



**DOWNTOWN DEVELOPMENT AUTHORITY  
INFORMATIONAL MEETING & HEARING AGENDA FOR  
TUESDAY, OCTOBER 15, 2024, AT 5:55 P.M.  
TO BE HELD IN THE CITY HALL COUNCIL CHAMBERS  
161 E. GRAND RIVER AVE.,  
WILLIAMSTON, MICHIGAN**

Phone 517-655-2774 Fax 517-655-2797

Website [www.williamston-mi.us](http://www.williamston-mi.us)

1. Call To Order
2. Roll Call
3. Informational Report and Hearing of the Downtown Development Authority Pursuant to Public Act 57 of 2018
4. Opportunity for Taxing Jurisdictions to Ask Questions/Comment
5. Public Response
6. 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 NOVEMBER 19, 2024 IN THE CITY HALL COUNCIL CHAMBERS.**



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To: DDA Board

From: John P. Hanifan, City Manager 

Date: October 15, 2024

Subject: Act 57 of 2018 – Updated Synopsis of Activities

Act 57 of 2018 requires each municipality that has created an authority create a website or utilize the existing website of the municipality that is operated and regularly maintained with access to authority records and documents for the fiscal year beginning on the effective date of the act, including an updated annual synopsis of activities of the authority. This memorandum provides the required synopsis.

(i) For any tax increment revenues described in the annual audit that are not expended within 5 years of their receipt, a description that provides the following:

(A) The reasons for accumulating those funds and the uses for which those funds will be expended.

(B) A time frame when the fund will be expended.

(C) If any funds have not been expended within 10 years of their receipt, both of the following:

(I) The amount of those funds.

(II) A written explanation of why those funds have not been expended.

The following table presents the DDA's cash and investment balances for the previous six years:

	2018-19	2019-20	2020-21	2021-22	2022-23	2023 -24
DDA cash & Investment Balance	\$369,212	\$74,899	\$151,383	\$301,917	\$207,509	\$241,840

In accordance with (i)(A) above, funds have been accumulated over the past five years in anticipation of large capital improvement projects contemplated in the plan. The DDA Board's most immediate project was the reconstruction of the East Middle Street parking lot, which serves a number of businesses and amenities in the southeast quadrant of downtown. The project was constructed during the 2019-20 fiscal year at a total cost of \$320,073. This represented much of the decrease in fund balance between the 2018-19 and 2019-20 fiscal years. Fund balance grew in 2020-21 due to the receipt of grand funds that were not yet expended at the end of the fiscal year. Funds were accumulated to support two capital improvement projects in 2021, including renovation of the old wooden boardwalk in Old Mill Park and the installation of a canoe/kayak launch and parking lot on the west side of downtown.

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(ii) List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.

(iii) List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year.

(iv) List of authority events and promotional campaigns for the immediately preceding fiscal year.

This section will address all of (ii), (iii), and (iv) listed above, by outlining the broad goal or objective identified in the plan, and then addressing the specific investments made in subsequent bullet points:

In the immediately preceding fiscal year, the DDA accomplished the following in pursuit of the development plans goals:

- Red Cedar Riverwalk Redevelopment District Program
  - Completed construction of the replacement of the boardwalk at Old Mill Park with a new paved pathway system, connecting Old Mill Park to McCormick Park. 2022.
- Parking Lot Improvements
  - Construction of a new parking lot at 400 West Grand River Avenue, which will also include a canoe and kayak launch into the Red Cedar River. Project was completed in October 2023.
  - Seal coating/restriping of McCormick Park Lot 2023
  - Seal coating/restriping of High Street Parking lot 2023
  - Old Mill Parking lot resurfacing September 2022
- On-going and Seasonal Maintenance of Public Improvements and Infrastructure
  - Provided watering of concrete flower planter areas and gardens
  - Installed and removed holiday lighting and bows
  - Removed old metal planter boxes
  - Refurbished benches and trash receptacles.
  - Supported winter maintenance of the downtown, including plowing and salting of sidewalks on Grand River Avenue and on-street parking lanes.
- Marketing and Branding
  - Fall seasonal decorations
  - New Holiday lighting for downtown trees and buildings
  - Matched the cost of television ads for downtown business commercials
  - Provided funds to support events and attractions that bring people to the downtown



**CITY OF WILLIAMSTON**  
**Downtown Development Authority**  
**Tuesday, October 15, 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 September 17, 2024
7. Accounts Payable- None
8. Downtown Development Director Report
9. Treasurer- Budget Printout
10. Action Items
  - a. 2024 Holiday DDA Shared Merchant Package
  - b.
11. Discussion Items
  - a. Dahlstrom Park Design Services
  - b. Master Plan/Downtown Design Plan
  - c. Downtown Events Update
  - d.
12. Correspondence Received/Information Only
  - a.
13. Outstanding Issues- **No Action or Discussion**
  - a.
  - b.
14. Public Response
15. DDA Member Comments
16. Adjournment

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**THE NEXT REGULAR MEETING OF THE WILLIAMSTON DDA WILL BE HELD ON NOVEMBER 19, 2024 IN THE CITY HALL COUNCIL CHAMBERS.**

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**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
SEPTEMBER 17, 2024  
REGULAR MEETING MINUTES**

**1. Call To Order:**

The meeting was called to order at 6:04 p.m. in the Williamston City Hall Council Chambers by Chair Brooke Donnelly-Grzelak and the Pledge of Allegiance was recited.

**3. Roll Call:**

Chair Brooke Donnelly-Grzelak, Vice Chair Narda Murphy, Authority Members Carrie Ballou, Leigh Baumgras, Kyle Walch, and Wendy Carr. Absent: Tammy Gilroy.

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

Motion by **Murphy**, second by **Baumgras**, to excuse Gilroy. **Motion passed by voice vote.**

**4. Approval of Agenda:**

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

**5. Public Response:**

Chair Donnelly-Grzelak called for public comments at this time and there were none.

**6. DDA Regular Meeting Minutes of July 16, 2024:**

Motion by **Murphy**, second by **Baumgras**, to approve the DDA regular meeting minutes of July 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.

**11. Discussion Items**

**11a. McCormick Park Electric:**

Director/Manager Hanifan reported they are working on getting the electric upgrades done before the chainsaw event in the park.

**11b. Downtown Fall Decorations:**

Director/Manager Hanifan reported the light poles are almost all reserved for decorating and some have already started working on theirs. Hamelink Farms will also be decorating some of the poles again this year and will begin their work on September 30<sup>th</sup>.

**11c. Master Plan/Downtown Design Plan:**

Director/Manager Hanifan reported they are still accepting survey responses for the Master Plan and the Planning Commission has already conducted a couple work sessions. A downtown work session is upcoming. A 2007 study was done that still has a lot of great ideas on which the DDA could focus.

