

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

**Wednesday, December 17, 2025 - 6:00 pm (EST)
Belleville City Hall – Council Chambers
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
– Nov 19, 2025 Regular DDA Meeting

7. Presentations

8. General Business
A. Façade Application – Divine Lace & Grace Bridal Boutique
B. Façade Application – Belleville Main, LLC

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, November 19, 2025

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	Absent - Excused
Board Member – Valerie Kelley-Bonner	Present
Board Member – Mike Gatteri	Present – Arrived 6:23
Board Member – Phil Miller	Present
Board Member – Whitney Beaubien	Present

3. DDA Follow Up List

Vice Chair Donley suggested to set time aside to clean up DDA Follow Up List. City Manager Jones will add to January 2026 meeting agenda.

4. Citizen Comments, Agenda Items Only

None.

5. Approval of and/or Changes to the Agenda

Motion by Vice Chair Donely, supported by Board Member Whiteny Beaubien to approve the agenda as presented.

Motion Carried.

6. Approval of Meeting Minutes

A. October 15, 2025 – Regular Meeting of the DDA

Motion by Board Member Whitney Beaubien, supported by Treasurer Sabrina Richardson-Williams, to approve the minutes of the October 15, 2025, meeting with corrected name spelling under item 11. Dave Anderson.

Motion Carried.

B. November 6, 21025 – Special DDA Meeting

Motion by Vice Chair Chris Donley, supported by Chair John Winter to approve the minutes of November 6, 2025, special meeting as presented.

Motion carried.

7. Presentations

None.

8. General Business

A. Façade Application - Haywards

Motion by Vice Chair Chris Donely, supported by Chair John Winter to approve \$20,000 for Façade Grant application with cavoite material,

Roll Call

Chair John Winter	AYE
Board Member Mike Gatteri	Abstained due to late arrival
Vice Chair Chris Donley	AYE
Secretary Denise Baker	AYE
Treasurer Sabrina Richardson Williams	AYE
Board Member Valerie Kelley-Bonner	AYE
Board Member Phillip Miller	AYE
Board Member Whitney Beaubien	AYE

Motion carried.

B. Light Up Downtown program

Motion by Chair John Winter, supported by Treasurer Sabrina Richardson Williams to uncap the number of businesses to participate but keep the amount at \$15,000 total.

C. WhereHouse project**i. Windows – new art**

Motion by Vice Chair Chris Donely, supported by Board Member Mike Gatteri to fund \$1,000 to Gerina Rohman for art on WhereHouse windows to winter outdoor theme.

Roll Call

Board Member Mike Gatteri	AYE
Board Member Valerie Kelley-Bonner	AYE
Chair John Winter	AYE
Board Member Phillip Miller	AYE
Treasurer Sabrina Richardson Williams	AYE
Secretary Denise Baker	AYE
Board Member Whitney Beaubien	AYE
Vice Chair Chris Donely	AYE

Motion carried.

ii. Finish Construction

Director Steve Jones reported on status of improvements.
Waiting for the contractor to provide quote for finishing restrooms

iii. Flooring

Floor is all up ready for new. also waiting on quotes from different floor suppliers with different options, carpet, paint or epoxy. Will have quotes available at the next meeting.

iv. Interior Paint

Committee created to assist Director Jones with completing tasks. Committee will include Board Member Phillip Miller, Board Member Whitney Beubein, Board Member Mike Gatteri and Treasurer Sabrina Richardson – Williams.

D. Committee reports/updates

i. Marketing & Community Engagement

Working on promotion with businesses for Winter Fest.

ii. Economic Development

- Nothing to report.

iii. Budget & Finance

Secretary Denise Baker in reference to the financial sheet in the meeting packet, it appears there are a lot of items getting lumped into 'contract services'. Goal is to get a detailed ledger.

iv. Events/Culture & Arts

- Treasurer Richardson-Williams left voice mail with Brian Roberson at BHS, he does not have time to dedicate the students to work with the DDA. Will keep trying to organize an activity.

