

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

**Tuesday, August 15, 2023 - 6:00 pm (EST)
(Re-scheduled meeting)
Belleville City Hall — Council Chambers
6 Main Street, Belleville, MI 48111**

Join Zoom Meeting

<https://us02web.zoom.us/j/84802850604?pwd=SUhnYnQxVkgyU3ordFNjQ2V6dHl4QT09>

Meeting ID: 848 0285 0604

Passcode: 187709

One tap mobile

+13017158592,,84802850604#,,,,*187709# US (Washington DC)

+13052241968,,84802850604#,,,,*187709# US

Dial by your location

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- +1 646 931 3860 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)
- +1 689 278 1000 US
- +1 719 359 4580 US

Meeting ID: 848 0285 0604

Passcode: 187709

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

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. DDA Follow Up List
4. Citizen Comments, Agenda Items Only
5. Approval of and/or Changes to the Agenda
6. Approval of Meeting Minutes
 - July 19, 2023 Regular DDA Meeting
7. General Business
 - A. Liberty St Parking lot – Possible Pay-for-parking during events - Discussion
 - B. Event Sponsorship Form – Updated version for approval
 - C. Façade Grant Application – Updated version for approval
 - D. Pickleball Court Grant Funding Request - Update
 - E. Committee Updates
 - i. Economic Development
 - ii. Marketing
 - iii. Community Engagement
 - iv. Culture & Arts
 - v. Budget/Finance
8. Treasurer's Report and Accounts Payable
9. Chair and Board Member Comments
10. Citizen Comments, Non-Agenda Items
11. Action Items for Next Regularly Scheduled Meeting
12. Adjournment

**CITY OF BELLEVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
Wednesday, July 19, 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 Chair McGovern at 6:02 p.m.

1. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

2. ROLL CALL

Board Member Ankwatsa	Absent - Excused
Board Member Kelly-Bonner	Absent - Excused
Board Member Winter	Arrived at 6:05
Secretary Baker	Present
Treasurer Richardson-Williams	Present
Vice-Chair McWilliams	Present
Chair McGovern	Present
Mayor Conley	Present

3. DDA FOLLOW UP LIST

- Treasurer Richardson-Williams mentioned broken branches and a dead tree in Village Park needing to be removed.
- Treasurer Richardson-Williams asked about removal of railroad trash from the repair project, Acting City Manager Jones will follow up with railroad company.
- Economic Committee meeting every other Monday.

4. CITIZEN COMMENTS, AGENDA ITEMS ONLY

- No comments.

5. APPROVAL OF AND/OR CHANGES TO AGENDA

MOTION: Motion by Conley, supported by Richardson-Williams to approve the agenda as presented from April 19, 2023.

ROLL CALL VOTE:	Board Member Winter	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye
	Chair McGovern	Aye
	Mayor Conley	Aye

Motion Carried.

6. ADDITION TO DISCUSSION: ITEM G

MOTION: Motion by McGovern, supported by McWilliams to discuss Board Member Ankwatsa's membership to the board.

ROLL CALL VOTE:	Board Member Winter	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye
	Chair McGovern	Aye
	Mayor Conley	Aye \

Motion Carried.

7. APPROVAL OF MEETING MINUTES

A. April 19, 2023, Regular DDA Meeting

MOTION: Motion by Richardson-Williams, supported by Baker to approve the Minutes of the Regular DDA Meeting held on Wednesday, April 19, 2023.

ROLL CALL VOTE:	Board Member Winter	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye
	Chair McGovern	Aye
	Mayor Conley	Aye

Motion Carried.

8. GENERAL BUSINESS

A. Possible Repair/Paving of South Street alley

Council Member Fielder inquired about South Street Alley repairs at a previous City Council meeting; Acting City Manager Jones stated that the alley is in rough condition. The board is looking to plan a day to walk the alleys and assess possible repair plans for the future.

