

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

**Wednesday, February 19, 2025 - 6:00 pm (EST)
Belleville Area District Library
167 4th Street, Belleville, MI 48111**

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

Chair –	Board Member - Valerie Kelley-Bonner
Vice-Chair – John Winter	Board Member – Kelly McWilliams
Secretary – Denise Baker	Board Member – Mike Gatteri
Treasurer – Sabrina Richardson-Williams	Board Member – Chris Donley
Mayor – Ken Voigt	

- 3. DDA Follow Up List**
- 4. Citizen Comments, Agenda Items Only**
- 5. Approval of and/or Changes to the Agenda**
- 6. Approval of Meeting Minutes**
 - December 18, 2024 Regular DDA Meeting**
- 7. Presentations**
- 8. General Business**
 - A. Election of Officers**
 - B. Pest Control contract for 458 Main/51 & 61 5th St**
 - C. Clock purchase update**
 - D. Update Committee members for 2025**
 - i. Marketing & Community Engagement**
 - ii. Economic Development**
 - iii. Budget & Finance**
 - iv. Events/Culture & Arts**
- 9. Treasurer’s Report and Accounts Payable**
- 10. Chair and Board Member Comments**
- 11. Citizen Comments, Non-Agenda Items**
- 12. Action Items for Next Regularly Scheduled Meeting**
- 13. Adjournment**

**CITY OF BELLEVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
Wednesday, December 18, 2024**

1. Pledge of Allegiance and Moment of Silence

2. Roll Call

Chair – Alicia McGovern	Absent - Excused
Vice Chair – John Winter	Present
Secretary – Denise Baker	Present
Treasurer – Sabrina Richardson-Williams	Present
Mayor – Ken Voigt	Present
Board Member – Valerie Kelley-Bonner	Absent - Excused
Board Member – Kelly McWilliams	Absent - Excused
Board Member – Mike Gatteri	Present – Arrived at 6:13 p.m.
Board Member Donley	Present

3. DDA Follow Up List

A. None.

4. Citizen Comments, Agenda Items Only

A. Dave Anderson
i. Inquired about repair of the wall at the former hardware store.

5. Approval of and/or Changes to the Agenda

MOTION: Motion by Voigt, supported by Donley to approve the agenda as presented, with the removal of item “F” pertaining to the replacement of the clock in 4th Street Square.

Ayes 6

Motion Carried.

MOTION: Motion by Baker, supported by Donley to move item “E” to item “G”, as Board Member Gatteri would be arriving to the meeting late.

Ayes 6

Motion Carried.

6. Approval of Meeting Minutes

A. November 20, 2024 – Regular Meeting

MOTION: Motion by Richardson-Williams, supported by Donley to approve the minutes as presented.

Ayes 6

Motion Carried.

7. Presentations

A. Belleville DDA 2024 Report

- i. DDA Director Jones presented the 2024 DDA Report to the Board.

8. General Business

A. DDA Director Job Description – Discussion

- i. Board Member Donley, Vice-Chair Winter, and Mayor Voigt assembled the job description as provided to the Board.
- ii. Director Jones will be sending out the description, as written, to the Board Members to allow them more time to review it.

B. BBQ Event – Proposed/Discussion

- i. The Board discussed the logistics of planning this event, noting that it will take approximately one year to plan.
- ii. The Board will consider putting on a condensed version of this event in the fall of 2025.

C. SEMCOG Analysis and Visitation Tool

- i. Director Jones explained that this tool is available to the Board on SEMCOG's website, noting that it would come in handy for marketing purposes and grant opportunities.

D. Youth Council Formation / End of School Year Event

- i. Treasurer Richardson-Williams introduced Ivana Goff and Callie King, two students from the Belleville High School Leadership Team. Goff and King, along with the rest of the team, previously met with Richardson-Williams to organize an end of the year event for students at the school.
- ii. Richardson-Williams presented ideas discussed during that meeting, including possible locations for the event.

E. Hardware Store Wall Repair - Update

- i. Director Jones reported that the contractor found a substantial footing beneath the floor to support the wall.

MOTION: Motion by Gatteri, supported by Voigt to approve repair of the wall, at a cost not to exceed \$50,000.

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

Motion Carried.

F. Designation of Chase Capital Improvements Account for Parking Lot Project

MOTION: Motion by Voigt, supported by Gatterer to utilize funds in an account designated for construction purposes only for parking lot repairs.

