

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

**Wednesday, April 19, 2023 - 6:00 pm (EST)
Belleville City Hall — Council Chambers
6 Main Street, Belleville, MI 48111**

Join Zoom Meeting

<https://us02web.zoom.us/j/81044635804?pwd=SzdXZklSdFc4Zmk0aFhCd2FVeFk5QT09>

Meeting ID: 810 4463 5804

Passcode: 994517

One tap mobile

+13092053325,,81044635804#,,,,*994517# US

+13126266799,,81044635804#,,,,*994517# US (Chicago)

Dial by your location

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+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

Meeting ID: 810 4463 5804

Passcode: 994517

Find your local number: <https://us02web.zoom.us/j/kcHEzoMd2>

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, 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 Assignments/Updates**
 1. **Update - All Committees**
 - a. **Marketing Committee**
 - i. **Advertising – Ad in Detroit Tigers Yearbook**
 - ii. **Giveaways – Detroit Tigers Tickets**
 - iii. **Joint Marketing with Van Buren Township DDA**
 - b. **Culture & Arts Committee**
 - i. **DIA INSIDE/OUT Program Discussion**
 - ii. **Michigan Sculpture Initiative –Sculpture Selection and placement**
 - c. **Community Engagement Committee**
 - i. **DIA INSIDE/OUT Program Discussion**
 - ii. **Community Calendar Discussion**
 - iii. **Downtown Events Discussion**
 - d. **Economic Development Committee**
 - i. **Discussion – Attracting & Retaining New Businesses**
 - e. **Budget/Finance Committee**
 - i. **Proposed Budget**
 - B. **BACA – Music Lakeside Program DDA Assistance**
 - C. **Site Furnishings - update**
 - D. **Budget Approval**
7. **Director’s Report**
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, March 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 Vice-Chairperson McWilliams at 6:00 p.m.

1. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

2. ROLL CALL

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

3. CITIZEN COMMENTS, AGENDA ITEMS ONLY

- No comments.

4. APPROVAL OF AND/OR CHANGES TO AGENDA

MOTION: Motion by Kelly-Bonner, supported by Richardson-Williams to approve the agenda as presented, with the addition of Item A – Audit Presentation by Plante Moran/Kelly Howey, with all other agenda items to follow accordingly.

ROLL CALL VOTE:	Board Member Kelly-Bonner	Aye
	Board Member Ankwatsa	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye

Motion Carried.

5. APPROVAL OF MEETING MINUTES

A. February 15, 2023, Regular DDA Meeting

MOTION: Motion by Kelley-Bonner, supported by Baker to approve the Minutes of the Regular DDA Meeting held on Wednesday, February 15, 2023.

ROLL CALL VOTE:	Board Member Kelly-Bonner	Aye
	Board Member Ankwatsa	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye

Motion Carried.**6. GENERAL BUSINESS****A. Audit Presentation – Plante Moran via Kelly Howey**

- Kelly Howey from Plante Moran presented the report from this year's financial audit of the DDA. She discussed some key points of the audit, and noted that it had favorable results.

B. Committee Updates**1. Marketing Committee****a) Advertising – Ad in Detroit Tigers Yearbook**

- 1. Project Administrator Steve Jones presented an advertisement for the City to the Board, which will be placed in this year's Detroit Tigers Yearbook.

b) Giveaways – Detroit Tigers Tickets

- 1. Project Administrator Jones would like to see the committee start to come up with ideas for the first Tiger's ticket giveaway of the summer, for a game in May.

c) Joint Marketing with Van Buren Township DDA

- 1. Project Administrator Jones noted that he met with Merri Coburn, DDA Director at Van Buren Township, regarding possible project collaborations between the two municipalities.

2. Culture & Arts Committee**a) DIA INSIDE/OUT Program Discussion**

- 1. Project Administrator Jones stated that the DIA INSIDE/OUT Program art pieces will be installed in May. He suggested that the Culture and Arts Committee develop a plan to present and highlight the pieces, noting that tours to view the installation were led by the DDA Board in the past.

b) Michigan Sculpture Initiative – Choosing of Sculptures

- 1. Project Administrator Jones stated that presentation and selection of this years' sculptures will take place on March 27th at 12 p.m.

3. Community Engagement Committee**a) DIA INSIDE/OUT Program Discussion**

- 1. Project Administrator Jones noted that the Community Engagement Committee should also be discussing a plan to present and highlight the pieces in the installation.

b) Community Calendar Discussion

- 1. Project Administrator Jones suggested that the Committee discuss what they would like to see come out of creating a community calendar.

c) Downtown Events Discussion

1. Project Administrator Jones suggested that the Committee discuss what Downtown events they would like to participate in or highlight.

4. Economic Development Committee

a) Discussion – Attracting & Retaining New Businesses

1. Project Administrator Jones noted that there are a number of new businesses in the City, Downtown specifically, and suggested that the Economic Development Committee discuss their plans to retain these businesses. He also suggested that they discuss strategies to attract new businesses to the area.

5. Budget/Finance Committee

a) Status Update

1. Project Administrator Jones asked the Budget/Finance Committee to keep track of their spending and revenue to stay on top of the DDA's budget.

C. Site Furnishing Phase 1 Purchase Recommendation

1. Project Administrator Jones presented and recommended proposed site furnishings for the Downtown Development District and asked for the Board's approval on the purchase of these items.

MOTION: Motion by Kelley-Bonner, supported by Baker to approve the purchase of site furnishings in the District in the amount of \$34,939.84, plus shipping and handling.

