



**CITY OF WILLIAMSTON**  
**Downtown Development Authority**  
**Tuesday, July 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](http://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 June 18, 2024
7. Accounts Payable- None
8. Downtown Development Director Report
9. Treasurer- Budget Printout- None
10. Action Items
  - a. Appointment of Chair and Vice Chair
  - b. Member Attendance- Removal of Member
  - c. McCormick Park Electric
  - d.
11. Discussion Items
  - a. Williamston Events Update
  - b. 2024-25 Maintenance Projects
  - c. Marketing Plan
  - d. Master Plan Survey
  - e.
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 AUGUST 20, 2024 IN THE CITY HALL COUNCIL CHAMBERS.**

CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
JUNE 18, 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, Leigh Baumgras, Kyle Walch, Tammy Gilroy, Narda Murphy, and Wendy Carroll-Parry. Absent: Laurie Droscha.

Also Present: City Manager/DDA Director John Hanifan, Deputy Clerk Barbara Burke, Richard Enty of LEAP (Lansing Economic Area Partnership), and citizen Sharon LaPointe.

**4. Approval of Agenda:**

Motion by **Gilroy**, second by **Modert**, to approve the DDA agenda as presented. **Motion passed by voice vote.**

**5. Public Response:**

Richard Enty of LEAP (Lansing Economic Area Partnership) introduced himself. He recently moved to the Lansing area and is excited to be here.

**6. DDA Regular and Informational Meeting Minutes of April 16, 2024:**

Motion by **Murphy**, second by **Gilroy**, to approve the DDA regular meeting minutes of April 16, 2024 as presented. **Motion passed by voice vote.**

**7. Accounts Payable:**

None.

**8. Downtown Development Director Report:**

Director/Manager Hanifan commented his information is covered elsewhere on the agenda.

**9. Treasurer- Budget Printout:**

A budget printout was provided for DDA review. Director/Manager Hanifan informed the Authority members that Council had approved the budget at their last meeting.

**10. Action Items**

**10a. Williamston Theatre Request for Funding:**

Motion by **Gilroy**, second by **Murphy**, to approve the sponsorship request from the Williamston Theatre in the amount of \$3,000 for this fiscal year, 2023-2024. Yes: Donnelly-Grzelak, Baumgras, Gilroy, Walch, Modert, Carroll-Parry, Murphy. No: None. Abstain: Sutton-Smith. **Motion passed.**

**11. Discussion Items**

**11a. McCormick Park Electric Quote:**

Director/Manager Hanifan met with a local electrician and it was determined another panel is not needed. Directional boring would need to be done and would allow two pedestals (with three outlets on each) at two locations. This will eliminate power cords being run and eliminate safety issues. He will bring a final quote to the DDA for approval. Once this is approved, it should take a few weeks to

get the project completed.

**11b. Williamston Events Update:**

Director/Manager Hanifan reported on the community events group meeting held last week. The Red Cedar Jubilee is happening now; Dog Days, including a pup crawl, is August 2-3; Chainsaw in the Park is October 11-13; and September 8 is the Red Cedar River Days Event.

**11c. Downtown Planters:**

Director/Manager Hanifan displayed slides from other communities for ideas for downtown plantings, etc. Some trash cans will be removed from the downtown area – it was suggested to ask DPW which ones are not used as much and remove those. Authority members also would like DPW's opinion on trash cans – what would be easiest to empty, what would work best to keep rain water out, etc. The garden club is meeting with a planner/consultant to get some recommendations for flowers/plantings. Repairing/cleaning some of the downtown sidewalks as well as new banners on the light posts are in the budget for this next fiscal year. Director/Manager Hanifan is also researching appropriate trees for the downtown area.

**14. Public Response:**

Sharon LaPointe brought up a safety and aesthetic issue for the stairs at the northwest corner of Putnam/Grand River Avenue. It will be looked into; Director/Manager Hanifan said this is private property.

Mr. Enty of LEAP gave some additional updates.

**15. DDA Member Comments:**

Chair Sutton-Smith welcomed new member Walch. She said this is her last meeting, it is the end of her term. She has sent Boards/Commissions information to a few people.

Member Gilroy stated that member Droscha no longer attends meetings. Director/Manager Hanifan said this will be an action item at the next meeting.

Member Modert said this is her last meeting, also.

**16. Adjournment:**

Chair Sutton-Smith adjourned the meeting at 6:38 p.m.

**\*Meeting adjourned at 6:38 p.m.**

Respectfully Submitted by: \_\_\_\_\_  
Holly M. Thompson, City Clerk

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