

**CITY OF BELLEVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA
Wednesday, October 15, 2025 - 6:00 pm (EST)
Belleville City Hall
6 Main Street, Belleville, MI 48111**

1. Pledge of Allegiance and Moment of Silence

2. Roll Call

Chair – John Winter	Board Member - Valerie Kelley-Bonner
Vice-Chair – Chris Donley	Board Member – Mike Gatteri
Secretary – Denise Baker	Board Member – Phil Miller
Treasurer – Sabrina Richardson-Williams	Board Member – Whitney Beaubien
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
August 20, 2025 Regular DDA Meeting**

7. Presentations

8. General Business

- A. Downtown business holiday light grant program – M Gatteri**
- B. Façade Grant application – Hayward’s**
- C. Community - live 15’ Christmas Tree**
- D. DDA Newsletter**
- E. Committee reports/updates**
 - 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

Belleville DDA Follow-up List						
Item/Description	Date Opened	Opened by	Proposed Action	Committee/ Individual	Status	Date Closed
Village Park						
Pond Maintenance		Ongoing Project			R	
Community Garden		DDA Board	Board Discussion		P	Phragmites-continuing remediation
Cement repair/replacement		DDA Board	Board Discussion	Jones	IP	Park Maintenance list
Pickleball Courts		DDA Board	Long term project/Grant Application		P	Completed
Benches and picnic tables		DDA Board	Purchase		P	Asses/Purchase more?-Spring 2025
Landscaping/trees/flowers		DDA Board	Ongoing maintenance		P	Park Maintenance list/Pioneer Spring installation
Play/scape mulch		DDA Board	Ongoing maintenance		P	Park Maintenance list - Spring installation
Events/Marketing		DDA Board	Board Discussion		P	Develop events or partnership and marketing event, such as summer movie nights
Victory Park						
Building Renovations		DDA Board	Board Discussion	Jones	IP	Ongoing project-in process now, nearing completion
Cement repair/replacement		DDA Board	Board Discussion	Jones	IP	Park Maintenance list
Benches and picnic tables		DDA Board	Purchase		P	4 purchased w/ grant \$, wood tables refurbished by Doug and Bart
Landscaping/trees/flowers		DDA Board	Ongoing maintenance		R	Park Maintenance list/Pioneer
Play/scape mulch		DDA Board	Ongoing maintenance		R	On Agenda for purchase
Events/Marketing		DDA Board	Board Discussion		P	Develop events or partnership and marketing event
Ponding of water on Walking Path		Sabrina Richardson-Will	Board Discussion			Evaluating issue and possible solutions
Addition of Shelter House structure(s)		Sabrina Richardson-Will	Board Discussion			Cost TBD
Finance						
Event Funding Requests		DDA Board	Review applications for event support	Budget	IP	Awarded March 2025
Budget for 2025-2026		DDA Board	FY 2025-26 budget	Budget	IP	Complete
Capital Improvement Plan		DDA Board	Board Discussion		P	Develop Capital Improvement Project List for planning and budgeting
Other						
Public Art - Sculptures		DDA Board	Committee selection	Art Committee	R	New sculptures installed May 2025
Community Calendar - Events		DDA Board	Board Discussion		IP	
Collaboration Meetings with other Organizations		DDA Board	Board Discussion		P	S. Jones discussed w/ M. Coburn-VBT DDA-date TBD
Community Volunteer Needs/Sign-up		DDA Board	Board Discussion		P	
DDA Business Registry		Director	Develop registry process		IP	Investigating ordinance/legal requirements
Charging Stations for Electric Vehicles		DDA Board	Board Discussion		P	City project still in progress for EV stations, 1st set installed in Library lot, awaiting final hook-up from DTE
New Flower Pots for Main St		DDA Board	Deferred to Spring 2025			
Status:						
P = Planning		IP = In Progress		MA = No Action Taken		
DE = Development and/or Engineering		C = Completed				
B = Out for Bid		R = Recurring				