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**11d. Downtown Events Update:**

Director/Manager Hanifan reported October will be very busy with events. The upcoming events are: Victorian Ghost Walk on October 5<sup>th</sup>, Chainsaw Art in the Park is October 11-13, Taste of Williamston on October 22<sup>nd</sup>, Zombie Pub Crawl on October 25<sup>th</sup>, Downtown Trick Or Treating on October 26<sup>th</sup>, and Witches and Wizards on October 26<sup>th</sup>. Other events coming up will be the Light Parade in December, Rock N' Raffle, and Fire & Ice in February.

Sharon LaPointe reported on the success of the River Days event held September 8<sup>th</sup>.

**14. Public Response:**

Chair Donnelly-Grzelak called for public comments at this time and there were none.

**15. DDA Member Comments:**

Member Ballou commented she has heard from business owners they would like to see the decorations extended further down Grand River Ave to cover the Laundromat and Twisters.

**16. Adjournment:**

Chair Donnelly-Grzelak adjourned the meeting at 6:27 p.m.

**\*Meeting adjourned at 6:27 p.m.**

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

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



PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORM (ABNORM)	2023-24 AMENDED BUDGET	YTD BALANCE 08/31/2023 NORM (ABNORM)	YTD BALANCE 08/31/2024 NORM (ABNORM)	2024-25 ORIGINAL BUDGET	AVAILABLE BALANCE NORM (ABNORM)
Fund 248 - Downtown Development Authority							
Revenues							
Dept 000 - General Revenues							
248-000-401.01	Current Property Taxes	423,279.99	374,000.00	95,216.78	38,706.96	310,000.00	271,293.04
248-000-401.03	Delinquent Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00
248-000-510.01	Federal Aid-Surface Transport Program	0.00	0.00	0.00	0.00	0.00	0.00
248-000-539.09	Double Up Food Bucks Grant	0.00	0.00	0.00	0.00	0.00	0.00
248-000-551.01	State Aid	0.00	0.00	0.00	0.00	0.00	0.00
248-000-566.00	MEDC Grant	0.00	0.00	0.00	0.00	0.00	0.00
248-000-573.00	Local Community Stabilization	10,392.90	3,500.00	0.00	0.00	4,500.00	4,500.00
248-000-580.00	Contributions/Grants From Local Units	3,000.00	0.00	0.00	0.00	0.00	0.00
248-000-581.00	Ingham County Parks & Trail Grant	0.00	0.00	0.00	0.00	0.00	0.00
248-000-665.01	Interest Income	9,757.73	1,000.00	669.41	2,136.32	2,500.00	363.68
248-000-675.01	Donations	0.00	0.00	0.00	0.00	0.00	0.00
248-000-675.06	Donations - Farmers Market Sponsors	0.00	0.00	0.00	0.00	0.00	0.00
248-000-687.01	Misc Refunds - Ins, Workers Comp, etc	0.00	0.00	0.00	0.00	0.00	0.00
248-000-699.12	Transfer From Water Fund	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - General Revenues		446,430.62	378,500.00	95,886.19	40,843.28	317,000.00	276,156.72
TOTAL REVENUES		446,430.62	378,500.00	95,886.19	40,843.28	317,000.00	276,156.72
Expenditures							
Dept 728 - Comm. & Econ. Dev. Administration							
248-728-702.00	Salaries & Wages	22,493.15	30,000.00	3,804.89	3,713.66	27,500.00	23,786.34
248-728-704.00	Wages-Part Time	2,363.94	2,500.00	1,234.54	497.70	2,500.00	2,002.30
248-728-709.00	FICA	1,891.92	2,250.00	384.02	320.59	2,250.00	1,929.41
248-728-710.00	Unemployment	28.65	10.00	1.59	0.00	10.00	10.00
248-728-712.00	Payment in Lieu Of Insurance	0.00	200.00	0.00	0.00	200.00	200.00
248-728-714.00	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00
248-728-716.00	Insurance Premiums	2,201.51	2,600.00	541.20	868.94	2,600.00	1,731.06
248-728-718.01	NSA Contribution	474.69	500.00	201.99	272.71	500.00	227.29
248-728-724.00	Disability Premiums	93.13	100.00	12.88	12.91	100.00	87.09
248-728-725.00	Retirement	3,406.10	4,800.00	350.59	708.74	4,800.00	4,091.26
248-728-726.00	Workers Compensation	484.19	400.00	0.00	0.00	400.00	400.00
248-728-727.00	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
248-728-801.01	Legal Services	0.00	2,500.00	0.00	0.00	2,500.00	2,500.00
248-728-802.00	Contractual Services	11,194.80	12,500.00	0.00	0.00	12,500.00	12,500.00
248-728-803.01	Contract - Audit	2,060.87	1,830.00	1,229.15	295.00	1,830.00	1,535.00
248-728-803.04	Fund Administration	21,000.00	21,000.00	0.00	0.00	21,000.00	21,000.00
248-728-803.06	Ingham EDC Contract	0.00	0.00	0.00	0.00	0.00	0.00
248-728-803.06	Niesa - Contract	10,000.00	10,000.00	0.00	0.00	10,000.00	10,000.00
248-728-860.00	Travel & Education	0.00	0.00	0.00	0.00	0.00	0.00
248-728-880.00	Community Promotion	5,500.32	25,000.00	0.00	0.00	30,000.00	30,000.00
248-728-880.01	Holiday Decorations/maint.	0.00	5,000.00	0.00	0.00	12,500.00	12,500.00
248-728-921.00	Utilities	33,123.13	35,000.00	2,680.32	2,836.62	35,000.00	32,163.38
248-728-930.02	Maintenance	1,542.00	0.00	0.00	0.00	20,000.00	20,000.00
248-728-940.00	Equipment Rental	10,305.67	22,000.00	862.03	1,301.60	20,000.00	18,698.40
248-728-955.00	Miscellaneous	152.14	1,000.00	0.00	123.28	20,000.00	19,876.72
248-728-964.00	Private/commercial Rehab.	2,250.00	10,000.00	0.00	0.00	10,000.00	10,000.00
248-728-968.01	Depreciation - Current	88,473.22	0.00	0.00	0.00	0.00	0.00
248-728-996.01	Send Issue Cost	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 728 - Comm. & Econ. Dev. Administration		219,041.43	189,190.00	11,303.20	10,951.75	236,190.00	225,238.25
Dept 901 - Capital Outlay							

