

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
APRIL 15, 2008
REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 7:02 p.m. in the City Hall Council Chambers 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, Timothy Grossman, Jeremy Emmi, Emily Lilly-Lacca, Alyson Wendt, Karen McGarry and Mayor Michelle Hyne. Absent: None.

Also Present:

Deputy Clerk Holly Thompson, Community Development Director Michelle Aniol, and citizen Terri Okowitz.

4. Approval of Agenda:

Delete item 10a. and add 10g. Repainting City Welcome Signs.

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 February 19, 2008:

Motion by **Mitchell**, second by **Grossman**, to approve the regular minutes of February 19, 2008 of the DDA as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Grossman**, second by **Lilly-Lacca**, to approve the bill for attorney services to Foster, Zack, and Lowe in the amount of \$400 as presented. Yes: Emmi, Grossman, McGarry, O'Malia, Hyne, Mitchell, Vandenberg, Lilly-Lacca, Wendt. No: None. **Motion passed.**

8. Treasurer- Budget Report:

Financial printouts were submitted for DDA review for March.

9. Community Development Director:

Director Aniol submitted a written report for DDA review.

10. Action Items

10a. Williamston Downtown Business Guide Proposal:

Motion by **Mitchell**, second by **Grossman**, to move forward with the McKenna proposal for a downtown business guide in an amount not to exceed \$5000 with the quantity to be determined later. Yes: McGarry, O'Malia, Hyne, Mitchell, Vandenberg, Lilly-Lacca, Emmi, Grossman, Wendt. No: None. **Motion passed.**

10b. Hire Summer Worker for Plant Watering:

Motion by **Mitchell**, second by **Grossman**, to authorize the Chair to hire someone to water the downtown plantings for an amount not to exceed \$1000 for 2008. Yes: O'Malia, Hyne, Mitchell, Vandenberg, Lilly-Lacca, Emmi, Grossman, McGarry, Wendt. No: None. **Motion passed.**

10c. Williamston Greenhouse Bid for Planting Services:

Motion by **Emmi**, second by **Vandenberg**, to approve the bid from Williamston Floral and Greenhouse for an amount not to exceed \$1000 as presented. Yes: Hyne, Mitchell, O'Malia, Vandenberg, Emmi, Grossman, McGarry, Wendt, Lilly-Lacca. No: None. **Motion passed.**

10d. Budget Committee Appointment:

Chair O'Malia appointed Mitchell, Grossman, and herself to the budget committee. The budget meeting will be April 29, 2008 at 8:30 a.m. in the City Hall Council Chambers.

10e. MDOT Grant Update & Additional Match Money:

Motion by **Grossman**, second by **Vandenberg**, to approve a match of 33% for the MDOT Streetscape Grant. Yes: Mitchell, Vandenberg, Grossman, Emmi, Lilly-Lacca, O'Malia, Hyne, Wendt, McGarry. No: None. **Motion passed.**

10f. Repainting City Welcome Signs:

Motion by **Mitchell**, second by **Hyne**, to approve refurbishing the City welcome sign on the south side in an amount not to exceed \$300. Yes: Vandenberg, Lilly-Lacca, Emmi, McGarry, O'Malia, Hyne, Mitchell, Grossman, Wendt. No: None. **Motion passed.**

11. Discussion Items

11a. City Council News:

Member Hyne reported that the City Council approved the MSHDA grant, and the McKenna contract continuation. She also pointed out the letter from Senator Allen.

11b. Signage Grants Meeting in January and February:

Member Vandenberg reported that the committee has not put together a draft of their proposal yet, but plan to have it ready for the May meeting.

11c. Workshop- Upstairs Downtown:

Member Grossman left at 8:14 p.m.

Director Aniol informed the DDA of the opportunity to attend the 'Upstairs Downtown' workshop on April 29.

Member Wendt volunteered to attend.

15. Public Response:

Terri Okowit commented that she wants to become more involved with the community and has ideas on how to revitalize the downtown.

16. Adjournment:

Meeting Adjourned at 8:25 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: _____