B. Proposed Event Sponsorship Form Update/Discussion

The board is looking to change sponsorship for future events. They are considering changing the verbiage on the application to include "proud supporter". The Finance Committee will view the applications prior to presenting them to the board. Voting on changes to the form will take place at the August Meeting.

C. Façade Grant Discussion Re: Possible Increase

The board discussed increasing the grant amount by \$10,000. There will be further discussion in the next meeting.

D. Façade Application – Health Markets

MOTION: Motion by Conley, supported by Baker to approve Façade 50/50 Grant/Loan for Health Markets in the amount of \$7,915.62.

ROLL CALL VOTE:	Board Member Winter	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye
	Chair McGovern	Aye
	Mayor Conley	Aye

Motion Carried.

E. BOOVILLE – Possible DDA event/sponsored event

The board mentioned further involvement of sponsorship of this event and presented the possibility of having vendors in the future.

F. Committee Assignments/Updates

1. Update – All Committees

a) Economic Committee

- i. Following up every/every other Monday.

b) Marketing Committee

- i. Have not met, looking to purchase more sporting event tickets to give away.
- ii. Looking to find more avenues to advertise the tickets.
 - Posting around Booville festivities
 - Ad in “Van Buren Today” magazine

c) Culture and Arts

- Discussion: Board is pleased with collaboration with the DIA.

d) Budget/Finance Committee

- i. Secretary Baker stated that the group needs to meet and discuss.
- ii. Acting City Manager Jones mentioned the Comic Con event coming up at the Belleville Area District Library. He mentioned the DDA's possible involvement.

G. Board Member Ankwatsa Status

- i. Chair McGovern stated that Ankwatsa reached out via text message that he will be submitting his formal resignation letter. Mayor Conley will follow up.
- ii. Acting City Manager Jones stated that there is one current open seat on the board, as well as one opening in December.

9. **TREASURER'S REPORT AND ACCOUNTS PAYABLE**

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

ROLL CALL VOTE:	Board Member Winter	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye
	Chair McGovern	Aye
	Mayor Conley	Aye

Motion Carried.

10. **CHAIR AND BOARD MEMBER COMMENTS**

- Board Member Winter
 - Stated that she was happy to be at the meeting and hopes that everyone has a good month.
- Secretary Baker
 - Mentioned being impressed by the vendors at Lake Fest and hopes to see them at BOOVILLE in the future.
- Treasurer Richardson-Williams
 - Thanked Acting City Manager Jones for keeping the momentum and is happy to be seeing improvements in the city.
- Vice-Chair McWilliams
 - Thanked Acting City Manager Jones and stated that Lake Fest was wonderful.
- Chair McGovern
 - Stated that she was happy to see everyone, and thanked Acting City Manager Jones for efforts, and mentioned how great Lake Fest turned out.
- Mayor Conley
 - Lake Fest was a great event, thank you to our sponsors, the downtown area looks great.
-

11. **CITIZEN COMMENTS, NON-AGENDA ITEMS**

- Rosemary Otzman stated that Janet Millard was in the hospital but has recovered and returned to the office.

12. ACTION ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

MOTION: McGovern motioned to move the next meeting to August 15, 2023, at 6pm.
Baker Seconded.

ROLL CALL VOTE:	Board Member Winter	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye
	Chair McGovern	Aye
	Mayor Conley	Aye

Motion Carried.

13. ADJOURNMENT

MOTION: Motion by Richardson-Williams, supported by Winter to adjourn at 7:33 p.m.
No objections noted.

ROLL CALL VOTE:	Board Member Winter	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye
	Chair McGovern	Aye
	Mayor Conley	Aye

Motion Carried.

Grace Cote / Clerk Assistant

Approved:

Posted:

Published:

Belleville Downtown Development Authority Facade Improvement Program Description

PURPOSE:

The purpose of the Belleville Downtown Development Authority (DDA) Facade Improvement-Program is to encourage visual improvements to commercial facades, and building and landscaping enhancement that are readily visible to the public and to improve the physical appearance of independent businesses in the Belleville DDA District consistent with the guidelines developed by the Belleville DDA, and as defined in the Downtown Overlay District. A financial assistance program has been developed to provide an incentive to business owners to make improvements in the DDA District. An evaluation process has been outlined to ensure that all applicants can be evaluated on the same criteria.