9. Treasurer's Report and Accounts Payable

Motion by Vice Chair Chris Donely, supported by Board Member Whitney Beaubien to approve Accounts Payables in the amount of \$35,174.19 for November 2025 expenditures.

Roll Call

Board Member Whitney Beaubien	Aye
Vice Chair Chris Donely	Aye
Chair John Winter	Aye
Secretary Denise Baker	Aye
Board Member Valerie Kelly – Bonner	Aye
Board Member Mike Gatteri	Aye
Treasurer Sabrina Richardson-Williams	Aye
Board Member Phillip Miller	Aye

Motion Carried.

10. Chair and Board Member Comments

A. Board Member Phil Miller

- Glad to be here.
- Discussed protecting concrete at new city hall.

B. Board Member Mike Gatteri

- I apologize for being late to meeting.
- Thank you to Whitney Beaubien for taking on holiday light program.

C. Secretary Denise Baker

- Holidays and Winter Fest are coming, exciting.
- Hope everyone has a good Thanksgiving.

D. Board Member Valerie Kelley-Bonner

- Thank you for the grace at my time of loss. Please keep my family in your grace.

E. Board Member Sabrina Richardson - Williams

- Thank you, Whitney, for doing leg work with the WhereHouse.
- Hope everyone has a good Thanksgiving.

F. Chair John Winter

- Thank everyone who always shows up at the meetings.
- Hope everyone has a nice Thanksgiving and come join us at the WinterFest.

G. Vice Chair Chris Donley

- I'm very excited to see Main Street a glow this season, thank you Whitney. It's nice to see you and Phil jump in and help take things to the next level.

H. Board Member Whitney Beaubien

- Excited to see downtown lit up.
- Reminder, Crafted is doing a rededication this weekend.
- Last Ladies night this Thursday for the year.
- Don't forget about small business Saturday, the Saturday after Thanksgiving.
- Little League is doing a fundraiser Friday night at Lodge Lanes.
- Looking forward to seeing everyone at Winterfest and happy to be here.

11. Citizen Comments, Non-Agenda Items

City Council Member Julie Kissel informed DDA Board of binders available for their view if interested.

Director/Interim City Manager Steve Jones presented annual holiday coloring book, middle pages representing the City of Belleville and the DDA. Next meeting will hopefully be at the new building.

Hosting ribbon cutting for Crafted reopening.

12. Action Items for the Next Regularly Scheduled Meeting

- Keep December meeting light due to holiday.
- Action items for January meeting for discussion.
- Follow up list on January agenda.
- Discuss Third and Main Street property.

13. Adjournment

Motion by Vice Chair Chris Donley supported by Treasurer Sabrina Richardson - Williams to adjourn at 7:19 p.m. No objections were noted.

Respectfully submitted by
Michelle Bellingham
Deputy Clerk

Belleville DDA Follow-up List							
Item/Description	Date Opened	Opened by	Proposed Action	Committee/ Individual	Status	Date Closed	Comments
Village Park							
Pond Maintenance		Ongoing Project			R		Phragmites-continuing remediation
Community Garden	DDA Board		Board Discussion		P		
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		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		Purchased summer 2025
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 Improve 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	NA = No Action Taken					
DE = Development and/or Engineering	C = Completed						
B = Out for Bid	R = Recurring						

Belleville DDA Follow-up List							
<u>Item/Description</u>	<u>Date Opened</u>	<u>Opened by</u>	<u>Proposed Action</u>	<u>Committee/ Individual</u>	<u>Status</u>	<u>Date Closed</u>	<u>Comments</u>
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		
Reestablish Park & Rec Committee		D Robinson			P		DDA representation on committee
Pop-Up Shops	10/18/23	Board	Purchase/build pop-up shops.		P		Determine best placement, tenant criteria, fee structure
DDA Marketing Plan	10/18/23	Board	Develop DDA marketing plan		IP		
Maintenance							
Main Street Walk-Through		S Jones	DDA Board review downtown	DDA Board	P		Need to schedule for 2026
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-Replacement 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 goals		R		Park Maintenance list/Goal contract for June 2025
Events/Marketing		DDA Board	Board Discussion		P		Develop events or partnership and marketing event

Belleville Downtown Development Authority
Facade Improvement Program Application

Name of Applicant: Belleville Main LLC / Tenant Divine Grace + Lace.
(Property Owner)

Property Address: 518 Main ST. Belleville MI 48111

Business Name: Divine Grace + Lace Bridal Boutique.

Mailing Address (if different from Above): N/A

Phone Number(s): 734-741-3673

Email Address: Kmorgandivinegrace@ gmail .com

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.

See attached Please

Color of Signs: Front will be Gold, Black Trim & white.
Sign in Back: ~~pink~~ Pink & Gold

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

Total Estimated Improvement Cost: \$ 10,000.⁰⁰
(Attach cost estimates and detailed breakdown)

Funding Request:

(A) **Total Amount Requested:** 10,000.⁰⁰ (This amount shall not exceed \$20,000)

(B) **Grant Amount Requested:** 5,000.⁰⁰ (maximum grant amount shall not exceed 50% of (A) above. This amount shall not exceed \$10,000)

(C) **Loan Amount Requested:** 5,000.⁰⁰ (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.

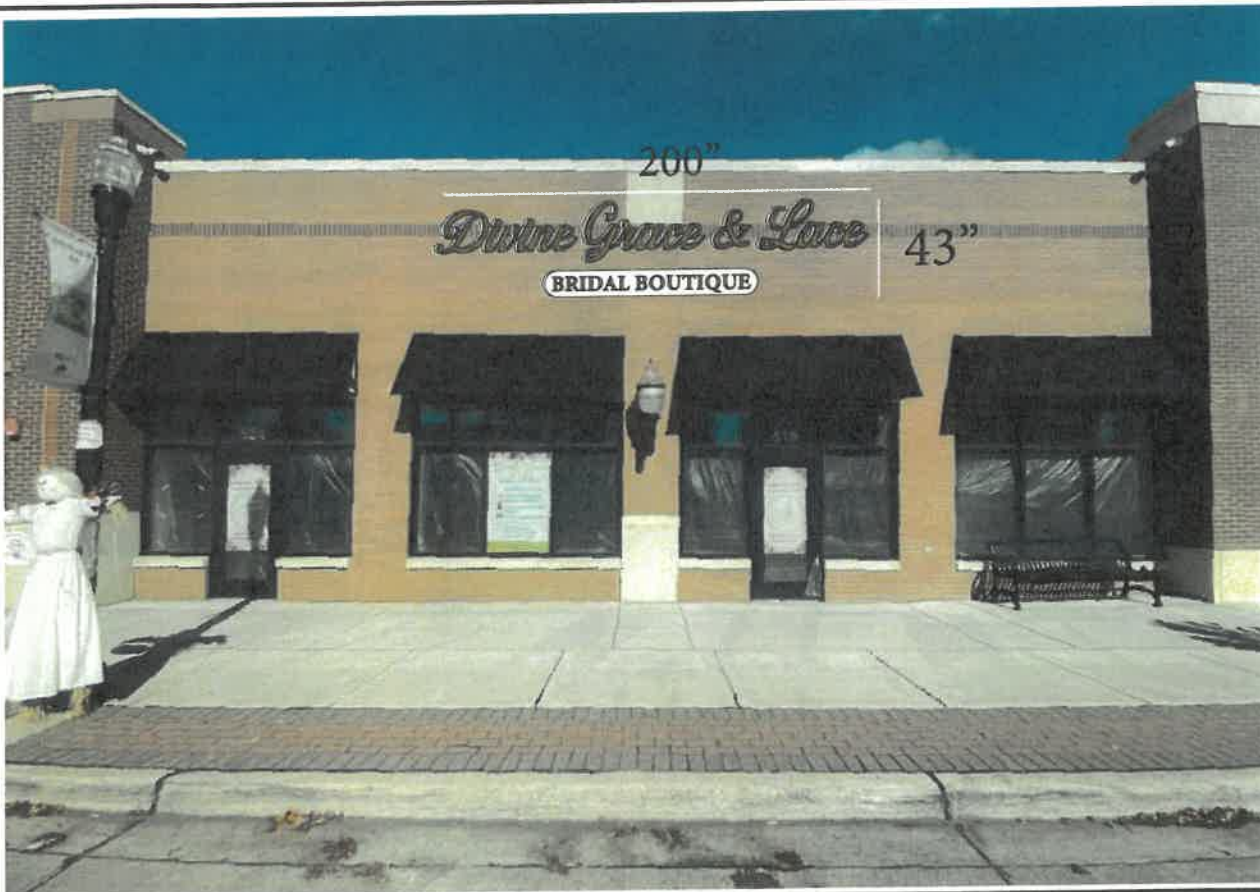
I further hereby acknowledge that the DDA's Executive Board reserves the right to reject any or all applications received pursuant to the Program.



Applicant's Signature

12-1-2025

Date



SIGN OLOGY

25105 W Warren St.
Dearborn Heights, MI 48127
signologyus@gmail.com
313-652-3777

JOB NAME:

DIVINE BRIDAL BOUTIQUE

LOCATION:

518 Main St, Belleville,
MI 48111

ACCOUNT REP:_____

DESIGNER: _____

REVISION:_____

NOTES:

CUSTOMER APPROVAL: _____ DATE: _____

Created Date: 10/17/2025

DESCRIPTION: Main Wall Signs**Bill To:** Divine Grace & Lace
518 Main St
Belleville, MI 48111
US**Pickup At:** Signarama Ann Arbor
4655 Washtenaw Ave
Ann Arbor, MI 48108
US**Requested By:** Michelle Lynn
Email: divinegracelace518@gmail.com**Salesperson:** firas zeidan

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Front of Store ~ Option A ~ Frontlit Channel Letters on Backing	1	\$8,094.00	\$8,094.00
1.1	Channel Letters w/out Raceway - Frontlit Channel Letters on Backing			
1.2	PVC 12mm - White - Material Only - PVC Dimensional Lettering			
1.3	Installation - Installation			
2	Front of Store ~ Option B ~ Backlit Gold Mirror Channel Letters on Backing	1	\$9,205.00	\$9,205.00
2.1	PVC 12mm - White - Material Only - PVC Dimensional Lettering			
2.2	Custom Item Taxed - Mirror Gold LED Backlit			
2.3	Aluminum Composite 3mm - Black - Material Only - Black Backing			
2.4	Installation - Installation			
3	Back of Store	1	\$4,794.00	\$4,794.00
3.1	LED Retrofit of Lightbox - LED Round Sign			
3.2	Installation - Installation			

Regarding designs/mock-up/proofs, clients are allowed up to two revisions, every revision after is \$50 per revision.

THIS ESTIMATE IS VALID FOR 14 DAYS.

WE REQUIRE A MINIMUM DOWNPAYMENT OF 50% PERCENT BEFORE PRODUCTION.

ALL BALANCES MUST BE PAID IN FULL PRIOR TO INSTALLATION, DELIVERY, OR PRODUCT PICK UP.



JOHNSON SIGN CO

JACKSON • 2240 Lansing Ave, Jackson, MI 49202
LANSING • 2900 Alpha Access St, Lansing, MI 48910
YPSILANTI • 663 S. Mansfield St, Ypsilanti, MI 48197
MANISTEE • 1965 Pine Creek Rd, Manistee, MI 49661

PROPOSAL

252741-01

Date: 10/29/2025
Expires: 11/13/2025
Drawing Numbers:

Project: Divine Grace & Lace Bridal Boutique
518 Main St.
Romulus, MI 48174

Client: Divine Grace & Lace Bridal Boutique
518 Main St.
Romulus, MI 48174

Contact: Kristina Morgan 734-741-3673 divinegracelace518@gmail.com

We are pleased to offer this proposal for the following services at the above location.

