

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
JULY 17, 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, Authority Members Barb Vandenberg, Tim Grossman, Alyson Wendt, and Karen McGarry. Absent: Tom Mitchell, Jeremy Emmi, and Ken Zichi.

Also Present:

City Manager/Clerk Lisa Hitchcock, Michelle Aniol, Wilcox Representative Vanessa Warren, Wendy Shaft, and Sue Nichani.

Motion by **Grossman**, second by **Vandenberg**, to excuse Mitchell, Emmi, and Zichi. **Motion passed by voice vote.**

**4. Approval of Agenda:**

Add 13. Design Guidelines, and 10a. change "Zichi" to "Hitchcock".

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

**5. Public Response:**

Sue Nichani commented that the River House Inn is struggling with a parking issue. They need 11-31 spaces. She asked if they could come up with a plan to use the DDA lot to get the extra spaces they need. This will be on the next agenda.

Chair O'Malia commented that this will help determine the use and several other issues. It would comply with the DDA Plan, but there are City standards and flood plain issues.

**6. DDA Regular Minutes of June 19, 2007:**

On page 2, 10b., add "Zichi said he was informed by" before "Member".

Motion by **Grossman**, second by **McGarry**, to approve the DDA minutes of June 19, 2007 as amended. **Motion passed by voice vote.**

**7. Accounts Payable:**

Motion by **Wendt**, second by **Grossman**, to approve the bills from True Value in the amount of \$19.99 and One Way Asphalt in the amount of \$2099 as

presented. Yes: Grossman, McGarry, O'Malia, Vandenberg, Wendt. No: None.  
**Motion passed.**

**8. Treasurer- Budget Report:**

A financial printout was submitted for June for DDA review.

**9. Introduction of McKenna:**

Michelle Aniol, Senior Planner of McKenna Associates introduced herself and stated that she has been with the company for five years. McKenna offers the expertise of over thirty people and a variety of resources. Her strength is in community development. She expressed that she is looking forward to working in Williamston and believes this will be a good opportunity.

**10. Action Items**

**10a. Wilcox Streetscape Proposal:**

Vanessa Warren of Wilcox Engineering showed the DDA the newly revised streetscape plans and reported that MDOT tends to fund projects where the engineered drawings are done. She highly recommended the online application. 32% is the typical match without the engineering done and is lower with the engineering. They are giving grants out twice a year, throughout the year.

The DDA requested the grant proposal in writing.

Chair O'Malia thanked Ms. Warren for the great work they have done and expressed that she understands the plans very well.

**11. Discussion Items**

**11a. City Council News:**

Manager Hitchcock reported that Tim Grossman was appointed to the City Council to fill the vacancy left by Brian O'Connell, and the Council adopted the 2007/2008 fiscal year budget. A packet with petitions and other information is available to run for City Council in November. The Parks and Recreation Commission is working on a plan for the island.

**12. Announcements**

**12a. Request for Quotes for MDOT Grant:**

Already discussed.

**12b. Bill from C2AE:**

The City has taken care of the bill that was questioned at the last DDA meeting.

**15. Public Response:**

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

**16. Adjournment:**

**Meeting Adjourned at 7:52 p.m.**

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

**Respectfully Submitted by: \_\_\_\_\_  
Lisa K. Hitchcock, City Manager/Clerk**

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