

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

1. Call To Order:

The meeting was called to order at 7:01 p.m. in the City Hall Council Chambers by City Clerk Holly Thompson and the Pledge of Allegiance was recited.

3. Roll Call:

Authority Members Cliff Hart, Harriette Dunckel, Alyson Wendt, Steve Eyke, Narda Murphy, and Barb Vandenberg. Absent: Dawn Marie Joseph (arrived at 7:05), Tom Mitchell (arrived at 7:30 p.m.), and Michael Moody (arrived at 8:00 p.m.).

Also Present:

City Clerk Holly Thompson, Community Development Director Michelle Aniol, Wilcox Engineer Vanessa Warren, Enterprise Reporter Brad Ritter, McKenna Representative Andrew Robertson, and citizens Craig Banwell, Emily Sutton-Smith, John Lepard, and Carl McIntosh.

4. Approval of Agenda:

Move item 10f. to 10b., and delete 10j.

Motion by **Vandenberg**, second by **Murphy**, to approve the agenda as amended.

Motion passed by voice vote.

5. Public Response:

Clerk Thompson called for public comment at this time and there was none.

6. DDA Regular Minutes of June 16, 2009 & June 25, 2009:

On page 1, item 6, first line, change "second by Hart" to "and seconded".

-Joseph arrived at 7:05 p.m.

Motion by **Wendt**, second by **Joseph**, to approve the DDA regular minutes of June 16, 2009 and special minutes of June 25, 2009 as amended. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Joseph**, second by **Murphy**, to table the bills until the next meeting to find out what they are for. Yes: Dunckel, Hart, Eyke, Vandenberg, Joseph, Murphy, Wendt. No: None. **Motion passed.**

8. Community Development Director:

Director Aniol reported that the Artisan Circle is locating in downtown Williamston from Old Town in Lansing. The City Council has hired Tim Allard as the City Manager. The

Farmers' Market is doing well with a strong turnout of both vendors and customers. The Ingham County Housing Commission project is moving forward. A written report was provided to the DDA after the meeting.

9. Treasurer- Budget Printout:

A budget printout for June was submitted for DDA review.

10. Action Items

10a. Appointment of Chair & Vice Chair:

Motion by **Wendt**, second by **Joseph**, to nominate Barb Vandenberg as DDA Chair. Yes: Eyke, Vandenberg, Hart, Dunckel, Murphy, Wendt, Joseph. No: None. **Motion passed.**

Motion by **Eyke**, second by **Joseph**, to nominate Tom Mitchell as DDA Vice Chair. **Motion passed by voice vote.**

10b. Bucket Façade Improvement Plan:

-Mitchell arrived at 7:30 p.m.

Craig Banwell presented his façade application and plans to the DDA.

Director Aniol informed Mr. Banwell that he would still need to get all the necessary permits, such as signs.

Motion by **Hart**, second by **Joseph**, to approve the application for façade improvement for the maximum \$6,000 for CB's Bucket Bar & Grill contingent upon the colors being provided as well as updated drawings of what is being done to the building. Yes: Hart, Mitchell, Vandenberg, Joseph, Murphy, Dunckel, Eyke, Wendt. No: None. **Motion passed.**

10c. South Putnam Streetscape Improvement Plan:

Vanessa Warren of Wilcox Engineering spoke to the DDA about the South Putnam streetscape improvements. She stated that the DDA needs to decide whether they want to buy the street lights independently or with DTE Energy. She will be e-mailing the board cost estimates on the streetscape improvements so they are able to decide on whether or not to apply for an MDOT grant. A special meeting will be held on Friday, July 24 at 10:00 a.m. to give direction on moving forward with the MDOT grant process.

-Moody arrived at 8:00 p.m.

10d. ICSC Idea Exchange Deal Making Table Presentation:

McKenna Representative Andrew Robertson presented the information for the ICSC Idea Exchange.

Motion by **Mitchell**, second by **Hart**, to add the presentation to the DDA web page as part of the \$3500 approved last month for the ICSC Idea Exchange. **Motion passed by voice vote.**

10e. Downtown Business Guide:

The DDA requested a more complete quote from Limner Press to include paper weights and the DDA will address the maps at the upcoming special meeting.

10f. Sign Improvement Program:

Motion by **Mitchell**, second by **Joseph**, to approve the Sign Improvement Program as amended. **Motion passed by voice vote.**

10g. Farmers' Market Operational Expenses:

This will be on the next agenda.

10h. Gazebo:

This will be on the next agenda.

10i. Wayfinding Signs:

This will be on the next agenda.

11. Discussion Items

11a. City Council News:

Member Moody reported that the City Council has hired Tim Allard as City Manager. The Council will be holding a work session on September 19 to prioritize budget items.

14. Public Response:

Carl McIntosh commented that he is having problems with RiverHouse Inn customers parking in his business lot. He stated that he has put up signs to deter their customers from parking there but they continue to do so. He added that the RiverHouse Inn proposed to have valet parking but do not offer the service. He asked the DDA for help in addressing this situation.

Chair Vandenberg stated that she would write RiverHouse Inn explaining the situation and asking for them to address it.

15. DDA Member Comments:

None.

16. Adjournment:

Meeting Adjourned at 10:19 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: _____