

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

**Wednesday, March 15, 2023 - 6:00 pm (EST)
Belleville City Hall — Council Chambers
6 Main Street, Belleville, MI 48111**

Join Zoom Meeting

<https://us02web.zoom.us/j/88692788414?pwd=N0NmbzFQL29qYnJDTE1xSDFpY3g5UT09>

Meeting ID: 886 9278 8414

Passcode: 567804

One tap mobile

+16468769923,,88692788414#,,,,*567804# US (New York)

+16469313860,,88692788414#,,,,*567804# US

Dial by your location

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+1 646 931 3860 US

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+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 408 638 0968 US (San Jose)

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

Meeting ID: 886 9278 8414

Passcode: 567804

Find your local number: <https://us02web.zoom.us/j/kdFK7sCI0I>

1. Pledge of Allegiance and Moment of Silence

2. Roll Call

Ivan Ankwatsa

Denise Baker – Secretary

Valerie Kelley-Bonner

Mayor Kerreen Conley

Alicia McGovern – Chair

Kelly McWilliams – Vice-Chair

Sabrina Richardson-Williams – Treasurer

Jennifer Winter

3. Citizen Comments, Non-Agenda Items Only

4. Approval of and/or Changes to the Agenda

5. **Approval of Meeting Minutes**
 - February 15, 2023 Regular DDA Meeting
6. **General Business**
 - A. **Committee Updates**
 1. **Marketing Committee**
 - a. Advertising – Ad in Detroit Tigers Yearbook
 - b. Giveaways – Detroit Tigers Tickets
 - c. Joint Marketing with Van Buren Township DDA
 2. **Culture & Arts Committee**
 - a. DIA INSIDE/OUT Program Discussion
 - b. Michigan Sculpture Initiative – Choosing of Sculptures
 3. **Community Engagement Committee**
 - a. DIA INSIDE/OUT Program Discussion
 - b. Community Calendar Discussion
 - c. Downtown Events Discussion
 4. **Economic Development Committee**
 - a. Discussion – Attracting & Retaining New Businesses
 5. **Budget/Finance Committee**
 - a. Status Update
 - B. **Site Furnishing Phase 1 Purchase Recommendation**
 - C. **Discussion – Robotics Event Flier**
 - D. **Discussion – Business Contact Master List**
7. **Director's Report**
8. **Treasurer's Report and Accounts Payable**
9. **Chair and Board Member Comments**
10. **Citizen Comments**
11. **Action Items for Next Regularly Scheduled Meeting**
12. **Adjournment**

**CITY OF BELLEVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
Wednesday, February 15, 2023 – 6:00 pm**

The regular meeting of the Downtown Development Authority was held via a hybrid of in-person and virtual access through ZOOM.

The regular meeting of the Downtown Development Authority was called to order by Board Chairperson McGovern at 6:00 p.m.

1. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

2. ROLL CALL

Board Member Kelly-Bonner	Present
Board Member Winter	Absent
Board Member Ankwatsa	Absent
Secretary Baker	Present
Treasurer Richardson-Williams	Absent
Vice-Chair McWilliams	Present
Chair McGovern	Present
Mayor Conley	Present

3. CITIZEN COMMENTS, AGENDA ITEMS ONLY

- Martha (Chamber)
- Tom Fielder
- Randy Brown

4. APPROVAL OF AND/OR CHANGES TO AGENDA

MOTION: Motion by Kelly-Bonner, supported by Baker to approve the agenda as presented.

ROLL CALL VOTE:	Board Member Kelly-Bonner	Aye
	Secretary Baker	Aye
	Vice-Chair McWilliams	Aye
	Chair McGovern	Aye
	Mayor Conley	Aye

Motion Carried.

5. APPROVAL OF MEETING MINUTES

A. January 21, 2023, Regular DDA Meeting

MOTION: Motion by McWilliams, supported by Conley to approve the Minutes of the Regular DDA Meeting held on Wednesday, January 21, 2023.

ROLL CALL VOTE:	Board Member Kelly-Bonner	Aye
	Secretary Baker	Aye
	Vice-Chair McWilliams	Aye
	Chair McGovern	Aye

Mayor Conley

Aye

Motion Carried.

6. GENERAL BUSINESS

A. Presentation of Monday.com – Ivan Ankwatsa

- Due to Ankwatsa's absence, the presentation will be moved to the March meeting.

B. Grant Application – Central Business Community

MOTION: Motion by Kelly-Bonner, supported by Baker to approve a grant in the amount of \$4,800 for the Central Business Community.

ROLL CALL VOTE:	Board Member Kelly-Bonner	Aye
	Secretary Baker	Aye
	Vice-Chair McWilliams	Aye
	Chair McGovern	Aye
	Mayor Conley	Nay

Motion Carried.

C. Grant Application – Belleville Chamber of Commerce

MOTION: Motion by McWilliams, supported by Baker to approve two grants in the amount of \$2,000 each, for the Belleville Chamber of Commerce.

ROLL CALL VOTE:	Board Member Kelly-Bonner	Aye
	Secretary Baker	Aye
	Vice-Chair McWilliams	Aye
	Chair McGovern	Aye
	Mayor Conley	Aye

Motion Carried.

D. Goats 2023 – Proposal and Contract

MOTION: Motion by Baker, supported by McWilliams to approve a contract with Randy Brown Landscaping to clear the brush along Horizon Park, at a cost of \$3,995, to be split 50/50 between the DDA and City of Belleville.

ROLL CALL VOTE:	Board Member Kelly-Bonner	Aye
	Secretary Baker	Aye
	Vice-Chair McWilliams	Aye
	Chair McGovern	Aye
	Mayor Conley	Aye

Motion Carried.

