

City of Belleville
Downtown Development Authority
Meeting Minutes
Wednesday, March 16, 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	Arrived 6:20PM
Jim Chudzinski	Present	Sabrina Richardson-Williams - Treasurer	Present
Mayor Kerreen Conley	Present	Jennifer Winter	Absent
Valerie Kelley-Bonner	Present		
Alicia McGovern - Chair	Present		

3) CITIZEN COMMENTS, NON-AGENDA ITEMS

Tom Fielder: Commented on problems with legalized recreational marijuana in other states. There have occurrences of marijuana being laced with fentanyl.

4) APPROVAL OF THE AGENDA

Motion to approve the agenda with the addition of items D & E under General Business by Sabrina Richardson-Williams. Second by Jennifer Winter.

Voice Vote: 8 Ayes, 0 Nays. MOTION CARRIED

5) APPROVAL OF JANUARY 19, 2022 REGULAR MEETING MINUTES

Motion to approve the regular meeting minutes by Sabrina Richardson-Williams. Second by Valerie Kelley-Bonner.

Voice Vote: 8 Ayes, 0 Nays. MOTION CARRIED

6) GENERAL BUSINESS

A. CBC FUNDING REQUEST:

Motion to approve the CBC funding request made by Sabrina Richardson-Williams. Second by Valerie Kelley-Bonner.

Roll Call Vote: 8 Ayes, 0 Nays. MOTION CARRIED

B. BACC FUNDING REQUEST-LAKEFEST:

Motion to approve the funding request from BACC for Lakefest made by Sabrina Richardson-Williams. Second by Valerie Kelley-Bonner

Roll Call Vote: 8 Ayes, 0 Nays. MOTION CARRIED

Following discussion about a previous requirement for the organizers of Lakefest to form a 501c3, a Motion to rescind the funding request from BACC for Lakefest was made by Kelly McWilliams. Second by Sabrina Richardson-Williams.

Roll Call Vote: 8 Ayes, 0 Nays. MOTION CARRIED

Kelly McWilliams disclosed to the DDA Board that she may have a conflict of interest as she is also a member of the Belleville Area Chamber of Commerce. Upon discussion, the Board determined that there was no financial benefit to Kelly McWilliams on any action pertaining to Lakefest, there was no conflict of interest. Motion to waive the conflict of interest made by Jennifer Winter. Second by Jim Chudzinski.

Voice Vote: 8 Ayes, 0 Nays. MOTION CARRIED

Motion made by Mayor Conley to approve the funding request for Lakefest contingent upon the establishment of a 501c3 by the organizers. Second by Jennifer Winter.

Voice Vote: 8 Ayes, 0 Nays. MOTION CARRIED

C. BACC FUNDING REQUEST-WINTERFEST:

Motion to approve the BACC funding request for Winterfest made by Jim Chudzinski. Second by Kelly McWilliams.

Roll Call Vote: 8 Ayes, 0 Nays. MOTION CARRIED

D. DDA DIRECTOR PURCHASING THRESHOLD:

Motion to approve a \$5,000 spending threshold by the DDA Director made by Jim Chudzinski. Second by Sabrina Richardson-Williams. The Board directed DDA Director McLean to develop a comprehensive policy regarding purchasing thresholds for the next meeting.

Roll Call Vote: 8 Ayes, 0 Nays. MOTION CARRIED

E. LANDSCAPE MAINTENANCE CONTRACT AWARD:

Motion to award a three-year contract for landscape maintenance and mulch application to Pioneer Landscaping made by Sabrina Richardson-Williams. Second by Kelly McWilliams

Roll Call Vote: 8 Ayes, 0 Nays. MOTION CARRIED

7) DIRECTOR'S REPORT

Deputy City Manager McLean discussed the necessity for the restriping of Main Street. Street markers and parking spaces are in need of restriping. Mr. McLean stated there would be quotes to be presented on the March 2022 agenda.

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 \$2,520.00.

Motion to approve the payables by Sabrina Richardson-Williams. Second by Jim Chudzinski.

Roll Call vote: 8 Ayes, 0 Nays. MOTION CARRIED.

9) CHAIR AND BOARD MEMBER COMMENTS

Chudzinski: Informed the DDA Board that there may be a winter storm coming in the second half of the week.

McWilliams: Commented on electrical work that needs to be completed in 4th Street Square.

Kelley-Bonner: Stated she may have to miss the regularly scheduled meeting in March

Richardson-Williams: Commented that no major projects were identified during the February 10 Strategic Planning session.

McGovern: Commented that she was grateful for citizen input. Requested that the DDA hold a Special meeting on Wednesday, March 9 at 6PM.

Motion to schedule a special meeting on Wednesday, March 9 at 6PM made by Jennifer Winter. Second by Jim Chudzinski

Voice Vote: 8 Ayes, 0 Nays. MOTION CARRIED.

10) CITIZEN COMMENTS

Tom Fielder: Commented that the funding of Public Safety services for public events should be decided by the City Council.

Motion to adjourn at 7:22 pm made by Sabrina Richardson-Williams. Second by Jennifer Winter.

Voice Vote: 8 Ayes, 0 Nays. MOTION CARRIED

Respectfully submitted,

Timothy McLean
Deputy City Manager/DDA Director
Downtown Development Authority

Approved: