

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

**Wednesday, March 18, 2026 - 6:00 pm (EST)  
Belleville City Hall – Council Chambers  
330 Charles Street, Belleville, MI 48111**

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

**2. Roll Call**

|                                                |                                             |
|------------------------------------------------|---------------------------------------------|
| <b>Chair – John Winter</b>                     | <b>Board Member - Valerie Kelley-Bonner</b> |
| <b>Vice-Chair – Chris Donley</b>               | <b>Board Member – Mike Gatteri</b>          |
| <b>Secretary – Denise Baker</b>                | <b>Board Member – Phil Miller</b>           |
| <b>Treasurer – Sabrina Richardson-Williams</b> | <b>Board Member – Whitney Beaubien</b>      |
| <b>Mayor – Ken Voigt</b>                       |                                             |

**3. DDA Follow Up List**

**4. Citizen Comments, Agenda Items Only**

**5. Approval of and/or Changes to the Agenda**

**6. Approval of Meeting Minutes**  
– February 18, 2026 Regular DDA Meeting

**7. Presentations**

- Civic Duty Education Program – Trische Duckworth
- New DDA website proposals
  - o KSpringer Media
  - o NeonGoldfish

**8. General Business**

- A. Election of Officers
- B. New DDA Website proposals
- C. DDA Director full time position
- D. 458 Main
- E. Committee Reports

**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          |                        |                         |                                       |                                  |               |                                                                                |
|----------------------------------------|------------------------|-------------------------|---------------------------------------|----------------------------------|---------------|--------------------------------------------------------------------------------|
| <u>Item/Description</u>                | <u>Date<br/>Opened</u> | <u>Opened by</u>        | <u>Proposed Action</u>                | <u>Committee/<br/>Individual</u> | <u>Status</u> | <u>Date<br/>Closed</u><br><br><u>Comments</u>                                  |
| <b>Marketing/Economic Development:</b> |                        |                         |                                       |                                  |               |                                                                                |
| Partnerships with other organizations  | 11/16/2022             | DDA Board               | DDA sponsors events or funding        |                                  | IP            | Discuss Sponsorship Apps March DDA Meeting --                                  |
| Grant Writer                           |                        | DDA Board               | Develop RFP for position              |                                  | P             | Continue discussions re:partnerships                                           |
| 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            |                                                                                |
| <b>Maintenance</b>                     |                        |                         |                                       |                                  |               |                                                                                |
| 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                                                   |
| <b>Horizon Park</b>                    |                        |                         |                                       |                                  |               |                                                                                |
| Dock Maintenance/Improvements          |                        | DDA Board               | Board Discussion                      |                                  | P             | Park Maintenance list-Replacement in 2025/26?                                  |
| Landscaping/trees/flowers              |                        | DDA Board               | Board Discussion                      |                                  | P             | Park Maintenance list/Pioneer                                                  |
| <b>Village Park</b>                    |                        |                         |                                       |                                  |               |                                                                                |
| Pond Maintenance                       |                        | Ongoing Project         |                                       |                                  |               |                                                                                |
| Community Garden                       |                        | DDA Board               | Board Discussion                      |                                  | R             | Phragmites-continuing remediation                                              |
| Asphalt/Cement repair/replacement      |                        | DDA Board               | Board Discussion                      | Jones                            | P             | Park Maintenance list                                                          |
| Pickleball Courts Security             |                        | DDA Board               | Board Discussion                      |                                  | IP            | Trail Camera?                                                                  |
| Benches and picnic tables              |                        | DDA Board               | Purchase                              |                                  | P             | Asses/Purchase more? Spring 2026                                               |
| 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 |
| 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                                                                       |
| <b>Victory Park</b>                    |                        |                         |                                       |                                  |               |                                                                                |
| Asphalt/Cement repair/replacement      |                        | DDA Board               | Board Discussion                      | Jones                            | IP            | Park Maintenance list                                                          |
| Landscaping/trees/flowers              |                        | DDA Board               | Ongoing maintenance                   |                                  | R             | Park Maintenance list/Pioneer                                                  |
| Play/scape mulch                       |                        | DDA Board               | Ongoing maintenance                   |                                  | R             | Purchased summer 2025 - may need more in 2026                                  |
| <b>Finance</b>                         |                        |                         |                                       |                                  |               |                                                                                |
| Event Funding Requests                 |                        | DDA Board               | Review applications for event support | Budget                           | IP            | To be Awarded by March 2026                                                    |
| Budget for 2025-2026                   |                        | DDA Board               | FY 2025-26 budget                     | Budget                           | IP            | Complete                                                                       |
| Capital Improvement Plan               |                        | DDA Board               | Board Discussion                      |                                  | P             | Develop Capital Improveent Project List for planning and budgeting             |

