



**CITY OF WILLIAMSTON
Downtown Development Authority**

Tuesday, April 16, 2024, at 6:00 p.m.

Regular Meeting Agenda

To be held in the City Hall Council Chambers
161 E. Grand River Ave. Williamston, MI 48895
(517) 655-2774; www.williamston-mi.us

1. Call To Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Response
6. DDA Regular Meeting Minutes of March 19, 2024
7. Accounts Payable- None
8. Downtown Development Director Report
9. Treasurer- Budget Printout
10. Action Items
 - a.
 - b.
 - c.
11. Discussion Items
 - a. Events Planning/Williamston Events
 - b. Electric Service for Farmer's Market/McCormick Parking lot
 - c. Downtown Planter Boxes
 - d. Spring/Fall Downtown Plantings
12. Correspondence Received/Information Only
 - a.
13. Outstanding Issues- **No Action or Discussion**
 - a.
 - b.
14. Public Response
15. DDA Member Comments
16. Adjournment

Individuals with disabilities requiring special assistance who are planning to attend a DDA meeting should contact the City Clerk by writing or calling in advance of the date of the meeting that will be attended.

THE NEXT REGULAR MEETING OF THE WILLIAMSTON DDA WILL BE HELD ON MAY 21, 2024 IN THE CITY HALL COUNCIL CHAMBERS.

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CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
MARCH 19, 2024
REGULAR MEETING MINUTES

1. Call To Order:

The meeting was called to order at 6:00 p.m. in the Williamston City Hall Council Chambers by Chair Emily Sutton-Smith and the Pledge of Allegiance was recited.

3. Roll Call:

Chair Emily Sutton-Smith, Vice Chair Brooke Donnelly-Grzelak, Authority Members Jessica Modert, Narda Murphy, and Wendy Carroll-Parry. Absent: Leigh Baumgras, Tammy Gilroy, and Laurie Droscha.

Also Present: City Manager/DDA Director John Hanifan, and City Clerk Holly Thompson.

Motion by **Donnelly-Grzelak**, second by **Modert**, to excuse Baumgras and Gilroy. **Motion passed by voice vote.**

4. Approval of Agenda:

Motion by **Murphy**, second by **Carroll-Parry**, to approve the DDA agenda as presented. **Motion passed by voice vote.**

5. Public Response:

Chair Sutton-Smith called for public comments at this time and there were none.

6. DDA Regular and Informational Meeting Minutes of February 20, 2024:

Motion by **Donnelly-Grzelak**, second by **Modert**, to approve the DDA regular meeting minutes of February 20, 2024 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

None.

8. Downtown Development Director Report:

None.

9. Treasurer- Budget Printout:

A budget printout was provided for DDA review.

11. Discussion Items

11a. Fiscal Year 24/25 Budget:

Manager/Director Hanifan submitted a draft budget for the DDA's 2024/2025 fiscal year for review. The budget includes funding for parking lot signs, light pole banners, commercials, holiday décor, new branding, and has a new line item for streetscape maintenance to address the trash cans, benches, and planter boxes.

Member Carroll-Parry asked what the process is for getting electricity for food trucks by McCormick Park.

11b. Chainsaw Art in the Park:

Manager Hanifan reported he has joined the committee for the Chainsaw Art in the Park event with Organizer Lina Chapman. It will be a three-day event and will feature a "Chainsaw Serenade" the

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night before. It is scheduled for the second weekend of October.

11c. Community Group Promotions Meeting:

Manager Hanifan distributed a handout "Williamston Events Calendar" listing the events that will be held in 2024. The group will be meeting with representatives of all the area service organizations on March 20th to discuss how they can participate in the events. The goal is to build overall awareness of Williamston and is driven by the City and DDA to promote "The Williamston Experience". The new website will also be able to help with getting information out and creating promoting the new branding.

14. Public Response:

Chair Sutton-Smith called for public comments at this time and there were none.

15. DDA Member Comments:

Member Carroll Parry commented she would like to see the old planter boxes removed completely from the downtown. She also asked what the bidding process is for the plantings. She feels the gazebo and flower planters at the four-corners is sufficient.

16. Adjournment:

Chair Sutton-Smith adjourned the meeting at 6:45 p.m.

*Meeting adjourned at 6:45 p.m.

Respectfully Submitted by: _____
Holly M. Thompson, City Clerk

Date Approved: _____

Fund 248 Downtown Development Authority

| GL Number | Description | PERIOD ENDED 03/31/2023 | PERIOD ENDED 03/31/2024 |
|---|---|----------------------------|----------------------------|
| *** Assets *** | | | |
| 248-000-001.00 | Common Checking | 0.00 | 152,106.80 |
| 248-000-002.00 | Cash - Savings | 164,982.84 | 0.00 |
| 248-000-017.01 | Investments - MI Class | 54,794.03 | 220,727.65 |
| 248-000-120.07 | 2004 DDA River Refunding | 7,769.23 | 8,157.79 |
| 248-000-136.00 | Buildings, Additions And Improvements | 2,465,256.53 | 2,841,505.08 |
| 248-000-137.00 | Accum Depreciation - Bldg & Improvement | (919,306.00) | (986,273.03) |
| Total Assets | | 1,773,496.63 | 2,236,224.29 |
| *** Liabilities *** | | | |
| 248-000-214.00 | Due To General Fund | 185,925.35 | 84,757.92 |
| 248-000-214.08 | Due To Equipment Fund | 15,986.79 | 17,077.85 |
| 248-000-300.10 | 2004 DDA Refunding | 25,000.00 | 0.00 |
| 248-000-300.17 | 2011 DDA GO Limited Bonds | 135,000.00 | 0.00 |
| 248-000-314.00 | Long Term Advance From General | 0.00 | 125,000.00 |
| Total Liabilities | | 361,912.14 | 226,835.77 |
| *** Fund Balance *** | | | |
| 248-000-390.00 | Fund Balance | 1,389,357.62 | 1,675,250.99 |
| Total Fund Balance | | 1,389,357.62 | 1,675,250.99 |
| Beginning Fund Balance | | 1,389,357.62 | 1,675,250.99 |
| Net of Revenues VS Expenditures | | 22,226.87 | 334,137.53 |
| Ending Fund Balance | | 1,411,584.49 | 2,009,388.52 |
| Total Liabilities And Fund Balance | | 1,773,496.63 | 2,236,224.29 |

PERIOD ENDING 03/31/2024

| ACCOUNT DESCRIPTION | END BALANCE 06/30/2023 NORM (ABNORM) | YTD BALANCE 03/31/2023 NORM (ABNORM) | YTD BALANCE 03/31/2024 NORM (ABNORM) | 2023-24 ORIGINAL BUDGET | AVAILABLE BALANCE NORM (ABNORM) | % BDT USED |
|---|--|--|--|-------------------------------|---------------------------------------|---------------|
| Fund 248 - Downtown Development Authority | | | | | | |
| Dept 000 - General Revenues | | | | | | |
| Revenues | | | | | | |
| 401.01 Current Property Taxes | 385,796.60 | 366,523.40 | 407,212.61 | 374,000.00 | (33,212.61) | 108.88 |
| 573.00 Local Community Stabilization | 3,603.52 | 3,603.52 | 10,992.90 | 3,500.00 | (6,892.90) | 296.94 |
| 580.00 Contributions/Grants From Local Units | 0.00 | 0.00 | 3,000.00 | 0.00 | (3,000.00) | 100.00 |
| 581.00 Ingham County Parks & Trail Grant | 111,938.53 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 665.01 Interest Income | 2,767.50 | 1,883.11 | 5,448.92 | 1,000.00 | (4,448.92) | 544.89 |
| TOTAL REVENUES | 504,106.15 | 372,010.03 | 426,054.43 | 378,500.00 | (47,554.43) | 112.56 |
| Net - Dept 000 - General Revenues | 504,106.15 | 372,010.03 | 426,054.43 | 378,500.00 | (47,554.43) | |
| Dept 728 - Comm. & Econ. Dev. Administration | | | | | | |
| Expenditures | | | | | | |
| 702.00 Salaries & Wages | 25,253.15 | 18,554.31 | 17,053.85 | 30,000.00 | 12,946.15 | 56.85 |
| 704.00 Wages-Part Time | 2,034.12 | 1,373.79 | 1,815.19 | 2,500.00 | 684.81 | 72.61 |
| 709.00 FICA | 2,076.63 | 1,516.31 | 1,436.13 | 2,250.00 | 813.87 | 63.83 |
| 710.00 Unemployment | 23.87 | 3.00 | 6.82 | 10.00 | 3.18 | 68.20 |
| 712.00 Payment In Lieu Of Insurance | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 | 0.00 |
| 718.00 Insurance Premiums | 2,650.13 | 2,231.94 | 2,505.41 | 2,600.00 | 94.59 | 96.36 |
| 718.01 HSA Contribution | 485.93 | 485.93 | 474.69 | 500.00 | 25.31 | 94.94 |
| 724.00 Disability Premiums | 107.26 | 85.18 | 60.87 | 100.00 | 39.13 | 60.87 |
| 725.00 Retirement | 4,782.71 | 3,242.83 | 2,772.17 | 4,800.00 | 2,027.83 | 57.75 |
| 726.00 Workers Compensation | 183.86 | 21.47 | 96.48 | 400.00 | 303.52 | 24.12 |
| 801.01 Legal Services | 449.40 | 449.40 | 0.00 | 2,500.00 | 2,500.00 | 0.00 |
| 802.00 Contractual Services | 8,573.97 | 6,400.00 | 9,078.80 | 12,500.00 | 3,421.20 | 72.63 |
| 803.00 Contract - Audit | 1,592.15 | 1,592.15 | 1,638.87 | 1,830.00 | 191.13 | 89.56 |
| 803.01 Fund Administration | 21,000.00 | 0.00 | 0.00 | 21,000.00 | 21,000.00 | 0.00 |
| 803.06 Niesa - Contract | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 0.00 | 100.00 |
| 880.00 Community Promotion | 8,770.00 | 3,300.00 | 5,055.00 | 25,000.00 | 19,945.00 | 20.22 |
| 880.01 Holiday Decorations/maint. | 425.71 | 425.71 | 11,597.51 | 5,000.00 | (6,597.51) | 231.95 |
| 921.00 Utilities | 34,092.18 | 22,648.62 | 21,776.65 | 35,000.00 | 13,223.35 | 62.22 |
| 940.00 Equipment Rental | 14,629.06 | 13,743.18 | 205.18 | 22,000.00 | 21,794.82 | 0.93 |
| 955.00 Miscellaneous | 353.96 | 74.96 | 76.78 | 1,000.00 | 923.22 | 7.68 |
| 964.00 Private/commercial Rehab. | 6,281.66 | 6,281.66 | 2,250.00 | 10,000.00 | 7,750.00 | 22.50 |
| 968.01 Depreciation - Current | 66,967.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 210,732.78 | 92,430.44 | 87,900.40 | 189,190.00 | 101,289.60 | 46.46 |
| Net - Dept 728 - Comm. & Econ. Dev. Administration | (210,732.78) | (92,430.44) | (87,900.40) | (189,190.00) | (101,289.60) | |
| Dept 901 - Capital Outlay | | | | | | |
| Expenditures | | | | | | |
| 970.08 Boat Launch & Parking Lot | 0.00 | 248,939.55 | 1,542.00 | 0.00 | (1,542.00) | 100.00 |
| 970.09 Boardwalk Replacement | 0.00 | 933.17 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0.00 | 249,872.72 | 1,542.00 | 0.00 | (1,542.00) | 100.00 |
| Net - Dept 901 - Capital Outlay | 0.00 | (249,872.72) | (1,542.00) | 0.00 | 1,542.00 | |