Project Description:	Item Total:
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1: Furnish & Install the Following:

A. (2) lit channel letters signs (for front and rear elevation)	\$14,000.00
B. Installation labor	\$5,000.00

Deposit Rate: 50%
Deposit: \$9,920.00

Subtotal: \$19,000.00
Tax: \$840.00
Total: \$19,840.00

THIS PRICE DOES NOT INCLUDE ELECTRICAL RAN TO SIGN LOCATION, PERMITS & PROCUREMENT, OR TAX UNLESS SPECIFICALLY STATED.

WARRANTY: "JSC PEACE OF MIND" 3 YEAR FULL COVERAGE WARRANTY FOR PARTS AND LABOR FROM DATE OF INSTALLATION.

NOTE: WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED. ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE CUSTOMER.

TERMS AND CONDITIONS

1. UPON DEFAULT IN THE PAYMENT OF ANY SUMS HEREIN AGREED, JOHNSON SIGN COMPANY MAY, AT ITS OPTION, DECLARE THE ENTIRE BALANCE PRICE FULLY DUE AND PAYABLE WITHOUT FURTHER NOTICE TO CUSTOMER; AND WHEN DECLARED, CUSTOMER AGREES TO PAY INTEREST ON SAID BALANCE, WHEN DECLARED DUE AT THE RATE OF 1.5% PER MONTH. CUSTOMER FURTHER AGREES TO PAY ALL REASONABLE COSTS OF COLLECTION OF SAID BALANCE INCURRED BY JOHNSON SIGN COMPANY, INCLUDING ATTORNEY'S FEES.

Salesperson: Steve Ames

Buyer _____ Seller _____

Belleville Downtown Development Authority
Facade Improvement Program Application

Name of Applicant: Belleville Main, LLC - Alex Jones
(Property Owner)
Property Address: 510 Main St.
Business Name: Belleville Main, LLC
Mailing Address (if different from Above): 574 W Columbia Ave
Phone Number(s): 734-740-9582
Email Address: alexmj@outlook.com

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: Flagpole

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

Please provide a description of work to be done. Attach 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 and 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.

Addition of Flagpole on the turf located at the Western Side of the Lakeview Plaza. This flagpole would be a focal point when entering town, would be used for a tree of Christmas lights as well. Photos & Quote attached.

Belleville Downtown Development Authority
Facade Improvement Program Application

Total Estimated Improvement Cost: \$ 5,939⁵⁰
(Attach cost estimates and detailed breakdown)

Funding Request:

(A) **Total Amount Requested:** ~~5,939⁵⁰~~ 2,969⁷⁵ (This amount shall not exceed \$10,000)

50% (B) **Grant Amount Requested:** 2,969⁷⁵ (maximum grant amount shall not exceed 50% of (A) above. This amount shall not exceed \$5,000)

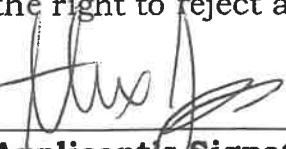
(C) **Loan Amount Requested:** 0 - not requesting loan portion (maximum loan amount shall not exceed 50% of (A) above. This amount shall not exceed \$5,000)

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

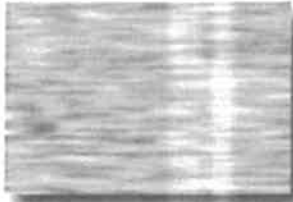
11/25/25
Date

The following documentation must be included with this Application when submitted to the DDA:

- ☒ **Provide proof of ownership of the subject property.**
- ☒ **Proof that all real and personal property taxes for the subject property have been paid.**
- ☒ **Proof that all City Obligations are current, including, but not limited to, all water and sewer bills and all special assessment payments.**
- ☒ **Provide three (3) detailed estimates from independent contractors that itemize all costs of the proposed improvements.** *only have 1*
- ☒ **Provide a preliminary design and/or sketch of professional quality in a minimum scale of one-eighth inch (1/8") for every one foot (1').**
- ☒ **Provide photos of the existing façade and any photos of facades similar to what the Applicant is proposing.**
- ☒ **Provide, if possible, samples of the proposed color and materials that will be used if the improvement is approved and funded by the DDA.** *Bushed Satin*
- ☒ **Provide a non-refundable application fee via check or money order in the amount of \$50.00, payable in United States Funds.**

APPLICANTS PLEASE NOTE: As a condition of receiving Façade Improvement Program funds from the DDA, the Applicant consents to the DDA using any of the materials submitted and any photos thereafter taken of the Applicant's improved façade in any type of promotion and marketing materials published or used by the DDA.