ROLL CALL VOTE:	Board Member Kelly-Bonner	Aye
	Board Member Ankwatsa	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye

Motion Carried.

D. Discussion – Robotics Event Flier

1. Project Administrator Jones presented a flyer he created for the Robotics Competition, that highlights local businesses such as shops and dining establishments. He stated that the flyers will be available to attendees at the event.

E. Business Contact Master List

1. City Manager Robinson stated that he is working on assembling a City Business Registry in which all businesses would need to register for annually. He noted that it would be helpful in emergency situations, but would also be beneficial for the DDA in terms of establishing area contacts.

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, including:
 - City software transitions
 - DDA partnerships with Van Buren Township
 - Project management
 - CDBG grants
 - DDA downtown summer maintenance employees

8. TREASURER'S REPORT AND ACCOUNTS PAYABLE

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

ROLL CALL VOTE:	Board Member Kelly-Bonner	Aye
	Board Member Ankwatsa	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye

Motion Carried.

9. CHAIR AND BOARD MEMBER COMMENTS

- Board Member Ankwatsa
 - Excited to see where things go.
 - Complimented Project Administrator Jones on his preparation of the site furnishing proposal.
- Board Member Kelly-Bonner
 - Excited about collaborating with other entities for the common goal of bettering the City.
- Secretary Baker
 - Thinks we are taking good steps in the right direction.
- Treasurer Richardson-Williams
 - Thinks the site furnishing proposal put together by Jones was good.
- Vice-Chair McWilliams
 - Thanked Jones for working on the site furnishing proposal.
 - Thanked Chief/City Manager Robinson for working on grants for the City.

10. CITIZEN COMMENTS, NON-AGENDA ITEMS

- Martha Hanoian
 - Asked if the steel barricades owned by the City have flashers or reflectors on them.
- Tom Fielder
 - Thanked the Board for everything they do.
 - Thinks that Village Park needs to be marketed better, as it is often forgotten.
 - Mentioned that the Belleville High School Dance Team has offered to adopt 4th Street Square and 4^h Street Place, to clean them, for the months of June and July.
 - Stated that Scott Jones is planning to develop a community area near the new development at Main/Liberty that will include a performance stage, kiosks for food and product vendors, and seating.
 - Noted that the Flop-E-Bunny event will take place on April 8th at Victory Park.

- Mentioned that the Farmer's Market is expanding, and there are currently only a couple of spots available for the 2023 season.
- Stated that he has been working as a liaison between Van Buren Public Schools and the City, as well as working with the schools' New Tech program, to work on ideas for development within the City.
- Noted that the Belleville Area Museum has now been closed for three years, and there will be a meeting regarding the Museum held on March 16th at 6 p.m.
- Steve Jones
 - Will be advertising for the City's Summer Youth Program soon.
 - Noted that he has posted the DDA summer maintenance positions on Indeed and will also be posting them in the Belleville Area Independent.

11. ACTION ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

- None noted.

12. ADJOURNMENT

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

ROLL CALL VOTE:	Board Member Kelly-Bonner	Aye
	Board Member Ankwatsa	Aye
	Secretary Baker	Aye
	Treasurer Richardson-Williams	Aye
	Vice-Chair McWilliams	Aye

Motion Carried.

Briana Hootman / City Clerk

Approved:

Posted:

Published:

Michigan Sculpture Initiative - 2023 Choices for Belleville & Van Buren Township

Belleville

Sculpture 142.02 IRONMAN
Placement - Secretary of State (Davenport Plaza), Savage Rd

142.02

Title: Ironman
Size: 7' X 6' X 6' - 300LBS
Materials: Painted Steel
Price: \$5800.00



Sculpture 120.03 EIGHT HORSE WIND VANE
Placement: Five Points Intersection in planter box

120.03

Title: Eight Horse Wind Vane
Size: 10'6H x 7'D (kinetic)
Materials: Steel
Price: \$8,000.



Sculpture 106.20 AREA

Placement: Entrance to City of Belleville, Main St & Denton Rd

106.20

Title: Asea

Size: 10' x 4' x 2', 200lbs

Materials: mild/stainless steel

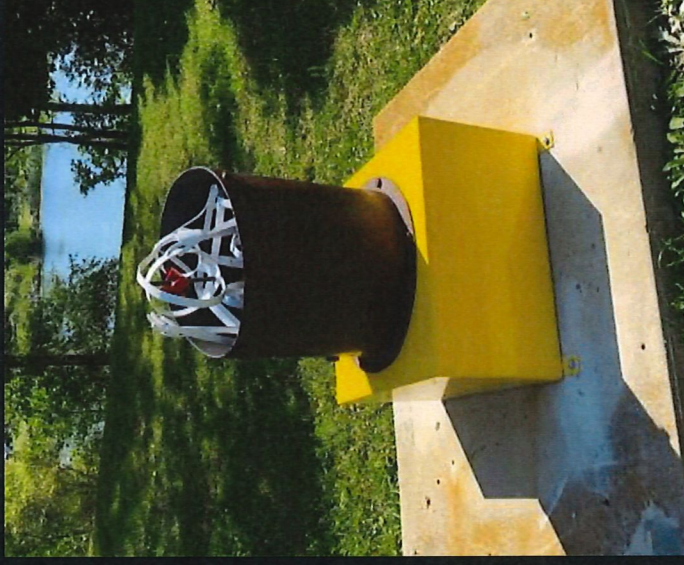
Price: \$10,000.



