

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
JUNE 16, 2009
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 Chairman Tim Grossman and the Pledge of Allegiance was recited.

3. Roll Call:

Chairman Tim Grossman, Authority Members Dawn Marie Joseph, Alyson Wendt, Steve Eyke, Narda Murphy, and Council Representative Michael Moody. Absent: Tom Mitchell (arrived at 7:30 p.m.), Barb Vandenberg (arrived at 7:04 p.m.), and Cliff Hart.

Also Present:

Community Development Director Michelle Aniol.

4. Approval of Agenda:

Add 10k. Gazebo, 10l. Streetscape, and 10m. DDA Appointments.

Motion by **Joseph**, second by **Moody**, to approve the agenda as amended. **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 May 19, 2009:

Motion by **Wendt**, and **seconded** ~~second by Hart~~, to approve the DDA regular minutes of May 19, 2009 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Eyke**, second by **Wendt**, to approve the bill from the Attorney in the amount of \$685, McKenna invoice in the amount of \$1,426, and True Value in the amounts of \$5.58 and \$1.49 as presented. Yes: Grossman, Eyke, Moody, Vandenberg, Joseph, Murphy, Wendt. No: None. **Motion passed.**

8. Community Development Director:

Director Aniol submitted a written report for DDA review.

9. Treasurer- Budget Printout:

A budget printout for May was submitted for DDA review.

10. Action Items

10a. Budget Adjustments:

Motion by **Mitchell**, second by **Vandenberg**, to approve the budget adjustments as presented. Yes: Moody, Mitchell, Eyke, Vandenberg, Grossman, Murphy, Wendt, Joseph. No: None. **Motion passed.**

10b. Hayward Pixley Façade Application:

Motion by **Vandenberg**, second by **Joseph**, to approve the façade improvement request for Hayward Pixley as presented in the amount of \$1225. Yes: Mitchell, Vandenberg, Joseph, Murphy, Grossman, Eyke, Moody, Wendt. No: None. **Motion passed.**

10c. Downtown Business Guide:

Motion by **Vandenberg**, second by **Murphy**, to revise the brochure as discussed and bring it back to the next meeting for approval. **Motion passed by voice vote.**

10d. Sign Improvement Program:

DDA directed Director Aniol to revise the sign improvement program with the changes as discussed and include it on the next agenda.

10e. Trash Can in Front of Library:

Motion by **Vandenberg**, second by **Joseph**, to not act on the request for a new trash can but add another to the order when the South Putnam streetscape is done. **Motion passed by voice vote.**

10f. Streetlamp Substitution:

Motion by **Mitchell**, second by **Murphy**, to allow DTE to replace existing lamps with Federal Globe without the metal shield. **Motion passed by voice vote.**

10g. Van Atta's Grow a Green Community Grant Program-2009:

The Community Garden Committee will work with Marlene Epply.

10h. Hanging Baskets at Four Corners:

Motion by **Joseph**, second by **Wendt**, table the hanging baskets until Member Vandenberg can research the costs. **Motion passed by voice vote.**

-Eyke left at 8:45 p.m.

-Moody left at 8:45 p.m.

10i. Parking Lot Improvements:

Motion by **Mitchell**, second by **Joseph**, to award the paving contract to One Way Asphalt Paving and Excavating in the amount of \$3190 as presented. Yes: Mitchell, Vandenberg, Joseph, Murphy, Grossman, Wendt. No: None. **Motion passed.**

10j. Committee Reports:

None.

10k. Gazebo:

The DDA asked Director Aniol to get estimates to repair the gazebo and replace the roof with a metal roof for the next meeting.

10l. Streetscape:

The DDA wants to review the costs for streetlamps from DTE and decide on type of sidewalk pavement treatment. They asked that Vanessa from Wilcox attend the next meeting to review the cost breakdown.

10m. DDA Appointments:

Motion by **Joseph**, second by **Mitchell**, to recommend to Council that Vandenberg and Grossman be reappointed to the DDA. **Motion passed by voice vote.**

11. Discussion Items

11a. City Council News:

None.

11b. Fence at Deer Creek Park:

The DDA felt that this is a Parks & Recreation Commission issue.

11c. Wayfinding Signs:

The DDA said there was a location and design study done 4-5 years ago and asked Director Aniol to bring it to the next meeting. They also asked that Director Aniol contact MDOT for assistance with wayfinding signs.

14. Public Response:

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

15. DDA Member Comments:

The board discussed business incubators.

Member Joseph announced that there will be Dog Days in August the first Friday and Saturday. She asked that DPW move the bench from True Value to the Senior Center and get it secured and anchored to the site.

Member Murphy commented that she observes things in her travels that she never thought of before she was on the DDA.

Member Wendt commented that the DDA members should walk around and talk to the business owners.

Member Vandenberg commented that the sign at the south end of town has been painted.

Chairman Grossman thanked everyone for their time and efforts and added that the streetscape should be the DDA's number one priority.

16. Adjournment:

Meeting Adjourned at 10:40 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, City Clerk

Date Approved: _____