- E. DDA Committee Assignments
 - City Manager Robinson stated that he had received limited responses from the Board as to which committees they would like to join. Further discussion was moved to a future meeting.
- F. Site Furnishings for Downtown and Parks
 - Chair McGovern stated that she would like to see a comprehensive plan, as well as recommendations from the City, for discussion at the next meeting.
- G. Discussion on Quote Requests for Repairs to, and Re-striping of, City Parking Lots in Downtown and Parks
 - Discussion was had regarding several parking lots in the City that are need of repair. Project Administrator Jones stated he would like to have direction on how to proceed from the Board, and Chair McGovern stated that she would like to see the lots addressed soon.
- H. Authorize Advertisement for 2-3 DDA Funded Summer Maintenance Worker Positions for the DDA District (Downtown & Parks)
 - City Manager asked the Board for authorization to advertise positions for summer maintenance workers in the DDA district. The Board okayed Robinson to advertise for two positions.
- I. Discussion on Proposed New Event Funding Program & Application
 - Project Administrator Jones presented a rough draft of the revised Event Funding Program & Application to the Board.
 - The Board decided to discuss the form further at a future meeting.
- J. Discussion on Marketing Opportunity in Detroit Tigers and/or Lions Program
 - Fulfilment of Contract from 2018 Campaign with Detroit Tigers (Tickets)
 - Project Administrator Jones stated that he obtained six-packs of tickets to four different Tigers' games of the 2023 season to be used by the DDA for promotions throughout the year.
 - Assignment to Marketing Committee
 - Chair McGovern stated that she would like to see the promotion decisions for disbursement of the tickets handled by the Marketing Committee.
- K. eBuyMedia – Proposed Billboard Marketing Opportunity Discussion and Committee Assignment
 - Chair McGovern suggested that the Board look over the information from eBuyMedia for billboard marketing, as well as seeking additional quotes, before discussion at the next meeting.

7. DIRECTOR'S REPORT

- City Manager Robinson provided Board Members with his Director's Report, which outlined the many tasks and projects that he and the City staff members have been working on.
- Stated that he is thankful to have Project Administrator Jones on board to help move things forward.

8. TREASURER'S REPORT AND ACCOUNTS PAYABLE

MOTION: Motion by McWilliams, supported by Kelly-Bonner authorizing the Treasurer's Report and Accounts Payable as presented.

ROLL CALL VOTE:	Board Member Kelly-Bonner	Aye
	Secretary Baker	Aye
	Vice-Chair McWilliams	Aye
	Chair McGovern	Aye
	Mayor Conley	Aye

Motion Carried.

9. CHAIR AND BOARD MEMBER COMMENTS

- Board Member Kelly-Bonner
 - Thanked Project Administrator Jones for all of his work.
- Secretary Baker
 - Thanked Project Administrator Jones for his pricing list, as it was very detailed and helpful.
- Vice-Chair McWilliams
 - Thanked Project Administrator Jones.
 - Grateful to see things moving along.
- Chair McGovern
 - Would to have the agenda changed to allow citizen comments during discussion of topics, as long as citizens are conscious of the time constraints.
- Mayor Conley
 - Thanked everyone for being present at the meeting.
 - Thanked City Manager Robinson and Project Manager Jones for all of their work.

10. CITIZEN COMMENTS, NON-AGENDA ITEMS

- Janet Millard
 - Hopes that the Board continues to focus on marketing regarding grant applications.
- Martha Hanoian
 - Would like the board to consider implementing a rolling due date for grant applications, as the details for events held later in the year are often not determined at the time applications are currently due.
- Tom Fielder
 - Would like to see the rose arbor at Horizon Park better maintained, as well as lengthening of the docks there.
 - Feels that Village Park should be better marketed as it is the largest, yet most under-utilized park.
 - Would like local elected officials to encourage leaders at the State & Federal level to take action towards preventing violence.

11. ACTION ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

- None noted – Chairperson McGovern asked that the Board submit any requested action items via email.

12. ADJOURNMENT

MOTION: Motion by Baker, supported by Conley to adjourn at 7:52 p.m. No objections noted.

ROLL CALL VOTE:

Board Member Kelly-Bonner	Aye
Secretary Baker	Aye
Vice-Chair McWilliams	Aye
Chair McGovern	Aye
Mayor Conley	Aye

Motion Carried.

Briana Hootman / City Clerk

Approved:

Posted:

Published:

DDA SUB-COMMITTEE LIST – 2023

Primary Committees

Economic Development Committee:

Alicia McGovern

Denise Baker

Kelly McWilliams

John Winter – non-DDA member – Charging Station research and Project

Marketing Committee

Ivan Ankwatsa

Valerie Kelly-Bonner

Mayor Conley

Community Engagement Committee

Valerie Kelly-Bonner

Mayor Conley

Secondary Committees

Culture & Arts Committee:

Valerie Kelly-Bonner

Sabrina Richardson-Williams

Budget/Finance Committee:

Denise Baker

Sabrina Richardson-Williams

2023 DDA SITE FURNISHING PROPOSAL – PHASE 1

For Main, South & High Streets; plus, City Parks

MAIN ST

Remove all 10 stone trash cans and replace with 10 Black Steel cans

Add 10-15 more Black Steel cans

-placement of all new Black Steel cans will be according to new map layout

Change out lids on 4 existing DuMor 102 receptacles with new Rain Bonnet lids from DuMor

Purchase - 25 Black Steel cans

- 4 DuMor Rain Bonnet lids for 102 cans

4TH ST SQUARE

Remove all 3 trash cans and replace with 4 Black Steel cans

- place 2 in the back on either side of square by end of fence

- place 1 at the edge of the square by the Bayou Grill entrance

- place 1 at the front of the square

Purchase – 4 Black Steel cans

4TH ST PLACE

Add 2 Rain Bonnet lids to existing DuMor 102 cans

Purchase – 2 DuMor Rain Bonnet lids for 102 cans

DOAN'S LANDING

Add 2 Black Steel cans to Doan's Park

Replace top to Black Steel can by Doan's Sign with new Rain Bonnet lid

Remove Black Anchor bench from in front of bike rack at Doan's Sign (unsure of new placement)

Remove/swap Back Anchor bench from Doan's Park and replace with Teal leg bench by Welcome Sign

Add 3 Flower Pots to Doan's Landing Park

Purchase – 2 Black Steel cans and 1 Rain Bonnet Lid for
a black steel can

CITY SIGN PARK

Remove/swap Teal Leg Bench with Black Anchor bench from Doan's Landing

Add 2 Black Steel trash cans

- place 1 at corner of main street sidewalk and park sidewalk (closest to Haywards)

- place 1 at "point" of park sidewalk near benches

Purchase – 2 Black Steel cans

HORIZON PARK

Remove Stone trash can by Restrooms, and replace with Brown Perforated Steel can currently in Village Park. Use matching brown dome-style lid. (There is currently one on a DuMor 102 can by CVS)

Add 2 flower pots to edge of Veterans Memorial

Possibly add 4 hanging baskets

2023 DDA SITE FURNISHING PROPOSAL – PHASE 1

For Main, South & High Streets; plus, City Parks

VILLAGE PARK

Remove Stone trash can by Restrooms and replace with 1 green steel can from 4th St Square – add dome top from existing stock (paint to match if necessary)

Remove 2 Fifty-Gallon drum style trash cans and replace with stone (for now)

Add 1 green steel can from 4th St Square – add dome top from existing stock (paint to match if necessary) – place in playscape

Add 2 Dog Waste Stations – Place 1 by restrooms/playscape and 1 by pond

Add 2 brown Jordan style 6' steel benches to playscape area

Add 2 – 46" Square brown steel Picnic Tables – place by playscape

Purchase – 2 Jordan style 6' steel benches in brown
- 2 Forty-Six inch Square steel Picnic Tables
- 2 Dog Waste Stations

VICTORY PARK - Use ARPA grant for this

Remove all stone trash cans and replace with 12 new?

