

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
FEBRUARY 20, 2007
REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 7:00 p.m. by Chair Bev O'Malia and the Pledge of Allegiance was recited.

3. Roll Call:

Chair Bev O'Malia, Vice Chair Tom Mitchell, Authority Members Barb Vandenberg, Tim Grossman, Jeremy Emmi, Karen McGarry, and Mayor Ken Zichi. Absent: Aly Wendt & Bonnie Bochniak.

Also Present:

Deputy Clerk Holly Thompson, Community Development Director Alison Alfredson, Gwen Chirico-Brandon, and Phyllis Chirico.

Motion by **Mitchell**, second by **Emmi**, to excuse Wendt. **Motion passed by voice vote.**

4. Approval of Agenda:

Motion by **Mitchell**, second by **Vandenberg**, to approve the agenda as amended. **Motion passed by voice vote.**

5. Public Response:

Chair O'Malia called for public comment at this time and there was none.

6. DDA Regular Minutes of January 16, 2007:

Motion by **Mitchell**, second by **Grossman**, to approve the regular DDA minutes of January 16, 2007 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Mitchell**, second by **Vandenberg**, to approve the invoices from Wilcox Engineering in the amounts of \$7000 and \$10,000. Yes: Grossman, McGarry, O'Malia, Zichi, Mitchell, Vandenberg, Emmi. No: None. **Motion passed.**

Chair O'Malia commented that because the work done at the car wash lot was not what the DDA asked for, they should not have to pay the bill from Home Depot. She stated that the DDA told the City Manager that they wanted wood posts with a plastic coated metal chain and no parking signs hanging from the center of the chain. She also expressed her frustration that the contractors that used the property were not made to clean it up.

Member Zichi stated that the contractor is still liable to do the work on the lot.

The DDA discussed leaving the current posts up until the contractor can come back and fix the lot. They added that they want to see it done by June 15th. Chair O'Malia will write a letter to the City Manager stating the DDA's desire for the lot.

Motion by **Mitchell**, second by **Grossman**, to table the bill from Home Depot until the DDA receives a response from the City Manager. **Motion passed by voice vote.**

Chair O'Malia reported that the DDA and City have verbally asked the Ingham County EDC to separate the DDA's portion of the bill from the City's portion and they have continued not to do so. The City Manager has also continued to explain the situation to the Ingham County EDC regarding the TIFA's not capturing with no results.

Motion by **Grossman**, second by **Vandenberg**, to table the Ingham County EDC bill until the County provides an explanation and an adjusted bill. Yes: Zichi, Mitchell, O'Malia, Vandenberg, Emmi, Grossman, McGarry. No: None. **Motion passed.**

8. Treasurer- Budget Printout:

City Treasurer Alan Dolley submitted a financial printout for board review.

Chair O'Malia stated that she is concerned with the amount of salaries and wages that are being charged to the DDA without any knowledge of what work is being done to justify the cost.

The DDA expressed their desire to have a better accounting of what is being charged to the DDA for salaries and wages.

9. Community Development Director:

Director Alfredson submitted a written report for DDA review and distributed an updated version of the façade improvement guidelines and asked the DDA to submit any changes to her as soon as possible.

The DDA commended Director Alfredson for her work on the guideline booklet.

Member Zichi commented that he would like to see it on the City website.

Alfredson reported that the first Small Town Design Initiative meeting will be Tuesday, February 27, 2007 at the Discover Elementary School.

She added that the state has liquor licenses available for \$25,000 with \$75,000 in building renovations.

She has received two inquiries regarding the O'Connor building and one inquiry for the VanAllsburg building.

10. Action Items

10a. ArtFest Funding Request:

Gwen Chirico-Brandon submitted information to the DDA for consideration of funding for the ArtFest. Ms. Brandon commented that ArtFest is still not able to pay entertainers, but the event is growing every year. She added that the wine tasting tent was very successful last year. ArtFest is going to try to get the Williamston businesses involved this year.

Motion by **Mitchell**, second by **Vandenberg**, to approve \$3500 for ArtFest. Yes: O'Malia, Zichi, Mitchell, Vandenberg, Emmi, Grossman, McGarry. No: None.
Motion passed.

10b. Wilcox Authorization to Proceed:

Chair O'Malia commented that the City Manager has asked that water main replacement be included in the engineering plans. O'Malia expressed that she wants to be sure the City pays for the cost difference. The board agreed with Chair O'Malia's statement.

Motion by **Zichi**, second by **Grossman**, to include the water main replacement in the engineering of Putnam Street by Wilcox and request that the City pick up the difference in cost. Yes: Zichi, Mitchell, O'Malia, Vandenberg, Emmi, Grossman, McGarry. No: None. **Motion passed.**

10c. Recommendation to Planning Commission for Future Land Use in DDA District:

Chair O'Malia commented that S. Putnam St. is mostly residential but is slowly converting to Commercial. The Planning Commission has asked the DDA's input on whether the S. Putnam St. corridor should be classified as Mixed Use on the Future Land Use map.

Member Zichi commented that he believes the Mixed Use designation is appropriate in the S. Putnam St. corridor. However he wanted to draw the DDA's attention to the Mixed Use designation at the I-96 corridor. He expressed his concern that commercial in the I-96 corridor area will draw business away from the downtown. He added that he would like the historic architecture preserved in the Putnam St. corridor.

Motion by **Vandenberg**, second by **Grossman**, to concur with the Mixed Use designation on the Future Land Use Map in the Putnam St. corridor and encourage that the historic look be maintained in that area. **Motion passed by voice vote.**

10d. Communication Between DDA & City:

The DDA decided to use letters to the City Manager to communicate between the DDA and the City.

10e. Budget Committee:

Members O'Malia, Grossman, and Mitchell volunteered to serve on the budget committee.

10f. Board Member Resignation:

Motion by **Zichi**, second by **Grossman**, to recognize Bonnie Bochniak's service to the DDA with a letter of thanks and forward the resignation to the City Council.

Motion passed by voice vote.

10g. Bronner's Holiday Decoration Order:

Chair O'Malia reported that while she was in Petosky she noticed that their garland had larger white lights with screw in bulbs. She felt that this may be a good option for Williamston instead of buying all new strands every year.

Member Vandenberg commented that she witnessed the DPW taking down the garlands with the lights still attached and squeezing them into barrels. She believes this may be the cause of the need for light replacement every year.

Member McGarry commented that perhaps the DDA should come up with a list of steps for taking care of the holiday decorations to avoid damage. She also suggested that the DDA purchase special bins for the decorations and specify what and how many should be placed in each as well as consult the City Manager on what employee is the most organized and putting them in charge of storing the decorations.

Motion by **Grossman**, second by **Emmi**, to purchase fifty sets of the garland with the optional C71 LED lights as presented with bows. Yes: Emmi, Grossman, McGarry, O'Malia, Zichi, Mitchell, Vandenberg. No: None. **Motion passed.**

11. Discussion Items

11a. City Council News:

Member Zichi reported that the library is currently waiting for the work to be done by CADL before they can move into the Community Center.

14. Public Response:

Chair O'Malia called for public comment at this time and there was none.

15. Adjournment:

Motion by **Zichi**, second by **McGarry**, to adjourn. **Motion passed by voice vote.**

Meeting Adjourned at 8:50 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: _____