

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
NOVEMBER 17, 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 Chair Barb Vandenberg and the Pledge of Allegiance was recited.

3. Roll Call:

Chair Barb Vandenberg, Authority Members Cliff Hart, Dawn Marie Joseph, Steve Eyke, and Narda Murpy. Absent: Tom Mitchell (arrived at 7:03 p.m.), Harriet Dunckel, Alyson Wendt, and Michelle Hyne.

Also Present:

City Clerk Holly Thompson, Community Development Director Michelle Aniol, and citizen Brooke Locke.

Motion by **Joseph**, second by **Murphy**, to excuse Hyne, and Wendt. **Motion passed by voice vote.**

4. Approval of Agenda:

Add 10b. Holiday Decorations.

Motion by **Joseph**, second by **Eyke**, 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 October 20, 2009, & Special Minutes of October 14, 2009 & July 24, 2009:

Remove item 11d.

Motion by **Hart**, second by **Mitchell**, to approve the October 20, 2009 DDA minutes as amended. **Motion passed by voice vote.**

On page 1, 5a. change "Farmers' Market" to "LED Lighting".

Motion by **Mitchell**, second by **Hart**, to approve the October 14, 2009 special DDA minutes as amended. **Motion passed by voice vote.**

Motion by **Murphy**, second by **Joseph**, to add the July 24, 2009 Special DDA Minutes to item 6 on the agenda. **Motion passed by voice vote.**

Motion by **Murphy**, second by **Joseph**, to approve the July 24, 2009 special DDA Minutes as amended by changing "June 24" to "July 24". **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Mitchell**, second by **Hart**, to approve the bill from Foster Zack P.C. in the amount of \$280.50 as presented. Yes: Hart, Eyke, Mitchell, Vandenberg, Joseph, Murphy. No: None. **Motion passed.**

Motion by **Mitchell**, second by **Joseph**, to approve the bill from Foster Zack P.C. as presented with Director Aniol verifying the charges with the firm before payment. Yes: Hart, Eyke, Mitchell, Vandenberg, Joseph, Murphy. No: None. **Motion passed.**

Motion by **Mitchell**, second by **Murphy**, to approve the Keep Michigan Beautiful membership payment in the amount of \$25 as presented. Yes: Eyke, Mitchell, Vandenberg, Joseph, Murphy, Hart. No: None. **Motion passed.**

Motion by **Joseph**, second by **Mitchell**, to approve the renewal for the Michigan Farmers' Market Association membership in the amount of \$100 as presented. Yes: Mitchell, Eyke, Vandenberg, Hart, Murphy, Joseph. No: None. **Motion passed.**

Motion by **Mitchell**, second by **Murphy**, to approve the membership for the Michigan Downtown Association in the amount of \$200 as presented. Yes: Hart, Mitchell, Vandenberg, Joseph, Murphy, Eyke. No: None. **Motion passed.**

8. Community Development Director:

Director Aniol reported that the Michigan Culinary Exchange will be closed for renovation and will not be opening again on a regular basis. They will be focusing more on their catering business. Mickey Pasteur is no longer working for Foster Zack. The DDA requested that Director Aniol find out where Ms. Pasteur went and prepare a request for qualifications for attorneys.

9. Treasurer- Budget Printout:

A budget printout for October was submitted for DDA review.

10. Action Items

10a. Development Plan Program/Projects Prioritization- Final Results:

Director Aniol went over the final results for the Development Plan Program/Projects Prioritization with the DDA. The DDA requested that the Loan Program be changed to an orange designation and the website be changed to A-1.

11. Discussion Items

11c & d. High Street Parking Lot & Middle Street Parking Lot:

The DDA classified the Middle Street parking lot as a 1-3 year priority, the High Street parking lot a 3-5 year priority, and the DDA parking lot behind the businesses as a 1-3 year priority.

Action Items continued:

10b. Holiday Decorations:

Motion by **Joseph**, second by **Mitchell**, to authorize up to \$600 for more lights and storage boxes for the decorations. Yes: Joseph, Murphy, Hart, Eyke, Mitchell, Vandenberg. No: None. **Motion passed.**

Discussion Items continued:

11a. Holiday Wreaths:

The DDA discussed buying wreaths for all the businesses and perhaps implementing a program for it. This will be discussed further during the next holiday season.

11b. Downtown Street Lamp Illumination:

Director Aniol will contact DTE to find out information on how much money and time it will take to increase the foot candles of the downtown street lamps.

Member Hart stated that the DDA needs money for these projects and wondered if the City would be willing to help with the costs.

11e. City Council News:

None.

14. Public Response:

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

15. DDA Member Comments:

Chair Vandenberg encouraged everyone to attend the Light Parade and Tree Sculpture Festival December 5th.

Member Eyke commented that LaFollette is hosting the Chamber Afterhours Mixer on December 9th and he is also working to get a tiling store and a bicycle repair shop downtown.

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: _____