Remove all wood picnic tables and replace with 10 new brown steel tables

Add 4 new brown steel Jordan style 6' benches to playscape area

Add 1 new brown steel Jordan style 6' benches up next to Victory Station facing playscape area

Add 1 new brown steel Jordan style 6' benches to basketball court area

Add 2 new dog waste stations to park

- place 1 near playscape and new restroom
- place 1 on opposite end of park

TOTALS:

Purchase

- 33 Black Steel receptacles - Belson #CBTR-FTRB-BK \$887/ea	= \$29,271
- 3 Replacement Black Steel Rain Bonnet lids – Belson \$115/ea	= \$ 345
- 2 Brown Steel 6' Benches – Jordan -ConsumerSiteFurnishings - \$476.15/ea	= \$ 952.30
- 2 Brown Steel 46" Square Picnic Tables – CSF - \$903.28/ea	= \$ 1,806.56
- 2 Dog Waste Stations – dogwastedepot.com - \$279.99/ea	= \$ 559.98
- 6 Rain Bonnet lids for existing DuMor 102 receptacles - \$125/ea	= \$ 750
- 10 Steel Barricades, 6.5 ft long - \$1,255/bundle of 10	= \$ 1,255

▪ Total = \$,34,939.84
(+ Shipping)

PHASE 2 – Victory Park (supplement any necessary site furnishings not covered in grant funded project)

PHASE 3 – Village Park (additional site furnishings and park upgrades TBD)



Belleville DDA Monthly Report

March 2023

DDA Chair and Board Members,

City Software Transitions: The city is waiting for cost quotes for the some of the upgraded modules in the BS&A software. Most of the changes are cost neutral, however there are training and actual cost associated with some of the new modules.

Partnerships: The Project Manager met with Van Buren Twp's new DDA Director, Merrie Coburn. There is a lot of interest in collaboration with marketing, event planning, and combined efforts.

Project Management: The Project Manager completed a comprehensive list of items to purchase for the downtown and parks related to benches, garbage cans, picnic tables, etc.. and offered options for the board to decide on procurement. Research was done as part of the process on best practices for downtown business districts and how many of these items are recommended.

CDBG Grants: I submitted for two Community Development Block Grants, which are Federal Grants with Wayne County being the fiduciary. In the first grant I am seeking the former Ice Rink Slab to be converted into three (3) Pickle Ball Courts. This would require a mill and cap on the asphalt surface along with the equipment, striping, and fencing to enclose the courts. The second grant submitted is seeking the conversion of the current small basketball court and Victory Park into a combination Pickle Ball Court and 1 hoop basketball court. These grant submissions required the use of the City Engineers analyzing, designing, and cost estimating these projects. The project at Village Park is estimated at \$82,000 and the project at Victory Park is estimated at \$47,000.

DDA Summer Employees: The posting for the DDA summer employees has been posted on the City website and to the Independent. We will also be seeking to add the posting to the 48111 Facebook Platform and potentially placing the add on the Indeed site.

Respectfully,

David Robinson



REQUEST FOR PROPOSALS 2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM ACTIVITIES

***COMPLETED APPLICATIONS MUST BE RECEIVED BY March 10, 2023 - 4:30 PM**

Wayne County Community Development (WCCD) invites qualified organizations with eligible projects to apply for Community Development Block Grant (CDBG) funds for Public Services Projects and Community Development Projects. You must demonstrate the capacity and meet measurable objectives outlined in the 2021 - 2025 Wayne Counties' Program Consolidated Action Plan.

All applicants are encouraged to attend the application training held on January 12th @ 2pm

WCCD will also offer Technical Assistance Thereafter.

Members of the Community Development staff will be available for consultation on specific application questions.

APPLICANT INFORMATION

Sub-Recipient Name: City of Belleville Contact Person: David Robinson

Address: 6 Main Street City: Belleville, MI, Zip: 48111

Contact Person Phone Number: (734) 252-4303 E-Mail Address: drobinson@belleville.mi.us

City Planning/Engineering Department Director: Rick Rutherford Contact Phone Number: (734) 697-9323

PROJECT INFORMATION

PROJECT NAME: Village Park Multi-Pickleball Court Project

PROJECT ADDRESS OR LOCATION: 660 Savage Rd. Belleville, Michigan, 48111

TOTAL CDBG FUNDING REQUEST: \$ 90,000 TOTAL PROJECT BUDGET: \$ \$90,000

ADDITIONAL FUNDING SOURCES: \$ Belleville - DDA Fund Balance

**ANY COSTS EXCEEDING THIS REQUEST WILL BE THE RESPONSIBILITY OF THE COMMUNITY.
ADDITIONAL COSTS DISCOVERED AFTER THE START OF THE PROJECT MAY RESULT IN ITS CANCELLATION.**

PLEASE CHECK WHICH WAYNE COUNTY CONSOLIDATED PLAN PRIORITY NEED(S) THIS PROJECT ADDRESSES:

	HIGH PRIORITY NEEDS		LOW PRIORITY NEEDS
	Preserve and Upgrade Existing Housing		New Affordable Housing Units
	Retain and Increase Number of Jobs		Promote Homeownership
	Improve Public Infrastructure		Local and Regional Planning
X	Improve Neighborhoods		
	Public Services		
	Homeless Outreach and Prevention		

PROJECT DESCRIPTION:

DESCRIBE THE PROJECT FULLY. THE DESCRIPTION SHOULD INCLUDE THE BASIC SCOPE OF SERVICE. INCLUDE A MAP OF THE AREA TO BE SERVED AND INCLUDE PROJECT PHOTOS.

Village Park is City of Belleville owned Park that includes a comfort station, large playscape, walking path, picnic areas, and 1 full basketball court and two half basketball courts and a current large asphalt service that was intended to be an outdoor ice skating rink. It is our goal to use \$90,000 CDBJ money to fund a project to mill and cap the existing outdoor ice skating rink slab and to procure the equipment to make three pickleball courts for usage by the public and residents that visit this park. This Park is located within the LMI CDBG Eligible Block Groups map for the City of Belleville and which is used by residents of that eligible group as well as residents of our surrounding communities. We have received numerous requests by the neighborhood association in that area as well as other residents to put in pickleball courts. This project will not only stimulate park usage by over 20%, it will also be a driving force for future development in this park for added programing and park improvements.