Sculpture 129.03 FEAR
Placement: Belleville Library

129.03

Title: Fear
Size: H: 2.2' W: 1.7' D: 1.7'
Materials: Mild steel, paint
Price: \$2500



Sculpture 201.05 BIRTH

Placement: In front of Chase Bank (sidewalk cut-out), Main St

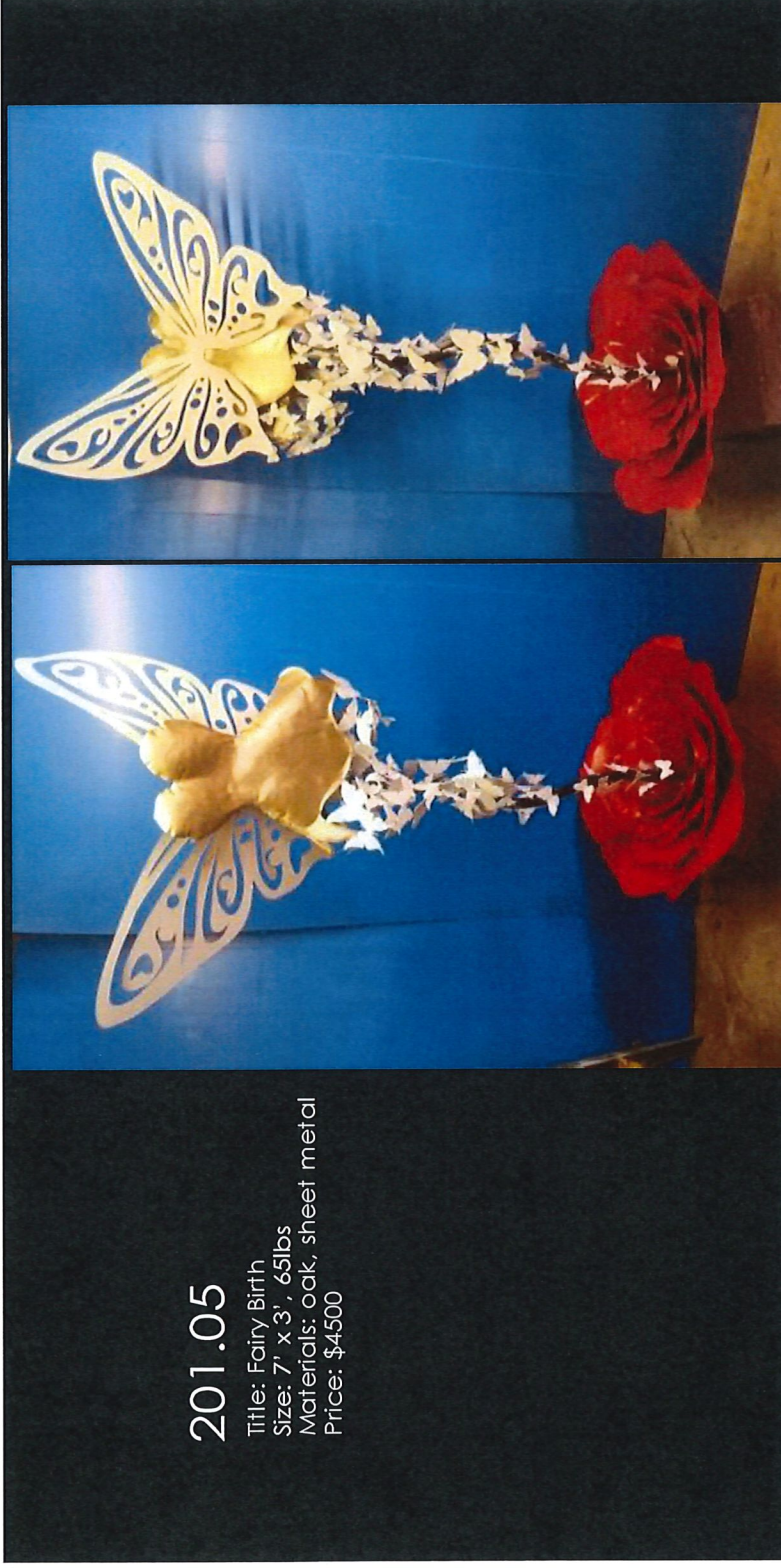
201.05

Title: Fairy Birth

Size: 7' x 3', 65lbs

Materials: oak, sheet metal

Price: \$4500



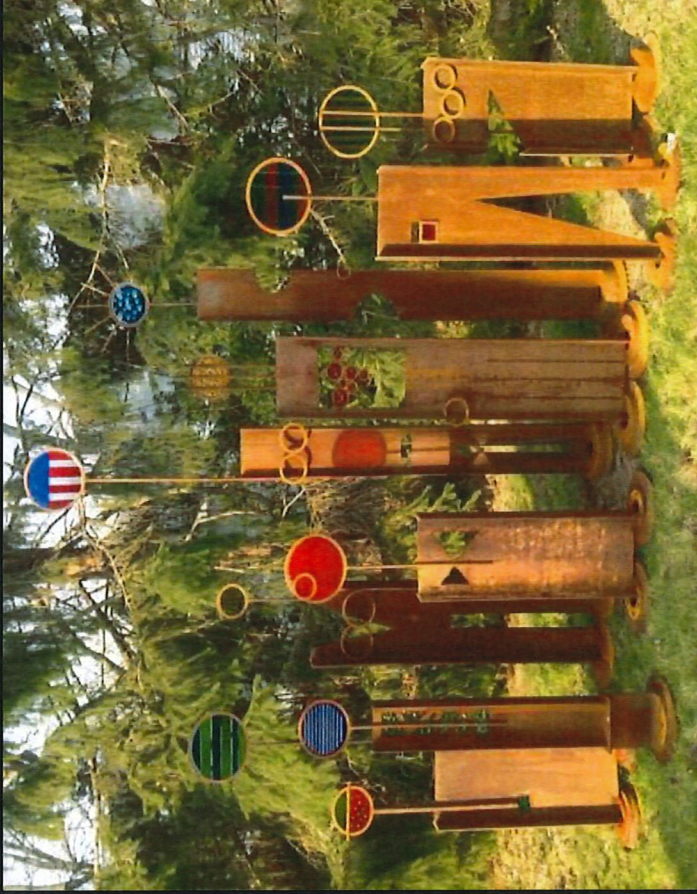
Van Buren Township

Sculpture 142.20 THE PARADE

Placement: "Triangle" area by Welcome to Van Buren Township sign, Belleville Rd & Quirk Rd

