

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

**Wednesday, January 18, 2022 - 6:00 pm (EST)
Belleville City Hall — Council Chambers
6 Main Street, Belleville, MI 48111**

Join Zoom Meeting

<https://us02web.zoom.us/j/81401137443?pwd=RTkycSs3S1k4YkNQcFFFeGYxemRadz09>

Meeting ID: 814 0113 7443

Passcode: 710269

One tap mobile

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Find your local number: <https://us02web.zoom.us/u/kozgMOA0E>

1. Pledge of Allegiance and Moment of Silence

2. Roll Call

Denise Baker – Secretary

Valerie Kelley-Bonner

Mayor Kerreen Conley

Alicia McGovern – Chair

Ivan Ankwatsa

Kelly McWilliams

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**
 - **December 21, 2022 Regular DDA Meeting**
6. **General Business**
 - **Election of Officers**
 - **Committee Commitments**
 - **Follow-up List**
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, December 21, 2022 – 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 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	Present
Board Member Winter	Arrived at 6:02 p.m.
Board Member Ankwatsa	Present
Secretary Baker	Present
Treasurer Richardson-Williams	Present
Chair McGovern	Present
Mayor Conley	Present

3. CITIZEN COMMENTS, AGENDA ITEMS ONLY

- No comments.

4. APPROVAL OF AND/OR CHANGES TO AGENDA

MOTION: Motion by Baker, supported by Richardson-Williams to approve the agenda as presented.

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

Motion Carried.

5. APPROVAL OF MEETING MINUTES

A. November 16, 2022, Regular DDA Meeting

MOTION: Motion by Conley, supported by Richardson-Williams to approve the Minutes of the Regular DDA Meeting held on Wednesday, November 16, 2022.

ROLL CALL VOTE:	Board Member McWilliams	Aye
	Board Member Winter	Aye
	Board Member Ankwatsa	Aye
	Secretary Baker	Aye

Treasurer Richardson-Williams	Aye
Chair McGovern	Aye
Mayor Conley	Aye

Motion Carried.

6. GENERAL BUSINESS

A. DDA Year End Report - 2022

- Chairperson McGovern presented the Year End Report for the DDA.

B. Committee Engagement

- Mayor Conley and Chairperson McGovern presented guidelines regarding 5 committees which are being formed as a result of the DDA's strategic planning session held last year. Those committees are as follows:
 - Economic Development Committee
 - Budget Committee
 - Community Engagement Committee
 - Arts/Culture Committee
 - Marketing Committee

C. Follow-Up List

- Secretary Baker presented the current DDA follow-up list.
- Board Member Richardson-Williams discussed photos she had taken while walking through the City's parks, in reference to the park maintenance categories on the list.

D. Preparation for January – Election of Officers

- Chairperson McGovern stated that her term is set to expire at the end of this year. She stated that she would like to be considered for re-appointment, and asked the board to consider this before re-elections to be held at the next DDA meeting in January of 2023.
- McGovern also noted that there is a vacancy remaining for the position of Vice-Chairperson on the board, and asked the Board to consider possible appointments to that position as well.

7. DIRECTOR'S COMMENTS

- City Manager Robinson announced that the City now has a contract with former Council Member Steve Jones to assume the role of Project Administrator.
- Robinson stated that the City Council has appointed two new Council Members; Tom Fielder and Jeremiah Beebe.
- Robinson noted that he believes the City is headed in a positive direction.
- Robinson suggested that the DDA should look at collaborating with the City's existing Parks and Recreation Board as opposed to operating a separate Parks Committee.

8. TREASURER'S REPORT AND ACCOUNTS PAYABLE

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

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

Motion Carried.