Always In Stock Finishes



***Standard
Brushed Satin***



***Clear
Anodized***



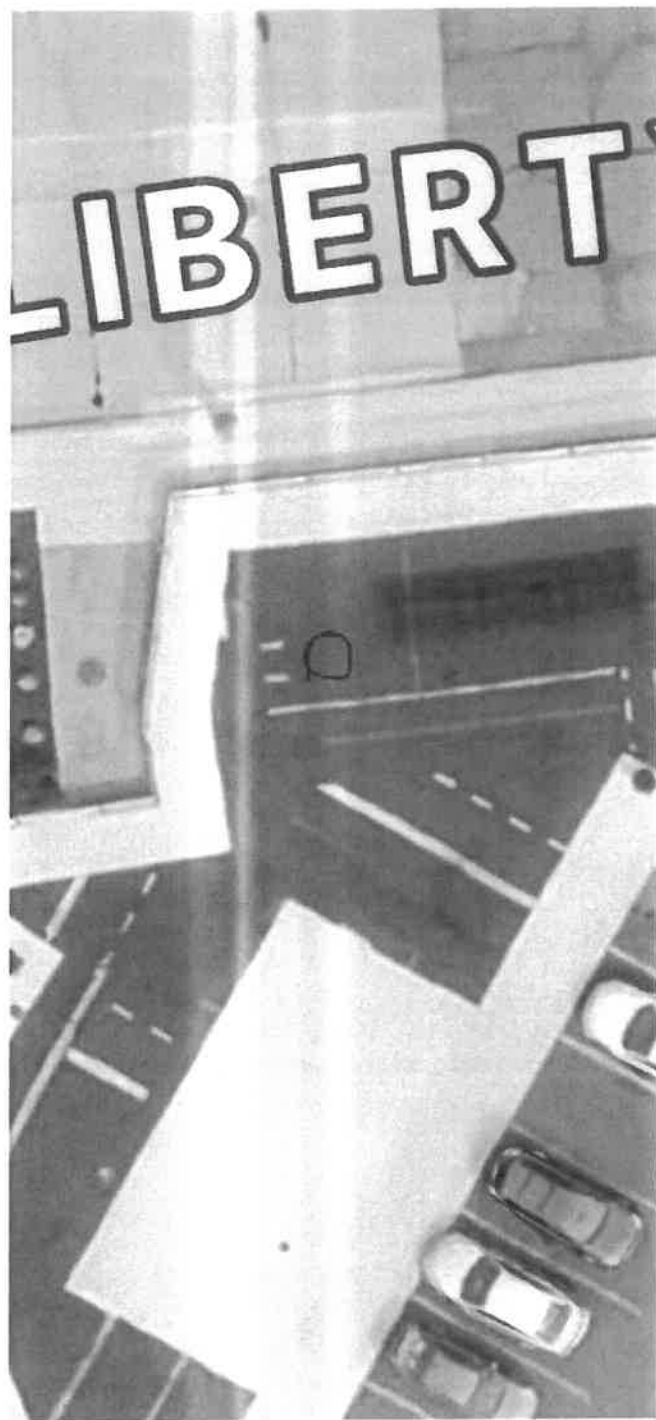
***White
Powder Coat***



***Dark Bronze
Anodized***

Brushed Satin is the standard finish on most flagpoles primarily for economical reasons. Will not rust or corrode. Special Order Anodized and Powder Coat finishes and colors are available upon request.

Location



Rough Sketch of Placement



Christmas Example



INQ # 102906
11/24/25
40' FLAGPOLE OPTION



ROCKET ENTERPRISE, INC.