| Belleville DDA Follow-up List                   |                      |           |                          |                          |        |                                                                                                                   |
|-------------------------------------------------|----------------------|-----------|--------------------------|--------------------------|--------|-------------------------------------------------------------------------------------------------------------------|
| Item/Description                                | Date<br>Opened       | Opened by | Proposed Action          | Committee/<br>Individual | Status | Date<br>Closed                                                                                                    |
| <b>Other</b>                                    |                      |           |                          |                          |        |                                                                                                                   |
| Public Art - Sculptures                         |                      | DDA Board | Committee selection      | Art Committee            | R      | Selected, New sculptures will be installed May 2026                                                               |
| 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 |
| <b>Status:</b>                                  |                      |           |                          |                          |        |                                                                                                                   |
| P = Planning                                    | IP = In Progress     |           |                          |                          |        |                                                                                                                   |
| DE = Development and/or Engineering             | C = Completed        |           |                          |                          |        |                                                                                                                   |
| B = Out for Bid                                 | R = Recurring        |           |                          |                          |        |                                                                                                                   |
|                                                 | NA = No Action Taken |           |                          |                          |        |                                                                                                                   |

**CITY OF BELLEVILLE  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
February 18, 2026**

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

**2. Roll Call**

|                                         |                  |
|-----------------------------------------|------------------|
| Chair – John Winter                     | Absent - Excused |
| Vice Chair -Chris Donley                | Absent - Excused |
| Secretary – Denise Baker                | Present          |
| Treasurer – Sabrina Richardson-Williams | Absent - Excused |
| Mayor – Ken Voigt                       | Present          |
| Board Member – Valerie Kelley-Bonner    | Present          |
| Board Member – Phil Miller              | Absent           |
| Board Member – Mike Gatteri             | Present          |
| Board Member – Whitney Beaubien         | Present          |

**3. DDA Follow Up List**

Board Member Beaubien asked if we were prepared for spring. City Manager Jones confirmed Garden Fantasy has confirmed basket order.

**4. Citizen Comments, Agenda Items Only**

None.

**5. Approval of and/or Changes to the Agenda**

**MOTION: Motion** by Board Member Gatteri, supported by Board Member Kelley-Bonner to approve the agenda as presented.

**Motion carried.**

**6. Approval of Meeting Minutes**

**A. January 21, 2026 – Regular Meeting of the DDA**

**MOTION: Motion** by Board Member Valerie Kelley-Bonner, supported by Board Member Whitney Beaubien, to approve the minutes as presented.

**Motion carried.**

**7. Presentations**

- Kelly Howey of Plante and Moran presented audit results.
- Civic Duty Education Program canceled and will reschedule at future meeting.

**8. General Business**

**A. Election of Officers**

Defer to next meeting for fuller board attendance.

**B. Event Funding requests – Belleville CBC**

Motion by Secretary Denise Baker, supported by Board Member Valerie Kelley-Bonner to approve both Event Funding requests for Belleville CBC and Belleville Area Chamber of Commerce in the amount of \$24,783.

**Roll Call**

|                                        |     |
|----------------------------------------|-----|
| Secretary Denise Baker                 | Aye |
| Board Member Whitney Beaubien          | Aye |
| Board Member Mike Gatteri              | Aye |
| Treasurer Sabrina Richardson- Williams | Aye |
| Board Member Valerie Kelley-Bonner     | Aye |
| Mayor Ken Voigt                        | Aye |

**Motion carried.**

**C. Committee Reports**

- Board Member Whitney Beaubien – Wherehouse committee met again first week of March, hope to have final numbers and decision on how to move forward with the building.
- Board Member Valerie Kelley-Bonner – Gave a summary of Civic Duty Education, the presentation emailed to Steve, hoping to have date set last of April, beginning of May. Presentation to be rescheduled for next meeting.

**9. Treasurer’s Report and Accounts Payable**

**MOTION:** Motion by Board Member Mike Gatteri, supported by Board Member Whitney Beaubien to approve Accounts Payables in the amount of \$25,865.17.

**Roll Call**

|                                    |     |
|------------------------------------|-----|
| Secretary Denise Baker             | Aye |
| Board Member Valerie Kelley-Bonner | Aye |
| Mayor Ken Voigt                    | Aye |
| Board Member Mike Gatteri          | Aye |
| Board Member Whitney Beaubien      | Aye |

**Motion carried.**

**10. Chair and Board Member Comments**

**A. Mayor Voigt**

- Last DDA meeting in city hall prior to move. City Council Member Julie Kissel has worked hard to get organized with our archives. Steve has been doing an incredible job working on new city hall. Some work still needing to be done but first official meeting will be Monday, March 2, 2026.
- April 25, 2026, is the Mayor’s Ball benefiting FMAR (Friends of Michigan Animal Rescue).