9. CHAIR AND BOARD MEMBER COMMENTS

- Board Member Baker
 - Looks forward to everything that has been discussed for moving forward.
 - Really enjoyed walking through the parks and inquired about the history of the rock at Victory Park that has "1919" stamped on the side of it.
- Board Member McGovern
 - Wished everyone a merry Christmas and a happy New Year.
 - Stated she is looking forward to 2023 and collaborating with everyone on the Board.
 - Thanked everyone in attendance.
- Board Member McWilliams
 - Thanked City Manager Robinson for all that he does for the City, and for keeping things moving.
 - Looks forward to Project Administrator Jones offering assistance to the City Manager and City staff.
 - Wished everyone a merry Christmas and happy New Year.
- Board Member Richardson-Williams
 - Wished everyone a merry Christmas and a happy New Year.
 - Looks forward to a productive 2023.
- Board Member Winter
 - Very excited to move in to 2023.
 - Wished everyone a merry Christmas and happy New Year.
 - Thanked City Manager Robinson and Clerk/Treasurer Hootman for all that they do.
 - Thanked the Board for all that they do.
 - Looking forward to Project Administrator Jones coming on board with the City, and believes he will be a great addition.
- Board Member Ankwatsa
 - Wished everyone a safe and happy holiday.
 - Looks forward to his time on the Board.
- Mayor Conley
 - Thanked everyone on the Board for their service and efforts throughout the year.
 - Believes there are a lot of things that the Board can look back on and be proud of.
 - Asked the Board Members to keep an open mind as they move forward.
 - Thanked Rosemary Otzman from the Belleville Area Independent for all of her efforts in documenting/reporting on the meetings.
 - Thanked the community members and business owners for all of their support within the City.

10. CITIZEN COMMENTS, NON-AGENDA ITEMS

- John Winter
 - Believes that any expectation of the Board to have City Manager Robinson report to them weekly about every task being completed is excessive and micro-managerial.
 - Thanked the Board for all that they do.
- Rosemary Otzman
 - Noted that per a report given at the most recent Van Buren Township Board Meeting, Wayne County will not be able to begin work on the Denton Rd. bridge until 2025. She continued to say that the Township plans to ask the City of Belleville for money towards the re-construction/renovation of the bridge, as the Iron Belle Trail will run through that causeway which connects the City to the Township.

11. ACTION ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

- None noted – Chairperson McGovern asked that the Board submit any requested action items via email.

12. ADJOURNMENT

MOTION: Motion by Winter, supported by McWilliams to adjourn at 7:16 p.m. No objections noted.

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

Motion Carried.

Briana Hootman / City Clerk

Approved:

Posted:

Published:

DDA SUB-COMMITTEE SELECTION – 2023

At the beginning of each calendar year DDA Board Members can choose to serve on sub-committees which are integral to the development and operation of DDA functions.

In following the requirements of the Open Meeting Act, no more than 4 DDA board members can serve on any one committee, as once the number of board members meet the quorum threshold of 5 (on a 9 person board) Open Meeting Act requirements must be followed.

DDA Board members can serve on as many boards as they would like.

Please put your name on the committee/s you are interested in serving and put a number next to your name indicating your order of preference.

Primary Committees

Economic Development Committee:

Marketing Committee

Community Engagement Committee

Secondary Committees

Culture & Arts Committee:

Budget/Finance Committee:



2023 Committees

Economic Development

Budget

Community Engagement

Arts/Culture

Marketing

2023 Economic Development Committee

Mission Statement or Statement of Purpose of Economic Development Committee

The purpose of the Economic Development Committee is to support the strategic direction of the DDA to best advance Economic Development in Belleville. This may include, but is not limited to, providing alternatives for the DDA's consideration and refining suggestions based on the DDA's feedback. The Committee will also make recommendations to the DDA for consideration, solicit professional assistance through the formal proposal process, and work with such professionals to make recommendations to advance the DDA.

Committee Membership

The Committee will consist of 2-4 members. Under no circumstances can a committee consist of 5 members, as it poses a violation of the Open Meetings Act. Committee selections will be made in January of each year. Committee members will be given the opportunity to choose a different committee each year if they so choose.

Authority

Committees may generate ideas, develop budgets, and make recommendations to the full DDA board. All items for formal consideration of the full Board will be on the DDA agenda for discussion, recommendation, and/or approval.

Responsibilities

Committees are established to generate ideas, explore options, and make recommendations to the full DDA for consideration. Committees have been established to address items identified during the DDA strategic planning session.

Any action items for consideration will be put in writing and placed on the agenda. Items for consideration should include the following: background (why), committee actions (what has the committee evaluated), purpose (what will be the benefit to the DDA), recommendations (what do you want the full board to do), cost (what cost(s) are involved), and timeline (how long will it take).