30660 Ryan Road, Warren, MI 48092
586/751-7600 PH / 586/751-7636 FX

November 24, 2025

Scott Jones
Belleville Main, LLC
510 Main Street
Belleville, MI 48111

(313) 215-3013
scottleej1@yahoo.com

Scott,

Thank you for your interest in the products and services of **Rocket Enterprise, Inc.** Below you will find pricing and specifications on the flagpole you have requested.

Should you have any questions or need additional information, please feel free to contact our office.

We appreciate your consideration and look forward to being a part of your organization's Patriotic Flag Flying Tradition.

Sincerely,

Kaylyn Florey

CONE TAPERED SPUN ALUMINUM FLAGPOLE: Brushed Satin

QTY	PART #, HEIGHT, DESCRIPTION	BASE	TOP	WALL	TC	TA	EACH	EXTENDED
1	RH40' BRUSHED SATIN FLAGPOLE	7"	3.5"	0.156	T	0.06	\$2,950.00	\$2,950.00
1	DELIVERY, ASSEMBLY & COMPLETE INSTALLATION				NT	0	\$1,875.00	\$1,875.00
1	8 X 12 USA ANNUAL FLAG SERVICE PROGRAM				FS	0.06	\$625.00	\$625.00
1	CART DIRT OFFSITE				NT	0	\$275.00	\$275.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
							SUB TOTAL	\$5,725.00
	NOTE: PRICING SHOWN IS FIRM FOR "60" DAYS						TAX	\$214.50
							TOTAL	\$5,939.50

FLAGPOLE PACKAGE INCLUDES: * Gold Ball Top * Standard Truck Pulley * Halyard & 2 Stainless Steel Clips *
* Flash Collar * Ground Sleeve * Cast Aluminum Cleat *

ABOVE PRICING DOES NOT INCLUDE CHARGES FOR: *Jackhammer through asphalt or concrete *

**** ROCKET ENTERPRISE CAN NOT TAKE RESPONSIBILITY FOR DAMAGED SPRINKLER HEADS OR LINES THAT HAVE NOT BEEN IDENTIFIED BY CUSTOMER PRIOR TO EXCAVATION ****

UPON ACCEPTANCE - PLEASE SIGN, DATE & RETURN YOUR ORDER APPROVAL - THANK YOU

NAME & TITLE

DATE

ACCOUNTS PAYABLE EXPENDITURES
COUNCIL MEETING ON
DEC 17 2025

DATE	AMOUNT	DESCRIPTION	G. TOTAL
12/17/2025	\$30,037.41	CHECKS	\$30,037.41
GRAND TOTAL			\$ 30,037.41

CHECK REGISTER FOR CITY OF BELLEVILLE

CHECK NUMBER 2579 - 2588

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					
12/12/2025	DDA	2579	CITY OF BELLEVILLE	DDA STREET LIGHT REIMB 7.1.2025 TO 9.30	17,403.34
12/12/2025	DDA	2580	DTE ENERGY	51 5TH ST - ELECTRICAL & GAS	221.88
12/12/2025	DDA	2581	KBE HOIST & FABRICATION, INC	DDA	1,550.00
12/12/2025	DDA	2582	MCPHEE, RICHARD	LAND CONTRACT JAN 2026	5,311.05
12/12/2025	DDA	2583	MENARDS	DDA SUPPLIES & MAINT	29.98
12/12/2025	DDA	2584	ORKIN	DDA PROPERTY'S PEST CONTROL	98.97
12/12/2025	DDA	2585	PIONEER LANDSCAPING & LAWN MA	DDA FLOWER BED CLEAN UP	4,175.00
12/12/2025	DDA	2586	RANDY BROWN LANDSCAPE INC.	CHRISTMAS TREE COST & LABOR	175.00
12/12/2025	DDA	2587	ROHMAN, GERINA	DDA DECORATIONS (PAINTING @ 458 MAIN ST	950.00
12/12/2025	DDA	2588	SUMPTER ACE HARDWARE	DDA WINTER SUPPLIES	122.19
Total Paper Check:					30,037.41
DDA TOTALS:					
Total of 10 Checks:					30,037.41
Less 0 Void Checks:					0.00
Total of 10 Disbursements:					30,037.41