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORM (ABNORM)	2023-24 AMENDED BUDGET	YTD BALANCE 08/31/2023 NORM (ABNORM)	YTD BALANCE 08/31/2024 NORM (ABNORM)	2024-25 ORIGINAL BUDGET	AVAILABLE BALANCE NORM (ABNORM)
Fund 248 - Downtown Development Authority							
Expenditures							
248-901-970.04	Middle St. Parking Lot	0.00	0.00	0.00	0.00	0.00	0.00
248-901-970.08	Boat Launch & Parking Lot	0.00	0.00	0.00	0.00	0.00	0.00
248-901-970.09	Boardwalk Replacement	0.00	0.00	0.00	0.00	0.00	0.00
248-901-970.21	Old Mill Parking Lot - 2022	0.00	0.00	0.00	0.00	0.00	0.00
248-901-970.30	Comm. & Econ. Development	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00
Dept 906 - Debt Service							
248-906-991.06	1999 Refunding Bond Principal	0.00	135,000.00	0.00	0.00	0.00	0.00
248-906-991.11	2004 DDA Refunding Bonds	0.00	25,000.00	0.00	0.00	0.00	0.00
248-906-993.00	Agent Fees	0.00	0.00	0.00	0.00	0.00	0.00
248-906-994.06	1999 Refunding Bond Interest	1,849.50	1,850.00	0.00	0.00	0.00	0.00
248-906-994.11	2004 DDA Refunding Interest	625.00	625.00	0.00	0.00	0.00	0.00
Total Dept 906 - Debt Service		2,474.50	162,475.00	0.00	0.00	0.00	0.00
Dept 990 - Transfers							
248-990-964.00	Private/commercial Rehab.	0.00	0.00	0.00	0.00	0.00	0.00
248-990-995.00	Transfer To General Fund	0.00	25,000.00	0.00	0.00	25,000.00	25,000.00
248-990-995.02	Transfer To Major Street	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 990 - Transfers		0.00	25,000.00	0.00	0.00	25,000.00	25,000.00
TOTAL EXPENDITURES		221,515.93	376,665.00	11,303.20	10,951.75	261,190.00	250,238.25
Fund 248 - Downtown Development Authority:							
TOTAL REVENUES		446,430.62	378,500.00	95,886.19	40,843.28	317,000.00	276,156.72
TOTAL EXPENDITURES		221,515.93	376,665.00	11,303.20	10,951.75	261,190.00	250,238.25
NET OF REVENUES & EXPENDITURES		224,914.69	1,835.00	84,582.99	29,891.53	55,810.00	25,918.47

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Fund 248 Downtown Development Authority

GL Number	Description	PERIOD ENDED 08/31/2023	PERIOD ENDED 08/31/2024
*** Assets ***			
248-000-001.00	Common Checking	227,493.39	41,525.25
248-000-017.01	Investments - MI Class	56,007.29	226,793.61
248-000-120.07	2004 DDA River Refunding	7,937.02	8,382.01
248-000-136.00	Buildings, Additions And Improvements	2,841,505.08	2,853,102.59
248-000-137.00	Accum Depreciation - Bldg & Improvement	(986,273.03)	(1,074,746.25)
Total Assets		2,146,669.75	2,055,057.21
*** Liabilities ***			
248-000-214.00	Due To General Fund	84,757.92	25,000.00
248-000-214.08	Due To Equipment Fund	17,077.85	0.00
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	125,000.00	100,000.00
Total Liabilities		386,835.77	125,000.00
*** Fund Balance ***			
248-000-390.00	Fund Balance	1,675,250.99	1,675,250.99
Total Fund Balance		1,675,250.99	1,675,250.99
Beginning Fund Balance		1,675,250.99	1,675,250.99
Net of Revenues VS Expenditures - 23-24			224,914.69
*23-24 End FB/24-25 Beg FB		1,900,165.68	
Net of Revenues VS Expenditures - Current Year		84,582.99	29,891.53
Ending Fund Balance		1,759,833.98	1,930,057.21
Total Liabilities And Fund Balance		2,146,669.75	2,055,057.21

\* Year Not Closed



WLSN TV-6 TV AD SCHEDULING PATTERN

M-F 5A-9A MORNING NEWS.....	5X
M-S 9A-5p DAYTIME VARIOUS.....	5X
M-S 5P-12MID NEWS-PRIME-NEWS.....	5X
M-S 12MID-4A LATE FRINGE.....	5X
S-S 6A-11A WKD MORNING NEWS.....	2X

\$275 per Merchant  
44x :30 Sec Commercials WLSN & WLAJ  
Your Business will be exposed to 303,000 Adults 35+  
76% Market Reach with a Frequency of 2.3

The Williamston DDA is Generously matching each Merchants investment of \$275  
2 Merchants Per commercial  
TV Production Included



WLAJ ABC 53 TV AD SCHEDULING PATTERN

M-F 5A-9A MORNING NEWS.....	5X
M-S 9A-5P DAYTIME VARIOUS.....	5X
M-S 5P-12MID NEWS-PRIME-NEWS.....	5X
M-S 12MID-4A LATE FRINGE.....	5X
S-S 7A-10A WKD MORNING NEWS.....	2X