142.20

Title: The Parade
Size: 12' X 4' X 9' - 1,200 LBS
Materials: Steel & Glass
Price: \$20,000



Sculpture 142.72 LEFTOVERS

Placement: In front of Belle Tire, Belleville Rd

142.72

Title: Leftovers

Size: (3) 24" x 18" x 6', 200lbs ea.

Materials: welded steel

Price: \$7000.



Sculpture 132.02 LIVE BROADCAST
Placement: In front of McDonalds, Belleville Rd

132.02

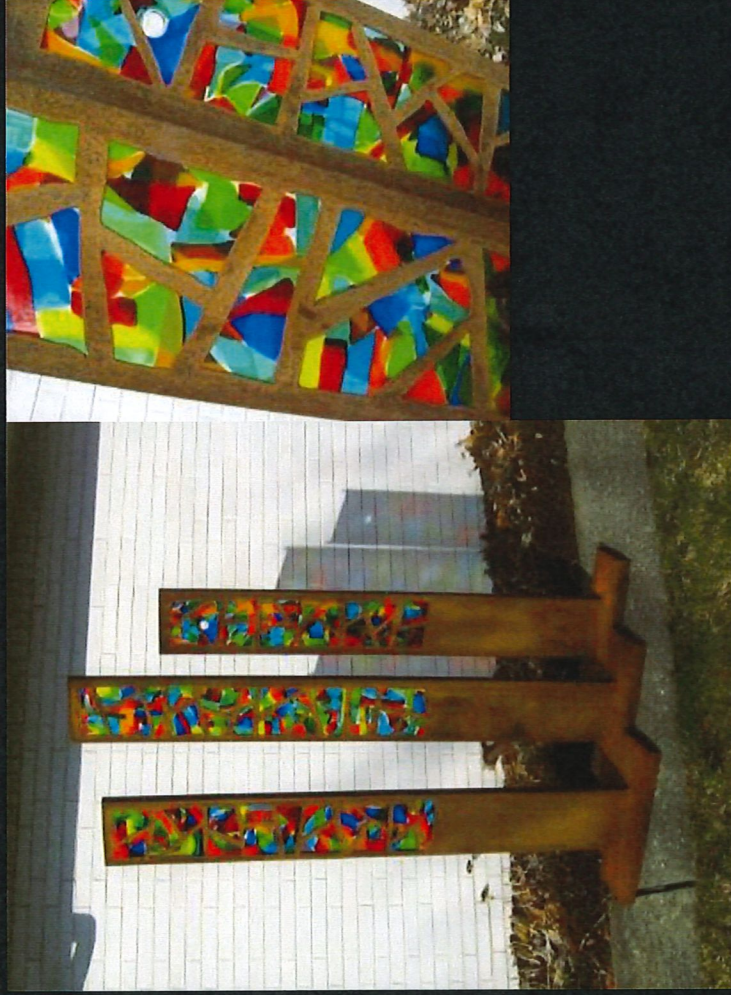
Title: Live Broadcast
Size: 7' x 5' x 4'
Materials: Painted steel
Price: \$5000.



Sculpture 142.05 HOLEY SPIRIT
Placement: Harris Park, Belleville Rd

142.05

Title: Holey Spirit
Size: 4' X 2' X 6' - 250lb
Materials: Steel & Glass
Price: \$4800.00



Sculpture 162.01 FEATHER

Placement: Van Buren Township Hall

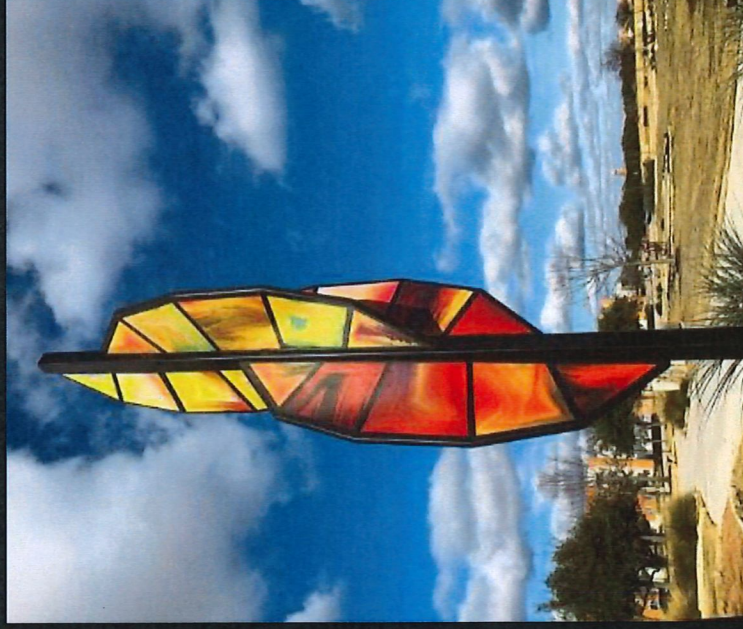
162.01

Title: Feather

Size: 3' x 3' x 10'

Materials: Steel, MDO, UV ink & Acrylic
Sealer

Price: \$7,500





Belleville Downtown Development Authority

COMMUNITY EVENTS FUNDING PROGRAM GUIDELINES

Adopted December 2015; amended 2020 and 2021

The DDA is seeking a partner relationship with event presenters to help promote Belleville's Downtown on the Lake including Local Businesses.