**B. Board Member Valerie Kelley Bonner**

- Introduced Troy Edwards, he attends Key Stone Academy and attended DDA meeting to observe for community service. Fellow DDA members introduced themselves and explained their membership to the DDA.

- Keep family in thoughts for 13-year-old cousin that lost her life. SOOAR will be starting program to teach young adults how to notice when something is wrong with a peer and how to handle it.

**C. Board Member Whitney Beaubien**

- Questioned if the city would be interested in combining websites.
- Form committee to address position of DDA Director. Vice Chair Chris Donely, Board Member Mike Gatteri and Secretary Denise Baker to meet as committee to discuss job description and plans for position of DDA Director, discussion to include City Manager Steve Jones.

**D. Secretary Denise Baker**

- Thank you for attending.
- Believes with just five in attendance, meeting was productive.

**E. Board Member Mike Gatteri**

- Apologized for absence at last month's meeting.
- Excited to see what Board Member Beaubien has going with the Wherehouse Committee.

**11. Citizen Comments, Non-Agenda Items**  
**None.**

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

- Election of Officers.

**13. Adjournment**

**MOTION: Motion** by Board Member Mike Gatteri, supported by Board Member Whiteny Beaubien, to adjourn at 6:51 p.m.



ACCOUNTS PAYABLE EXPENDITURES  
COUNCIL MEETING ON  
MARCH 18 2026

| DATE      | AMOUNT      | DESCRIPTION | G. TOTAL    |
|-----------|-------------|-------------|-------------|
|           |             |             |             |
| 3/18/2026 | \$48,136.29 | CHECKS      | \$48,136.29 |

|             |              |
|-------------|--------------|
| GRAND TOTAL | \$ 48,136.29 |
|-------------|--------------|

**CHECK REGISTER FOR CITY OF BELLEVILLE**  
**CHECK NUMBER 2612 - 2620**

- CHECK TYPE: PAPER CHECK  
**Invoice Vendor**

| Check Date                                     | Check | Vendor Name                   | Invoice                       | Description                             | Amount    |
|------------------------------------------------|-------|-------------------------------|-------------------------------|-----------------------------------------|-----------|
| <b>Bank DDA Downtown Development Authority</b> |       |                               |                               |                                         |           |
| 03/13/2026                                     | 2612  | BELLEVILLE AREA CHAMBER       | BELLEVILLE AREA CHAMBER       | MEMBERSHIP DUES 2026                    | 169.00    |
| 03/13/2026                                     | 2613  | BELLEVILLE AREA CHAMBER OF CO | BELLEVILLE AREA CHAMBER OF CO | LAKEFEAST, WINTERFEST, MARGARITAS VILLE | 16,500.00 |
| 03/13/2026                                     | 2614  | BELLEVILLE CENTRAL BUSINESS C | BELLEVILLE CENTRAL BUSINESS C | DDA EVENTS 2026                         | 8,149.00  |
| 03/13/2026                                     | 2615  | CITY OF BELLEVILLE            | CITY OF BELLEVILLE            | WATER BILL @ 458 MAIN ST                | 65.70     |
|                                                |       |                               | CITY OF BELLEVILLE            | WATER BILL @ 51 FIFTH                   | 317.57    |
|                                                |       |                               |                               |                                         | 383.27    |
| 03/13/2026                                     | 2616  | KOUZA, JENNIFER               | KOUZA, JENNIFER               | FACADE SECOND INSTALLMENT               | 10,000.00 |
| 03/13/2026                                     | 2617  | KSPRINGER MEDIA               | KSPRINGER MEDIA               | CONTENT CREATION                        | 900.00    |
| 03/13/2026                                     | 2618  | MCPHEE, RICHARD               | MCPHEE, RICHARD               | LAND CONTRACT APRIL 2026                | 5,311.05  |
| 03/13/2026                                     | 2619  | MIDWEST SCULPTURE INITIATIVE  | MIDWEST SCULPTURE INITIATIVE  | SCULPTURES                              | 6,625.00  |
| 03/13/2026                                     | 2620  | ORKIN                         | ORKIN                         | DDA PROPERTY'S PEST CONTROL             | 98.97     |
| <b>DDA TOTALS:</b>                             |       |                               |                               |                                         |           |
| <b>Total of 9 Checks:</b>                      |       |                               |                               |                                         | 48,136.29 |
| <b>Less 0 Void Checks:</b>                     |       |                               |                               |                                         | 0.00      |
| <b>Total of 9 Disbursements:</b>               |       |                               |                               |                                         | 48,136.29 |