

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
APRIL 21, 2009
REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 7:04 p.m. in the City Hall Council Chambers by Chairman Timothy Grossman and the Pledge of Allegiance was recited.

3. Roll Call:

Chairman Timothy Grossman, Authority Members Cliff Hart, Dawn Marie Joseph, Alyson Wendt, Narda Murphy, Barb Vandenberg and Mayor Michelle Hyne. Absent: Tom Mitchell and Steve Eyke.

Motion by **Hyne**, second by **Joseph**, to excuse Mitchell and Eyke. **Motion passed by voice vote.**

Also Present:

Acting Clerk Holly Thompson, Acting City Manager Alan Dolley, Community Development Director Michelle Aniol, and citizens John Noud, Scott VanAllsburg, Jean Dolley, and Don Bixler.

4. Approval of Agenda:

Motion by **Joseph**, second by **Wendt**, to approve the agenda as presented. **Motion passed by voice vote.**

5. Public Response:

Chairman Grossman called for public comment at this time and there was none.

6. DDA Regular Minutes of February 17, 2009:

Motion by **Wendt**, second by **Joseph**, to approve the DDA regular minutes of March 17, 2009 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

None.

8. Community Development Director:

Director Aniol reported that the Chamber 1st Friday for May will be the ArtWalk and will be held for two days with a 50/50 raffle each day. The City has a page in the Enterprise called 'Shop It, Live It, Love It' that includes a lot of publicity for events. There is someone looking to place a pharmaceutical supply company in the old Merkle building. Meetings are being held regarding the construction of the new road in the Industrial Park.

9. Treasurer- Budget Printout:

A budget printout for March was submitted for DDA review.

10. Action Items

10a. Budget Recommendations:

Motion by **Hyne**, second by **Joseph**, to review the discussion and recommendations of committee members Joseph and Vandenberg and have the information provided to discuss and reflected in the budget at the next meeting for consideration. **Motion passed by voice vote.**

Motion by **Joseph**, second by **Vandenberg**, to table the budget until the next meeting. Yes: Hart, Hyne, Vandenberg, Joseph, Murphy, Wendt. **No: Grossman. Motion passed.**

The DDA asked that the Farmers' Market be on the next agenda to decide on what the DDA wants to contribute in the budget to support the market.

Motion by **Vandenberg**, second by **Hyne**, to have members of the DDA to serve on a committee to look at figures for the hiring of a Community Development Director. Yes: Murphy, Grossman, Hart, Hyne, Vandenberg, Joseph, Wendt. No: None. **Motion passed.**

Motion by **Hyne**, second by **Murphy**, to have Joseph, Hart, and Vandenberg serve on the committee. **Motion passed by voice vote.**

Motion by **Hyne**, second by **Murphy**, to have the committee review the former salaries and additional communities for their salaries and benefits and any pertinent information they deem necessary that would benefit their research and presentation to this committee and also to the City Council. **Motion passed by voice vote.**

10b. 425 W. Grand River Ave. Façade Improvement Application:

Motion by **Vandenberg**, second by **Hart**, to approve the façade application at 425 W. Grand River Ave. as presented for up to \$6,000 for the replacement of windows. Yes: Hart, Hyne, Vandenberg, Joseph, Murphy, Grossman, Wendt. No: None. **Motion passed.**

10c. Williamston Theatre Request for Marketing Assistance:

Motion by **Murphy**, second by **Hart**, to support one show at this point with the option to support a second one based on what the DDA finds out about legalities and to include the receipts for an amount not to exceed \$2500. Yes: Hyne, Vandenberg, Murphy, Grossman, Hart, Wendt. No: None. Abstain: Joseph reason being she serves on the Theatre Board. **Motion passed.**

10d. Planter Bids:

Motion by **Vandenberg**, second by **Joseph**, to approve the bids for the planter boxes as presented in an amount not to exceed \$850. Yes: Hyne, Vandenberg, Hart, Grossman, Murphy, Wendt, Joseph. No: None. **Motion passed.**

Director Aniol will look into putting hanging baskets at the four corners and bring the information to the next meeting.

11. Discussion Items

11a. City Council News:

Mayor Hyne reported that she is keeping in touch with Tri-State Hospital Supply. The Council is making progress. Acting Manager Dolley is working with the Tri-County Regional Planning Commission to get money for the Williamston Road project. The City Council voted to release the City Manager and Alan Dolley is filling in temporarily. The Council is currently in the process of setting their budget. The attendance at the Council meetings has been good and the Chamber and Senior Center always have a representative in attendance. The Ingham County Housing Commission is going to move forward with the MSHDA grants for the 109 building.

11b. Sign Improvement Program- Status of Application and Procedures Kit:

Director Aniol distributed guidelines for the DDA to make changes to and give ideas for improvements. The DDA was asked to e-mail any changes they had to Director Aniol before the next meeting.

Members Vandenberg & Joseph will take the sign application and procedures to the Chamber for their opinion.

Brochures will be on the next agenda.

14. Public Response:

Chairman Grossman called for public comment at this time and there was none.

15. DDA Member Comments:

Member Joseph commented that the First Friday for May will be the Artwalk. Kathy's Kremer of the Kropp, Crazy, Horse, and CA Concepts have gone out of business. A card store & computer store may be going into the Keller Plaza.

Member Hyne commented that LED lighting has been on the Council agenda. Little Ceasers has opened. She added that the Chamber is doing a great job.

Member Vandenberg commented that the Fireworks Glass Studio will have something going on during the Artwalk and a reception at the Living Arts Dance Studio.

16. Adjournment:

Meeting Adjourned at 8:45 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, Acting Clerk

Date Approved: _____