

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

**Wednesday, August 17, 2022 6:00 pm (EST)
Belleville City Hall—Council Chambers
6 Main Street, Belleville, MI 48111**

Join Zoom Meeting

<https://us02web.zoom.us/j/85692637944?pwd=b0QrNnZYdVhXVVRIRDBDRFJZTGs3dz09>

Meeting ID: 856 9263 7944

Passcode: 274436

One tap mobile

+13092053325,,85692637944#,,,,*274436# US

+13126266799,,85692637944#,,,,*274436# 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)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 386 347 5053 US

+1 408 638 0968 US (San Jose)

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

Meeting ID: 856 9263 7944

Passcode: 274436

Find your local number: <https://us02web.zoom.us/j/85692637944?pwd=b0QrNnZYdVhXVVRIRDBDRFJZTGs3dz09>

1. Pledge of Allegiance and Moment of Silence

2. Roll Call

Denise Baker – Secretary

Valerie Kelley-Bonner

Jim Chudzinski – Vice Chair

Mayor Kerreen Conley

Alicia McGovern - Chair

Kelly McWilliams

Sabrina Richardson-Williams – Treasurer

Jennifer Winter

Determination of Quorum and Status of Absent Members

3. Citizen Comments, Agenda Items Only

4. Approval of and/or Changes to the Agenda

5. Approval of Meeting Minutes

– June 15, 2022 Regular DDA Meeting

- 6. General Business**
- 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
Meeting Minutes
Wednesday, June 15, 2022 (Belleville City Hall)

The Regular Meeting of the Belleville DDA was called to order at 6:00 pm by Chair Alicia McGovern.

1) PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

2) ROLL CALL:

Denise Baker	Present	Kelly McWilliams	Present
Jim Chudzinski	Absent	Sabrina Richardson-Williams - Treasurer	Present
Mayor Kerreen Conley	Present	Jennifer Winter	Present
Valerie Kelley-Bonner	Absent		
Alicia McGovern - Chair	Present		

3) CITIZEN COMMENTS, AGENDA ITEMS

There were no citizen comments.

4) APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Sabrina Richardson-Williams. Second by Kelly McWilliams.

Voice Vote: 6 Ayes, 0 Nays. MOTION CARRIED

5) APPROVAL OF MAY 18, 2022 REGULAR MEETING MINUTES

Motion to approve the meeting minutes by Mayor Conley. Second by Sabrina Richardson-Williams.

Voice Vote: 6 Ayes, 0 Nays. MOTION CARRIED

6) GENERAL BUSINESS

A. 2022-23 DDA BUDGET:

Deputy City Manager McLean discussed preparation of a Request for Proposals for Marketing/Economic Development for the Belleville DDA. McLean also discussed the potential for getting involved in the MEDC Redevelopment Ready Communities Program.

Ken Voigt clarified that Belleville City Council had taken action to become involved in the RRC program just prior to the start of the COVID-19 Pandemic.

7) DIRECTOR'S REPORT

Deputy City Manager McLean discussed several activities in the DDA District. The floating dock has been installed at Horizon Park. The Michigan Downtown Association provided its quarterly legislative update.

8) TREASURER'S REPORT AND ACCOUNTS PAYABLE

Sabrina Richardson-Williams presented the payables report and asked the Board to approve payables in the amount of \$2,834.55.

Motion to approve the payables by Kelly McWilliams. Second by Denise Baker.

Roll Call vote: 6 Ayes, 0 Nays. MOTION CARRIED.

9) CHAIR AND BOARD MEMBER COMMENTS

McGovern: Thanked audience members for attending and participating in the meeting.

Winter: Excited for summer.

Baker: Inquired about quarterly invoicing for maintenance agreement services by the accountant.

McWilliams: Commented on vegetation near the gazebo at Victory Park.

Conley: Stated she was pleased with the landscape maintenance work performed by Pioneer. She also shared positive feedback from the accountant regarding the budget preparation timeline. She also offered a thank you to Steve Jones for his efforts.

10) CITIZEN COMMENTS

Brian Kosakowski expressed concerns about road conditions near Victoria Commons.

Therese Antonelli invited everyone to attend Lakefest.

Ken Voigt reminded everyone that Music Lakeside begins on June 23 at 7:30PM.

Victoria Commons HOA President commented on street sweeping and how DPW repaired catch basins recently.

City Manager/Chief Robinson clarified that tax revenue from Victoria Commons goes primarily to the DDA. He also thanked Mayor Conley for financing the Lakefest billboard on I-94.

11) ADJOURNMENT

Motion to adjourn at 6:49 pm made by Sabrina Richardson-Williams. Second by Alicia McGovern.

