

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
FEBRUARY 19, 2008  
REGULAR MEETING MINUTES**

**1. Call To Order:**

The meeting was called to order at 7:00 p.m. in the City Hall Council Chambers by Vice Chair Tom Mitchell and the Pledge of Allegiance was recited.

**3. Roll Call:**

Vice Chair Tom Mitchell, Authority Members Timothy Grossman, Emily Lilly-Lacca, Karen McGarry, Alyson Wendt, and Mayor Michelle Hyne. Absent: Jeremy Emmi, Barb Vandenberg (arrived at 7:05 p.m.), and Bev O'Malia.

Also Present:

Deputy Clerk Holly Thompson, Community Development Director Michelle Aniol, Chamber Representative Dawn Marie Joseph, and citizens Mike Thomas, and Teresa Wood.

Motion by **Grossman**, second by **Wendt**, to excuse O'Malia, and Emmi. **Motion passed by voice vote.**

**4. Approval of Agenda:**

Delete item 10a.

Motion by **Grossman**, second by **McGarry**, to approve the agenda as amended. **Motion passed by voice vote.**

**5. Public Response:**

Vice Chair Mitchell called for public comment at this time and there was none.

**6. DDA Regular Minutes of January 22, 2008:**

On page 2, 4 lines down change "of" to "or".

Motion by **Grossman**, second by **Lilly-Lacca**, to approve the regular minutes of January 22, 2008 of the DDA as amended. **Motion passed by voice vote.**

**7. Accounts Payable:**

Vandenberg arrived at 7:05 p.m.

Motion by **Grossman**, second by **Lilly-Lacca**, to approve the bill for salt to Tractor Supply Company in the amount of \$383.23 as presented. Yes: Grossman, McGarry, Hyne, Mitchell, Vandenerg, Lilly-Lacca, Wendt. No: None. **Motion passed.**

**8. Treasurer- Budget Report:**

Financial printouts were submitted for DDA review for January.

### **9. Community Development Director:**

Director Aniol reported that the Buckhaves will not be able to purchase the buildings at 109 and 115 East Grand River Avenue at this time. The Farmers' Market will be held in the parking lot behind City Hall for the 2008 season. The Planning Commission will be holding a public hearing for text amendments to the Zoning Ordinance. The meeting with MDOT regarding the Access Management Plan was productive. More information will be available at the next meeting. ArtFest has asked the City Council to post a job position for an ArtFest director. Teresa Wood of Wood & Sons Corn Bin wrote a letter to the editor for the Enterprise regarding the exciting developments in Williamston. Director Aniol commented that there were complaints at the previous DDA meeting regarding snow removal on sidewalks and found that the business owners are responsible for keeping their sidewalks clear. Ms. Aniol found reference to this in both the 2003 and 2005 DDA newsletters.

### **10. Action Items**

#### **10a. Chamber Request for Craft Show Contribution:**

Motion by **Vandenberg**, second by **Grossman**, to approve the contribution for the craft show in the amount of \$1000 as presented. Yes: McGarry, Hyne, Mitchell, Vandenberg, Lilly-Lacca, Grossman, Wendt. No: None. **Motion passed.**

### **11. Discussion Items**

#### **11a. City Council News:**

Member Hyne reported that the City Council held a special meeting to discuss the City buildings. The Council has also been working on their policies and procedures, but has not adopted them at this time. The Council is trying to help ArtFest by looking for a volunteer to serve as director. A task force made up of the City Manager, Council members Couturier and Pratt and MDOT are working on the Access Management Plan and the RiverHouse Inn issue.

#### **11b. Signage Grants Meeting in January:**

Member Vandenberg commented that the signage grant committee met twice during January and will bring more information to the next meeting for DDA review.

#### **11c. Luminaries and Light Pole Banners:**

Teresa Wood asked the DDA to consider changing out the light pole banners seasonally and also putting out luminaries during events like the light parade and other events.

Director Aniol will look into the light pole banners including labor costs and provide the information at the next meeting.

#### **11d. ArtFest:**

Director Aniol reported that ArtFest may be coming to the DDA for a monetary donation soon.

**11e. Farmers' Market:**

Director Aniol stated that the EDC may ask the DDA for a donation to help with the Farmers' Market advertising.

**15. Public Response:**

Vice Chair Mitchell called for public comment at this time and there was none.

**16. Adjournment:**

**Meeting Adjourned at 8:05 p.m.**

**\*THE PRECEDING MINUTES ARE A SYNOPSIS OF A DOWNTOWN DEVELOPMENT AUTHORITY MEETING AND DO NOT REPRESENT A VERBATIM RECORD.**

Respectfully Submitted by: \_\_\_\_\_

**Holly M. Thompson, Deputy Clerk**

Date Approved: \_\_\_\_\_