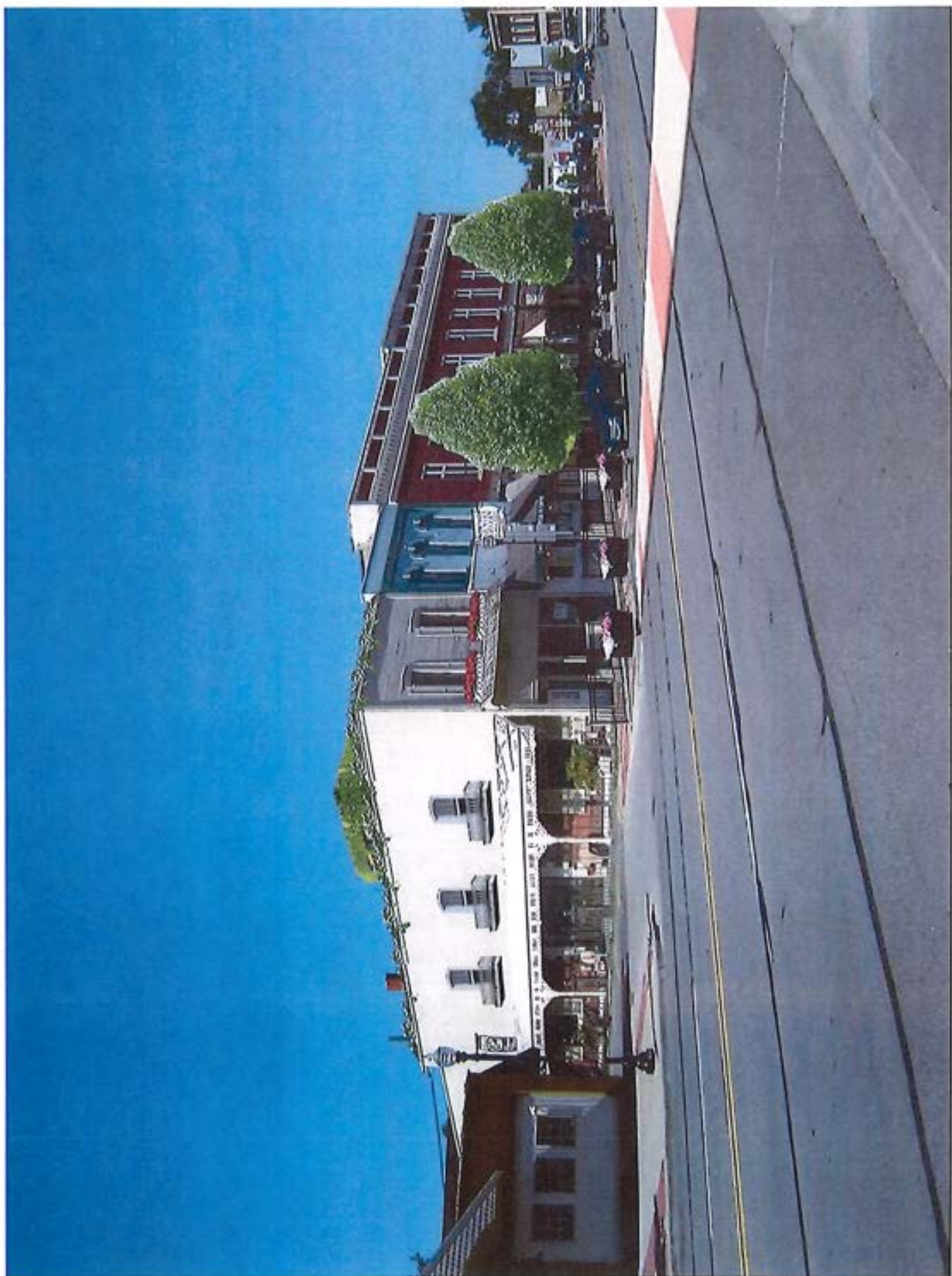
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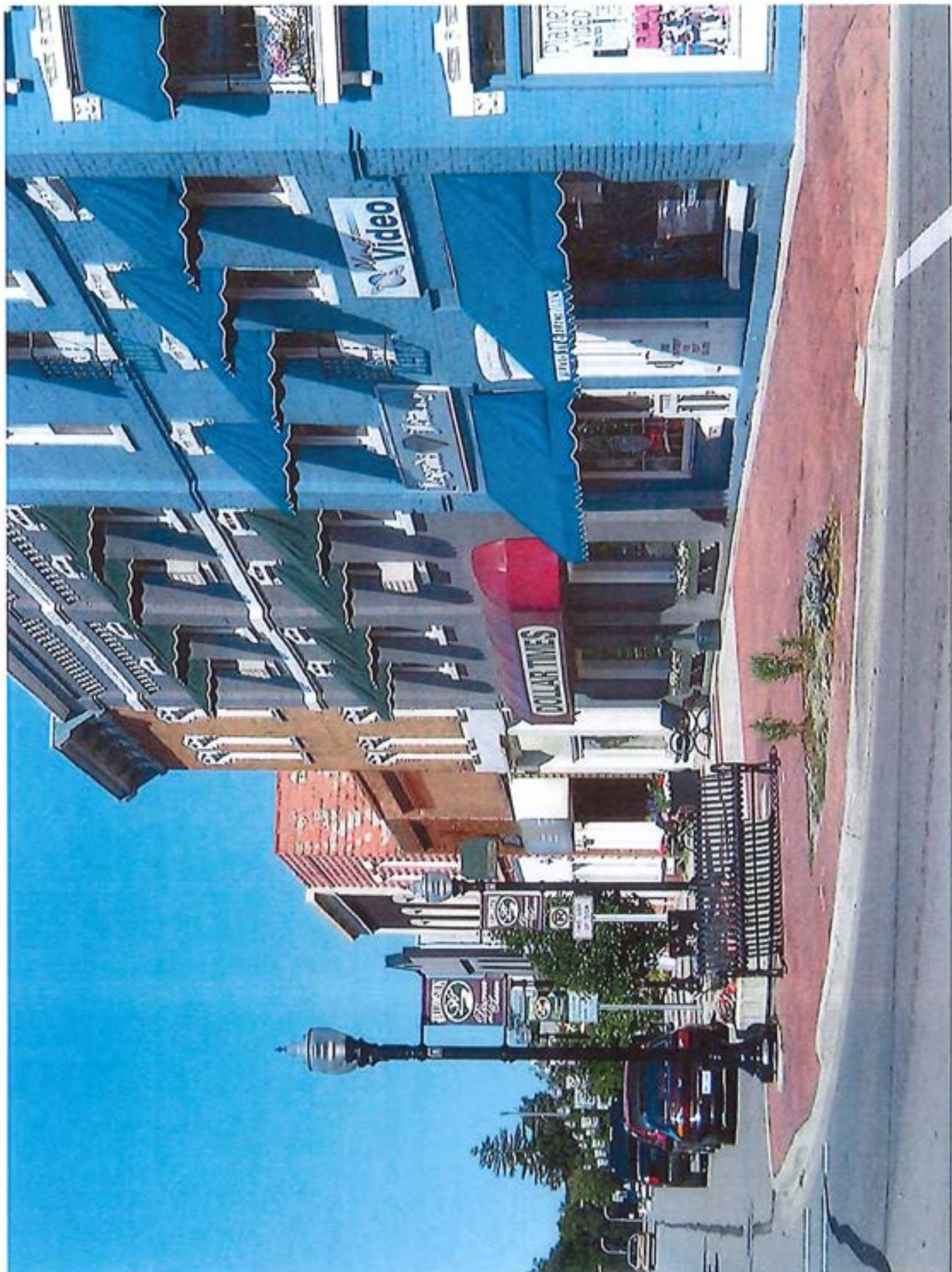