Voice Vote: 6 Ayes, 0 Nays. MOTION CARRIED

Respectfully submitted,

Timothy McLean
Deputy City Manager/DDA Director
Downtown Development Authority



TO: Downtown Development Authority Board
FROM: Tim McLean, Deputy City Manager/DDA Director
DATE: August 12, 2022
RE: Director's Report

- The Request for Proposals for Marketing/Economic Development services was posted earlier this month. The deadline to submit proposals is Friday, August 26 at Noon. We have had several inquiries about the RFP. I am hopeful that some solid proposals will be submitted. After proposals are opened, the Economic Development Committee will review the submissions. The Committee may opt to interview the consultants with the strongest proposals. The intent will be to have a recommendation to the DDA Board at the meeting in September.
- City Administration has signed and submitted the grant agreement between the City and Wayne County for ARPA grant funds for the proposed Victory Park project.
- The Annual Bridgewalk and Taste of Belleville will take place on Thursday, August 18. The Bridgewalk will begin at 5:30PM.
- Goatscaping will return to Horizon Park for two weeks, beginning on Monday, August 15.
- Belleville Goat Day will take place on Sunday, August 21 from 2PM-5PM at Horizon Park. There will be music and a food truck.
- On June 28, 2022, City Council unanimously adopted the proposed budget for Fiscal Year 2022-23. Kelly Howey from Plante Moran expressed appreciation to the DDA and the Budget Committee for its very efficient and timely budget process in 2022.
- City Administration is working with legal counsel on the ballot language for the charter petition relative to medical marijuana. Because this would be a charter revision, Administration will also have to coordinate with the State Attorney General's Office.



TO: Downtown Development Authority Board
FROM: Tim McLean, Deputy City Manager/DDA Director
DATE: July 14, 2022
RE: Director's Report

- On June 28, 2022, City Council unanimously adopted the proposed budget for Fiscal Year 2022-23. Kelly Howey from Plante Moran expressed appreciation to the DDA and the Budget Committee for its very efficient and timely budget process in 2022.
- The Seasonal and Youth Workers in the DDA district have been hard at work. A great deal of effort was put into cleaning 4th Street Square and Horizon Park in preparation for Lakefest. There has been a noticeable positive improvement in the state of downtown since the seasonal crew started work.
- Accountant Kelly Howey from Plante Moran has prepared the quarterly invoice for the salary and benefits reimbursement for the Deputy City Manager/DDA Director. This invoice is included in the July Treasurer's Report. An invoice for quarterly maintenance should appear on next month's report.
- City Administration has been coordinating with the CBC for the annual Taste of Belleville in August. This event will also include the annual Bridge Walk.
- For the City Council Agenda on July 18, DDA Board Members Baker and Richardson-Williams will be on the docket for reappointment. ***Please see the attached list of DDA Board Terms.***