PROJECT SUBMISSIONS MUST INCLUDE THREE QUOTES ALONG WITH A SIGNED AFFIDAVIT FROM THE CITY PLANNING OR ENGINEERING DEPARTMENT ON THE FEASIBILITY OF THE SCOPE AND PROJECT COST.

PLEASE COMPLETE THE ATTACHED BUDGET BY APPLICABLE LINE ITEM FOR THE PROJECT COST.

IF YOU ARE SUBMITTING MORE THAN ONE PROJECT, PLEASE INDICATE THE LEVEL OF ITS PRIORITY. (EXAMPLE: PRIORITY 1 OR PRIORITY 2, ETC.)

This project is Priority 1

ENGINEERING DRAWINGS AND SPECIFICATIONS OF THE PROJECT IN DETAIL ARE REQUIRED FOR APPROVAL. THE ENGINEERING COST, SPECIFICATIONS AND OTHER COSTS ASSOCIATED WITH THE PROJECT(S) CAN BE INCLUDED IN YOUR PROJECT BUDGET LINE ITEM.

DO YOU OWN THE PROPERTY OR HAVE SITE CONTROL? YES OR NO, or N/A (PLEASE CIRCLE) PLEASE SUBMIT PROOF OF OWNERSHIP. YOU MUST HAVE SITE CONTROL TO BE CONSIDERED FOR FUNDING.

This property is a City of Belleville owned Park.

ARE YOU REQUESTING CDBG FUNDS TO PAY PROJECT ENGINEERING COSTS? YES OR **NO**, or N/A (PLEASE CIRCLE)

- If yes, you must provide proof of procurement within the last three years of engineering services with this application. If this question is left blank, engineering fees will not be allowed under the grant agreement.

PROJECTS MUST ADDRESS A NATIONAL OBJECTIVE. WHICH ONE WILL THIS PROJECT ADDRESS AND WHO ARE ITS BENEFICIARIES? (CHECK ONE BOX BELOW AND FILL IN THE DETAILS FOR IT.)

☒ **#1 - Area Benefit Only:** Proposal benefits an area with at least 51% Low Moderate Income (LMI) persons.

What are the boundaries of the service area? In addition to a narrative, you must also provide a map of the service area and photos of the project area. The map must also include census tract(s) and block group(s).

This project is located in a City of Belleville Park that is in the center of the LMI Belleville CDBG Eligible Block Groups map. Village Park is a 24 acre park that was developed in conjunction with a 220-unit single family residential development and is the City's largest and true neighborhood sized park.

Area benefit activities must be located in primarily residential service areas. Is the service area for the proposed project primarily residential? **Yes** or **No** (circle one)

Is this project located in a Low/Moderate Area (LMA) with a minority concentration? **Yes** or **No** (circle one)

☐ **#2 - Limited Clientele Benefit Only:** Proposal directly serves ONLY a limited clientele presumed to be LMI. Identify and list the proposal's intended beneficiaries, e.g.: LMI persons, abused children, elderly persons, severely disabled adults, homeless persons, abused spouses, illiterate adults, migrant farm workers, and persons living with AIDS.

Type:	Total Number	Number LMI
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_____	_____	_____
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What is the basis for the "Total Number" of persons served? _____

☐ **#3 - Slums/Blight (Area):** Proposal prevents or eliminates slums or blight on an area-wide basis. Applicant must provide a map with the description. Proposal must describe the factors contributing to the blight.

What are the boundaries of the service area? In addition to a narrative, you must also provide a map of the service area. The map must also include census tract(s) and block group(s).

☐ **#4 - Slums/Blight (Spot Blight):** If the proposal addresses slums and blight on a spot basis, identify the factors causing the blight. You must also certify that they are a threat to public health and safety.

- ☐ **#5 - Housing Benefit: Proposal benefits LMI through housing:** Participants must be income qualified. The presumed benefit does not apply to housing activities. HH = households

Total # HH to be assisted: _____ # LMI households to be assisted: _____

What is the basis of the "Total Number" of households to be served? _____

- ☐ **#6 - Economic Development:** Describe the economic development activity.

ENVIRONMENTAL REVIEW

ALL PROJECTS MUST HAVE A COMPLETED ENVIRONMENTAL REVIEW ON FILE BEFORE ANY WORK MAY COMMENCE. WAYNE COUNTY WILL COMPLETE THE REVIEWS WITH REQUIRED INFORMATION FROM THE COMMUNITY.

WILL THE PROJECT:

Involve new construction, renovation, reconstruction, or conversion?
(Please circle the activity)

X Yes ☐ No

Change use or expand capacity by more than 20%?

X Yes ☐ No

Be located in a known floodplain or wetland?

☐ Yes X No

Cause displacement of persons, businesses or remove personal property?

☐ Yes X No

Be located by explosive/flammable materials and/or noxious plant operations?

☐ Yes X No

What year was the property constructed (if applicable)

_____ N/A

If you are unsure how to answer these questions, please contact Stephanie Cayce at (313) 224-0756 or scayce@waynecounty.com.

**You must attach all required supporting documentation.
If required documentation is not provided with this application, Wayne County reserves the
right to disqualify your application and deny project funding.**

Applicant must read and initial the following:

- X I understand that expenditure of CDBG funds is subject to the OMB Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal awards found at 2 CFR 200 JK Initial
- X I understand that our municipality's local procurement guidelines must comply with the regulations found at 2 CFR 200 JK Initial

SIGNATURE OF AUTHORIZED OFFICIAL

Signature: David L Robinson Date: 3/9/2023

Typed Name & Title: DAVID L ROBINSON CITY MANAGER

I am authorized to sign this application on behalf of CITY OF BELLEVILLE and certify that its contents are, to the best of my knowledge, true and accurate. I understand that the willful submission of false or misleading information will result in a disqualification of this application and a denial of CDBG funding.

STATE OF MICHIGAN, WAYNE COUNTY ss:

The foregoing instrument was acknowledged before me this March 9th, 2023

By Briana Hootman

Notary Public
State of Michigan
County of Wayne

My Commission Expires July 9, 2026

Acting in the County of Wayne

BRIANA HOOTMAN
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF WAYNE
My Commission Expires July 09, 2026

Applications must be received by March 10, 2023 by 4:30 pm. Questions should be directed to Tuesday Redmond at (313) 224-6418 or emailed to tredmond@waynecounty.com.

