

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
AUGUST 18, 2009
REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 7:31 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 Mayor Michelle Hyne. Absent: Dawn Marie Joseph (arrived at 7:35), Tom Mitchell (arrived at 7:38 p.m.), and Barb Vandenberg.

Also Present:

City Clerk Holly Thompson, Community Development Director Michelle Aniol, Wilcox Engineer Vanessa Warren, Farmers' Market Manager Christine Miller, and citizens John Palmer, Craig Banwell, and John Lepard.

Motion by **Hyne**, second by **Hart**, to excuse Vandenberg. **Motion passed by voice vote.**

4. Approval of Agenda:

The agenda was rearranged as follows:

- a. **Bucket Façade Improvement Application- See Memo**
- b. **MDOT TE Grant Application – Proposal by Wilcox Engineering**
- c. **Gazebo Cost Estimates**
- d. **Correspondence from the Williamston Theater**
- e. **Farmers' Market-Operational Expenses- See Memo**
- f. **Downtown Business Guide-Final Draft**
- g. **Wayfinding Signs- See Memo**
- h. **Development Area Citizens Council (DACC)- See Memo**

Discussion item 11c. 350 Project was added to the agenda.

-Joseph arrived at 7:35 p.m.

Motion by **Hyne**, second by **Eyke**, 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 July 21, 2009:

Motion by **Hart**, second by **Wendt**, to approve the DDA regular minutes of July 21, 2009 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

-Mitchell arrived at 7:38 p.m.

Motion by **Dunckel**, second by **Joseph**, approve the bill from Williamston Florist & Greenhouse in the amount of \$797.69 and McKenna & Associates in the amount of \$25 as presented. Yes: Dunckel, Hart, Eyke, Hyne, Mitchell, 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 July was submitted for DDA review.

10. Action Items

10a. Bucket Façade Improvement Application:

Motion by **Hyne**, second by **Dunckel**, to approve the Bucket façade pending Member Eyke and City Manager Allard completing a satisfactory inspection of the improvements based on the DDA's façade improvement criteria and upon approval, release the funds for payment to Mr. Banwell. Yes: Joseph, Hart, Murphy, Eyke, Hyne, Mitchell, Dunckel, Wendt. No: None. **Motion passed.**

10b. MDOT TE Grant Application- Proposal by Wilcox Engineering:

Motion by **Murphy**, second by **Joseph**, to approve the contract with Wilcox to prepare the South Putnam streetscape grant. Yes: Eyke, Hyne, Mitchell, Joseph, Murphy, Dunckel, Hart, Wendt. No: None. **Motion passed.**

10c. Gazebo Cost Estimates:

Motion by **Joseph**, second by **Hyne**, to approve the bid from Steve Eyke for the gazebo repairs in an amount not to exceed \$2300. Yes: Hart, Dunckel, Joseph, Mitchell, Wendt, Eyke, Hyne, Murphy. No: None. **Motion passed.**

10d. Correspondence from Williamston Theater:

Motion by **Murphy**, second by **Dunckel**, to continue to support the Williamston Theater with funding of \$3,000 for show advertising. Yes: Hart, Mitchell, Joseph, Murphy, Dunckel, Eyke, Hyne, Wendt. No: None. **Motion passed.**

10e. Farmers' Market- Operational Expenses:

Motion by **Hyne**, second by **Murphy**, to approve the support of the Farmers' Market through the end of 2009 market season and allow the DDA Director to use up to \$3500 from the Community Promotions fund and add that a DDA Farmers' Market Committee be established by the Chair and Vice Chair and have the committee report back to the board. Yes: Hart, Mitchell, Joseph, Murphy, Dunckel, Eyke, Hyne, Wendt. No: None. **Motion passed.**

- Eyke left at 8:28 p.m.

10f. Downtown Business Guide:

The DDA asked that Director Aniol move forward with the printing of the business guides.

10g. Wayfinding Signs:

Motion by **Hyne**, second by **Joseph**, to have the Chair, Vice Chair, Director Aniol, and Manager Allard work together regarding the wayfinding signs and report back at the next meeting with recommendations and criteria. **Motion passed by voice vote.**

10h. Development Area Citizens Council:

Motion by **Murphy**, second by **Dunckel**, to direct the DDA Attorney to prepare a petition to dissolve the Development Area Citizens Council. **Motion passed by voice vote.**

11. Discussion Items

11a. City Council News:

Member Hyne reported that the City Council has approved the proposal with C2AE to proceed with the grant for McCormick Park. Kiwanis is looking into putting sand volleyball courts in the park. She thanked everyone involved in the Dog Days event. She also thanked the DDA for supporting the Farmers' Market.

11b. Streetscape Maintenance: New Bollard and Rail- NE Corner of Grand River and Putnam Street:

Director Aniol reported that replacement of the bollards and railing at the north east corner of Grand River Avenue and Putnam Street will cost \$8,876 to replace. She will be looking into the insurance claim for the accident that was there to see if the City has already received payment for the replacement.

11c. 350 Project:

Member Wendt distributed information regarding the 350 Project and encouraged people to participate in the project.

14. Public Response:

Vice Chair Mitchell called for public comment at this time and there was none.

15. DDA Member Comments:

None.

16. Adjournment:

Meeting Adjourned at 9:04 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: _____