Belleville DDA Follow-up List						
Item/Description	Date Opened	Opened by	Proposed Action	Committee/ Individual	Status	Date Closed
Marketing/Economic Development:						
Marketing/Social Media Director	11/16/2022	DDA Board	Hire part time person and/or recruit college or high school intern		IP	Develop marketing strategy, obtain grants oversee social media strategy, update website
Economic Development Director	11/16/2022	DDA Board	Develop RFP for position		P	Develop plan to bring businesses to Belleville, work with developers-status TBD
Partnerships with other organizations	11/16/2022	DDA Board	DDA sponsors events or funding		IP	Discuss Sponsorship Apps March DDA Meeting -- Continue discussions re:partnerships
Partnerships with local restaurants		DDA Board	DDA sponsors restaurants for events		P	Develop partnership to sponsor local restaurants with booth at downtown events
Event Support		DDA Board	Sponsor local events		C	Grants awarded March 2025
Grant Writer		DDA Board	Develop RFP for position		P	DDA representation on committee
Reestablish Park & Rec Committee		D Robinson			P	Determine best placement, tenant criteria, fee structure
Pop-Up Shops	10/18/23	Board	Purchase/build pop-up shops.		P	Marketing Committee currently reviewing RFP's to hire firm that will assist in developing marketing strategy
DDA Marketing Plan	10/18/23	Board	Develop DDA marketing plan		IP	
Maintenance						
Main Street Walk-Through		S Jones	DDA Board review downtown	DDA Board	P	Need to schedule for 2025
Lawn Maintenance		DDA Board	Weed control		C/R	Park Maintenance list
Mowing		DDA Board	Contract		R	Pioneer Landscaping contract
Landscaping/Flowers		DDA Board	Contract		R	Pioneer Landscaping contract
Horizon Park						
Dock Maintenance/improvements		DDA Board	Board Discussion		P	Park Maintenance list-Repacement in 2025/26?
Benches and picnic tables		DDA Board	Board Discussion		P	Park Maintenance list
Landscaping/trees/flowers		DDA Board	Board Discussion		P	Park Maintenance list/Pioneer
Parking lot maintenance		DDA Board	Board Discussion		P	High St Lot complete-June 2025
Mulch/Maintenance		DDA Board	Mulch parking areas, park areas, clear brush with goats		R	Park Maintenance list/Goat contract for June 2025
Events/Marketing		DDA Board	Board Discussion		P	Develop events or partnership and marketing event

CITY OF BELLEVILLE
DOWNTOWN DEVELOPMENT AUTHORITY

REGULAR MEETING MINUTES

Wednesday, August 20, 2025 – 6:00pm (EST)

Belleville City Hall

6 Main Street, Belleville, MI 48111

1. Pledge of Allegiance and Moment of Silence

2. Roll Call

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

3. DDA Follow Up List

N/A

4. Citizen Comments, Agenda Items Only

N/A

5. Approval of and/or Changes to Agenda

- a. MOTION: Motion by Chair John Winter, supported by Treasurer Sabrina Richardson-Williams to approve the agenda as presented
Motion carried

6. Approval of Meeting Minutes

- a. July 16, 2025 Regular DDA Meeting
MOTION: Motion by Mayor Ken Voigt, supported by Treasurer Sabrina Richardson-Williams to approve the minutes as presented
Motion carried

7. Presentations

N/A

8. General Business

a. Water Truck Replacement – discussion

- i. Interim City Manager Steve Jones mentions Atchinson Ford has one super duty 4 door F250 truck on lot \$57,420, Craig would cut price down to \$50,000
- ii. Speaks on splitting or renting the cost of the truck between City and DDA (50/50 or 60/40)
- iii. Trade out new truck with next oldest truck and outfit as water truck until season is over and return to normal use for DPW
- iv. 2008 model truck was beyond repair, 2006 truck was outfitted for the season but will not last
- v. Discussion on truck usage versus how much to invest in new vehicle, buy versus lease

b. Committee reports/updates

i. Marketing & Community Engagement

1. Wrapped up Summer of Local Love- discussed social media engagement regarding community events
2. Board Member Gatterer would like to see money set aside in the budget for the local businesses on Main Street to decorate for the holidays. Discussed how much to offer business to start up, mentions the operating costs will go down after the first year or two as the businesses would already have purchased lights and decorations.
3. Treasurer Sabrina Richardson-Williams presents the idea for Scarecrows in the Fall or Snowmen in the Winter
 - a. Discussed incentives for decorating or prizes for best decoration
4. Police department is working on creating a master list of all businesses downtown with contact information
5. Kathleen Springer was in the audience and championed the idea of a bi-monthly DDA newsletter, encouraging businesses to get involved in community