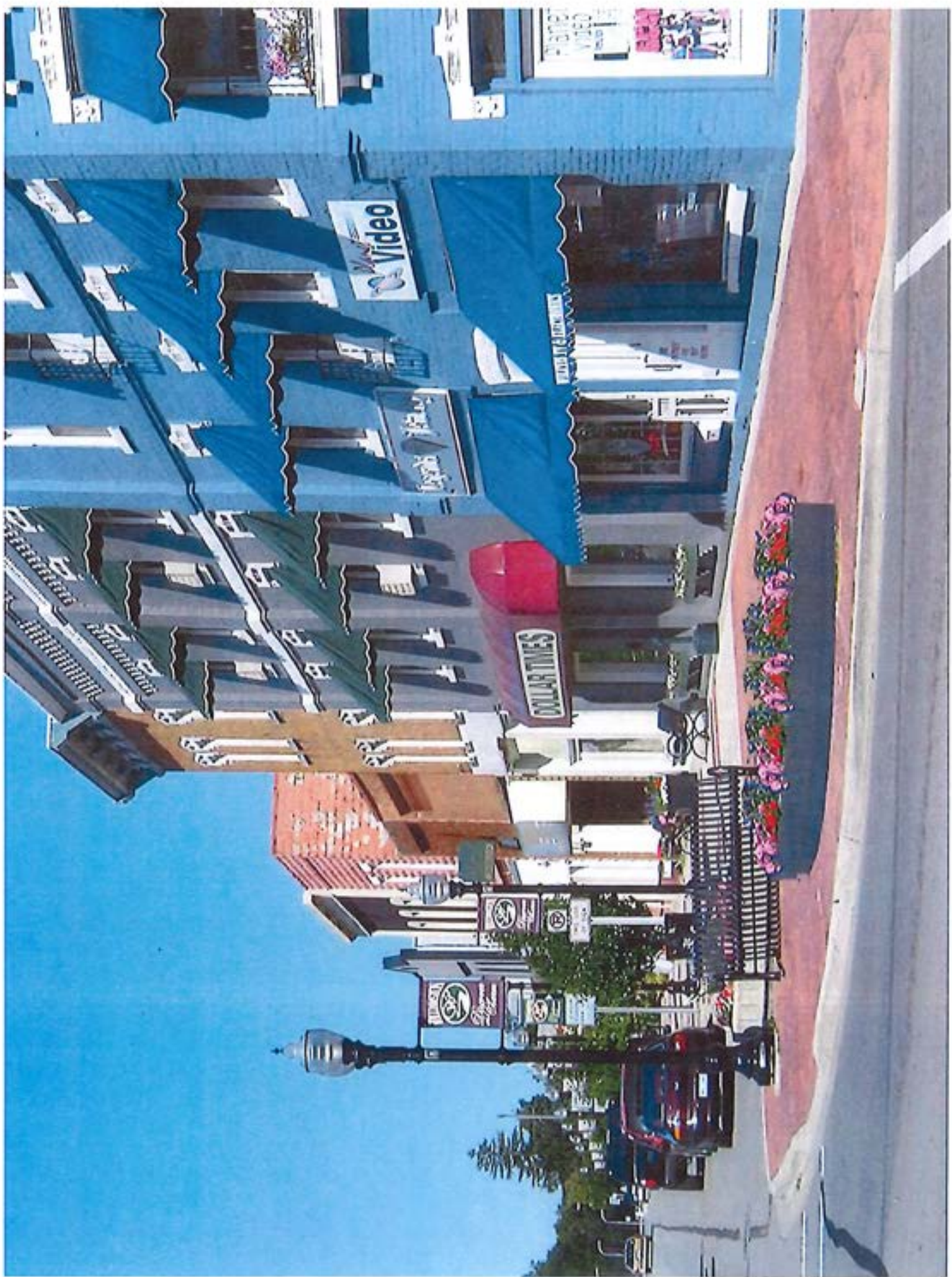




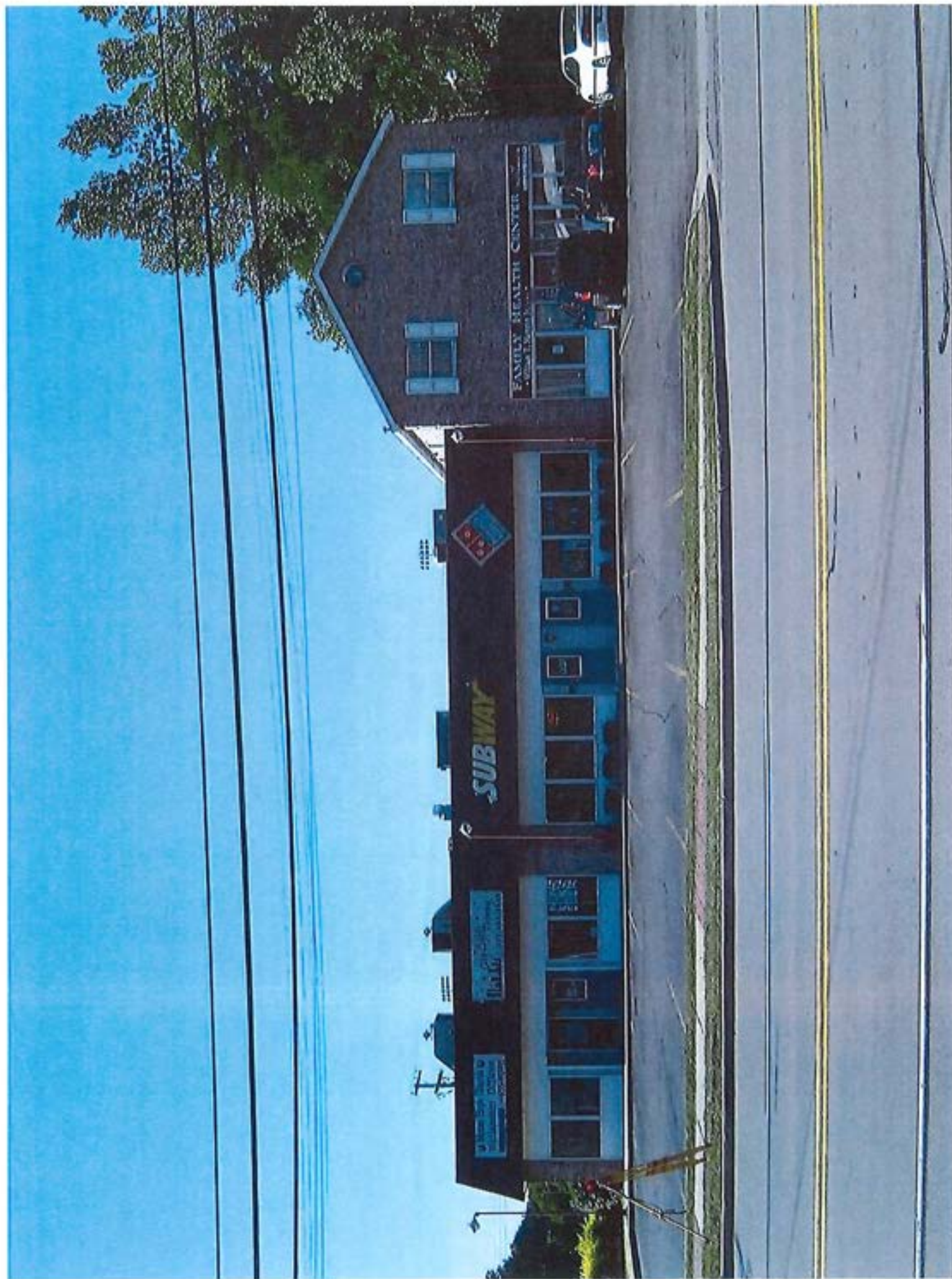