Ayes 6

Motion Carried.

G. TODAY Magazine – Insertion Order Quote for Pre-Paid Year

MOTION: Motion by Voigt, supported by Donley to purchase year-long marketing insertions in TODAY magazine, at a cost of \$19,800.

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

Motion Carried.

H. Committee Updates

i. Economic Development – Alicia McGovern

a. No updates.

ii. Marketing – Chris Donley

a. Donley will be following up with Director Jones regarding marketing in local hotels.

iii. Budget & Finance – Denise Baker

a. Baker noted that the committee is currently working with Kelly Howey, the city's accountant, to review the DDA budget.

iv. Arts/Culture – Sabrina Richardson-Williams

a. Richardson-Williams stated that the committee will continue working with the Youth Council to plan events and activities.

9. Treasurer's Report and Accounts Payable

MOTION: Motion by Richardson-Williams, supported by Voigt to approve Accounts Payables in the amount of \$446,541.65.

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

Motion Carried.

10. Chair and Board Member Comments

A. Board Member Donley

- i. Happy that the Board Members are willing to volunteer their time to serve.
- ii. Would like to look for efficiencies in moving forward as a Board.

B. Board Member Gatteri

- i. Happy to be making progress.
- ii. Encouraged the board to keep trying to make things happen.

C. Secretary Baker

- i. Wished everyone happy holidays.
- ii. Go Lions!

D. Treasurer Richardson-Williams

- i. Wished everyone happy holidays.
- ii. Asked the Board to start thinking about positions for next year.

E. Vice-Chair Winter

- i. Wished everyone happy holidays.

F. Mayor Voigt

- i. Happy to see the Board making progress.
- ii. Ended the year well with maintenance in the district and the hiring of a new DPW Director.
- iii. Wished everyone happy holidays.

11. Citizen Comments, Non-Agenda Items

- A. None.

12. Action Items for Next Regularly Scheduled Meeting

- A. Refurbishing of boardwalk at Horizon Park.
- B. Repair of intersection at Main St. and Denton Rd. while the Denton Road Bridge is still under construction.
- C. Encouragement of businesses to decorate for Christmas next year in conjunction with Winter Fest.

13. Adjournment

MOTION: Motion by Donley, supported by Voigt to adjourn at 7:16 p.m. No objections were noted.



www.RosePestSolutions.com
313-582-1300

INDUSTRIAL COMMERCIAL INSTITUTIONAL Pest Management Agreement

Client # 10037546

SERVICE ADDRESS

Name CITY OF BELEVILLE DDA
Address 458 MAIN ST
City, State, Zip BELLEVILLE MI 48111-2648
Phone 734-252-4317 Cell _____
Contact STEVE JONES 734-252-4317
Email sjones@belleville.mi.us

BILLING ADDRESS

Name CITY OF BELEVILLE DDA
Address 458 MAIN ST
City, State, Zip BELLEVILLE MI 48111-2648
Phone 734-252-4317 Cell _____
Contact A/P
Email sjones@belleville.mi.us

We have made a careful inspection of your structure. Our inspection shows: ☒ evidence of, ☐ conditions conducive to, an infestation of MICE DROPPINGS IN SUITES 51B, BARBER SHOP SUITE, SCHEDULE SERVICES WITH STEVE

COVERED PESTS

Pest management service will be rendered by Rose Pest Solutions for the elimination & prevention of:

☒ Rats ☒ Mice ☒ Ants* ☒ Roaches ☐ Large Flies ☒ Vinegar Flies *Excluding Carpenter and Pharaoh Ants

Other pests to be controlled include: SPIDERS, STINGING INSECTS UP TO 15 FEET HIGH, NESTS MUST ATTACHED TO BLDG

Please Note: Insofar as Integrated Pest Management (IPM) principles dictate that control strategies are customized for specific pests, this agreement and service guarantee are limited to the pest noted above.