ii. Economic Development

N/A

iii. Budget & Finance

1. Treasurer Sabrina Richardson-Williams mentions The City has reimbursed the DDA for the \$96,210 check they wrote for the Park Grant Project on behalf of the county

iv. Events/Culture & Arts

N/A

9. Treasurer's Report and Accounts Payable

- a. Treasurer- Sabrina Richardson-Williams asks the board for approval of \$65,011.51 Accounts Payable

MOTION: Motion to approve by Chair John Winter, supported by Board Member Mike Gatteri to approve accounts payable as presented

Motion carried

Unanimous approval

10. Chair and Board Member Comments

- a. Treasurer- Sabrina Richardson-Williams wishes everyone a great rest of summer
- b. Mayor Voigt invited everyone to WCCCD September 18th for the industrial waste meeting
- c. Congratulations to Vice Chair Chris Donley on his retirement
- d. Board members praised Paula for her excellent work maintaining the plants and hanging baskets downtown, America in Bloom was highly impressed, best hanging baskets they have seen
- e. EGLE expansion: public comments are open now- Chair John Winter stresses how important it will be to urge those to vote no, will create incredible eyesore leading into the City
- f. End of summer means fall, football and open enrollment

11. Citizen Comments, Non-Agenda Items

- a. Julie Kissel offers update on DDA office at city hall, packing up for the move to 330 Charles
- b. Rosemary Otzman mentions that EGLE has extended their window for public comment on the hazardous landfill proposal, deadline is September 31st
- c. Kathleen Springer mentions Taste of Belleville is Thursday along with Third Thursday, also last Music Lakeside

12. Action Items for Next Regularly Scheduled Meeting

- a. Mailing list, first draft of newsletter, Christmas lights

13. Adjournment

MOTION: Motion by Treasurer Sabrina Richardson-Williams, supported by Secretary Denis Baker, motion carried

Meeting Adjourned at 6:33pm

Respectfully submitted by:

Colleen Wynne

Belleville Building Clerk

Belleville Downtown Development Authority
Facade Improvement Program Application

Name of Applicant: Jennifer Kouza
(Property Owner)

Property Address: 573 Main St. Belleville, MI 48111

Business Name: Haywards Liquor Store

Mailing Address (if different from Above): 573 Main St. Belleville, MI 48111

Phone Number(s): [REDACTED]

Email Address: [REDACTED]

Proposed Improvements (Please check all that apply):

- ☒ Exterior façade improvements
- ☐ Historical exterior restoration of buildings
- ☐ Brickwork/Stonework/Siding
- ☐ Storefront or rear entry improvements including ADA improvements
- ☐ Signage
- ☐ *Addition or enhancement of landscaping
- ☐ *Exterior cleaning and/or painting
- ☐ *Exterior Lighting
- ☐ *Restoration/Repair/replace windows, doors, trim
- ☐ Other: _____

** Items may be considered only in conjunction with other façade improvements*

Please provide:

- A description of work to be done
- Preliminary designs and sketches of a professional quality in a minimum scale of one-eighth inch (1/8") for every one foot (1')
- Photos of the existing façade
- Any photos of facades similar to what the Applicant is proposing
- Samples of the proposed color and materials that are being proposed for the façade

These items will be used by the DDA assist in the evaluation of your application.