Applications will be scored and funding distributed from highest to lowest. Regardless of scoring, funding will only be awarded to projects that can be completed by , **2023**. If an insufficient number of applications are submitted, the County reserves the right to re-issue the Notice of Funding Availability.

Wayne County also reserves the right to reject any or all proposals in whole or in part and to waive any informalities therein, or accept any proposal it may deem in the best interest of the County. Note: Past experience and performance will be an award factor.

* * * * *

Office Use Only

Activity Matrix Code: _____

Activity subject to Section 3?: YES or NO

☐ *Eligible - Approved Amount of Eligible Activity - \$* _____

☐ *Not Eligible - Explanation if not Eligible:* _____



March 8, 2023

David Robinson
Belleville City Manager
6 Main Street
Belleville, MI 48111

RE: VILLAGE PARK PICKLEBALL COST ESTIMATE

Attached is an engineer's conceptual plan and cost estimate for converting an existing asphalt ice area to three pickleball courts. The work includes:

1. Milling the existing asphalt
2. Repairing failing subbase areas
3. New asphalt installation
4. Special pavement coating application
5. Court pavement striping
6. Vinyl-coated chain link fencing

The estimated project costs are **\$81,500**. The unit costs are based on current 2023 bid results for similar park and paving projects. Costs can vary depending on the time of year a project is bid and completed.

Feel free to contact me with any questions.

Sincerely,
HENNESSEY ENGINEERS, INC

A handwritten signature in black ink, appearing to read "Alan J. Cruz", written over a horizontal line.

Alan J. Cruz, PE
Project Manager

VILLAGE PARK PICKLEBALL COURTS
ENGINEER'S COST ESTIMATE

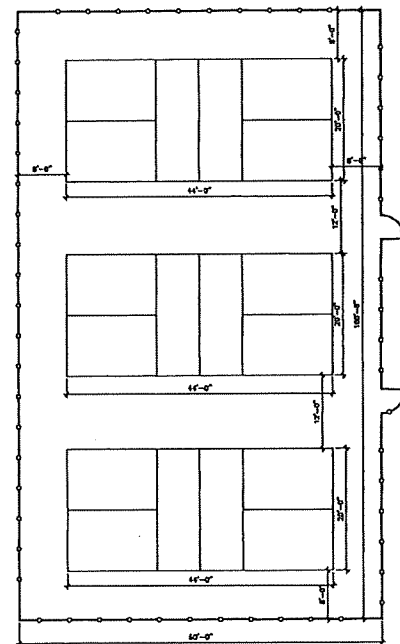
Line Number	Description	Estimated Amount	Unit	Unit Price in Figures	Line Total
1	Cold Milling, HMA Surface	670	SYD	\$5.00	\$3,350.00
2	Pavt, Rem Curb	40	SYD	\$100.00	\$4,000.00
3	HMA, 5E1 (2")	90	TON	\$175.00	\$15,750.00
4	Hand Patching	15	TON	\$110.00	\$1,650.00
5	HMA Wedge	15	TON	\$250.00	\$3,750.00
6	Chain Link Fencing - Black vinyl coated	320	LF	\$100.00	\$32,000.00
7	Special Pavement Color Coating	6,000	SF	\$2.50	\$15,000.00
8	Pavt Mrkg, Polyurea, 4 Inch, White Special	750	FT	\$4.00	\$3,000.00
9	Restoration, Topsoil & Sod	1	LSUM	\$3,000.00	\$3,000.00
				PROJECT TOTAL	\$81,500.00

Prepared by: Alan J. Cruz, PE
HENNESSEY ENGINEERS



Municipal Group Leader





SCALE: 1"=10'-0"

TITLE Conceptual Plan Village Park Bellville Wayne County, Michigan	SHEET A1	HENNESSY  HENNESSY ENGINEERING FIRM, INC. 13000 BECK ROAD SOUTHFIELD, MI 48035 (734) 735-5566 FAX (734) 232-6566 WWW.ENGINEERS.COM	PROJECT NO. 317/23 Village Park DATE 3/17/23 SCALE 1"=10' EROSION BY RDP ALTIMETER BY RDP CHECKED BY APPROVED BY REVISIONS

Wayne County Municipality

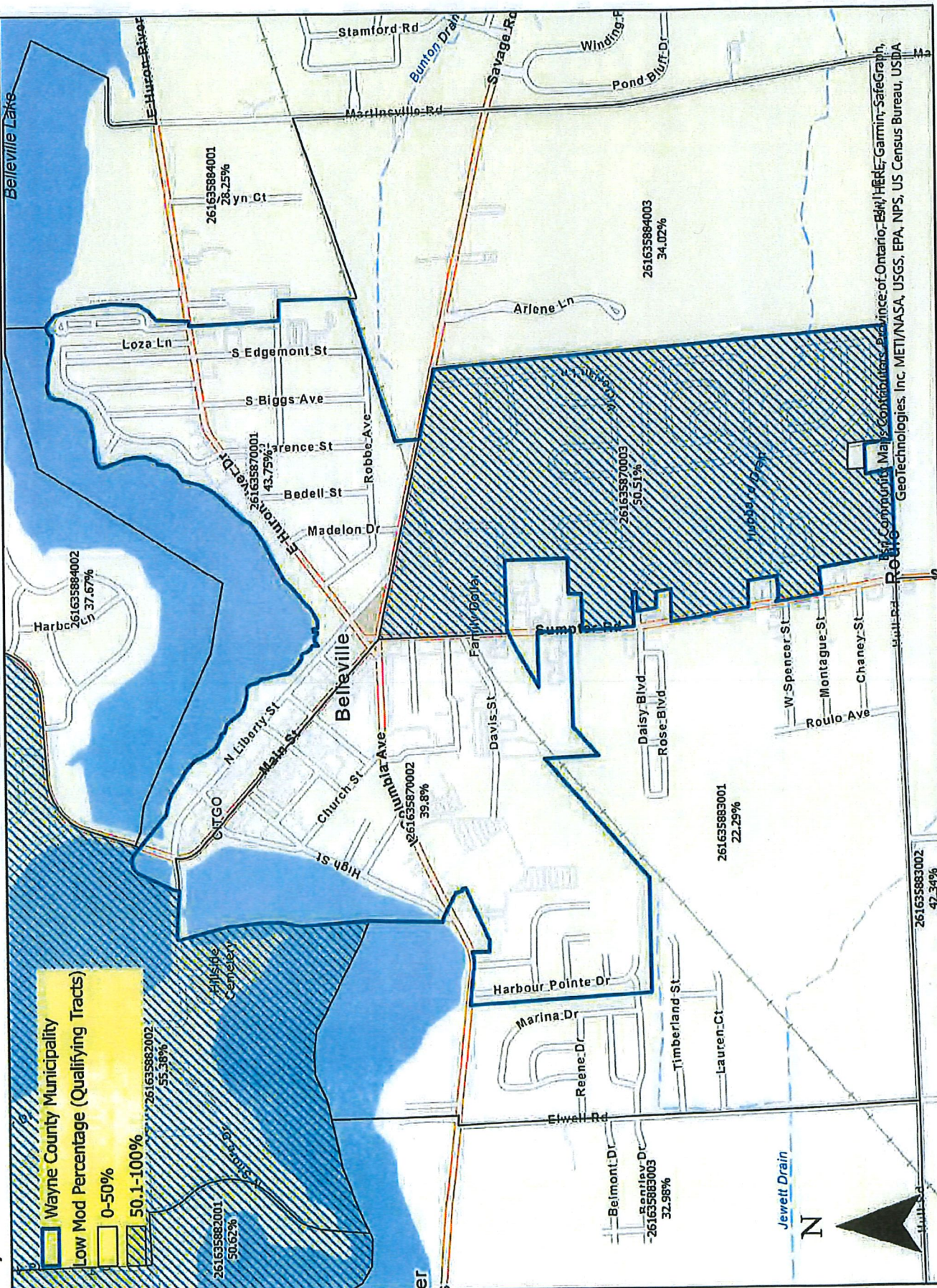
Low Mod Percentage (Qualifying Tracts)