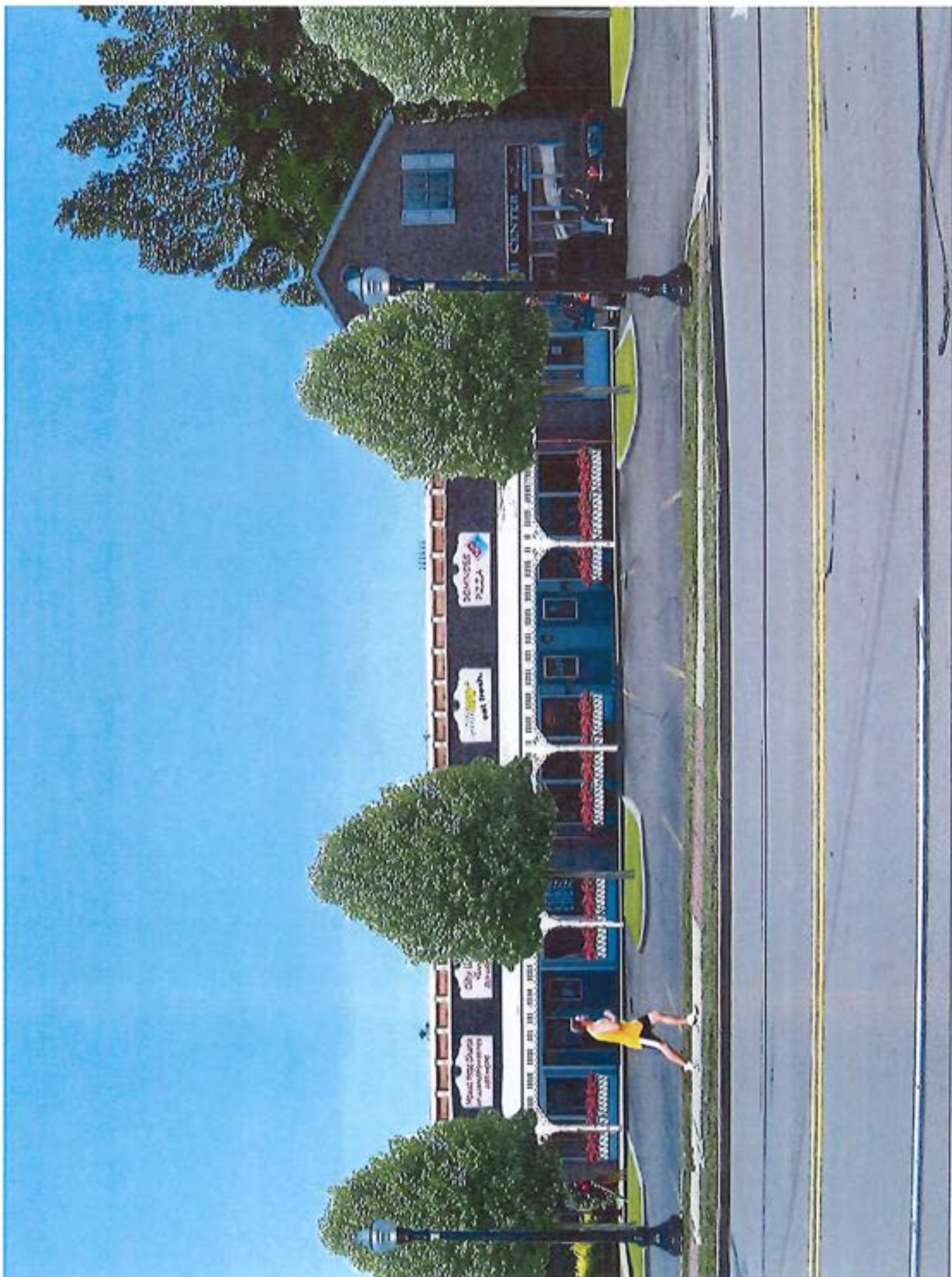




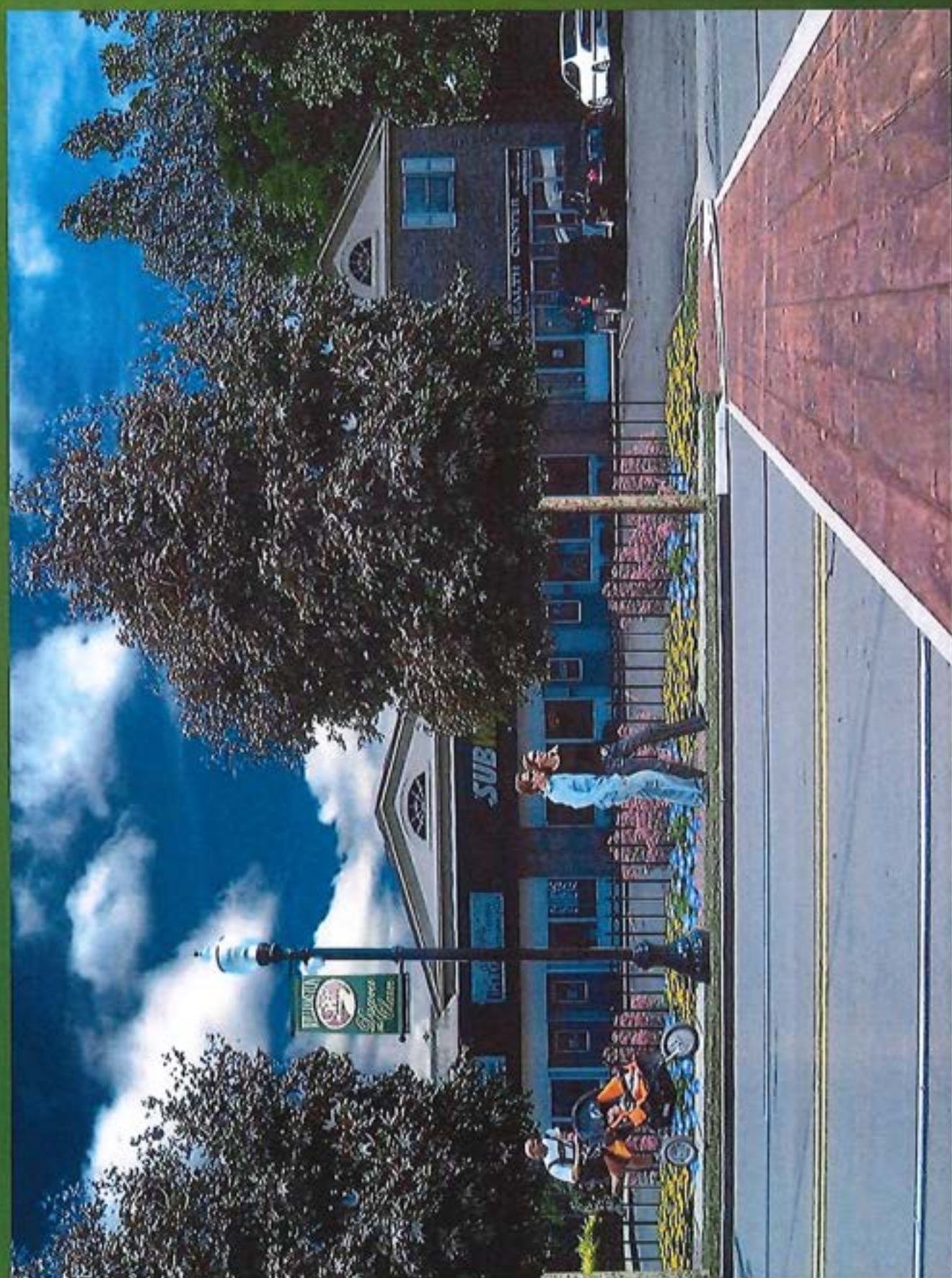