**Belleville Downtown Development Authority
Facade Improvement Program Application**

Total Estimated Improvement Cost: \$ 20,000.00

(Attach cost estimates and detailed breakdown)

Funding Request:

(A) Total Amount Requested: _____ **(This amount shall not exceed \$20,000)**

(B) Grant Amount Requested: 10,000.00 **(maximum grant amount shall not exceed 50% of (A) above. This amount shall not exceed \$10,000)**

(C) Loan Amount Requested: N/A **(maximum loan amount shall not exceed 50% of (A) above. This amount shall not exceed \$10,000)**

By signing this Application, I affirm that I am the property owner of the above Property. I further affirm that all the statements made on this application are true, and I understand that any falsification or willful omission will be sufficient cause to void my application and any grant or loan awarded. In such a case that any grant or loan awarded by the DDA is voided due to any falsification or willful omission, I agree to repay the grant and/or loan to the DDA within sixty (60) days, plus all of the costs and attorney fees incurred by the DDA to collect the grant and/or loan proceeds if I fail to repay the DDA within the sixty (60) days.

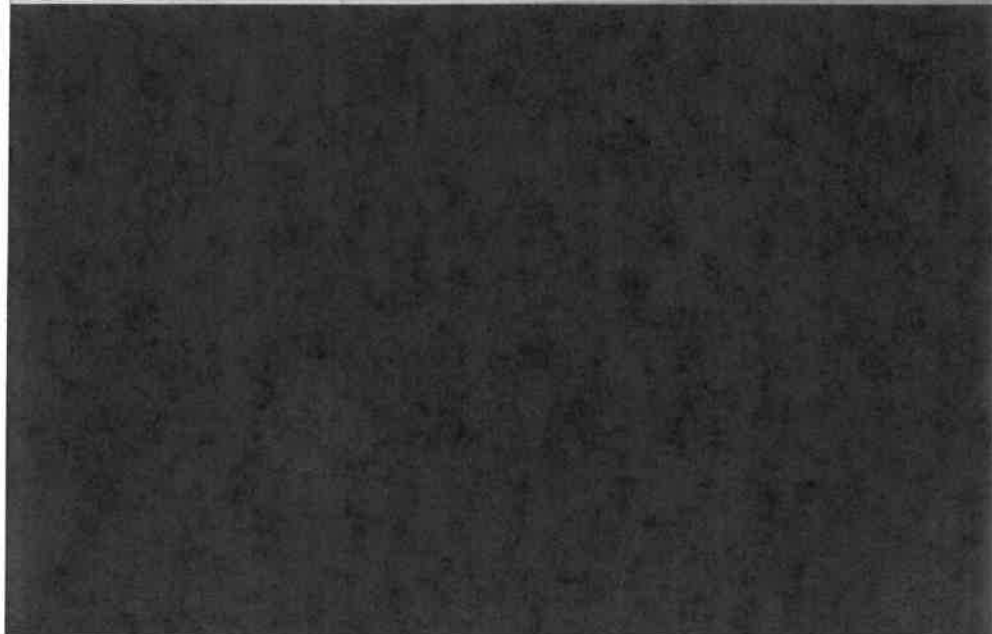
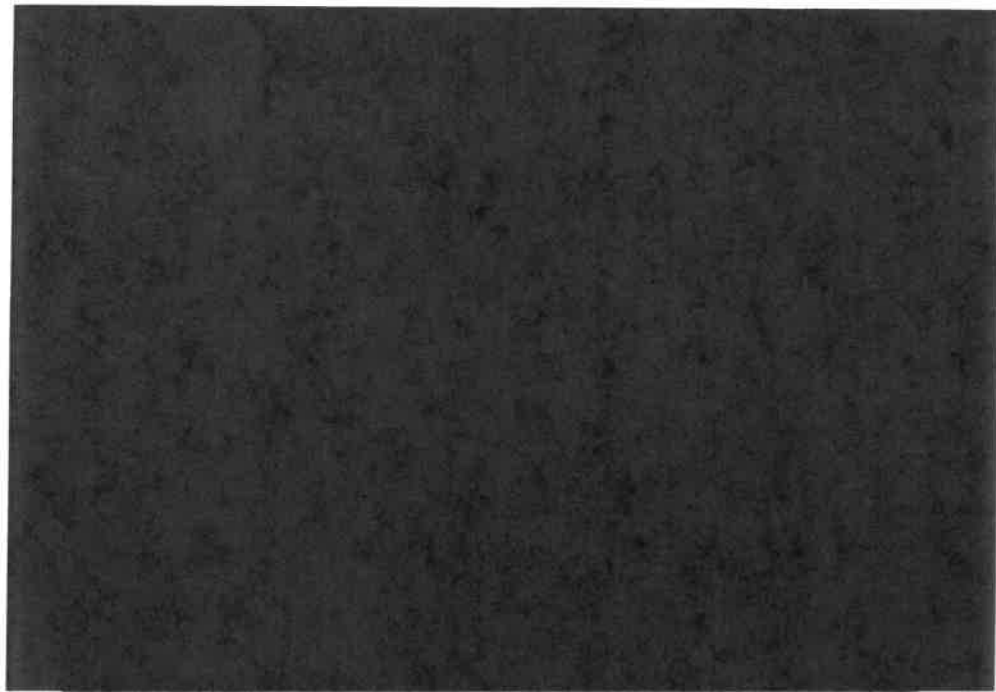
I have read and understand and agree to comply with all requirements of the DDA's Façade Improvement Program (hereinafter the "Program"). I further understand that if my application is accepted by the DDA, I may receive a preliminary approval letter. After receipt of the preliminary approval letter from the DDA, I will be required to submit sealed plans, obtain all required permits, and execute all of the necessary forms given to me by the DDA in order to qualify for reimbursement of the project expenses pursuant to the limitations set forth in the forms.