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PERIOD ENDING 03/31/2024

| ACCOUNT DESCRIPTION | END BALANCE 06/30/2023 NORM (ABNORM) | YTD BALANCE 03/31/2023 NORM (ABNORM) | YTD BALANCE 03/31/2024 NORM (ABNORM) | 2023-24 ORIGINAL BUDGET | AVAILABLE BALANCE NORM (ABNORM) | % BDT USED |
|---|--|--|--|-------------------------------|---------------------------------------|---------------|
| Fund 248 - Downtown Development Authority | | | | | | |
| Dept 906 - Debt Service | | | | | | |
| Expenditures | | | | | | |
| 991.06 1999 Refunding Bond Principal | 0.00 | 0.00 | 0.00 | 135,000.00 | 135,000.00 | 0.00 |
| 991.11 2004 DDA Refunding Bonds | 0.00 | 0.00 | 0.00 | 25,000.00 | 25,000.00 | 0.00 |
| 994.06 1999 Refunding Bond Interest | 5,480.00 | 5,480.00 | 1,849.50 | 1,850.00 | 0.50 | 99.97 |
| 994.11 2004 DDA Refunding Interest | 2,000.00 | 2,000.00 | 625.00 | 625.00 | 0.00 | 100.00 |
| TOTAL EXPENDITURES | 7,480.00 | 7,480.00 | 2,474.50 | 162,475.00 | 160,000.50 | 1.52 |
| Net - Dept 906 - Debt Service | (7,480.00) | (7,480.00) | (2,474.50) | (162,475.00) | (160,000.50) | |
| Dept 990 - Transfers | | | | | | |
| Expenditures | | | | | | |
| 995.00 Transfer To General Fund | 0.00 | 0.00 | 0.00 | 25,000.00 | 25,000.00 | 0.00 |
| TOTAL EXPENDITURES | 0.00 | 0.00 | 0.00 | 25,000.00 | 25,000.00 | 0.00 |
| Net - Dept 990 - Transfers | 0.00 | 0.00 | 0.00 | (25,000.00) | (25,000.00) | |
| TOTAL REVENUES | 504,106.15 | 372,010.03 | 426,054.43 | 378,500.00 | (47,554.43) | 112.56 |
| TOTAL EXPENDITURES | 218,212.78 | 349,783.16 | 91,916.90 | 376,665.00 | 284,748.10 | 24.40 |
| NET OF REVENUES & EXPENDITURES | 285,893.37 | 22,226.87 | 334,137.53 | 1,835.00 | (332,302.53) | 8,209.13 |

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