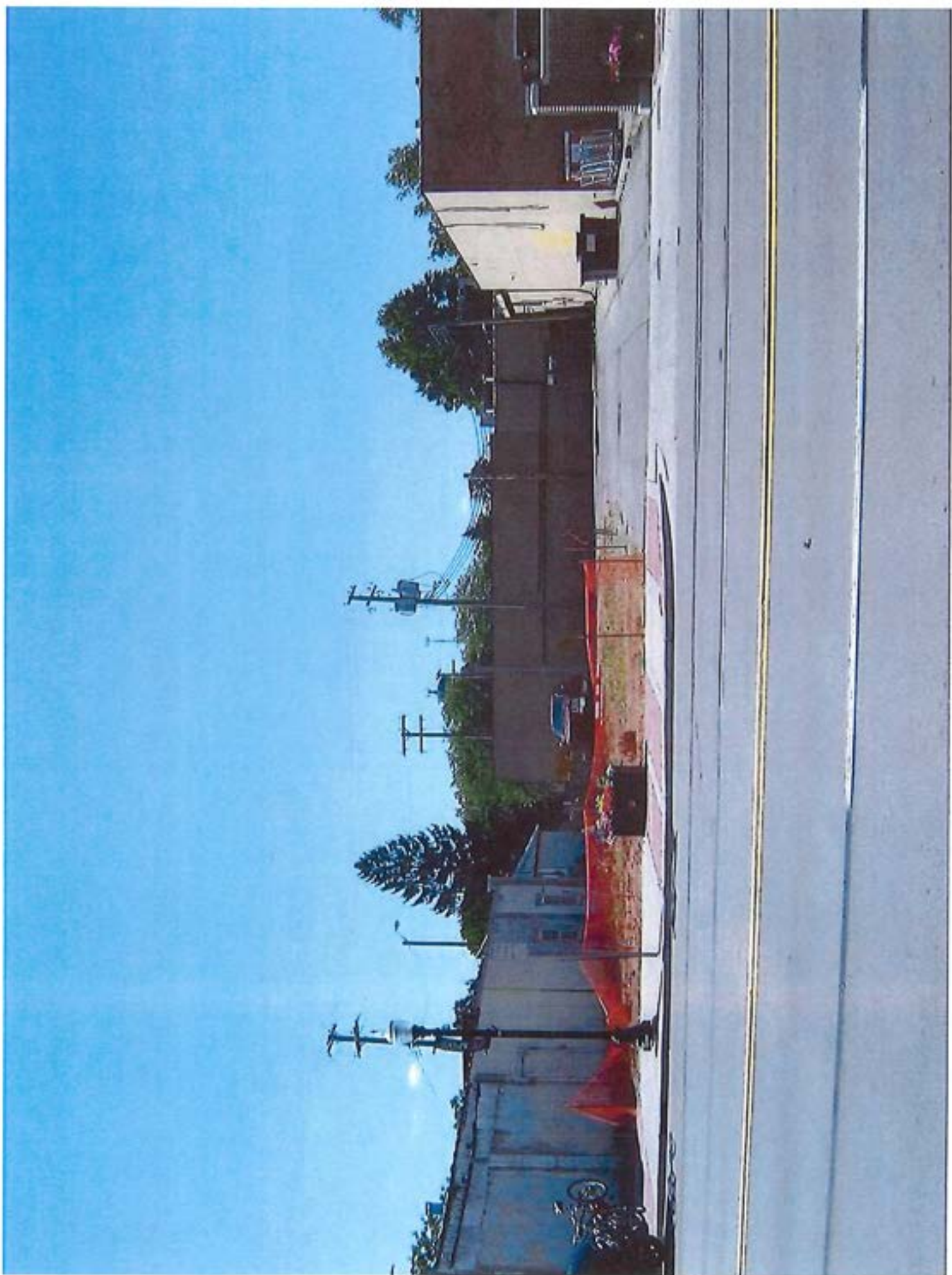