I hereby acknowledge that this Application and all supporting documents are to be submitted to the DDA Coordinator. I further acknowledge that I may be required to submit additional documentation or information that was not required on this application if requested by the DDA.

I further hereby acknowledge that the DDA's Executive Board reserves the right to reject any or all applications received pursuant to the Program.

Applicant's Signature

Date



ACCOUNTS PAYABLE EXPENDITURES
COUNCIL MEETING ON
OCT 14 2025

DATE	AMOUNT	DESCRIPTION	G. TOTAL
10/14/2025	\$24,582.31	CHECKS	\$24,582.31

GRAND TOTAL	\$ 24,582.31
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CHECK REGISTER FOR CITY OF BELLEVILLE
CHECK NUMBER 2555 - 2568

BANK CODE: DDA - DOWNTOWN DEVELOPMENT AUTHORITY - CHECK TYPE: PAPER CHECK

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank DDA Downtown Development Authority					
Check Type: Paper Check DDA					
10/14/2025	DDA	2555	AHEARN SIGNS	PARK IMPROVEMENTS	160.00
10/14/2025	DDA	2556	DTE ENERGY	9200 458 6098 7 167 4TH ST BLDG	40.15
10/14/2025	DDA	2557	DTE ENERGY	51 5TH ST - ELECTRICAL & GAS	794.19
10/14/2025	DDA	2558	FRIENDS FINE FLOOR COVERING	TILE RIP UP & DISPOSAL OF OLD HARDWARE	4,060.00
10/14/2025	DDA	2559	GOODBYE GEESE	GEESE CONTROL (SEPT 2025)	870.00
10/14/2025	DDA	2560	KSPRINGER MEDIA	SOCIAL MEDIA PACKAGE (AUGUST)	1,600.00
10/14/2025	DDA	2561	MCPHEE, RICHARD	LAND CONTRACT NOV 2025	5,311.05
10/14/2025	DDA	2562	MENARDS	DDA PARKS SUPPLIES AND MAINT	160.44
10/14/2025	DDA	2563	ORKIN	DDA PROPERTY'S PEST CONTROL	296.91
10/14/2025	DDA	2564	PIONEER LANDSCAPING & LAWN MA	WEED & FEED HORIZON PARK	5,180.00
10/14/2025	DDA	2565	RANDY BROWN LANDSCAPE INC.	OLD HARDWARE STORE, LED LIGHTS REPLACEM	170.00
10/14/2025	DDA	2566	SNIDER ELECTRIC LLC	DDA SUPPLIES	5,225.00
10/14/2025	DDA	2567	SUMPTER ACE HARDWARE	MONITORING & TREATMENT OF PHRAGMITES	64.57
10/14/2025	DDA	2568	WATER LANDSCAPES LLC		650.00
Total Paper Check:					24,582.31
DDA TOTALS:					
Total of 14 Checks:					24,582.31
Less 0 Void Checks:					0.00
Total of 14 Disbursements:					24,582.31