

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
AUGUST 19, 2008  
REGULAR MEETING MINUTES**

**1. Call To Order:**

The meeting was called to order at 7:05 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 Steve Eyke, Dawn Marie Joseph, Karen Joy McGarry, and Alyson Wendt.

Absent: Jeremy Emmi, Mayor Michelle Hyne (arrived at 7:24 pm) Tom Mitchell (arrived at 8:15 pm) and Barb Vandenberg (arrived at 7:10 pm).

Also Present:

City Manager/Clerk Lisa Hitchcock, Community Development Director Michelle Aniol and Wendy Shaft.

**4. Approval of Agenda:**

Remove item 10c. Downtown Business Guide.

Motion by **McGarry**, second by **Wendt**, to approve the agenda as amended. **Motion passed by voice vote.**

**5. Public Response:**

Wendy Shaft presented the concept of a First Friday branding program. She would like to request the DDA to partner on a twelve month program starting in January. She would like the DDA to help market the downtown with the Chamber on this monthly event.

\*Vandenberg arrived at 7:10 p.m.

Chair Grossman stated he would like to see an overall marketing plan and be able to mesh all events.

Member Joseph stated radio advertisements and posters have been every month.

Member Wendt stated there is much more participation when the events are advertised more.

Member Vandenberg thanked the Chamber for being involved from the beginning of the program.

\*Hyne arrived at 7:24 p.m.

**6. DDA Regular Minutes of July 15, 2008:**

Motion by **Vandenberg**, second by **Wendt**, to approve the regular minutes of July 15, 2008 of the DDA as presented. **Motion passed by voice vote.**

**7. Accounts Payable:**

Motion by **Wendt**, second by **Joseph**, to approve payment in the amount of \$53.98 to True Value Hardware for two watering hoses. Yeas all. **Motion carried.**

Motion by **Vandenberg**, second by **McGarry**, to approve payment in the amount of \$413.35 to Intelligent Products Incorporated for two pet cleanup stations. Yeas all. **Motion carried.**

Motion by **Vandenberg**, second by **McGarry**, to approve payment in the amount of \$127.22 to McKenna Associates for Professional Planning Services for Preparation of Downtown Business Guide. Yeas all. **Motion carried.**

Motion by **Vandenberg**, second by **Wendt**, to approve payment in the amount of \$525.00 to McKenna Associates for Professional Planning Services for Preparation of the DDA/TIF Plan Update. Yeas all. **Motion carried.**

**8. Community Development Director:**

Director Aniol reviewed her Memorandum regarding a Summary of DDA Act Amendments and Downtown Business Guide.

\* Mitchell arrived at 8:15 p.m.

Member Joseph stated she thinks it is too generic – it is like a 1960's map. She does not think the format is enough. She stated there are so many different varieties out there that are more progressive.

Member Vandenberg stated that part of this was so it could be updated more regularly.

**10a. City Council News- Mayor:**

Mayor Hyne requested to change the order of the agenda due to having to leave for another meeting. Mayor Hyne stated the Council is in discussion and will be voting on the planning enabling act. There will be two non-residents; which gives more opportunities for board members. Council has also taken action on the sandwich board signs. She has been meeting with Bruce Johnston from Ingham County Housing Development on rental rehabilitation grants through MSHDA. They would do the grant writing. Council has approved working with Ingham County on this project. This is a great way to improve the residences in the downtown.

\*Hyne left at 8:40 pm

**Continuation of 8. Community Development Director:** Director Aniol suggested holding off on moving forward until more review is done over the next month with examples being forwarded to her for presentation at the next meeting.

## **9. Action Items**

### **9a. Presentation of Downtown Visioning Workshop Summary:**

Community Development Director Aniol stated the RFP/Q has been advertised on the Michigan Intergovernmental Trade Network (MITN) and the City's website. The RFP/Q and summary of the Downtown Visioning session were presented to the Authority. Director Aniol reviewed the summary.

### **9b. Update Goals and Objectives and Identify Future Development Projects:**

Director Aniol stated there are goals that have been in the plan that may no longer be pertinent. The Authority reviewed the goals in the current plan and Section III: Economic Development Planning Principles and Goals from the Retail Development and Economic Opportunities Plan – May 2006.

### **9c. Tree Trimming:**

Director Aniol stated that a lot of the trees are blocking the retail window storefronts. Director Aniol offered to have McKenna's landscape architect look at the trees when he is here for another meeting. It was suggested to have member Emmi review the trees also.

## **10. Discussion Items**

### **10b. Streetscape Update:**

Director Aniol stated she spoke with Ms. Warren from Wilcox Design and was informed by MDOT that the DDA will probably receive funding in September for the 2009 construction year.

### **10d. Walk the Bridges of Williamston:**

Director Aniol stated that in the past two years, Mr. Buzzitta and Mr. Zichi had worked on this project together as two citizens in a public capacity. There is currently a time constraint and lack of volunteers. There was no advertising. Mayor Hyne, the Chamber, Director Aniol and Manager Hitchcock have been working on this. It may possibly be on a smaller scale this year with expansion next year.

### **10e. CATA Ridership:**

Discussion was held on the challenge of ridership. Chair Grossman stated he would like to see expansion of the ridership in the area and would be interested in the DDA working with CATA on this.

### **10f. Certified Local Government Program Through SHPO:**

Director Aniol stated that there are grant dollars that property owners cannot qualify for because the City is not certified.

Member Eyke stated that each district is different. If the DDA chose to go forward with the intent being preservation instead of restoration it may be a viable project.

Chair Grossman stated that he had discussed the program with Mr. Smith (McKenna) and the fear of property owners if the program is strict.

Director Aniol offered to arrange for a representative from the State Historic Preservation Office (SHPO) to make a presentation at a future meeting. Having a historical designation distinction would be beneficial if the education was presented appropriately.

**15. Public Response:**

Chair Grossman asked for public comment.

Member Wendt stated her family will be moving out of their store to a house.

Member Vandenberg encouraged everyone to attend the Williamston Theatre.

Chair Grossman welcomed Members Eyke and Joseph.

**16. Adjournment:**

Chair Grossman adjourned the meeting at 10:04 p.m. **Meeting Adjourned at 10:04 p.m.**

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

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

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