I Local Organizations planning to present a public event(s) in Downtown Belleville may submit an application for funding in accordance with these Guidelines.

The Belleville DDA intends to support qualified downtown events with ***funding not to exceed \$2000 per organization.*** Applications must be received by the **deadline: January 31 each year.** Funding recommendations are reviewed as part of DDA budget for the fiscal year July 1 – June 30.

OR DDA Mini-Grant requests may be reviewed during the fiscal year. Mini-grant maximum funding up to \$1000 per organization; Due the first of the month for review at the next DDA meeting.

II To qualify for Belleville DDA funding events **must:**

- ☐* **Include participation of local downtown businesses**
- ☐* **Market the event as well as promote Belleville's Downtown**
- ☐⦿ The presenting organization must show sponsorships from others in the community/region towards the total cost of the event
- ☐⦿ Take place within the DDA Downtown District
- ☐⦿ Be open to the public
- ☐⦿ Preference will be given to events which attract a diversity of participation

III Community Organizations receiving Belleville DDA funding **must comply with the following:**

- ☐* **DDA monies awarded must be used towards marketing the event, Belleville's Downtown, and Local Businesses.**
- ☐⦿ All necessary insurance and security must be provided by the event.
- ☐⦿ Event organizers must work with City of Belleville City Council/Administration /DPW/Police and Fire on road closures, use of public space and services, and other issues. Event organizations must receive City Council approval for their Special Events Application.
- ☐⦿ Event must use the DDA logo on all materials and to link to the DDA website (if applicable).
- ☐⦿ Event organizer must complete an Application Form and provide contact information.
- ☐⦿ Funds cannot be used for events restricted to private or exclusive participation.
- ☐⦿ Funds cannot be used for fundraisers.

- ☐☉ Organizations receiving DDA event funding must submit a written final report on the events and how DDA funds were used prior to consideration of a new application. Funded organizations may be asked to appear and submit their report at a DDA meeting following the event.

COMMUNITY EVENTS FUNDING PROGRAM GUIDELINES *con't.*

IV Please use the Community Events Funding Program Application Form to submit funding requests.

- ☐☐ Forms can be downloaded from the DDA website: <https://bellevilleonthelake.com/dda/>
- ☐☐ Complete applications should be mailed or dropped off at, City Hall, 6 Main Street, Belleville MI 48111 no later than the posted deadline.

NOTE: The Belleville Downtown Development Authority Board reserves the right to waive all or any part of this policy under special exigencies to be specified and determined by a two thirds 2/3 majority of the Board.

BELLEVILLE DOWNTOWN DEVELOPMENT AUTHORITY

APPLICATION COMMUNITY EVENTS FUNDING PROGRAM

Please Review Attached Guidelines

DUE JANUARY 31 *annually for maximum funding up to \$2000*

OR Due the first of the month for DDA mini-grant review at next DDA meeting; Mini-grant maximum funding up to \$1000

ORGANIZATION REQUEST FOR DDA FUNDS

Please review the attached Community Event Funding Program Guidelines. Reply to each section completely; *additional sheets may be attached.* Application forms may be downloaded from the DDA website <https://bellevilleonthelake.com/dda/>

Submit complete application to City Hall, 6 Main Street, Belleville, MI 48111 by the posted deadline. For assistance call Deputy City Manager/DDA Director Tim McLean at 734-252-4317.

Submission Date 4/10/23

Name of Organization Belleville Area Council for the Arts

Organization Address PO Box 1654 Belleville, MI 48112

Contact Name Ken Voigt.

Phone Number (s) 734-740-1769

Name of person(s) in charge of event Steve Jones/ Ken Voigt

I ORGANIZATION MISSION OR PURPOSE Community Arts **II DDA FUNDING HISTORY**

A. Is this the first time you've applied for DDA funding for this event? Y ☐ N x

B. If Yes, how many times have you applied previously? 12

NOTE: Organizations which received DDA event funding previously, must make a final written report on the event including how DDA funds were used prior to consideration of a new application.

III EVENT DESCRIPTION

Event Name Music Lakeside

Event Date(s) Thursdays from 6/15 until 8/17/23

Location Horizon Park

Event Description/Activities Planned:
Weekly Concerts.