ACCOUNTS PAYABLE EXPENDITURES
DDA MEETING AUG 2022

DATE	AMOUNT		G. TOTAL
8/17/2022	\$200,827.83		\$200,827.83
<u>GRAND TOTAL</u>			\$200,827.83

Check Date	Bank	Check	Vendor	Vendor Name	Invoice	Vendor	Description	Amount	Status
Bank DDA Downtown Development Authority									
08/04/2022	DDA	2110	4141	MIDWEST SCULPTURE INITI	MIDWEST SCULPTURE INITI		SCULPTURES	3,375.00	Open
08/10/2022	DDA	2111	0253	CITY OF BELLEVILLE	CITY OF BELLEVILLE		DDA MAINT. SERVICE PROVIDER (JUL	81,331.57	Open
08/10/2022	DDA	2112	0253	CITY OF BELLEVILLE	CITY OF BELLEVILLE		TIM'S WAGES & BENEFITS (JULY 1,	26,238.00	Open
08/10/2022	DDA	2113	0253	CITY OF BELLEVILLE	CITY OF BELLEVILLE		DDA STREET LIGHTING (JULY 1, 202	14,572.25	Open
08/10/2022	DDA	2114	0253	CITY OF BELLEVILLE	CITY OF BELLEVILLE		DDA STREET LIGHTING (JAN 1, 2021	16,566.90	Open
08/10/2022	DDA	2115	0253	CITY OF BELLEVILLE	CITY OF BELLEVILLE		TIM'S WAGES & BENEFITS (APRIL 1,	9,190.00	Open
08/10/2022	DDA	2116	0253	CITY OF BELLEVILLE	CITY OF BELLEVILLE		MAINT & SERVICE PROVIDER (APRIL	21,757.49	Open
08/10/2022	DDA	2117	4307	ECONO SIGNS	ECONO SIGNS		STREET SIGNS JULY 2022	437.05	Open
08/10/2022	DDA	2118	4426	MICHIGAN DOWNTOWN ASSOC	MICHIGAN DOWNTOWN ASSOC		MEMBERSHIP DUES 6/26/2022 - 6/26	475.00	Open
08/10/2022	DDA	2119	3039	ROCKET ENTERPRISES, INC	ROCKET ENTERPRISES, INC		ANNUAL FLAG SERVICE AUG 2022-JUL	525.00	Open
08/10/2022	DDA	2120	2714	SNIDER ELECTRIC LLC	SNIDER ELECTRIC LLC		LIGHT KITS REPLACEMENT & REPAIRS	2,930.00	Open
08/11/2022	DDA	2121	0120	AT&T	AT&T		DSL FOR COMMUNITY EVENTS SIGN	215.80	Open
08/11/2022	DDA	2122	4243	GARDEN FANTASY	GARDEN FANTASY		SUMMER FLOWERS (FLATS & BASKETS)	5,684.75	Open
				GARDEN FANTASY	GARDEN FANTASY		2 BAGS	90.00	Open
								5,774.75	
08/11/2022	DDA	2123	2203	OSIER & SONS ELECTRIC,	OSIER & SONS ELECTRIC,		INSTALL 400 AMP PANEL (167 4TH S	12,628.00	Open
08/11/2022	DDA	2124	3752	PIONEER LANDSCAPING & L	PIONEER LANDSCAPING & L		WEEDING FLOWER BEDS & REMDICHING	2,345.00	Open
								2,345.00	
								4,690.00	
08/11/2022	DDA	2125	3213	VERIZON WIRELESS	VERIZON WIRELESS		CELL BILLS FOR DDA 6/11 - 7/10/2	60.51	Open
				VERIZON WIRELESS	VERIZON WIRELESS		CELL BILLS FOR DDA 6/11 - 7/10/2	60.51	Open
								121.02	
DDA TOTALS:									
Total of 16 Checks:								200,827.83	
Less 0 Void Checks:								0.00	
Total of 16 Disbursements:								200,827.83	

ACCOUNTS PAYABLE EXPENDITURES
DDA MEETING JULY 2022

DATE	AMOUNT		G. TOTAL
7/20/2022	\$29,735.72		\$29,735.72
<u>GRAND TOTAL</u>			\$29,735.72

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount	Status
Bank DDA Downtown Development Authority								
07/15/2022	DDA	2102	1171	AHEARN SIGNS	AHEARN SIGNS	GOLF CART DECALS	100.00	Open
07/15/2022	DDA	2103	0120	AT&T	AT&T AT&T	DSL FOR COMMUNITY EVENTS SIGN DSL FOR COMMUNITY EVENTS SIGN	107.90 107.90	Open Open
							215.80	
07/15/2022	DDA	2104	0253	CITY OF BELLEVILLE	CITY OF BELLEVILLE	DDA MAINT. SERVICE AGREEMENT (AP	9,190.00	Open
07/15/2022	DDA	2105	3013	OCCUPATIONAL HEALTH CEN	OCCUPATIONAL HEALTH CEN	PHYSICAL SEASONAL WORKER (JOHNAT OCCUPATIONAL HEALTH CEN PHYSICAL SEASONAL WORKER (GENTZ,	193.00 193.00	Open Open
							386.00	
07/15/2022	DDA	2106	3752	PIONEER LANDSCAPING & L	PIONEER LANDSCAPING & L	MULCHED PLAYGROUND & WEEDING FLO PIONEER LANDSCAPING & L WEEDING FLOWER BEDS PIONEER LANDSCAPING & L WEEDING FLOWER BEDS & REMULCHING	5,490.00 4,100.00 5,350.00	Open Open Open
							14,940.00	
07/15/2022	DDA	2107	3142	TERRAFIRMA	TERRAFIRMA	VICTORIA PARK POND MAINT.	4,550.00	Open
07/15/2022	DDA	2108	3213	VERIZON WIRELESS	VERIZON WIRELESS	CELL BILLS FOR DDA 5/11 - 6/10/2	173.92	Open
07/15/2022	DDA	2109	4386	WATER LANDSCAPES LLC	WATER LANDSCAPES LLC	MAINTENANCE ON VILLAGE PARK POND	180.00	Open
DDA TOTALS:								
Total of 8 Checks:							29,735.72	
Less 0 Void Checks:							0.00	
Total of 8 Disbursements:							29,735.72	