- 0-50%
- 50.1-100%

Map Details:

- Streets:** Stamford Rd, Marlineville Rd, Winding F, Pond Bluff Dr, Arlene Ln, Loza Ln, S Edgemont St, S Biggs Ave, Lawrence St, Bedell St, Madelon Dr, Robbe Ave, N Liberty St, Church St, High St, Family Dr, Davis St, Daisy Blvd, Rose Blvd, W Spencer St, Montague St, Chaney St, Roulo Ave, Belmont Dr, Bentley Dr, Timberland St, Lauren Ct, Jewett Drain.
- Water Bodies:** Belleville Lake, Huron River, Harbourside, Hillside Cemetery.
- Tracts and Percentages:**
 - 261635884001: 28.25%
 - 261635884003: 34.02%
 - 261635884002: 37.67%
 - 261635870001: 43.75%
 - 261635870002: 39.8%
 - 261635870003: 50.51%
 - 261635883001: 22.25%
 - 261635883002: 47.34%
 - 261635882001: 50.62%
 - 261635882002: 55.38%
 - 261635883003: 32.98%

Map Source: GeoTechnologies, Inc. METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA



Wayne County Municipality

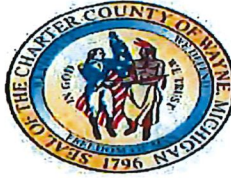
Low Mod Percentage (Qualifying Tracts)

- 0-50%
- 50.1-100%

Map Details:

- Streets:** Stamford Rd, Burton Dr, Savage Rd, Winding F, Pond Bluff Dr, Marlborough Rd, Arlene Ln, Loza Ln, S Edgemont St, S Biggs Ave, Lawrence St, Bedell St, Madelon Dr, Robbe Ave, N Liberty St, Main St, Church St, High St, Family Dr, Davis St, Daisy Blvd, Rose Blvd, W Spencer St, Montague St, Chaney St, Roulo Ave, Harbour Pointe Dr, Marina Dr, Reene Dr, Clwell Rd, Belmont Dr, Bentley Dr, Timberland St, Lauren Ct, Jewett Drain.
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 - 261635883003: 32.98%

Map Source: GeoTechnologies, Inc. METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA



REQUEST FOR PROPOSALS 2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM ACTIVITIES

***COMPLETED APPLICATIONS MUST BE RECEIVED BY March 10, 2023 - 4:30 PM**

Wayne County Community Development (WCCD) invites qualified organizations with eligible projects to apply for Community Development Block Grant (CDBG) funds for Public Services Projects and Community Development Projects. You must demonstrate the capacity and meet measurable objectives outlined in the 2021 - 2025 Wayne Counties' Program Consolidated Action Plan.

All applicants are encouraged to attend the application training held on January 12th @ 2pm

WCCD will also offer Technical Assistance Thereafter.

Members of the Community Development staff will be available for consultation on specific application questions.

APPLICANT INFORMATION

Sub-Recipient Name: City of Belleville Contact Person: David Robinson

Address: 6 Main Street City: Belleville, MI, Zip: 48111

Contact Person Phone Number: (734) 252-4303 E-Mail Address: drobinson@belleville.mi.us

City Planning/Engineering Department Director: Rick Rutherford Contact Phone Number: (734) 697-9323

PROJECT INFORMATION

PROJECT NAME: Victory Park Multi-Sports Pad (Basketball-Pickle Ball)

PROJECT ADDRESS OR LOCATION: 5 Liberty St. Belleville, Michigan, 48111

TOTAL CDBG FUNDING REQUEST: \$ 20,000 TOTAL PROJECT BUDGET: \$ \$47,000

ADDITIONAL FUNDING SOURCES: \$ Belleville - DDA Fund Balance

**ANY COSTS EXCEEDING THIS REQUEST WILL BE THE RESPONSIBILITY OF THE COMMUNITY.
ADDITIONAL COSTS DISCOVERED AFTER THE START OF THE PROJECT MAY RESULT IN ITS CANCELLATION.**

PLEASE CHECK WHICH WAYNE COUNTY CONSOLIDATED PLAN PRIORITY NEED(S) THIS PROJECT ADDRESSES:

	HIGH PRIORITY NEEDS		LOW PRIORITY NEEDS
	Preserve and Upgrade Existing Housing		New Affordable Housing Units
	Retain and Increase Number of Jobs		Promote Homeownership
	Improve Public Infrastructure		Local and Regional Planning
X	Improve Neighborhoods		
	Public Services		
	Homeless Outreach and Prevention		

PROJECT DESCRIPTION:

DESCRIBE THE PROJECT FULLY. THE DESCRIPTION SHOULD INCLUDE THE BASIC SCOPE OF SERVICE. INCLUDE A MAP OF THE AREA TO BE SERVED AND INCLUDE PROJECT PHOTOS.

Victory Park is City of Belleville owned Park that includes Victory Station (comfort station), large playscape, gazebo, picnic areas, and a current small one hoop basketball court. Victory Park and Station is in process for renovation to the building as well as construction of a separate rustic bathroom building. It is our goal to use \$20,000 CDBJ money to supplement Belleville DDA funding to mill and cap the existing basketball court to make the court a combination basketball – pickleball court for usage by residents the visit this park. This Park is adjacent and borders the LMI CDBG Eligible Block Groups map and is heavily used by residents of that eligible group as well as residents of our surrounding communities.