Meetings

Committee members will be responsible for establishing subcommittee meetings (in person or virtual). The Committee will establish an agenda, and will provide a meeting summary.

Committee members are responsible for attending committee meetings, reporting activity at DDA Meetings, and actively participating in and supporting the projects brought forward.

2023 Budget Committee

Mission Statement or Statement of Purpose of the Budget Committee

The purpose of the Budget Committee is to support the strategic direction of the DDA, and to work with the Committees of the DDA, as well as City Administration/Accounting representatives, to develop a budget. This may include, but is not limited to, meeting with the committees, researching alternatives, developing processes for requesting funding, and determining how to finance/fund initiatives. The Committee will develop the DDA budget, review budget amendments, and make recommendations for the DDA's consideration.

Committee Membership

The Committee will consist of 2-4 members. Under no circumstances can a committee consist of 5 members as it poses a violation of the Open Meetings Act. Committee selections will be made in January of each year. Committee members will be given the opportunity to choose a different committee each year if they so choose.

Authority

Committees may generate ideas, develop budgets, and make recommendations to the full DDA board. All items for formal consideration of the full Board will be on the DDA agenda for discussion, recommendation, and/or approval.

Responsibilities

Committees are established to generate ideas, explore options, and make recommendations to the full DDA for consideration. Committees have been established to address items identified during the DDA strategic planning session.

Any action items for consideration will be put in writing and placed on the agenda. Items for consideration should include the following: background (why), committee actions (what has the committee evaluated), purpose (what will be the benefit to the DDA), recommendations (what do you want the full board to do), cost (what cost(s) are involved), and timeline (how long will it take).

Meetings

Committee members will be responsible for establishing subcommittee meetings (in person or virtual). The Committee will establish an agenda, and will provide a meeting summary.

Committee members are responsible for attending committee meetings, reporting activity at DDA Meetings, and actively participating in and supporting the projects brought forward.

2023 Community Engagement Committee

Mission Statement or Statement of Purpose of the Community Engagement Committee

The purpose of the Community Engagement Committee is to support the strategic direction of the DDA to work with schools, and community groups in Belleville. This may include, but is not limited to, developing programs with the schools (SOUP project), communicating with community groups, and evaluating proposals from community groups for the DDA's consideration. The Committee will have members attend initial planning sessions for downtown events to determine how the DDA can support such events. The Committee will also make recommendations to the DDA for consideration.

Committee Membership

The Committee will consist of 2-4 members. Under no circumstances can a committee consist of 5 members, as it poses a violation of the Open Meetings Act. Committee selections will be made in January of each year. Committee members will be given the opportunity to choose a different committee each year if they so choose.

Authority

Committees may generate ideas develop budgets and make recommendations to the full DDA board. All items for formal consideration of the Full Board will be on the DDA agenda for discussion, recommendation and or approval.

Responsibilities

Committee are established to generate ideas, explore options, and make recommendations to the full DDA for consideration. Committees have been established to address items identified during the DDA strategic planning session.

Any action items for consideration will be put in writing and placed on the agenda. Items for consideration should include the following: background (why), committee actions (what has the committee evaluated), purpose (what will be the benefit to the DDA), recommendations (what do you want the full board to do), cost (what cost(s) are involved), and timeline (how long will it take).

Meetings

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2023 Arts and Culture Committee

Mission Statement or Statement of Purpose of the Arts and Culture Committee

The purpose of the Arts Committee is to support the strategic direction of the DDA to enhance the presence of the arts in the City. This may include, but is not limited to, evaluating the annual sculptures, exploring mural opportunities, and working with community groups that support arts and culture events to continue to enhance arts/cultural opportunities within the City. The Committee will make recommendations to the DDA for consideration, solicit professional assistance through the formal proposal process, and work with such professionals to make recommendations to advance the DDA where needed.

Committee Membership

The Committee will consist of 2-4 members. Under no circumstances can a committee consist of 5 members, as it poses a violation of the Open Meetings Act. Committee selections will be made in January of each year. Committee members will be given the opportunity to choose a different committee each year if they so choose.

Authority

Committees may generate ideas, develop budgets, and make recommendations to the full DDA board. All items for formal consideration of the full Board will be on the DDA agenda for discussion, recommendation, and/or approval.

