404-2325 **Cell**

The most dangerous phrase in the language is “ We always done it this way.”

-Grace Hopper

From: Jason Smith <jsmith@belleville.mi.us>
Sent: Wednesday, October 9, 2024 12:50 PM
To: Chuck Bennett <cbennett@cityofbrowncity.gov>
Subject: RE: Street Sweeper

Hi Chuck,

City Council gave me the green light to post that we are accepting offers on the Street Sweeper. The deadline will be 10/18 at 4pm. Offers can be submitted to me via this email.

Thanks!

Jason Smith, MPA
City Manager
City of Belleville
734-697-9323 x7006
jsmith@belleville.mi.us

Find all solicitations from the City of Belleville on Bidnet Direct's MITN Purchasing Group. [Register today](#)

to access our bids.

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From: Chuck Bennett <cbennett@cityofbrowncity.gov>

Sent: Friday, September 27, 2024 9:06 AM

To: Jason Smith <jsmith@belleville.mi.us>

Subject: Street Sweeper

CAUTION: This email originated from outside the City of Belleville. Maintain caution when opening external links/attachments

Jason,

Good Morning Sir.

My DPW Foreman Mike is friends with Jason one of your DPW operators. Jason mentioned Belleville has a Sweet Sweeper for sale for 8k? I just wanted to verify and make sure you would be ok if i sent my foreman down to check it out sometime next week?

Thank you sir

Chuck Bennett

City Manager

City of Brown City

(810) 346-2325 (office)

(810) 404-2325 (cell)

“It is better to be hated for what you are than to be loved for what you are not.”

- Andre Gide

From: [Paul Ruthenberg](#)
To: [Jason Smith](#)
Subject: Belleville/Old Containers
Date: Friday, October 18, 2024 8:36:55 AM
Attachments: [image001.png](#)

CAUTION: This email originated from outside the City of Belleville. Maintain caution when opening external links/attachments

Good morning Jason,

In speaking with Braxton Mashburn, Priority Waste Chief Operating Officer, Braxton indicated that Priority Waste is not interested in all old automated residential containers.

Thank you for the opportunity to service the City of Belleville, Priority Waste wishes the city continued success going forward.

Paul Ruthenberg

Manager, Municipal Relations



Office: (586) 228-1200

Cell: (313) 215-1673

45000 River Ridge Dr.

Clinton Twp., MI 48038

www.PriorityWaste.com

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited. Our calls are monitored and recorded for record-keeping, training and quality assurance purposes.

City of Belleville

6 Main Street ♦ Belleville, MI 48111-2788

Jason Smith, MPA, City Manager

jsmith@belleville.mi.us

734-252-4307 ♦ Fax 734-697-6837 ♦

www.bellevilleonthelake.com



To: Belleville City Council
From: Jason Smith, MPA – City Manager
Date: 10/18/2024
Re: Data Cabling

RECOMMENDATION: *Motion to the quote from MDIS for \$1,191.07 to provide a new data cable line in the Lieutenant/Detective office.*

We have begun to create a new office for the Lieutenant/Detective position within the police department. The proposed office will require a data cable drop to connect it to the network. VC3 has referred the work to MDIS, who has provided the quote. We did not seek other quotes, as VC3 utilizes this company for data drop work.

Your consideration and concurrence are appreciated.

We have prepared a quote for you



Belleville Police Department: Data Cabling Solution

Quote # JWH002718 Version 1

Prepared for:

Belleville Police Department



P: (248) 289-8500 E: jhanse@mdisnow.com W: www.mdisnow.com

EQUIPMENT

Part Number	Product Description	Unit Price	Quantity	Amount	Is Taxable
MISCELLANEOUS	MISCELLANEOUS (Cable, Connectors, Wall plate & Cable Pathway Hardware)	\$178.57	1	\$178.57	False

Subtotal: **\$178.57**

INSTALLATION

Category	Installation Description	Amount	Is Taxable
Pre-wiring & Installation	Pre-wiring of (1) Category 6 Data drop from the IT rack to the end location in the Southern office (one West to the corner office). Cabling is to be ran with IT professional standards, and terminated into a 1-port wall plate. MDIS will provide testing, and ensure that the cable gets a reliable and strong signal.	\$1,012.50	False

Subtotal: **\$1,012.50**

MDIS INSTALLATION WARRANTY

Category	Installation Description	Amount	Is Taxable
MDIS_ESP_12MO	<u>MDIS Extended Service Plan</u> This MDIS Extended Service Plan specifically addresses issues directly tied to this Sales Order, ensuring that all necessary MDIS Service Labor charges are covered. Please note that it does not include the cost of replacement equipment, typically protected by separate factory warranties. However, it provides full coverage for all MDIS Labor required for processes such as RMA facilitations/exchanges of equipment, troubleshooting, and the installation of replacement hardware or equipment. <i>**Please inquire with your sales representative regarding the potential to extend this MDIS ESP up to 60 Months, allowing you to extend your MDIS Service Labor coverage on this Sales Order for an even longer period.**</i>	\$0.00	False



P: (248) 289-8500 E: jhanse@mdisnow.com W: www.mdisnow.com

Belleville Police Department: Data Cabling Solution



Prepared by:
**Metro Detroit Integrated
Systems**

Jason W. Hanse
(248) 565-3234
Fax (248) 289-8500
jhanse@mdisnow.com

Prepared for:
Belleville Police Department

6 Main St. Belleville
Belleville, MI 48111
Kristin Faull
(734) 252-4303
kfaull@belleville.mi.us

Quote Information:

Quote #: JWH002718

Version: 1

Delivery Date: 10/18/2024

Expiration Date: 12/15/2024

Quote Summary

Description	Amount
EQUIPMENT	\$178.57
INSTALLATION	\$1,012.50
Total:	\$1,191.07

Interest at 1.25% per month will be charged on overdue balances

25% restock fee

No returns on special order items

Additional add-ons will be billed as parts & labor @ \$150.00/hr

Metro Detroit Integrated Systems

Belleville Police Department

Signature:

Name:

Jason Hanse

Title:

Account Manager

Date:

10/18/2024

Signature:

Name:

Kristin Faull

Date:



P: (248) 289-8500

E: jhanse@mdisnow.com

W: www.mdisnow.com

Appendix

Terms & Conditions

Terms & Conditions

- Interest at 1.25% per month will be charged on overdue balances.
- 25% restock fee may apply.
- No returns on special order items.
- Additional add-ons will be billed as parts and labor @ \$150 hour.
- Quote sub components are interdependent and not severable without approval by MDIS.

Note to Recipient

- Please mail all payments to **4921 Leafdale Blvd. Royal Oak, MI 48073-1020**
- 50% Deposit Required before parts can be released.
- Final Payment Due: **Net 15**
- 3.5% Processing Fee will be added if paying by credit card.
- Thank you for choosing MDIS!



Alan C. Young & Associates, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

7310 Woodward Ave, Suite 740
Detroit, MI 48202

(313) 873-7500 (Tel.)
(313) 873-7502 (Fax)
www.alancyoung.com

ENGAGEMENT LETTER

August 21, 2024

Mr. Jason Smith
City Manager
City of Belleville
6 Main Street
Belleville, Michigan 48111

Dear Mr. Smith:

We are pleased to confirm our understanding of the services we are to provide to the City of Belleville (the City) for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) The Budgetary Comparison Schedules
- 3) Other Post Employment Benefit Plan Trust Trend Information
- 4) Schedule of Changes in the City's Net Pension Liability and Related Ratios
- 5) Schedule of City Contributions Last Ten Fiscal Years

Audit Scope and Objectives (Continued)

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

- Combining balance sheet and combining statement of revenues, expenditures and changes in fund balances of non major governmental funds.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Auditor's Responsibilities for the Audit of the Financial Statements (Continued)

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures — Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures — Internal Control (Continued)

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

1. Revenue recognition
2. Override of controls

Audit Procedures — Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the City in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Responsibilities of Management for the Financial Statements (Continued)

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

Engagement Administration, Fees, and Other (Continued)

The audit documentation for this engagement is the property of Alan C. Young & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Michigan or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Alan C. Young & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State of Michigan or its designee. The State of Michigan or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Alan Young is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on a mutually agreed upon date and to issue our reports no later than December 31, 2024.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$18,975. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our standard hourly rates are as follows:

Directors	\$275-\$300
Principals	\$215
Managers	\$160
Supervisors	\$150
Staff	\$105

To ensure that Alan C. Young & Associates, P.C.'s independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Engagement Administration, Fees, and Other (Continued)

In the event of a dispute over fees for our engagement, we mutually agree to try in good faith to resolve the dispute through mediation by selecting a third party to help us reach an agreement. If we are unable to resolve the fee dispute through mediation, client and accountant agree to submit to resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

Reporting

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the Members of City Council. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the City of Belleville and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

ALAN C. YOUNG & ASSOCIATES, P.C.