08/12/2022 08:51 AM
User: McLeanT
DB: Belleville

CHECK DISBURSEMENT REPORT FOR CITY OF BELLEVILLE
CHECK DATE FROM 07/01/2022 - 08/31/2022

Page 1/2

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DDA OPERATING FUND							
07/15/2022	DDA	2102	AHEARN SIGNS	CONTRACTED SERVICES	809.000	443	100.00
07/15/2022	DDA	2103	AT&T	TELECOMMUNICATIONS - TELEPHON	851.000	173	107.90
				TELECOMMUNICATIONS - TELEPHON	851.000	173	107.90
				CHECK DDA 2103 TOTAL FOR FUND 248:			215.80
07/15/2022	DDA	2104	CITY OF BELLEVILLE	SALARIES/REGULAR	706.000	443	9,190.00
07/15/2022	DDA	2105	OCCUPATIONAL HEALTH CENTERS	MAINTENANCE SERVICE AGREEMENT	832.002	443	193.00
				MAINTENANCE SERVICE AGREEMENT	832.002	443	193.00
				CHECK DDA 2105 TOTAL FOR FUND 248:			386.00
07/15/2022	DDA	2106	PIONEER LANDSCAPING & LAWN MAINT	CONTRACTED SERVICES	809.000	443	5,490.00
				CONTRACTED SERVICES	809.000	443	4,100.00
				CONTRACTED SERVICES	809.000	443	5,350.00
				CHECK DDA 2106 TOTAL FOR FUND 248:			14,940.00
07/15/2022	DDA	2107	TERRAFIRMA	CONTRACTED SERVICES	809.000	443	4,550.00
07/15/2022	DDA	2108	VERIZON WIRELESS	CELL BILLS FOR DDA	851.000	173	173.92
07/15/2022	DDA	2109	WATER LANDSCAPES LLC	CONTRACTED SERVICES	809.000	443	180.00
08/04/2022	DDA	2110	MIDWEST SCULPTURE INITIATIVE	CAPITAL OUTLAY-MISCELLANEOUS	983.000	901	3,375.00
08/10/2022	DDA	2111	CITY OF BELLEVILLE	DUE TO GENERAL FUND	214.101	000	81,331.57
08/10/2022	DDA	2112	CITY OF BELLEVILLE	DUE TO GENERAL FUND	214.101	000	26,238.00
08/10/2022	DDA	2113	CITY OF BELLEVILLE	DUE TO GENERAL FUND	214.101	000	14,572.25
08/10/2022	DDA	2114	CITY OF BELLEVILLE	DUE TO GENERAL FUND	214.101	000	16,566.90
08/10/2022	DDA	2115	CITY OF BELLEVILLE	DUE TO GENERAL FUND	214.101	000	9,190.00
08/10/2022	DDA	2116	CITY OF BELLEVILLE	DUE TO GENERAL FUND	214.101	000	21,757.49
08/10/2022	DDA	2117	ECONO SIGNS	MAINTENANCE SERVICE AGREEMENT	832.002	443	437.05
08/10/2022	DDA	2118	MICHIGAN DOWNTOWN ASSOCIATION	DUES	960.003	173	475.00

08/12/2022 08:51 AM
User: McLeanT
DB: Belleville

CHECK DISBURSEMENT REPORT FOR CITY OF BELLEVILLE
CHECK DATE FROM 07/01/2022 - 08/31/2022

Page 2/2

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DDA OPERATING FUND							
08/10/2022	DDA	2119	ROCKET ENTERPRISES, INC.	CONTRACTED SERVICES	809.000	443	525.00
08/10/2022	DDA	2120	SNIDER ELECTRIC LLC	SUPPLIES - MAINTENANCE	809.000	443	2,930.00
08/11/2022	DDA	2121	AT&T	TELECOMMUNICATIONS - TELEPHON	851.000	173	215.80
08/11/2022	DDA	2122	GARDEN FANTASY	FLOWER PROJECT	742.000	443	5,684.75
				FLOWER PROJECT	742.000	443	90.00
				CHECK DDA 2122 TOTAL FOR FUND 248:			5,774.75
08/11/2022	DDA	2123	OSIER & SONS ELECTRIC, LLC	STREET LIGHTING	926.000	443	12,628.00
08/11/2022	DDA	2124	PIONEER LANDSCAPING & LAWN MAINT	CONTRACTED SERVICES	809.000	443	2,345.00
				CONTRACTED SERVICES	809.000	443	2,345.00
				CHECK DDA 2124 TOTAL FOR FUND 248:			4,690.00
08/11/2022	DDA	2125	VERIZON WIRELESS	CELL BILLS FOR DDA	851.000	173	60.51
				CELL BILLS FOR DDA	851.000	173	60.51
				CHECK DDA 2125 TOTAL FOR FUND 248:			121.02
				Total for fund 248 DDA OPERATING FUND			230,563.55