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Committee members are responsible for attending committee meetings, reporting activity at DDA Meetings, and actively participating in and supporting the projects brought forward.

2023 Marketing Committee

Mission Statement or Statement of Purpose of Marketing Committee

The purpose of the Marketing Committee is to support the strategic direction of the DDA, promote the Belleville DDA, the district, the City, and its businesses. This may include, but is not limited to, providing alternatives for the DDA's consideration and refining suggestions based on the DDA feedback. The committee will make recommendations to the DDA for consideration, solicit professional assistance through the formal proposal process, and work with such professionals to make recommendations to advance the DDA.

Committee Membership

The Committee will consist of 2-4 members. Under no circumstances can a committee consist of 5 members, as it poses a violation of the Open Meetings Act. Committee selections will be made in January of each year. Committee members will be given the opportunity to choose a different committee each year if they so choose.

Authority

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Belleville DDA Follow-up List							
<u>Item/Description</u>	<u>Date Opened</u>	<u>Opened by</u>	<u>Proposed Action</u>	<u>Committee/ Individual</u>	<u>Status</u>	<u>Date Closed</u>	<u>Comments</u>
Marketing/Economic Development:							
Marketing Director	11/16/2022	DDA Board	Board Discussion		P		Develop marketing strategy, obtain grants oversee social media
Social Media Coordinator	11/16/2022	DDA Board	Hire part time person and/or recruit college		P		Develop 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 other organizations		P		Discuss January 2023 DDA Meeting
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	Send Applications - due for review January 31, 2023		P		Event funding for 2023
DDA Director		DDA Board	Hire DDA director?		P		
Grant Writer		Chair McGovern	Develop RFP for position		P		
Data Tracking Service - Cobalt 360		Director Robinson			P		
Maintenance							
City Park Walk-through	11/21/2022	Chair McGovern	DDA Board review parks / needs	DDA Board	C		
Electrical box at Library		DDA Board	Install additional fixtures at Library		C		
Lawn Maintenance		DDA Board	Rebid weed control		R		
Mowing		DDA Board	Contract expires ----		R		
Landscaping/Flowers		DDA Board	3 year contract expires -----		R		
Part-time Maintenance Staff		DDA Board	Advertise / hire staff		R		
Horizon Park							
Dock Maintenance/Improvements		DDA Board	Board Discussion		P		
Benches and picnic tables		DDA Board	Board Discussion		P		
Landscaping/trees/flowers		DDA Board	Board Discussion		P		
Events/Marketing		DDA Board	Board Discussion		P		
Village Park							
Pond Maintenance		Ongoing Project			R		
Community Garden		DDA Board	Board Discussion		P		
Cement repair/replacement		DDA Board	Board Discussion		P		
Pickleball Courts		DDA Board	Board Discussion		P		
Benches and picnic tables		DDA Board	Board Discussion		P		
Landscaping/trees/flowers		DDA Board	Board Discussion		P		
Events/Marketing		DDA Board	Board Discussion		P		
Victory Park							
Building Renovations		DDA Board	Board Discussion		P		
Cement repair/replacement		DDA Board	Board Discussion		P		
Benches and picnic tables		DDA Board	Board Discussion		P		
Landscaping/trees/flowers		DDA Board	Board Discussion		P		
Playscape mulch		DDA Board	Board Discussion		P		
Events/Marketing		DDA Board	Board Discussion		P		
Finance							
Event Funding Requests		DDA Board	Review applications for event support	Budget	R		
Budget for 2023-2024		DDA Board	Draft FY 2023-24 budget	Budget	R		Need estimates for Marketing/Partnerships,Economic and Marketing staff, City Equipment, Park Improvements
Capital Improvement Plan		DDA Board	Board Discussion		P		Develop Capital Improvement Project List for planning and budgeting
Other							
Public Art - Sculptures		DDA Board	Board Discussion	Art Committee	R		
Community Calendar - Events		DDA Board	Board Discussion		IP		
Copllaboration Meetings with other Organizations		DDA Board	Board Discussion		P		
Community Volunteer Needs/Sign-up		DDA Board			P		
DDA Business Registry		Director Robinson			P		
Charging Stations for Electric Vehicles		DDA Board	Board Discussion		P		
Status:							
P = Planning							
DE = Development and/or Engineering							
B = Out for Bid							
IP = In Progress							
C - Completed							
R = Recurring							
NA = No Action Taken							



Belleville DDA Monthly Report

January 2023

DDA Chair and Board Members,

This is the new, proposed, format for reporting out on a monthly basis on what have been the priorities and progress on DDA matters. This format gives latitude to adding narrative to the follow-up list items as well as other items of interest.