IV DOWNTOWN BENEFIT

A. How the proposed activity will benefit Belleville's Downtown and Local Businesses:
Over the course of the summer draws thousands of visitors to our downtown

B. List Local Businesses involved, include How Businesses are participating in the event.
Sponsors

V PROMOTION and PUBLICITY

A. How many participants expected: average 400-700 ea week

B. Participant demographics (ages, special interests, where coming from, etc.):
Very diverse audience

C. List your methods to advertise and promote the event, plus Downtown and Local Businesses:
Social media and online promotion. Posters, postcards, newspaper advertising

VI BUDGET *Note: Please attach an Itemized Budget for the Event to Your Application.*

Budget Summary:

TOTAL COST of EVENT	\$ 13,600.00	
TOTAL INCOME PROJECTED	\$ 13,600.	
DDA FUNDS REQUESTED***	\$ \$3000	
LIST NAMES of ADDITIONAL INCOME SOURCES (If you need more space, include income detail)	AMOUNT	CONFIRMED? Yes or No
Other sponsors	\$ 10,600	Y ☒ N ☐
	\$ Click or tap here to enter text.	Y ☐ N ☐
	\$Click or tap here to enter text.	Y ☐ N ☐
	\$ Click or tap here to enter text.	Y ☐ N ☐

*** DDA funding must be used towards marketing the event, Belleville's Downtown, and Local Businesses.

VII FUNDING RECOGNITION

Tell us how the DDA's participation will be recognized? Thanked from stage 3x per concert, logo prominently displayed on stage banner and all printed material

VIII CITY OF BELLEVILLE EVENT APPROVAL

Have you submitted a Special Event Application to the City of Belleville for approval? Y ☒ N ☐

04/06/2023

TRIAL BALANCE REPORT FOR CITY OF BELLEVILLE
PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	2023-24 ORIGINAL BUDGET
Fund 248 - DDA OPERATING FUND					
Revenues					
Dept 000					
248-000-406.000	TAX INCREMENT REVENUE	852,701.28	835,000.00	835,000.00	
248-000-573.000	LOCAL COMMUNITY STABILIZATION AUTHORITY	17,256.97	0.00	0.00	
248-000-665.000	INTEREST INCOME	900.00	0.00	0.00	
248-000-692.000	MISC INCOME	450.00	1,000.00	1,000.00	
248-000-696.001	PROCEEDS FROM SALE OF BONDS	2,330,000.00	0.00	0.00	
Total Dept 000		3,201,308.25	836,000.00	836,000.00	
TOTAL REVENUES		3,201,308.25	836,000.00	836,000.00	935,470.00
Expenditures					
Dept 173 - DDA ADMINISTRATION					
248-173-708.000	SALARIES - CLERICAL * DDA DIRECTOR*	44,618.00	0.00	0.00	36,760.00
248-173-727.000	OFFICE SUPPLIES	0.00	350.00	350.00	
248-173-727.001	POSTAGE	0.00	100.00	100.00	
248-173-735.000	PRINTING	0.00	300.00	300.00	2,000.00
248-173-801.000	LEGAL SERVICES	0.00	1,000.00	1,000.00	
248-173-809.000	CONTRACTED SERVICES	(475.00)	0.00	0.00	
248-173-851.000	TELECOMMUNICATIONS - TELEPHON	3,650.59	2,400.00	2,400.00	3,000.00
248-173-863.000	TRAVEL AND MEETINGS	0.00	100.00	100.00	
248-173-901.000	PUBLICATIONS	0.00	100.00	100.00	
248-173-942.000	OFFICE SPACE RENT	0.00	2,400.00	2,400.00	2,400.00
248-173-960.003	DUES	395.00	1,400.00	1,400.00	510.00
248-173-960.012	MISC EXPENSE	450.00	100.00	100.00	704.76
248-173-982.000	COMPUTER SOFTWARE/HARDWARE	0.00	400.00	400.00	
Total Dept 173 - DDA ADMINISTRATION		48,638.59	8,650.00	8,650.00	45,374.76
Dept 204 - ADMINISTRATION					

04/06/2023

TRIAL BALANCE REPORT FOR CITY OF BELLEVILLE
PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	2023-24 ORIGINAL BUDGET
248-204-812.000	ADMINISTRATION FEES	0.00	86,000.00	86,000.00	
Total Dept 204 - ADMINIST *see #248-173-708					
		0.00	86,000.00	86,000.00	
Dept 443 - DDA DISTRICT MAINTENANCE					
248-443-706.000	SALARIES/REGULAR	6,488.93	0.00	0.00	44,487.27
248-443-715.000	F.I.C.A.	489.16	0.00	0.00	3,351.23
248-443-716.000	EMPLOYEE INSURANCE	664.34	0.00	0.00	4,224.66
248-443-718.000	PENSION	72.64	0.00	0.00	363.25
248-443-742.000	FLOWER PROJECT	13,447.00	17,000.00	17,000.00	17,000.00
248-443-775.000	SUPPLIES - MAINTENANCE	102.75	0.00	0.00	
248-443-803.000	ACCOUNTING SERVICES	2,704.68	12,350.00	12,350.00	9,465.00
248-443-804.000	AUDIT	4,780.51	4,800.00	4,800.00	1,495.00
248-443-809.000	CONTRACTED SERVICES	37,298.25	18,400.00	18,400.00	35,000.00
248-443-809.003	CONTRACTED SERVICES-MOWING	7,573.75	0.00	0.00	10,000.00
248-443-811.000	TAX ROLL PREPARATION	7,888.80	14,894.00	14,894.00	13,778.67
248-443-832.002	MAINTENANCE SERVICE AGREEMENT	60,386.00	150,000.00	150,000.00	154,950.16
248-443-832.004	LIABILITY INSURANCE	17,600.00	24,483.00	24,483.00	18,480.00
248-443-882.000	DECORATIONS AND BANNERS	0.00	500.00	500.00	
248-443-922.000	ELECTRIC	0.00	0.00	0.00	
248-443-923.000	WATER AND SEWER	0.00	100.00	100.00	
248-443-926.000	STREET LIGHTING	31,639.15	35,000.00	35,000.00	20,000.00
248-443-930.001	PARK IMPROVEMENTS	4,577.50	14,000.00	14,000.00	15,000.00
248-443-932.008	COMPUTER SOFTWARE SUPPORT	2,400.00	0.00	0.00	
248-443-960.012	MISC EXPENSE	1,250.00	3,000.00	3,000.00	3,000.00
Total Dept 443 - DDA DISTRICT MAINTENANCE					
		199,363.46	294,527.00	294,527.00	350,595.24
Dept 728 - ECONOMIC DEVELOPMENT					
248-728-809.008	CONTR. SERVICES - MKT.ANALYSI	0.00	1,000.00	1,000.00	
248-728-882.000	DECORATIONS AND BANNERS	5,668.00	5,000.00	5,000.00	6,000.00
248-728-883.000	PROMOTION & ADVERTISING	890.45	10,000.00	10,000.00	30,000.00
248-728-889.000	COMMUNITY PROGRAM FUNDING	8,300.00	20,500.00	20,500.00	20,500.00
Total Dept 728 - ECONOMIC DEVELOPMENT					
		14,858.45	36,500.00	36,500.00	56,500.00
Dept 901 - CAPITAL OUTLAY					