PROJECT SUBMISSIONS MUST INCLUDE THREE QUOTES ALONG WITH A SIGNED AFFIDAVIT FROM THE CITY PLANNING OR ENGINEERING DEPARTMENT ON THE FEASIBILITY OF THE SCOPE AND PROJECT COST.

PLEASE COMPLETE THE ATTACHED BUDGET BY APPLICABLE LINE ITEM FOR THE PROJECT COST.

IF YOU ARE SUBMITTING MORE THAN ONE PROJECT, PLEASE INDICATE THE LEVEL OF ITS PRIORITY. (EXAMPLE: PRIORITY 1 OR PRIORITY 2, ETC.)

This project is Priority 2

ENGINEERING DRAWINGS AND SPECIFICATIONS OF THE PROJECT IN DETAIL ARE REQUIRED FOR APPROVAL. THE ENGINEERING COST, SPECIFICATIONS AND OTHER COSTS ASSOCIATED WITH THE PROJECT(S) CAN BE INCLUDED IN YOUR PROJECT BUDGET LINE ITEM.

DO YOU OWN THE PROPERTY OR HAVE SITE CONTROL? YES OR NO, or N/A (PLEASE CIRCLE) PLEASE SUBMIT PROOF OF OWNERSHIP. YOU MUST HAVE SITE CONTROL TO BE CONSIDERED FOR FUNDING.

This property is a City of Belleville owned Park.

ARE YOU REQUESTING CDBG FUNDS TO PAY PROJECT ENGINEERING COSTS? YES OR NO, or N/A (PLEASE CIRCLE)

- If yes, you must provide proof of procurement within the last three years of engineering services with this application. If this question is left blank, engineering fees will not be allowed under the grant agreement.

PROJECTS MUST ADDRESS A NATIONAL OBJECTIVE. WHICH ONE WILL THIS PROJECT ADDRESS AND WHO ARE ITS BENEFICIARIES? (CHECK ONE BOX BELOW AND FILL IN THE DETAILS FOR IT.)

X #1 - Area Benefit Only: Proposal benefits an area with at least 51% Low Moderate Income (LMI) persons.

What are the boundaries of the service area? In addition to a narrative, you must also provide a map of the service area and photos of the project area. The map must also include census tract(s) and block group(s).

Victory Park is City of Belleville owned Park that includes Victory Station (comfort station), large playscape, gazebo, picnic areas, and a current small one hoop basketball court. Victory Park and Station is in process for renovation to the building as well as construction of a separate rustic bathroom building. It is our goal to use \$20,000 CDBJ money to supplement Belleville DDA funding to mill and cap the existing basketball court to make the court a combination basketball – pickleball court for usage by residents the visit this park. This Park is adjacent and borders the LMI CDBG Eligible Block Groups map and is heavily used by residents of that eligible group as well as residents of our surrounding communities. This park is at the South-end of Belleville's downtown walkable district and the pickleball courts will attract residents and visitors to frequent downtown and the park to play this newly popular recreational sport.

Area benefit activities must be located in primarily residential service areas. Is the service area for the proposed project primarily residential? **Yes** or **No** (circle one)

Is this project located in a Low/Moderate Area (LMA) with a minority concentration? **Yes** or **No** (circle one)

- ☐ **#2 - Limited Clientele Benefit Only:** Proposal directly serves ONLY a limited clientele presumed to be LMI. Identify and list the proposal's intended beneficiaries, e.g.: LMI persons, abused children, elderly persons, severely disabled adults, homeless persons, abused spouses, illiterate adults, migrant farm workers, and persons living with AIDS.

Type:	Total Number	Number LMI
_____	_____	_____

What is the basis for the "Total Number" of persons served? _____

- ☐ **#3 - Slums/Blight (Area):** Proposal prevents or eliminates slums or blight on an area-wide basis. Applicant must provide a map with the description. Proposal must describe the factors contributing to the blight.

What are the boundaries of the service area? In addition to a narrative, you must also provide a map of the service area. The map must also include census tract(s) and block group(s).

- ☐ **#4 - Slums/Blight (Spot Blight):** If the proposal addresses slums and blight on a spot basis, identify the factors causing the blight. You must also certify that they are a threat to public health and safety.

- ☐ **#5 - Housing Benefit: Proposal benefits LMI through housing:** Participants must be income qualified. The presumed benefit does not apply to housing activities. HH = households

Total # HH to be assisted: _____ # LMI households to be assisted: _____

What is the basis of the "Total Number" of households to be served? _____

- ☐ **#6 - Economic Development:** Describe the economic development activity.

ENVIRONMENTAL REVIEW

ALL PROJECTS MUST HAVE A COMPLETED ENVIRONMENTAL REVIEW ON FILE BEFORE ANY WORK MAY COMMENCE. WAYNE COUNTY WILL COMPLETE THE REVIEWS WITH REQUIRED INFORMATION FROM THE COMMUNITY.

WILL THE PROJECT:

Involve new construction, renovation, reconstruction, or conversion? X Yes ☐ No
(Please circle the activity)

Change use or expand capacity by more than 20%? X Yes ☐ No

Be located in a known floodplain or wetland? ☐ Yes X No

Cause displacement of persons, businesses or remove personal property? ☐ Yes X No

Be located by explosive/flammable materials and/or noxious plant operations? ☐ Yes X No

What year was the property constructed (if applicable) _____ N/A

If you are unsure how to answer these questions, please contact Stephanie Cayce at (313) 224-0756 or scayce@waynecounty.com.

**You must attach all required supporting documentation.
If required documentation is not provided with this application, Wayne County reserves the
right to disqualify your application and deny project funding.**

Applicant must read and initial the following:

- X I understand that expenditure of CDBG funds is subject to the OMB Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal awards found at 2 CFR 200 DR Initial
- X I understand that our municipality's local procurement guidelines must comply with the regulations found at 2 CFR 200 DR Initial

SIGNATURE OF AUTHORIZED OFFICIAL

Signature: _____

Date: 3/9/2023

Typed Name & Title: DAVID L. ROBINSON CITY MANAGER

I am authorized to sign this application on behalf of _____ and certify that its contents are, to the best of my knowledge, true and accurate. I understand that the willful submission of false or misleading information will result in a disqualification of this application and a denial of CDBG funding.