SERVICE AREAS INCLUDED AND SPECIAL INSTRUCTIONS

INSPECT / TREAT AS NEEDED FOR 4-SUITES- BARBER SHOP, 51B, 51A, OLD HARDWARD STORE (Currently being remodeled)

SERVICE DESCRIPTION

Rose Pest Solutions will provide regularly scheduled service program designed to correct existing and prevent future pest problems covered under this Agreement. The services will be scheduled as indicated:

INITIAL SERVICE: \$ 570.00

INCLUDES INITIAL VISIT AND EQUIPMENT SET UP WITH 2 FOLLOW UP VISITS

INITIAL EQUIPMENT: \$ 76.00

2- EXTERIOR RODENT STATIONS EXTERIOR AS NEEDED ARE 38.00 EACH PLUS TAX

INITIAL SERVICE & EQUIPMENT TOTAL: \$ 646.00 + Tax if Applicable

FREQUENCY

RECURRING SERVICE:

4-SUITES- BARBER SHOP, 51B, 51A, OLD HARDWARD STORE

Monthly

MONTHLY SCHEDULED PEST MANAGEMENT

SERVICE TOTAL: \$ 190.00 + Tax if Applicable

FREQUENCY ABBREVIATIONS KEY: EOW - EVERY OTHER WEEK, EOM - EVERY OTHER MONTH



INVESTMENT SUMMARY

City Of Belleville

PROPOSAL: **Proposal 1 General Pest Control**

SERVICE DESCRIPTION

Scope of service

We will treat cracks, crevices and voids for crawling insects and occasional invaders. install (3) exterior bait stations, (8) interior multi-catch (tin cat) devices, and place as many snap traps as needed as well as pest monitoring stations. This service covers mice , rats , cockroaches , common ants , common spiders and flies.

The equipment we install is an important tool for us to use so we can properly monitor your facility for crawling insects, occasional invaders and rodents. Each piece of equipment is bar-coded, every month we will check each device and the findings will be logged and available to you electronically.

We will do monthly inspections for pest activity and entry points for the exterior and interior of the property .

We will provide a log book

PEST CONTROL SERVICE

TYPE	FREQUENCY
Standard	Monthly (M)

EQUIPMENT

TYPE	FREQUENCY	COUNT
Bait Stations-S	One-Time (OT)	3
Tin Cat-S	One-Time (OT)	8

INVESTMENT**

Total Initial Month	\$546.91
Per Service Visit	\$98.97

** Quote excludes tax and replacement cost of pest control equipment



INVESTMENT SUMMARY

City Of Belleville

PROPOSAL: Proposal 2 Exterior Defense

SERVICE DESCRIPTION

Exterior (PDS) - Rodent Repellent

Orkin's exterior defense spray will work hand in hand with general pest control. The most effective rodent control is to keep them out of your building. This service is like putting an invisible shield around your facility that will give you year round protection to keep rodents out of your building. This service also shields the interior from stinging insects, ants, spiders, flies, cockroaches, pill bugs, lady bugs, crickets and other occasional invaders.

This service consists of treating 3 feet away from the foundation, 3 feet onto the foundation, treat cracks and crevices, we will knock down spider webs, knockdown stinging insect nests, treat around windows and doors and inspect for structural deficiencies. In the warmer months. (April thru October)

For rodents seeking food and shelter we will spray rodent repellent throughout the year to keep them out of the facility.

PEST CONTROL SERVICE

TYPE	FREQUENCY
Standard	Monthly (M)