04/06/2023

TRIAL BALANCE REPORT FOR CITY OF BELLEVILLE
PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	2023-24 ORIGINAL BUDGET
248-901-983.000	CAPITAL OUTLAY-MISCELLANEOUS	13,675.00	95,200.00	95,200.00	43,000.00
248-901-983.006	CAPITAL OUT. - MUNIC. PROJECT	305.00	0.00	0.00	50,000.00
248-901-983.011	STREETSCAPE PROJECT	73,726.00	0.00	0.00	
Total Dept 901 - CAPITAL OUTLAY		87,706.00	95,200.00	95,200.00	93,000.00
Dept 906 - BOND DEBT					
248-906-993.001	BOND INTEREST	107,920.00	0.00	0.00	45,000.00
248-906-993.004	PAYING AGENT FEES	750.00	0.00	0.00	
248-906-993.007	BOND INTEREST - 2022 BONDS	51,740.00	0.00	0.00	
248-906-997.000	TRANSFER TO ESCROW FOR BOND REFUNDING	2,240,000.00	0.00	0.00	345,000.00
248-906-997.001	BOND ISSUANCE COSTS	38,250.00	0.00	0.00	
Total Dept 906 - BOND DEBT		2,438,670.00	0.00	0.00	390,000.00
Dept 931 - TRANSFERS OUT					
248-931-992.001	DEBT SERVICE 2010 CAP BONDS	310,000.00	400,046.25	400,046.25	
Total Dept 931 - TRANSFERS OUT		310,000.00	400,046.25	400,046.25	0.00
TOTAL EXPENDITURES		2,789,236.50	520,877.00	520,877.00	935,470.00
Total Fund 248 - DDA OPERATING FUND		412,071.75	315,123.00	315,123.00	(0.00)



Belleville DDA Monthly Report

April 2023

DDA Chair and Board Members,

City Software Transitions/Website Upgrade: The city council approved an upgrade to the city website (which includes DDA). Our website will be upgraded soon and will continue to get a refresh every three years. The city council also approved a software plug-in module called "HeyGov" which through our website will allow the ability to receive on-line ach payments, digitization with fillable pdf forms of all of our forms along with electronic downloading and uploading of forms and routing mechanisms to the proper channels. These upgrades will best serve our citizens and businesses as well as improve efficiency, accountability, and transparency of our municipal functions.

Partnerships: Van Buren Twp's new DDA Director, Merrie Coburn, was able to get approved with Van Buren's DDA a matching contribution to BACA up to \$3,000 to assist with funding the Music on the Lake programing. They will match what our DDA contributes, up to \$3,000. This is a very positive step in collaboration with marketing, event planning, and combined efforts.

Project Management: The items approved by our DDA have been ordered for the downtown and parks related to benches, garbage cans, picnic tables, etc.. The garbage cans have arrived and have already began being placed.

Budget: We have worked with the DDA Budget committee and our accountant from Plante Moran in coming up with an acceptable budget to present for your approval. Being that we don't know whether or not we will receive the funding amount applied for in the CDBG Grant applications, we have discussed budgeting options for the Pickle Ball Court Projects.

DDA Summer Employees: We continue to receive applications for DDA summer employees interviews are being set-up.

Respectfully,

David Robinson

Belleville DDA Follow-up List						
Item/Description	Date Opened	Opened by	Proposed Action	Committee/ Individual	Status	Date Closed Comments
Marketing/Economic Development:						
Marketing/Social Media/DDA Director	11/16/2022	DDA Board	Hire part time person and/or recruit college or high school intern		P	Develop marketing strategy, obtain grants oversee social media strategy, update website
Economic Development Director	11/16/2022	DDA Board	Develop RFP for position		P	Develop plan to bring businesses to Belleville, work with developers
Partnerships with other organizations	11/16/2022	DDA Board	DDA sponsors events or funding		IP	Discuss Sponsorship Application February 2023 DDA Meeting – Continue discussions
Partnerships with local restaurants		DDA Board	DDA sponsors restaurants for events		P	Develop partnership to sponsor local restaurants with booth at downtown events
Event Support		DDA Board	Sponsor local events		C	Grants awarded Feb 2023
Grant Writer		Chair McGovern	Develop RFP for position		P	
Data Tracking Service - Cobalt 360		Director Robinson			P	
Reestablish Park & Rec Committee		Director Robinson			P	DDA representation on committee
Maintenance						
Main Street Walk-Through		Chair McGovern	DDA Board review downtown	DDA Board	P	
Lawn Maintenance		DDA Board	Rebid weed control		C/R	Signed revised contract with 4 applications/year
Mowing		DDA Board	Contract expires ----		R	
Landscaping/Flowers		DDA Board	3 year contract expires -----		R	Pioneer Landscaping contract
Part-time Maintenance Staff		DDA Board	Advertise / hire staff		IP/R	Advertised for staff/Hire summer youth workers
Horizon Park						
Dock Maintenance/Improvements		DDA Board	Board Discussion		P	Park Maintenance list
Benches and picnic tables		DDA Board	Board Discussion		C	Approve purchase at March 2023 meeting
Landscaping/trees/flowers		DDA Board	Board Discussion		P	Park Maintenance list/Pioneer
Parking lot maintenance		DDA Board	Board Discussion		P	Park Maintenance list
Mulch/Maintenance		DDA Board	Mulch parking areas, park areas, clear brush with goats		C	Park Maintenance list/Goat contract for June 2023
Events/Marketing		DDA Board	Board Discussion		P	