Alan C. Young, MST, CPA, CGMA
Chief Executive Officer

RESPONSE:

This letter correctly sets forth the understanding of the City of Belleville.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

ACCOUNTS PAYABLE EXPENDITURES
COUNCIL MEETING ON
OCT 21 2024

DATE	AMOUNT	DESCRIPTION	G. TOTAL
10/21/2024	\$30,544.81	EFT	\$30,544.81
10/21/2024	\$135,163.98	CHECKS	\$135,163.98

GRAND TOTAL

\$ 165,708.79

CHECK REGISTER FOR CITY OF BELLEVILLE

CHECK NUMBER 706 - 735

BANK CODE: CHA2 - CHASE NEW ACCOUNT - CHECK TYPE: EFT

Check Date	Check	Vendor Name	Description	Amount
Bank CHA2 CHASE NEW ACCOUNT				
10/17/2024	706(E)	ATCHINSON FORD SALES INC	PD - VEHICLE MAINT	1,052.02
10/17/2024	707(E)	BLUE CARE NETWORK	EMPLOYEE INSURANCE 11/1/2024 - 11/30/20	34,628.72
10/17/2024	710(E)	BEST EQUIPMENT CO., INC	UVC-MADISON COMBO UNIT	19,500.00
10/17/2024	711(E)	BLUE RIBBON CONTRACTING	WATER MAIN BREAK 31 CLARENCE	4,450.00
10/17/2024	712(E)	CINTAS	PD-MEDICAL SUPPLIES	112.81
10/17/2024	713(E)	HENNESSEY ENGINEERING, INC	85317 VICTORY PARK RENOVATIONS	21,266.50
10/17/2024	714(E)	HYDROCORP	INSPECTION & REPORTING SERVICES SEPT 20	432.00
10/17/2024	715(E)	MENARDS	CEMETERY SUPPLIES AND MAINT	219.99
10/17/2024	716(E)	MUNICIPAL EMPLOYEES RETIREMEN	EMPLOYEES RETIREMENT (SEPT 2024)	40,989.91
10/17/2024	718(E)	MISTER MAT RENTAL SERVICE	MAT RENTAL (CITY HALL)	40.00
10/17/2024	719(E)	OAKLAND COUNTY	CLEMIS MEMBERSHIP FEES	4,348.97
10/17/2024	720(E)	OSBORNE CONCRETE COMPANY	CEMETERY - SUPPLIES/MAINTENANCE	125.00
10/17/2024	721(E)	QUILL CORP	OFFICE SUPPLIES	1,369.49
10/17/2024	723(E)	STEVENS DISPOSAL & RECYCLING	DPW (20YD EXCHANGED)	1,050.00
10/17/2024	724(E)	SUMPTER ACE HARDWARE	FD-AIR FILTER HONDA	479.42
10/17/2024	732(E)	TELNET WORLDWIDE	CITY PHONE SERVICES	714.22
10/17/2024	733(E)	TERMINIX PROCESSING	PEST CONTROL CITY HALL AND POLICE	231.00
10/17/2024	734(E)	VC3, INC	COMPUTER SUPPORT	1,096.25
10/17/2024	735(E)	WEX BANK	FUEL BILL - SEPT 7 TO OCT 6, 2024	3,057.68

CHA2 TOTALS:

Total of 19 Checks:

135,163.98

Less 0 Void Checks:

0.00

Total of 19 Disbursements:

135,163.98

CHECK REGISTER FOR CITY OF BELLEVILLE

CHECK NUMBER 7785 - 7809

BANK CODE: CHA2 - CHASE NEW ACCOUNT - CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank CHA2 CHASE NEW ACCOUNT				
10/04/2024	7785	BELLEVILLE ATHLETICS	BELLEVILLE HIGH SCHOOL DANCE TEAM	1,500.00
10/17/2024	7789	BS & A SOFTWARE	S700 TERMINAL	350.00
10/17/2024	7790	BELLEVILLE AREA INDEPENDENT	ADVERTISING & NOTICE OF PUBLIC ACCURACY	1,146.25
10/17/2024	7791	CARDMEMBER SERVICE	CITY CREDIT CARD BILL	8,462.66
10/17/2024	7792	DAVENPORT BROS. CONST. CO., I	ORDERED BY TONY/REIMB DAVENPORT	3,269.19
10/17/2024	7793	DAVENPORT BROS. CONST. CO., I	ORDERED BY TONY/REIMB DAVENPORT	500.00
10/17/2024	7794	DTE ENERGY	7 SOUTH ELECTRIC AND COMMERICAL	664.43
10/17/2024	7795	DTE ENERGY	STREET LIGHTING 9100-4050-3245	6,512.49
10/17/2024	7796	GEESE CHASERS OF SE MICHIGAN	MONTHLY GOOSE CONTROL	1,087.50
10/17/2024	7797	GIFFELS WEBSTER	PROJECT 1995200 PLANNING SERVICES THROU	2,220.83
10/17/2024	7798	GUARDIAN PLUMBING & HEATING I	OVERPAYMENT	12.00
10/17/2024	7799	INDUSTRIAL CHEM LABS & SERVIC	WATER & SEWER (ROOT BEGONE)	426.73
10/17/2024	7800	KCI	POSTAGE	1,035.47
10/17/2024	7801	KONICA MINOLTA BUSINESS	MONTHLY FEE PD	37.98
10/17/2024	7802	MISSION SQUARE	09/23/2024 - 10/06/2024	272.00
10/17/2024	7803	WAYNE COUNTY TREASURER-M.H.T.	(LOZA LANE) LAKEVIEW MOBILE HOMES - SEP	205.00
10/17/2024	7804	RICOH USA, INC.	COPY CHARGES	164.71
10/17/2024	7805	STATE OF MICHIGAN	BOILER INSPECTION	160.00
10/17/2024	7806	WAYNE COUNTY ACCTS RECEIVABLE	TRAF SIG ENERGY-9/24	360.65
10/17/2024	7807	WEINGARTZ	DPS SUPPLIES & MAINT	1,261.92
10/17/2024	7808	WEST SHORE FIRE	FUNCTIONAL TEST AIR PACK - FD	835.00
10/17/2024	7809	WESTLAND FIRE EXTINGUISHER IN	EXTINGUISHER INSPECTION - PD	60.00
CHA2 TOTALS:				
Total of 22 checks:				30,544.81
Less 0 Void Checks:				0.00
Total of 22 Disbursements:				30,544.81

City of Belleville
EXPENDITURE IN EXCESS OF \$500.00

City Charter Section 15.8 requires Council approval of all purchases in excess of \$500.00 and not in excess of \$5,000.00 Use this cover sheet for each purchase subject to this provision, and attach supporting documentation.

Vendor ATCHINSON FORD Amount \$626.38
101-301-936.000

PART 1

- ☐ This request is for Council approval prior to purchase
- ☐ This purchase was previously approved by Council by Res. No. _____
- ☐ This purchase is part of a bid approved by Council by Res. No. _____
- ☒ This purchase was specifically budgeted: per budget page 101-301-936.000
(VEHICLE
MAINTENANCE)
- ☐ This purchase was for an emergency (explain below or attach explanation).
- ☐ Other (explain below or attach explanation)

PART 2

This purchase was based on the following competitive price quotes:

This purchase is not based on competitive price quotes because:

NOT APPLICABLE or _____

Atchinson Ford Sales, Inc.

9800 Belleville Road
Belleville, MI 48111
(734) 697-9161



9700 Belleville Road
Belleville, MI 48111
(734) 865-5265

CUSTOMER #: 6062

338137

UNIT# 218A

CITY OF BELLEVILLE

TONY BOLLINI

6 MAIN ST

BELLEVILLE, MI 48111

HOME: 734-732-1432 CONT: 734-732-1432

BUS: 734-697-9323 CELL: 734-754-1787

INVOICE

PAGE 1

SERVICE ADVISOR: 9601 DUSTIN STATON

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN/ OUT	TAG	
YZ OXFORD	18	FORD EXPLORER	1FM5K8AR5JGB58480		57586/57586	T1534	
DEL DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	RATE	PAYMENT	INV. DATE
06FEB19	DD02APR18		19:00 10OCT24	NEED	0.00	CASH	11OCT24

R.O. OPENED	READY	OPTIONS: W-COMP:G SOLD-STK:8X9721					
17:15 09OCT24	14:29 11OCT24	ENG:99R 3.7L V6 TIVCT ENGINE					
		TRN:44C 6-SPEED AUTO TRANSMISSION AXL:TO BODY CO					
LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL

A CUSTOMER STATES THE SECONDARY COOLING FAN IS NOT RUNNING PRETTY MUCH

ALL THE TIME CHECK AND ADVISE

E-40 REPLACE COOLING FAN MODULE

9013 CREVISTON, DAVID LIC#: M154193

CFT

					350.00	350.00
1 DG1Z*8C607*E MOTOR AND FAN ASY - ENGINE COO	365.45	276.38	276.38			
PARTS: 276.38 LABOR: 350.00 OTHER: 0.00				TOTAL LINE A:		626.38

57586 CHECK OUT ENGINE COOLING FANS. LOW SPEED NOT WORKING. TEST

WIRING. R+R COOLING FAN MODULE. RETEST. PASS. 2.0HRS. 9013

B CERTAIN 2016-2018 MODEL YEAR EXPLORER VEHICLES HIGH-SPEED COOLING FAN

MOTOR RELAY

CAUSE:

21N01B Splice Four (4) New Terminals in the
Battery Junction Box and Reroute the New
Terminals to a New Larger Relay

9013 CREVISTON, DAVID LIC#: M154193

W

(N/C)

FC: PART#: 14B192 COUNT:

CLAIM TYPE: 21N01

AUTH CODE:

9013

PARTS: 0.00	LABOR: 0.00	OTHER: 0.00	TOTAL LINE B:	0.00
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57586 HIGH FAN WORKING AT THIS TIME. 9013

ACCOUNT 101-301-936.000
DATE 10/14/24
APPROVED [Signature]

218A

ON BEHALF OF SERVICING DEALER, I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREON IS ACCURATE UNLESS OTHERWISE SHOWN. SERVICES DESCRIBED WERE PERFORMED AT NO CHARGE TO OWNER. THERE WAS NO INDICATION FROM THE APPEARANCE OF THE VEHICLE OR OTHERWISE, THAT ANY PART REPAIRED OR REPLACED UNDER THIS CLAIM HAD BEEN CONNECTED IN ANY WAY WITH ANY ACCIDENT, NEGLIGENCE OR MISUSE. RECORDS SUPPORTING THIS CLAIM ARE AVAILABLE FOR (1) YEAR FROM THE DATE OF PAYMENT. NOTIFICATION AT THE SERVICING DEALER FOR INSPECTION BY MANUFACTURER'S REPRESENTATIVE.		Service Hours: MONDAY-FRIDAY 7:30 AM - 6:00 PM Quick Lane Service Hours: MONDAY - FRIDAY 7:30 AM - 7:00 PM SATURDAY 8:00 AM - 4:00 PM	STATEMENT OF DISCLAIMER The factory warranty constitutes all of the warranties with respect to the sale of this item/items. The Seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose. Seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this item/items.	DESCRIPTION	TOTALS
Dealer Reg. No. F101167				LABOR AMOUNT	350.00
				PARTS AMOUNT	276.38
				GAS, OIL, LUBE	0.00
				SUBLET AMOUNT	0.00
				MISC. CHARGES	0.00
				TOTAL CHARGES	626.38
				LESS INSURANCE	0.00
				SALES TAX	0.00
(SIGNED) DEALER, GENERAL MANAGER OR AUTHORIZED PERSON (DATE)		CUSTOMER SIGNATURE		PLEASE PAY THIS AMOUNT	626.38

REPAIRS PROPERLY COMPLETED & CHECKED BY

X

AUTHORIZED REPRESENTATIVE

CUSTOMER COPY