INVESTMENT **

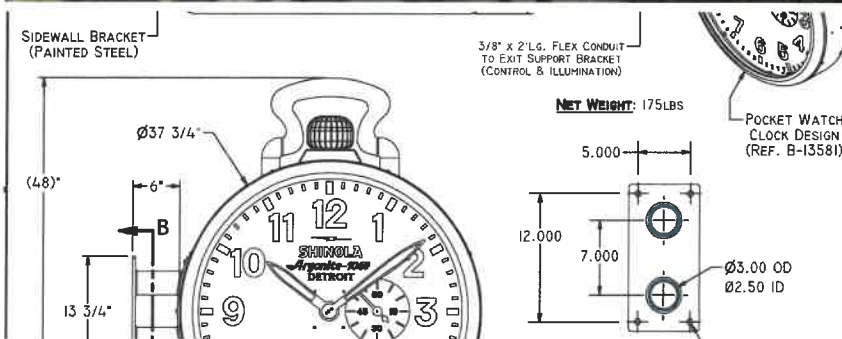
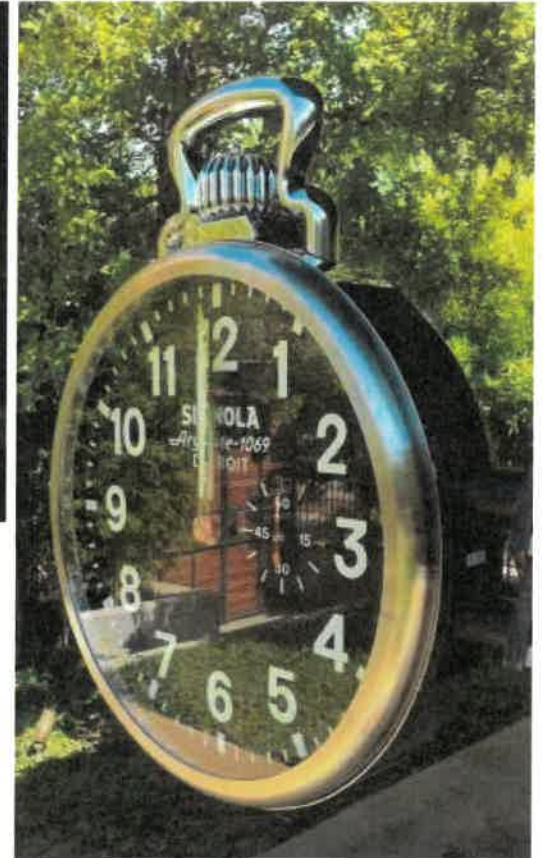
Total Initial Month	\$98.97
Per Service Visit	\$98.97

** Quote excludes tax and replacement cost of pest control equipment

SHINOLA
DETROIT

DETROIT CITY CLOCK

SHINOLA DETROIT CITY CLOCK



INTRODUCED IN THE 1860S, STREET CLOCKS BECAME POPULAR FIXTURES ON THE SIDEWALKS OF AMERICAN CITIES. ARGUABLY, THE MOST FAMOUS IN DETROIT MADE ITS DEBUT DOWNTOWN IN 1933 AT THE ENTRANCE TO THE ERNST KERN COMPANY DEPARTMENT STORE, WHERE IT BECAME A LANDMARK FOR RESIDENTS WHO OFTEN UTTERED THE PHRASE, "WE'LL MEET UNDER THE KERN'S CLOCK."

AS AN EMBLEM OF THIS AMERICAN ARTIFACT, SHINOLA IS PROUD TO INTRODUCE THE **SHINOLA DETROIT CITY CLOCK**, INTENDED TO BE LOCATED AT KEY LANDMARKS IN THE CITY TO CREATE NEW MEETING PLACES FOR ALL TO ENJOY.

**SHINOLA**
DETROIT

SIDE MOUNT



SHINOLA
DETROIT

SIDEWALL MOUNT




SHINOLA
DETROIT

[illegible]

2

1

43 3/4"

3/8"

6 3/4"

9 1/2"

SIDEWALL BRACKET
(PAINTED STEEL)

3/8" x 2'Lg. FLEX CONDUIT
TO EXIT SUPPORT BRACKET
(CONTROL & ILLUMINATION)

NET WEIGHT: 175LBS

POCKET WATCH
CLOCK DESIGN
(REF. B-13581)

Ø37 3/4"

(48")

6"

B

13 3/4"

B

Ø33"

5.000

12.000

7.000

Ø3.00 OD
Ø2.50 ID

SECTION B-B
SCALE .125

Ø.563 MTG. HOLES
(HDWR. BY OTHERS)

DATE: 6/12/2013
DRAWN BY: DMC
CHECKED BY: DMC

electric time
company, inc. medford, ma

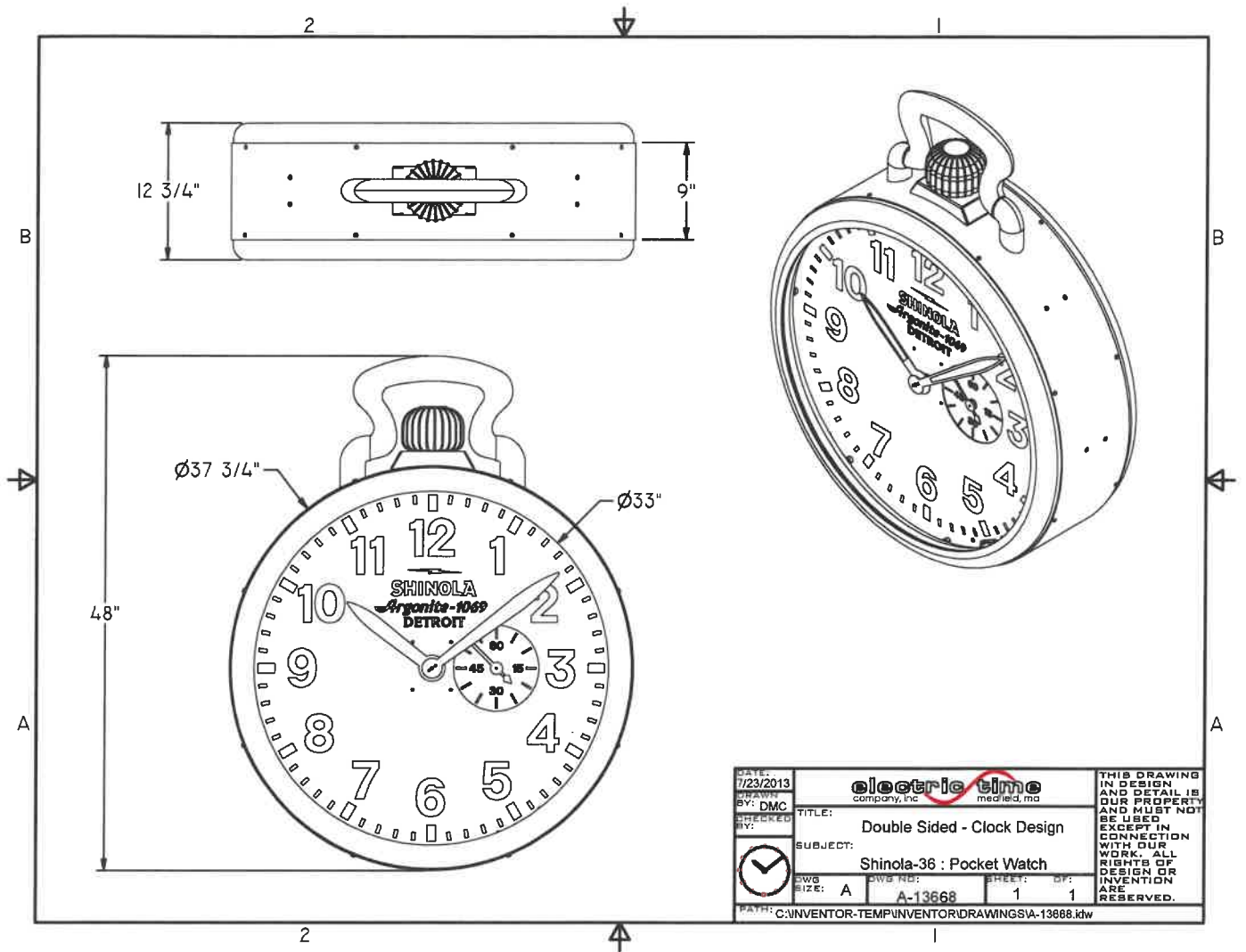
TITLE: Sidewall Mount - Elevation Detail
SUBJECT: Shinola - Pocket Watch Design