Belleville DDA Follow-up List						
Item/Description	Date Opened	Opened by	Proposed Action	Committee/ Individual	Status	Date Closed Comments
Village Park						
Pond Maintenance		Ongoing Project			R	
Community Garden		DDA Board	Board Discussion		P	
Cement repair/replacement		DDA Board	Board Discussion		IP	Park Maintenance list
Pickleball Courts		DDA Board	Long term project/Grant Application		P	Grant applied for from Wayne County
Benches and picnic tables		DDA Board	Purchase		C	Approved purchase at March 2023 meeting
Landscaping/trees/flowers		DDA Board	Ongoing maintenance		P	Park Maintenance list/Pioneer Spring installation
Playscape mulch		DDA Board	Ongoing maintenance		C	Park Maintenance list - Spring installation
Victory Park						
Building Renovations		DDA Board	Board Discussion		P	
Cement repair/replacement		DDA Board	Board Discussion		IP	Park Maintenance list
Benches and picnic tables		DDA Board	Purchase		C	Approved purchase at March 2023 meeting
Landscaping/trees/flowers		DDA Board	Ongoing maintenance		P	Park Maintenance list/Pioneer
Playscape mulch		DDA Board	Ongoing maintenance		C	Park Maintenance list
Events/Marketing		DDA Board	Board Discussion		P	
Finance						
Event Funding Requests		DDA Board	Review applications for event support	Budget	C	Awarded February 2023
Budget for 2023-2024		DDA Board	FY 2023-24 budget	Budget	C	Budget for Board approval April 2023
Capital Improvement Plan		DDA Board	Board Discussion		P	Develop Capital Improvement Project List for planning and budgeting
Other						
Public Art - Sculptures		DDA Board	Committee selection	Art Committee	R	New sculptures/DIA to be installed May 2023
Community Calendar - Events		DDA Board	Board Discussion		IP	
Collaboration Meetings with other Organizations		DDA Board	Board Discussion		P	
Community Volunteer Needs/Sign-up		DDA Board	Board Discussion		P	
DDA Business Registry		Director Robinson	Develop registry process		IP	Investigating ordinance/legal requirements
Charging Stations for Electric Vehicles		DDA Board	Board Discussion		P	
Parking		DDA Board	Review options to increase parking		P	DDA/City partnership for additional parking
Status:						
P = Planning						
DE = Development and/or Engineering						
B = Out for Bid						
IP = In Progress						
C - Completed						
R = Recurring						
NA = No Action Taken						

ACCOUNTS PAYABLE EXPENDITURES
DDA MEETING APRIL 2023

DATE	AMOUNT		G. TOTAL
4/19/2023	\$796,046.17		\$796,046.17
<u>GRAND TOTAL</u>			\$796,046.17

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount	Status
Bank DDA Downtown Development Authority								
04/13/2023	DDA	2174	0120	AT&T	AT&T	DSL FOR COMMUNITY EVENTS SIGN	482.16	Open
04/13/2023	DDA	2175	3038	BELSON OUTDOORS	BELSON OUTDOORS	STREETSCAPE-WASTE RECEPTACLES	30,035.00	Open
04/13/2023	DDA	2176	4531	CHASE	CHASE	COMMERICAL LOAN INVOICE	371,212.50	Open
04/13/2023	DDA	2177	0253	CITY OF BELLEVILLE	CITY OF BELLEVILLE	REIMBURSE TO CITY FOR STREET LIG	12,888.86	Open
04/13/2023	DDA	2178	0075	DTE ENERGY	DTE ENERGY	STREET LIGHTING 9200 458 6098 7	14.89	Open
04/13/2023	DDA	2179	4141	MIDWEST SCULPTURE INITI	MIDWEST SCULPTURE INITI	SCULPTURES	6,625.00	Open
04/13/2023	DDA	2180	4373	POWER PLAY MARKETING	POWER PLAY MARKETING	AD IN DETROIT TIGERS YEARBOOK	3,000.00	Open
04/13/2023	DDA	2181	2592	SABRINA RICHARDSON-WILL	SABRINA RICHARDSON-WILL	MEETINGS REIMBURSEMENT	75.26	Open
04/13/2023	DDA	2182	4516	THE HUNTINGTON NATIONAL	THE HUNTINGTON NATIONAL	LIMITED TAX GENERAL OBLIGATION R	500.00	Open
					THE HUNTINGTON NATIONAL	LIMITED TAX GENERAL OBLIGATION R	371,212.50	Open
							371,712.50	
DDA TOTALS:								
Total of 9 Checks:							796,046.17	
Less 0 Void Checks:							0.00	
Total of 9 Disbursements:							796,046.17	