Currently, **DDA funding for approved projects would be a 50% grant plus a 50% zero interest loan, with a maximum DDA amount of \$20,000 (up to \$10,000 grant and \$10,000 3year 0% loan).**

Approved applications would have **one year** from their approval date to complete their project.

ALLOCATION OF RESOURCES:

The Belleville DDA is committed to this program and will annually;

- Review the program
- Fund it at a level deemed appropriate

APPLICANT ELIGIBILITY:

In order to be eligible to participate in this program an applicant must meet **all** of the following criteria:

- Applicant must be the commercial property owner or the owner of property that is used by a recognized non-profit organization in the DDA district
- Applicant must be current on all real and personal property tax obligations
- Applicant must be current on all obligations to the city (water bill, etc).

ELIGIBLE PROJECTS:

Eligible enhancement projects must be in the DDA District, shall be limited to the following improvements, must be consistent with the Belleville DDA Design Guidelines, the City of Belleville B-2 Central Business District ClearZoning Ordinance, and all applicable laws, administrative codes and ordinances.

- Exterior renovations to the façade of a commercial building
- Historical exterior restoration of a commercial building
- Brickwork consistent with the Belleville DDA Design Guidelines and City' s Downtown Overlay District/B-2 District
- Storefront and rear entry improvements, including ADA improvements
- Addition or enhancement of landscaping may be considered only in conjunction with other façade improvements
- Exterior painting and cleaning of bricks may be considered only in conjunction with other façade improvements

ELIGIBLE PROJECTS (continued):

- Other items which **may** be eligible: **(They must be improvements, not simply replacement for maintenance purposes)**
 - Cornices, eaves, parapets, windows and doors, lighting, or awnings
 - Other similar improvements that may be necessary to improve the appearance of the façade

INELIGIBLE USE OF FUNDS

Façade Improvement program funds **shall not be used for any of the following:**

- Refinancing existing debt
- Property acquisition
- Interior improvements
- Site plan, building or sign permit fee
- Property appraisal cost, legal fees
- Labor cost paid to the owner/applicant or relatives, (unless they are a licensed contractor)
- Cost paid by the applicant in merchandise or in-kind services
- Work already performed
- Mortgage or land contract financing or refinancing
- Loan fees
- Reusable or removable items
- Any other use of funds that the DDA Executive Board determines is not eligible for funding

EVALUATION PROCESS

A façade program review committee comprised of the Project Manager and/or DDA Director, two (2) DDA members and one (1) Planning Commission member will review the application and design based on the following:

- Eligibility of Applicant
- Eligibility of Property
- Eligible and consistent design
- Compliance with DDA District Guidelines, the Downtown District, local ordinances, and all applicable laws and regulations. The agency with regulatory authority shall have the final determination as to whether the proposed design is in compliance with the DDA District Guidelines, the Downtown Overlay District, local ordinances, and all applicable laws and regulations
- Review of building location and impact on neighboring structures
- Percentage of façade improvement (How much of an improvement will be realized.)

APPROVAL PROCESS

Upon initial review by the Façade Program Review Committee, a conditional pre-approval letter will be forwarded to the applicant along with a Façade Agreement, Façade Maintenance Agreement, a Promissory Note, and a Personal Guarantee of Promissory Note. As a condition of receiving funding, the applicant shall thereafter execute and submit to the DDA all of the applicable aforementioned documents and all other documents requested by the Façade Program Review Committee.

This program does not exempt applicants from obtaining all necessary permits and inspections from the City of Belleville, nor does it exempt applicants from the payment of those fees.

After the Façade Program Review Committee receives the above-mentioned documents, it shall make a recommendation with respect to funding to the DDA Executive Board. The DDA Executive Board shall act on the request for funding at the next regular DDA Executive Board meeting.