DWG NO: A-13620
SHEET: 1 OF 1

PATH: C:\INVENTOR-TEMP\INVENTOR\DRAWINGS\A-13620.idw

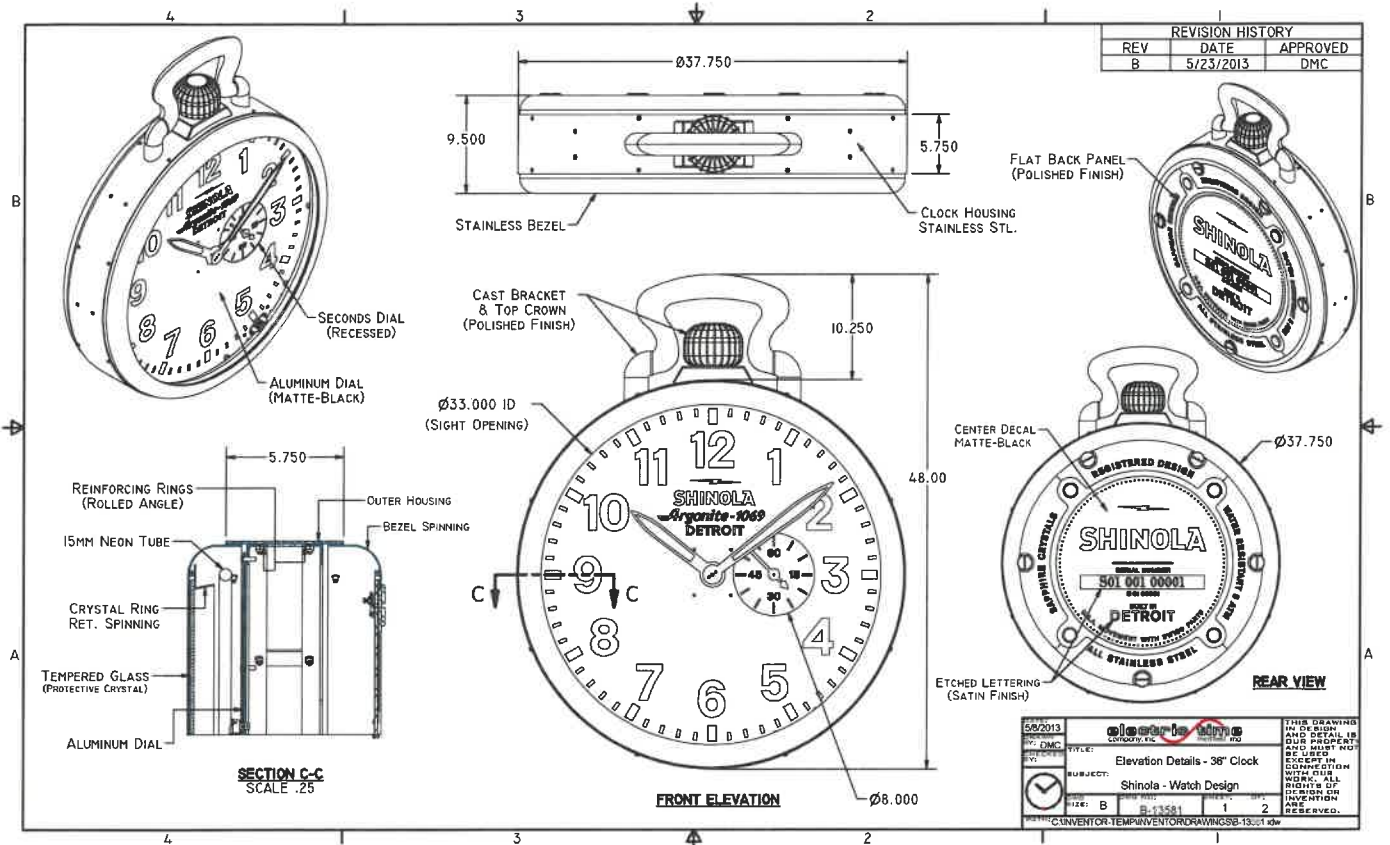
THIS DRAWING
IN DESIGN
AND DETAIL IS
OUR PROPERTY
AND MUST NOT
BE USED
EXCEPT IN
CONNECTION
WITH OUR
WORK. ALL
RIGHTS OF
DESIGN OR
INVENTION
ARE
RESERVED.

