

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
OCTOBER 17, 2011
RESCHEDULED REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 8:07 a.m. in the City Hall Council Chambers by Chair Barb Vandenberg.

3. Roll Call:

Chair Barb Vandenberg, Authority Members Cliff Hart, Harriette Dunckel, Dawn Marie Joseph, Steve Eyke, Michelle Van Wert, and Narda Murphy. Absent: Alyson Wendt.

Also Present:

City Clerk Holly Thompson, Community Development Director Michael Gradis, Treasurer Alan Dolley, Williamston Chamber Representative Barb Burke, Williamston Theatre Representative Emily Sutton-Smith, and Farmers' Market Manager Christine Miller.

4. Approval of Agenda:

Move items 10c. and 10d. to 10a. and 10b.

Motion by **Joseph**, second by **Murphy**, to approve the agenda as amended. Yes: Hart, Dunckel, Joseph, Eyke, Van Wert, Murphy, Vandenberg. No: None. **Motion passed.**

5. Public Response:

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

6. DDA Special Minutes of August 24, 2011:

Motion by **Murphy**, second by **Joseph**, to approve the DDA special minutes of August 24, 2011 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Joseph**, second by **Dunckel**, to approve the invoice from Gormley, Johnson Law Offices in the amount of \$1289.87 and ½ of the mutt mitt bill of \$229.38 as presented. Yes: Joseph, Murphy, Dunckel, Hart, Eyke, Vandenberg, Van Wert. No: None. **Motion passed.**

8. Community Development Director Report:

Director Gradis reported the Farmers' Market is now over and the Market Manager will be supplying a report to the board in the near future. He hopes the DDA can move forward with rebranding, marketing, and wayfinding signs, now that the streetscape project is completed.

9. Treasurer- Budget Printout:

A budget printout for September was submitted for DDA review.

10. Action Items

10a. Façade Improvement Grant Reimbursement- 109/115 E. Grand River Ave:

Motion by **Murphy**, second by **Joseph**, to approve reimbursement for the façade improvement grant for 109/115 E. Grand River Ave in the amount of \$12,000 to Steve Eyke. Yes: Murphy, Dunckel, Hart, Van Wert, Vandenberg, Joseph. No: None. Abstain: Eyke, reason being, it is his project. **Motion passed.**

10b. Façade Improvement Grant- 151 S. Putnam St.:

Motion by **Hart**, second by **Eyke**, to approve the Façade Improvement request for 151 and 147 S. Putnam Street as amended for up to \$12,000. Yes: Murphy, Dunckel, Hart, Eyke, Van Wert, Vandenberg. No: None. Abstain: Joseph, reason being she owns the building. **Motion passed.**

Motion by **Murphy**, second by **Eyke**, to support the payment of the \$6,000 expenditure for 151 S. Putnam Street. Yes: Murphy, Dunckel, Hart, Eyke, Van Wert, Vandenberg. No: None. Abstain: Joseph, reason being she owns the building. **Motion passed.**

10c. Williamston Theatre Funding Request:

Motion by **Joseph**, second by **Dunckel**, to approve \$3,000 for the Williamston Theatre marketing and advertising as presented to be taken out of community promotions for the current and next production. Yes: Dunckel, Hart, Eyke, Van Wert, Vandenberg, Joseph, Murphy. No: None. **Motion passed.**

10d. Williamston Chamber of Commerce Funding Request:

Motion by **Joseph**, second by **Dunckel**, to grant the funding request from the Chamber of Commerce in the amount of \$450 as long as the DDA is also mentioned somewhere on the billboard. Yes: Dunckel, Hart, Eyke, Van Wert, Vandenberg, Joseph, Murphy. No: None. **Motion passed.**

10e. Advertising Subsidy Program and Form:

-Joseph left at 8:35 a.m.

No action was taken.

10f. Design Services for Greater Lansing Convention and Visitors Bureau:

Motion by **Hart**, second by **Eyke**, to approve the bill from Yeetown for design services for the Greater Lansing Convention and Visitors Bureau as presented. Yes: Hart, Eyke, Van Wert, Vandenberg, Murphy, Dunckel. No: None. **Motion passed.**

10g. Wendt Resignation:

Motion by **Eyke**, second by **Dunckel**, to regretfully accept the resignation of Aly Wendt. **Motion passed by voice vote.**

10h. Methodist Church Parking Lot Lease:

This will be on the next agenda.

10i. Holiday Decorations:

Motion by **Hart**, second by **Eyke**, to approve Michael Gradis spending up to \$5,000 to complete the holiday decorations for South Putnam Street. Yes: Van Wert, Eyke, Vandenberg, Hart, Dunckel, Murphy. No: None. **Motion passed.**

10j. Holiday 2011 Advertising:

Motion by **Hart**, second by **Murphy**, to approve \$3150 for the WLNS Holiday Advertisement conditional of the City Council's approval of the other half of the cost. Yes: Van Wert, Eyke, Vandenberg, Hart, Dunckel, Murphy. No: None. **Motion passed.**

10k. Banners Along Streetscape:

Motion by **Eyke**, second by **Hart**, to give Michael Gradis the authority to buy light pole banners for the South Putnam Street light poles for up to \$3,000. Yes: Hart, Vandenberg, Murphy, Dunckel, Eyke, Van Wert. No: None. **Motion passed.**

11. Discussion Items

11a. Revised Map/Brochure 2011-2012:

DDA felt the brochure just needs some updating and perhaps a few new pictures in the collage, but overall they are satisfied with the look of the brochure.

McKenna will provide a proposal for updating the brochures for DDA consideration.

14. Public Response:

Farmers' Market Manager Christine Miller, distributed a report to the DDA for the results and success of the 2011 market.

15. DDA Member Comments:

Member Van Wert extended her sympathies to Tom Mitchell's family.

Member Eyke stated he would like to see a resolution for Tom's service here and his years of knowledge.

Member Murphy added that Tom Mitchell helped with the Safe Routes to School program.

Chair Vandenberg stated she wants to set something up for Tom in his memory. She discussed fundraising and thought a memorial will likely evolve on its' own. Vandenberg purchased a plant from everyone on the DDA for the funeral. She asked if anyone would be interested in going in on a memorial item for the family.

16. Adjournment:

Chair Vandenberg adjourned the meeting at 10:04 a.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: _____