If the DDA Executive Board approves the request for funding, the DDA Executive Board Chairperson shall thereafter notify the applicant in writing of the approval. Upon receipt of the written notice by the DDA Executive Board Chairperson, the applicant is authorized to commence work on the approved façade project.

If the DDA Executive Board denies the request for funding, the applicant shall be notified by the DDA Executive Board Chairperson in writing that the funding for the proposed facade project was denied and the applicant will not receive any grant or loan funds.

FINANCIAL ASSISTANCE

The program provides financial assistance to qualified and approved applicants one time only.

The Belleville DDA will provide an equally apportioned grant to an interest free loan at a maximum municipal contribution of \$20,000. For example, the maximum municipal contribution for a project would be a \$10,000 grant and a \$10,000 interest free loan.

The minimum available municipal funds for any project may be \$1,000 (50% grant and 50% loan). **The loan will be interest free with a maximum amortization period of up to 3 years.** The loan is fully open and may be repaid in full at any time prior to the end of the term of the loan.

FAÇADE AGREEMENT AND FAÇADE MAINTENANCE AGREEMENT

A signed Façade Agreement and Façade Maintenance Agreement with the Belleville DDA sets the terms and conditions of the municipal grant /loan and approved application. The Agreements are entered into for the purpose of enabling the commercial property owner to construct, maintain, enhance and beautify its facade and fixtures located on their property with finding from the Belleville DDA as part of the goals and requirements of the Facade Improvement Program. The Façade Maintenance Agreement ensures that maintenance and repairs will be performed on the funded improvement for a period of five (5) years.

Many of the documents involved in the Program are legal in nature and impose certain duties and restrictions upon the Applicant. ***Applicants are, therefore, advised to consult with an attorney prior to signing any of the documents required for participation in the Program***

Repayment of the Façade Improvement Program loan will be guaranteed by a personal guarantee and/or lien, if applicable. Loan repayment will commence on the first anniversary of the Contract between the Belleville DDA and the owner and annually on the anniversary date thereafter until paid in full.

The loan will be interest free with a maximum amortization period of 3 years based on the following table:

Loan Amount	Years of Repayment
\$500-\$2,000	1 Year
\$2,001-\$4,000	2 Years
\$5,001-\$10,000	3 Years

Failure to make payments on time will result in a late fee assessed in the amount of \$25.00 Dollars or 5% percent of the payment amount, whichever is greater.

APPLICANTS PLEASE NOTE: The Belleville DDA reserves the right to promote the Façade Improvement Program and use approved and funded projects as examples, including pictures, in promotional materials.

DISTRIBUTION OF FUNDS

The release of funds shall be subject to the prior inspection and approval of the work performed at that time by the city building Department and the DDA. Said construction must conform to all applicable building codes, zoning ordinances, state statutes and prior approved plans. Also, evidence of payment for work performed for the facade improvement construction will be required to release funds.

Funds will be distributed on the following schedule

- A maximum of fifty (50%) percent of the grant funds (up to \$5,000) prior to the commencement of the construction on the façade project.
- The balance of the grant funds shall be distributed when the façade project construction has been completed and all inspections are approved and waivers presented.
- All loan funds shall be distributed when the façade project construction has been completed and all inspections are approved and waivers presented.

Funding approval will lapse if a notice of completion is not issued within six (6) months of the date of construction provided by the applicant. The Belleville DDA may grant an extension following review and approval of a written request by the applicant detailing the reasons for the extension and providing a new date of completion. Extensions shall be at the discretion of the Belleville DDA.

