

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
SEPTEMBER 15, 2009
REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 7:02 p.m. in the City Hall Council Chambers by City Clerk Holly Thompson and the Pledge of Allegiance was recited.

3. Roll Call:

Chair Barb Vandenberg, Vice Chair Tom Mitchell, Authority Members Harriette Dunckel, Dawn Marie Joseph, Alyson Wendt, Steve Eyke, Narda Murphy, and Mayor Michelle Hyne. Absent: Cliff Hart.

Also Present:

City Clerk Holly Thompson, Community Development Director Michelle Aniol, and citizen Wendy Shaft.

4. Approval of Agenda:

Delete item 10b. and add items 13i. Farmers' Market, and 13j. Wayfinding Sign Study.

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

5. Public Response:

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

6. DDA Regular Minutes of August 18, 2009:

Motion by **Mitchell**, second by **Joseph**, to approve the DDA regular minutes of August 18, 2009 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

There were no accounts payable.

Motion by **Joseph**, second by **Wendt**, to have the Treasurer give direction as to the accounts payable procedures and have the budget corrected. **Motion passed by voice vote.**

8. Community Development Director:

Director Aniol submitted a written report for DDA review.

9. Treasurer- Budget Printout:

A budget printout for August was submitted for DDA review.

10. Action Items

10a. Banwell Façade Improvement Grant:

Motion by **Murphy**, second by **Dunckel**, to approve the Bucket façade improvement grant payment of \$750 for the ramp built on the north side of the building. Yes: Murphy, Dunckel, Eyke, Hyne, Mitchell, Vandenberg, Joseph, Wendt. No: None. **Motion passed.**

10b. Wayfinding Signs:

Members Hyne and Joseph will look into possible funding sources for studies through MDOT or the Ingham County EDC.

Member Murphy will check with Ernie Gaffner regarding the bond issue and the 'safe routes to schools' to find other sources of funding.

11. Discussion Items

11a. Development Plan Program/Project Prioritization:

Director Aniol distributed a copy of the project prioritization for the DDA and asked them to e-mail her back their priorities before the next meeting. Director Aniol agreed to send the DDA the priority chart by e-mail and will have disks available with the DDA Plan for the DDA to pick up on Thursday.

11b. Streetscape Maintenance: Bollard and Rail replacement:

Director Aniol reported that the replacement costs of the bollard and railings were not submitted to the insurance company for reimbursement.

The DDA asked that Director Aniol contact the insurance company immediately to see if they will be lenient and still cover the costs.

11e. City Council News:

Member Hyne reported that the Annual Bridge Walk was a success and expressed her appreciation to all who participated. She encouraged everyone to attend the Council work session on Saturday, September 19th.

The DDA commented that the lines need to be painted again for the crosswalks and parking.

*Hyne left at 8:25 p.m.

11c. Downtown Business Guide:

Director Aniol disbursed the new downtown business guides to the DDA.

11d. Greater Lansing Convention and Visitor's Bureau Guide 2010:

Motion by **Murphy**, second by **Joseph**, to approve \$2,000 for a two-page advertisement in the Greater Lansing Convention and Visitor's Bureau Guide for 2010, and have Wendy Shaft and Member Wendt work on the design of the page. Yes: Mitchell, Vandenberg, Joseph, Murphy, Dunckel, Eyke, Wendt. No: None. **Motion passed.**

14. Public Response:

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

15. DDA Member Comments:

Member Joseph commented that she tends to look for solutions to things and works backwards from them. She keeps a list of items the City could improve upon. She would really like to see the City work toward an on-line Williamston to promote the City on the internet.

16. Adjournment:

Meeting Adjourned at 9:06 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: _____