

**CITY OF BELLEVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
Wednesday, September 21, 2022 – 6:00 pm
VIA ZOOM TELECONFERENCE**

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	Absent
Board Member McWilliams	Arrived at 6:03 p.m.
Board Member Winter	Absent
Board Member Baker	Present
Board Member Richardson-Williams	Present
Board Member Chudzinski	Absent
Board Member McGovern	Present
Mayor Conley	Present

3. CITIZEN COMMENTS, AGENDA ITEMS ONLY

- A.** No citizen comments, however, Board Member McGovern informed the board that Board Member Chudzinski has resigned from the DDA board, effective immediately.

4. APPROVAL OF AND/OR CHANGES TO AGENDA

MOTION: Motion by Conley, supported by Richardson-Williams to approve the agenda as presented. (Board Member McWilliams arrived at 6:03 p.m. prior to voting on this item).

ROLL CALL VOTE:	Board Member McWilliams	Aye
	Board Member Baker	Aye
	Board Member Richardson-Williams	Aye
	Board Member McGovern	Aye
	Mayor Conley	Aye

Motion Carried.

5. APPROVAL OF MEETING MINUTES

- A.** June 15, 2022, Regular DDA Meeting

MOTION: Motion by Richardson-Williams, supported by Baker to approve the Minutes of the Regular DDA Meeting held on Wednesday, June 15, 2022.

ROLL CALL VOTE:	Board Member McWilliams	Aye
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Board Member Baker	Aye
Board Member Richardson-Williams	Aye
Board Member McGovern	Aye
Mayor Conley	Aye

Motion Carried.

6. GENERAL BUSINESS

A. DDA Director Resignation

- City Manager Robinson informed the board that former DDA Director McLean has resigned. He further stated that he is in the process of re-defining the role, and hopes to have the position posted next week. He also informed the board that he will be temporarily serving as Director of the DDA until the position can be filled.

B. Direction Forward

- Richardson-Williams discussed concerns about the amount being paid to the City by the DDA for the services of the Director, as well as clerical needs, as she feels that those services have not been provided.
- McGovern agreed with Richardson-Williams' concerns, stating that there are certain expectations regarding DDA leadership, that were not and have not been provided, especially regarding maintenance within the DDA district.
- City Manager Robinson stated that maintenance services have been provided, via youth workers and seasonal DDA employees hired by the City, as well as by Pioneer Landscaping. He expressed concerns to the board regarding two meetings over the summer that were cancelled due to the absence of a quorum, as well as the lack of presence of DDA Board Members at the City Council Meetings. He also stated that up until now, he had not been contacted by the Board Members regarding their concerns.

C. Economic Development Proposals to DDA to be discussed at the October Meeting

- Board Member McGovern briefly discussed the request for economic development proposals to the DDA, as presented via a handout to the Board. She stated that the requests for proposals were sent out months ago.

7. DIRECTOR'S REPORT

A. There was no Director's Report provided for this meeting.

8. TREASURER'S REPORT AND ACCOUNTS PAYABLE

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

ROLL CALL VOTE:	Board Member McWilliams	Aye
	Board Member Baker	Aye
	Board Member Richardson-Williams	Aye
	Board Member McGovern	Aye
	Mayor Conley	Aye

Motion Carried.

9. CHAIR AND BOARD MEMBER COMMENTS

- Board Member McWilliams
 - Thanked City Manager Robinson for jumping in to handle the duties of DDA Director since McLean resigned.
- Board Member Baker
 - Had nothing to add, stating that the direction of the DDA is a work in progress.
- Board Member Richardson-Williams
 - Stated she is looking forward to working with City Manager Robinson to get the partnership/working relationship between the City and the DDA back on track.
 - Noted that the DIA will be placing art pieces in the City, as part of their Inside Out community installations.
- Board Member McGovern
 - Recognizes that the City Manager has the best interest of the City in mind and hopes that the partnership between the City and the DDA will get back on track.
 - Reminded the Board and audience that Board Member Chudzinski resigned, and that there are now two positions that will need to be filled.

10. CITIZEN COMMENTS, NON-AGENDA ITEMS

- Therese Antonelli
 - Believes that the City Manager is a huge asset to the City, and losing him would be detrimental to the community.
 - Hopes that the hiring process for the next DDA Director is detailed and intentional to ensure a good fit.
 - Noted the lack of payment from the DDA to the Chamber of Commerce, in the form of two checks for \$2,000 each, for the organization of events within the City. as she understands that the DDA would rather issue one check as opposed to two separate checks. However, she is disappointed that the Chamber has been handling the planning/execution of many events within the City, which are typically handled by the DDA in other communities.
 - Would like to see the trees along Main St. illuminated during the holidays.
 - Stated that the Chamber of Commerce is hosting a State of the Community on October 5th at the Belleville Yacht Club.
 - The Ladies Night Out event is slated to take place on Thursday, December 1st, pending approval by the City Council.
- Ken Voigt
 - Agrees with Antonelli that the DDA does not organize as many events on their own, as is done in other communities.
 - Thinks that illuminated trees along city streetscapes look beautiful at night.
 - Noted that the DDA district accounts for a large amount of the City's taxes, and that amount will now be increasing as a result of new developments coming in to the area. He added that due to the City not receiving revenue that is allocated to the DDA, it impacts funding for services within the City, including Police and Fire. He believes that the City Manager serving as the DDA Director creates synergy between the City and the DDA.
- Whitney Beaubien
 - Would like to see the Chamber of Commerce, Central Business Community, DDA, etc. work together to help the planning and execution of events/projects within the City flow.

- Noted that the Chamber of Commerce has been asking for donations from tax paying businesses within the City to fund events, while those same businesses are paying taxes which fund the DDA.
- Julie Kissel
 - Stated she is new to the community, and has never heard about the issues discussed at this meeting before now. She added that she would appreciate more transparency.
- Tom Fielder
 - Asked for clarification on the categories for filling the two vacancies on the DDA board. He added that the board needs to be more proactive about verbally advertising these vacancies.
 - Agreed with Voigt's comments regarding synergy between the City and the DDA, and reminded the board that the DDA is under the umbrella of the City.
 - Feels that the next DDA Director should have an office at City Hall to be available to citizens and City staff.
 - Commented that the community and boards should not get in to the habit of using voice voting to fill vacant positions within the City.

11. ACTION ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

- Discussion regarding the quotes received as a result of the Economic Development Request for Proposals that was sent out.
- Follow up on the billing discrepancies from Pioneer Landscaping.

12. ADJOURNMENT

MOTION: Motion by Baker, supported by McWilliams to adjourn at 7:13 p.m. No objections noted.

ROLL CALL VOTE:	Board Member McWilliams	Aye
	Board Member Baker	Aye
	Board Member Richardson-Williams	Aye
	Board Member McGovern	Aye
	Mayor Conley	Aye

Motion Carried.

Briana Hootman / City Clerk

Approved: 10/26/22

Posted: 10/27/22

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