Belleville Downtown Development Authority Facade Improvement Program Application

Name of Applicant: _____
(Property Owner)

Property Address: _____

Business Name: _____

Mailing Address (if different from Above): _____

Phone Number(s): _____

Email Address: _____

Proposed Improvements (Please check all that apply):

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

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

Please provide:

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

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

Belleville Downtown Development Authority
Facade Improvement Program Application

Total Estimated Improvement Cost: \$ _____
(Attach cost estimates and detailed breakdown)

Funding Request:

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

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

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

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

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

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

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

Applicant's Signature

Date

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 each of the proposed improvements**
- ☐ **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 samples of the proposed color and materials that will be used if the improvement is approved and funded by the DDA.**
- ☐ **Provide a non-refundable application fee via check or money order in the amount of \$50.00, payable in United States Funds.**

DDA PROJECT MANAGER/DIRECTOR USE ONLY

ALL Required Documents have been submitted NO **YES** **DATE**

If NO, list all documents missing:

MISSING DOCUMENTS SUBMITTED: **Received By** **Date**

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.

Updated: August 2023

DDA Special Event Sponsorship Funding Process

The Belleville Downtown Development Authority (DDA) will follow the process outlined below to review special event sponsorship funding requests. Those who wish to apply must follow these steps to ensure that a complete funding request is submitted for timely review and consideration.

- 1.** When applying for funding, the applicant(s) must complete and submit the **City of Belleville Downtown Development Authority Special Event Sponsorship Application**. ***Paper copies can be found at City Hall, 6 Main St, Belleville, MI 48111***
- 2.** Once an application is submitted, it will be reviewed by the DDA Director and applicants will be notified by email if their application is complete or additional information is required.
- 3.** The application will be reviewed first by the Finance Committee to determine if the requested funds are available.
- 4.** If funding is determined by the Finance Committee to be available, the applicant will be notified and a presentation to the DDA will be required at the next DDA meeting to describe the key details of the event.
- 5.** The DDA Board will consider the application at this meeting. A *yes* or *no* decision may be reached at this meeting, if no additional information is required.
- 6.** If approved, the applicant will be then notified via email with details of the funding distribution. Applicant must also attribute the Belleville Downtown Development Authority (DDA) as a "Proud Supporter of (the event)", comparable to the level of support agreed upon between the DDA and the applicant.

City of Belleville Downtown Development Authority

Special Event Sponsorship Application

Contact Information:

Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Organization Website: _____

Organization Agent/Applicant Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Event Details

Event Name: _____

Event Date(s): _____

Event Time(s): Start: _____ End: _____

Set-up Start time: _____

Event Location (Proposed location): _____

Event Type: (Check all that apply):

____ Parade ____ Concert ____ Festival ____ Car Show ____ Open Air Market

____ Athletic Event (run, walk, etc.) ____ Other: _____

Event Focus/Purpose: (**Please be as detailed as possible**)

Event Description: (**Please be as detailed as possible**)

Event Impact to Downtown Belleville: (**Please be as detailed as possible**)

DDA Funding Details

Has the applicant and/or organization received DDA funding for this event before?

☐ Yes ☐ No

How will this event benefit Downtown Belleville, the DDA district and local businesses?

Are there any local business involved? ☐ Yes ☐ No **If yes, please list them below.**

Additional Event Details

Total expected number of participants: _____

Does your event require the use of any of the following? ☐ Yes ☐ No

If yes, check all that apply:

☐ Gazebo ☐ Horizon Park ☐ Victory Park ☐ Village Park ☐ 4th St Square
☐ 4th St Place ☐ Victory Station

Will any food be prepared, distributed, or sold at the event? ☐ Yes ☐ No

All food vendors must receive a permit approved by the Wayne County

**Environmental Health Department and the City of Belleville Fire Department
if propane is used**

Will any alcohol be served or sold at the event? ___ Yes ___ No

If yes, list all vendors of alcohol: _____

Is the event in the BORA-DORA district? ___ Yes ___ No ___ Partially in the BORA-DORA

Parking— Where do you anticipate attendees will park? _____

Will public lots be used? ___ Yes ___ No

Will private lots be used? ___ Yes ___ No

Do you have a plan for signage to direct attendees where to park? ___ Yes ___ No

Budget Summary

Total Cost of Event	\$	
Total Income Projected	\$	
DDA Funds Requested	\$	
List Names of Additional Funding Sources	Amount	Confirmed? (Yes or No)

City Service & Equipment

Certification and Signature: I understand and agree on behalf of the sponsoring organization that