Follow-up List:

Website Update: On the city side, we have prepared an RFP (Request for Proposal) that is ready to be put out soliciting bids for companies who are interested in providing our website services. Before submitting the RFP we have went through all the information regarding our current website provider. The city contracted services with this provider in 2018. We have been told from previous administrations that we do not have direct access and control to immediately update and make changes to our website. We have now found out that is not true and currently we now have a log in and access to our website. The Project Administrator is currently updating portions of our website and analyzing its ease of use for both administrators and end users.

We are also in the process of scheduling a meeting with the website provider to gage their ability to meet the needs of our city, DDA, Boards and Commissions, and customer/constituent users and comparing with the items we already have drafted in our RFP. This is an important step in being fiscally and operationally responsible.

Partnerships: I had a meeting this week with the Director of the Belleville Area Chamber of Commerce, Martha Hanoian. I addressed concerns that were brought up regarding special events additions, after the event has already been approved by City Council, that should be vetted by the city officials and provided examples. She was very receptive and will ensure these issues will be resolved going forward.

I also discussed our collaboration efforts with all of the non-profits and service organizations as the lead was coming from a chamber member in setting meetings and shared calendars. I inquired as to the progress and she stated she would check and get back to me.

Finders Keepers: Our DDA Chair has re-established communication with the owner of the Finders Keepers antique show/bizarre. According the Chair, the owner has walked and reviewed our downtown area and stated they could facilitate their operation in our downtown. I have left messages with the owner to facilitate a meeting so that we can secure the first weekend of October to kick off Booville and to assist in the completing of the Special Events application to bring before City Council.



Belleville DDA Monthly Report

January 2023

Project Management: We are currently coordinating meetings with our municipal management software company to determine capabilities for operations and integration for leveraging technology for DPW operations as well as their ability to integrate with other technology platforms. In this meeting we will also be seeking to advance features that can be used by our residents for automated bill payment etc...

Business Registry: We are developing a Belleville Business Registry. There is intended to be an ordinance written and presented requiring all Businesses with the city limits to register their business with the city initially and to update their registration on an annual basis. The purpose of this registry is to benefit the city to create a database for all of our businesses that can easily be accessed so that outreach between the City/DDA and our businesses can be efficient as well as assist our public safety departments.

Park Grass Fertilizing and Weed Control: Through researching our current provider, Tru-Green, and the services we contracted it became clear we went with the lowest 2 application program. I think we all have seen little improvement in our grassy areas. I am awaiting their quote for a better program to enhance our park grass areas and I will also be seeking at least two other quotes to provide this service from other companies as we need to have this in place by the end of March.

Grant Writing Professional: In the seeking of a grant writing professional, it is my opinion that this should be a collaborative effort between the City and the DDA. I am seeking sample RFP's from other cities as well as gathering feedback from other cities on their experience with grant writers that specifically research and target municipal grants.

Park Walk List: The DDA Park Walk list that identified repair issues on items in our parks has been forwarded and assigned to the DPW so they can schedule and make repairs on fixable items within their capabilities.

Denton Road Bridge/Main Street Traffic: I have spoken to County officials and am hoping to have them give a factual and accurate presentation regarding the Denton Road Bridge project at an upcoming meeting of City Council. There has been much speculation and mis-information.

Event Barricades: The DPW is currently making a new batch of Barricades that is used to block roads and event areas. They are also ordering several flashing yellow light units to be used on the main road blocking barricades in order to enhance safety for event attendees and motorists.

Respectfully,

David Robinson

ACCOUNTS PAYABLE EXPENDITURES
DDA MEETING JAN 2023

DATE	AMOUNT		G. TOTAL
1/18/2023	\$423,497.59		\$423,497.59
<u>GRAND TOTAL</u>			\$423,497.59