DOUBLE SIDED



SHINOLA
DETROIT

ELEVATION DETAILS

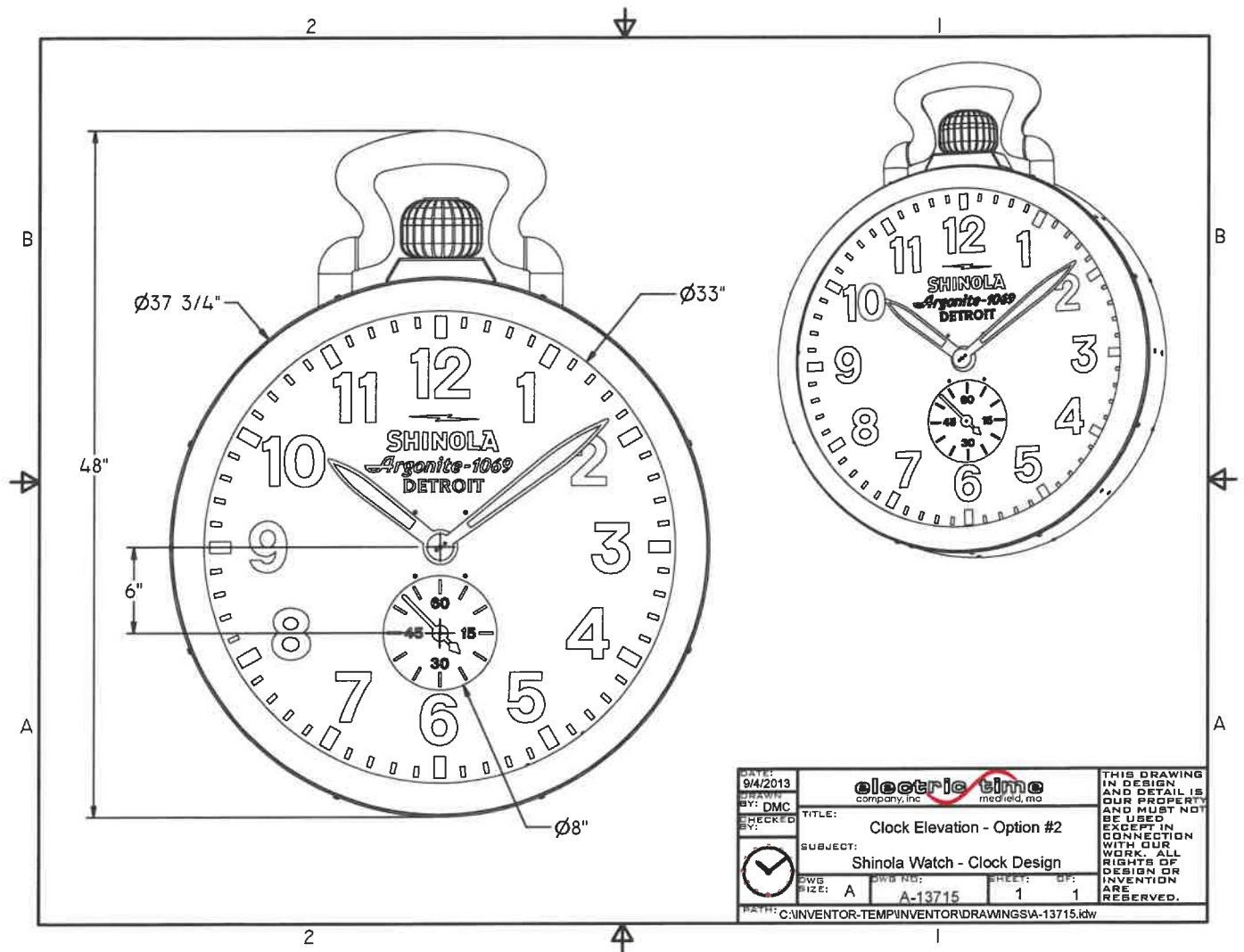


DOUBLE SIDED POST MOUNT



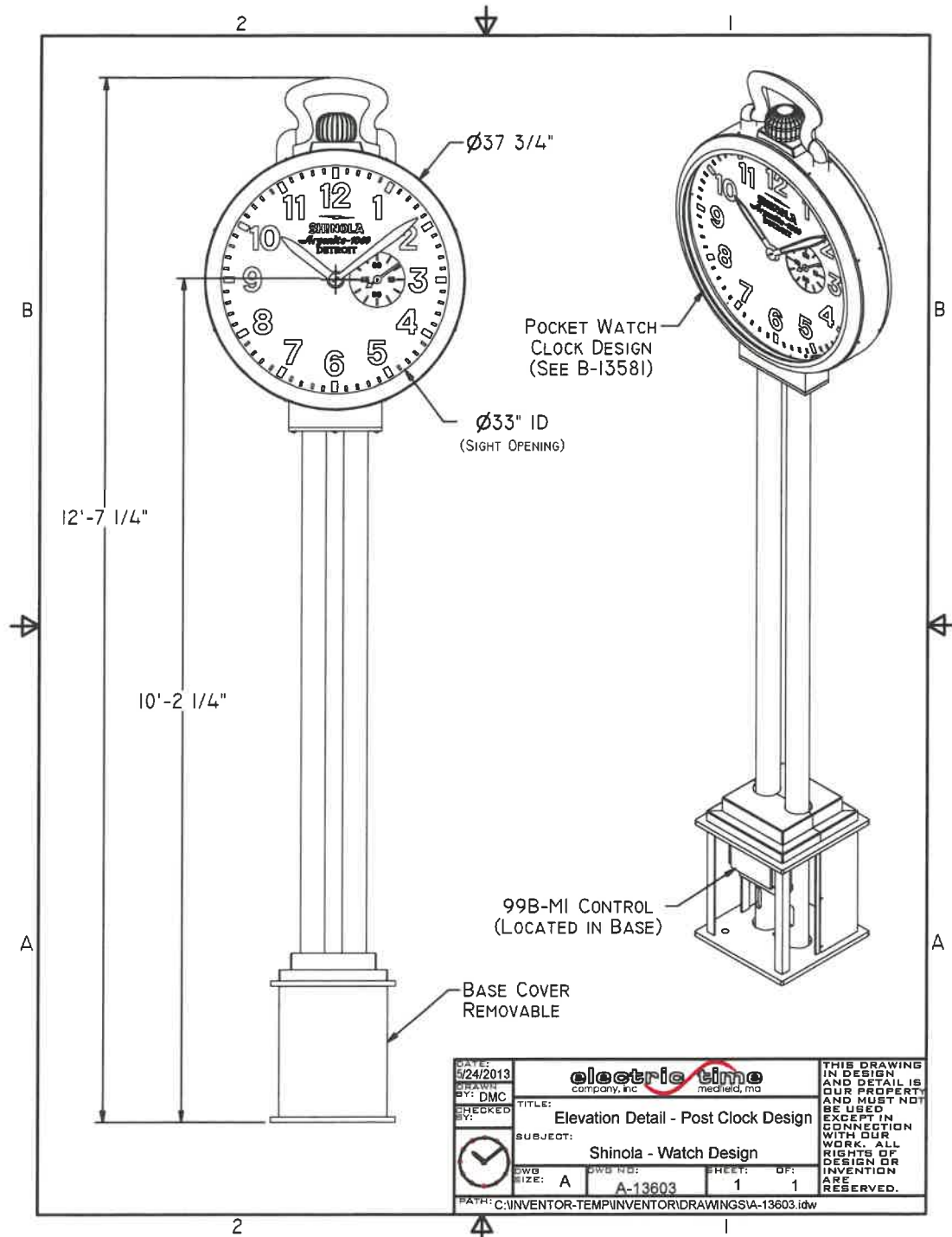

SHINOLA
DETROIT

CLOCK ELEVATION - OPTION 2



SHINOLA
DETROIT

POST MOUNT ELEVATION



SHINOLA
DETROIT

ACCOUNTS PAYABLE EXPENDITURES
DDA MEETING FEB 2025

DATE	AMOUNT		G. TOTAL
2/19/2025	\$27,968.62		\$27,968.62
<u>GRAND TOTAL</u>			<u>\$27,968.62</u>

CHECK REGISTER FOR CITY OF BELLEVILLE
CHECK NUMBER 2455 - 2462

Check Date **Check** **Vendor Name** **BANK CODE: DDA - Downtown Development Authority -** **CHECK TYPE: PAPER CHECK** **Amount**

Bank DDA Downtown Development Authority				
Check Date	Check	Vendor Name	Description	Amount
02/13/2025	2455	CITY OF BELLEVILLE	REIMBURSE FOR DDA DIRECTOR ADMINISTRATI	8,712.00
02/13/2025	2456	CITY OF BELLEVILLE	REIMBURSE TO CITY FOR STREET LIGHTS	9,865.91
02/13/2025	2457	CITY OF BELLEVILLE	REIMBURSE COB PER RECEIPT #187655 & FAC	2,762.53
02/13/2025	2458	DTE ENERGY	9200 458 6098 7 167 4TH ST BLDG 2	17.65
02/13/2025	2459	DTE ENERGY	51 5TH ST - ELECTRICAL & GAS	1,042.34
02/13/2025	2460	MCPHEE, RICHARD	LAND CONTRACT	5,311.05
02/13/2025	2461	SNIDER ELECTRIC LLC	NORTH END STREET LIGHTS	212.00
02/13/2025	2462	SUMPTER ACE HARDWARE	DDA SUPPLIES & MAINT	45.14

DDA TOTALS: 27,968.62

Total of 8 Checks: 27,968.62

Less 0 Void Checks: 0.00

Total of 8 Disbursements: 27,968.62