- a) All food vendors must receive a permit and be approved by the Wayne County Environmental Health Department and City of Belleville
- b) This approval of this event may include additional requirements and/or limitations based of the DDA's review of the application
- c) Applicant must provide/present a recap of the event at a full DDA Board meeting

Applicant's Signature

Date

Printed Name of Applicant

ACCOUNTS PAYABLE EXPENDITURES
DDA MEETING AUG 2023

DATE	AMOUNT		G. TOTAL
8/16/2023	\$32,185.94		\$32,185.94
<u>GRAND TOTAL</u>			\$32,185.94

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount	Status
Bank DDA Downtown Development Authority								
08/10/2023	DDA	2209	0498	B\V AREA COUNCIL FOR TH B\V AREA COUNCIL FOR TH 2023 MUSIC LAKESIDE			3,000.00	Open
08/10/2023	DDA	2210	4280	BELLEVILLE AREA CHAMBER BELLEVILLE AREA CHAMBER LAKE/WINTER FEST 2023			2,000.00	Open
08/10/2023	DDA	2211	4333	BELLEVILLE CENTRAL BUSI BELLEVILLE CENTRAL BUSI ADVERTISING/SIGNAGE 2022/2023			2,000.00	Open
08/10/2023	DDA	2212	4333	BELLEVILLE CENTRAL BUSI BELLEVILLE CENTRAL BUSI MEMBERSHIP DUES MAY 1, 2023 - AP			11.66	Open
08/10/2023	DDA	2213	4333	BELLEVILLE CENTRAL BUSI BELLEVILLE CENTRAL BUSI MEMBERSHIP DUES MAY 1, 2023 - AP			23.34	Open
08/10/2023	DDA	2214	0075	DTE ENERGY		STREET LIGHTING 9200 458 6098 7	39.00	Open
08/10/2023	DDA	2215	4281	GMS SEALCOATING & STRIP GMS SEALCOATING & STRIP STRIPING CVS PARKING LOT & LIBER			3,000.00	Open
08/10/2023	DDA	2216	2453	HENNESSEY ENGINEERING, HENNESSEY ENGINEERING, 85317 VICTORY PARK RENOVATIONS			1,134.00	Open
08/10/2023	DDA	2217	3752	PIONEER LANDSCAPING & L PIONEER LANDSCAPING & L CUT & WHIP PARKS JULY 2023			5,255.00	Open
08/10/2023	DDA	2218	4475	RANDY BROWN LANDSCAPE IN RANDY BROWN LANDSCAPE IN GOAT RENTING SUMMER 2023 DDA			2,597.50	Open
08/10/2023	DDA	2219	3039	ROCKET ENTERPRISES, INC ROCKET ENTERPRISES, INC ANNUAL FLAG SERVICE AUG 2023-JUL			575.00	Open
08/10/2023	DDA	2220	0188	SERVICE ELECTRIC SUPPLY SERVICE ELECTRIC SUPPLY POLE REPAIRS			2,942.72	Open
				SERVICE ELECTRIC SUPPLY POLE REPAIRS			2,942.72	Open
							5,885.44	
08/10/2023	DDA	2221	2714	SNIDER ELECTRIC LLC		LED REPLACEMENT	1,025.00	Open
08/10/2023	DDA	2222	3142	TERRAFIRMA		VICTORIA PARK POND MAINT.	4,550.00	Open
08/10/2023	DDA	2223	4502	TRUGEEN		PARK MAINT. (HORIZON PARK 220 HI	80.00	Open
				TRUGEEN		PARK MAINT. (DONA'S LANDING 556	60.00	Open
				TRUGEEN		PARK MAINT. (VICTORY PARK 45 W)	200.00	Open
				TRUGEEN		PARK MAINT. (VILLAGE PARK 660 SA	750.00	Open
							1,090.00	

DDA TOTALS:

Total of 15 Checks:

Less 0 Void Checks:

Total of 15 Disbursements:

32,185.94
0.00

32,185.94