STATE OF MICHIGAN, WAYNE COUNTY ss:

The foregoing instrument was acknowledged before me this

March 10th, 2023

By _____

Notary Public
State of Michigan
County of Wayne

My Commission Expires July 9, 2026

Acting in the County of Wayne

BRIANA HOOTMAN
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF WAYNE
My Commission Expires July 09, 2026

Applications must be received by March 10, 2023 by 4:30 pm. Questions should be directed to Tuesday Redmond at (313) 224-6418 or emailed to trredmond@waynecounty.com.

Applications will be scored and funding distributed from highest to lowest. Regardless of scoring, funding will only be awarded to projects that can be completed by _____, 2023. If an insufficient number of applications are submitted, the County reserves the right to re-issue the Notice of Funding Availability.

Wayne County also reserves the right to reject any or all proposals in whole or in part and to waive any informalities therein, or accept any proposal it may deem in the best interest of the County. Note: Past experience and performance will be an award factor.

* * * * *

Office Use Only

Activity Matrix Code: _____

Activity subject to Section 3?: YES or NO

☐ *Eligible - Approved Amount of Eligible Activity - \$* _____

☐ *Not Eligible - Explanation if not Eligible:* _____



March 9, 2023

David Robinson
Belleville City Manager
6 Main Street
Belleville, MI 48111

RE: VICTORY PARK PICKLEBALL & BASKETBALL COURT COST ESTIMATE

Attached is an engineer's conceptual plan and cost estimate for converting an existing asphalt ice area to three pickleball courts. The work includes:

1. Milling the existing asphalt
2. Repairing failing subbase areas
3. Additional asphalt and base material for widening
4. New asphalt installation
5. Special pavement coating application
6. Court pavement striping
7. Vinyl-coated chain link fencing
8. Replacing basketball structure

The estimated project costs are \$46,975. The unit costs are based on current 2023 bid results for similar park and paving projects. Costs can vary depending on the time of year a project is bid and completed.

Feel free to contact me with any questions.

Sincerely,
HENNESSEY ENGINEERS, INC

A handwritten signature in black ink, appearing to read "Alan J. Cruz", is written over a horizontal line.

Alan J. Cruz, PE
Municipal Group Leader

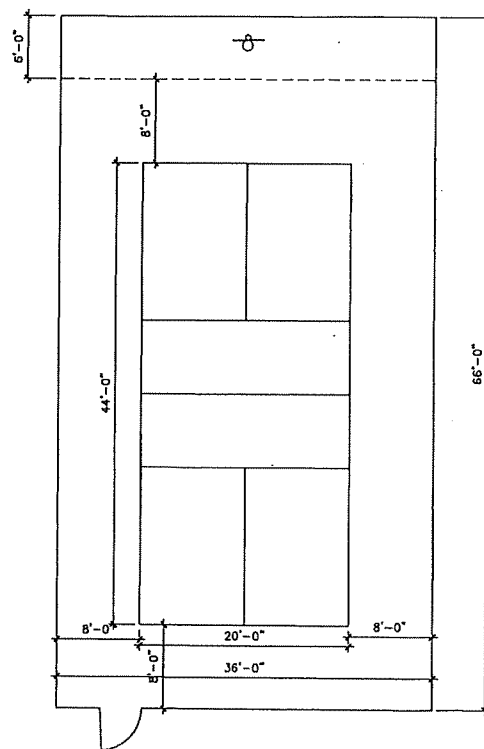
VICTORY PARK PICKLEBALL BASKETBALL COURT
ENGINEER'S COST ESTIMATE

Line Number	Description	Estimated Amount	Unit	Unit Price in Figures	Line Total
1	Cold Milling, HMA Surface	150	SYD	\$5.00	\$750.00
2	HMA, 5E1	30	TON	\$175.00	\$5,250.00
3	21AA Aggregate Base	15	TON	\$75.00	\$1,125.00
4	Hand Patching	10	TON	\$110.00	\$1,100.00
5	HMA Wedge	10	TON	\$250.00	\$2,500.00
6	Chain Link Fencing - Black vinyl coated	220	LF	\$100.00	\$22,000.00
7	Special Pavement Color Coating	2,500	SF	\$2.50	\$6,250.00
8	Pavt Mrkg, Polyurea, 4 Inch, White Special	250	FT	\$4.00	\$1,000.00
9	Replace basketball structure	1	LSUM	\$4,000.00	\$4,000.00
10	Restoration, Topsoil & Sod	1	LSUM	\$3,000.00	\$3,000.00
				PROJECT TOTAL	\$46,975.00

Prepared by: Alan J. Cruz, PE
HENNESSEY ENGINEERS



Municipal Group Leader



SCALE: 1/4" = 1'-0"

TITLE	CONCEPTUAL PLAN VICTORY PARK BELLEVILLE WAYNE COUNTY, MICHIGAN
SHEET	A1
HENSHAW ENGINEERING FOR REALTYS	
13500 REELEY ROAD SOUTHFIELD, MI 48066 TEL (734) 282-5566 FAX (734) 282-5566 WWW.HENSHAW.COM	
	
REGISTERED PROFESSIONAL ENGINEER	
PROJECT NO.	VICTORY PARK
DRAWN BY	RDP
CHECKED BY	
DATE	3/7/73
SCALE	1"=1'-0"
REVISIONS	

ACCOUNTS PAYABLE EXPENDITURES
DDA MEETING MARCH 2023

DATE	AMOUNT		G. TOTAL
3/15/2023	\$3,823.49		\$3,823.49
<u>GRAND TOTAL</u>			\$3,823.49

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount	Status
Bank DDA Downtown Development Authority								
03/10/2023	DDA	2171	0120	AT&T	AT&T	DSL FOR COMMUNITY EVENTS SIGN	215.80	Open
03/10/2023	DDA	2172	0075	DTE ENERGY	DTE ENERGY	STREET LIGHTING 9200 458 6098 7	19.69	Open
03/10/2023	DDA	2173	0188	SERVICE ELECTRIC SUPPLY	SERVICE ELECTRIC SUPPLY	ELECTRIC SUPPLIES	1,196.00	Open
				SERVICE ELECTRIC SUPPLY	SERVICE ELECTRIC SUPPLY	ELECTRIC SUPPLIES	1,196.00	Open
				SERVICE ELECTRIC SUPPLY	SERVICE ELECTRIC SUPPLY	ELECTRIC SUPPLIES	1,196.00	Open
							<u>3,588.00</u>	
							<u><u>3,588.00</u></u>	
DDA TOTALS:								
Total of 3 Checks:							3,823.49	
Less 0 Void Checks:							0.00	
Total of 3 Disbursements:							<u>3,823.49</u>	