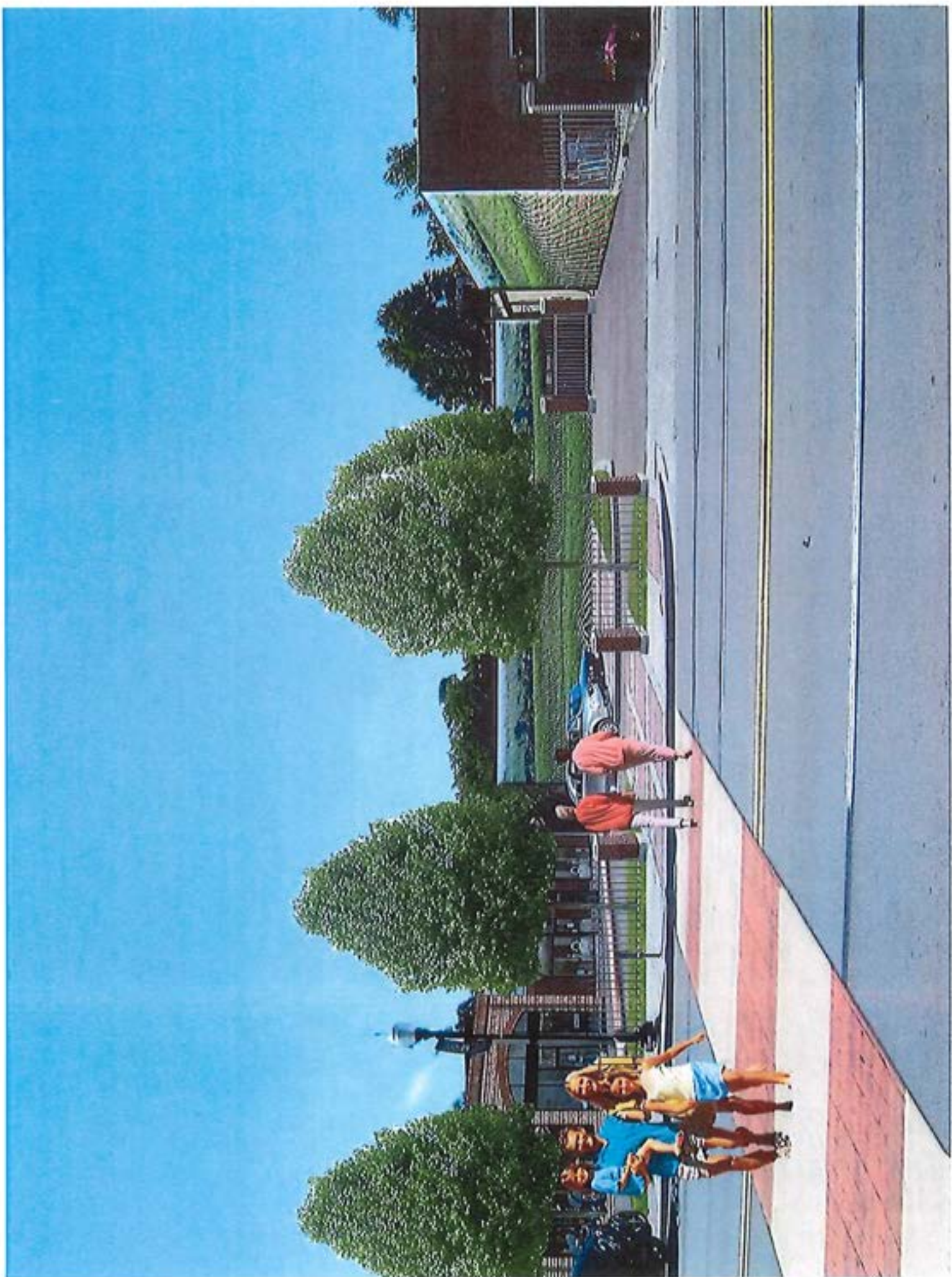








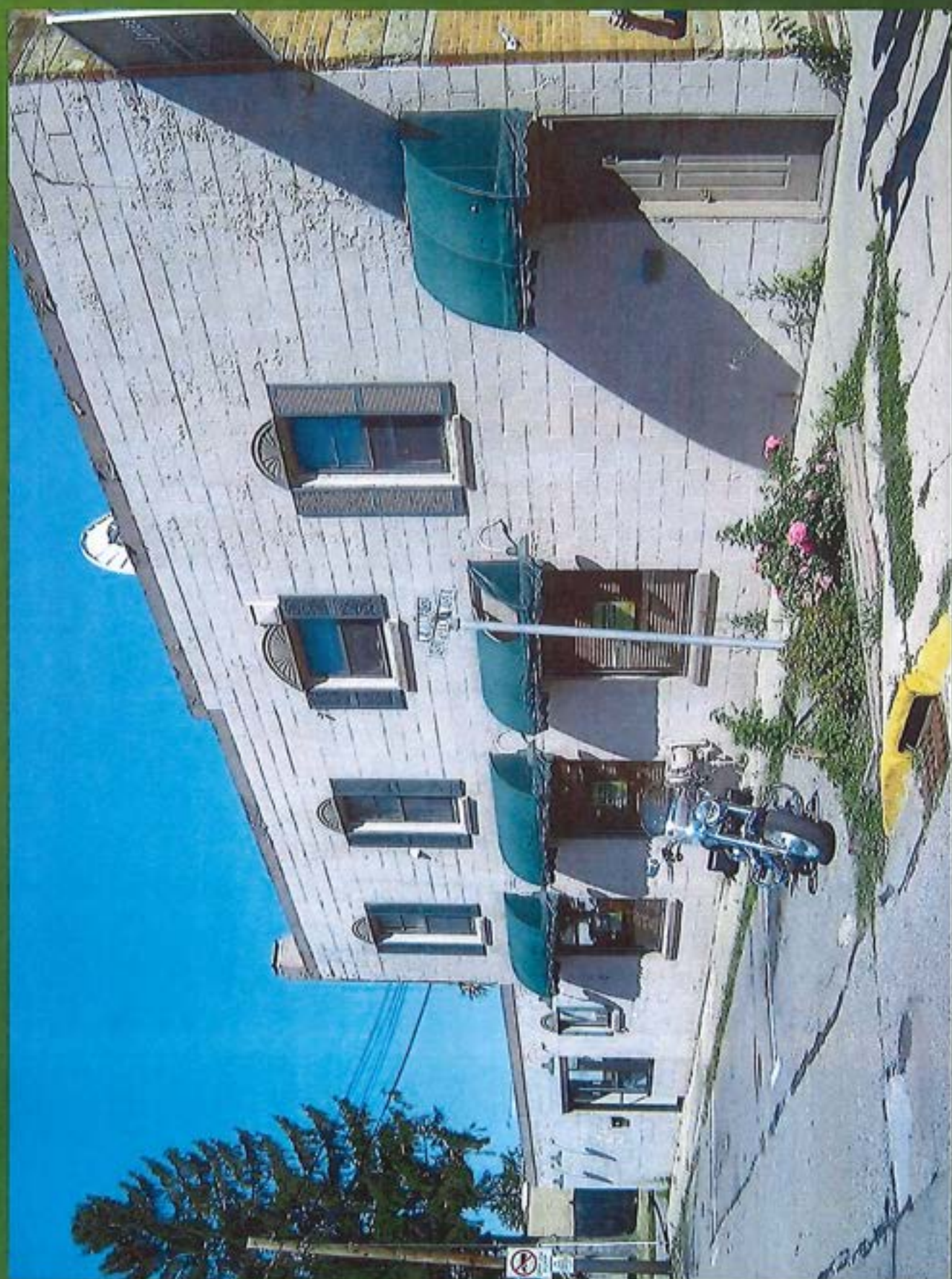




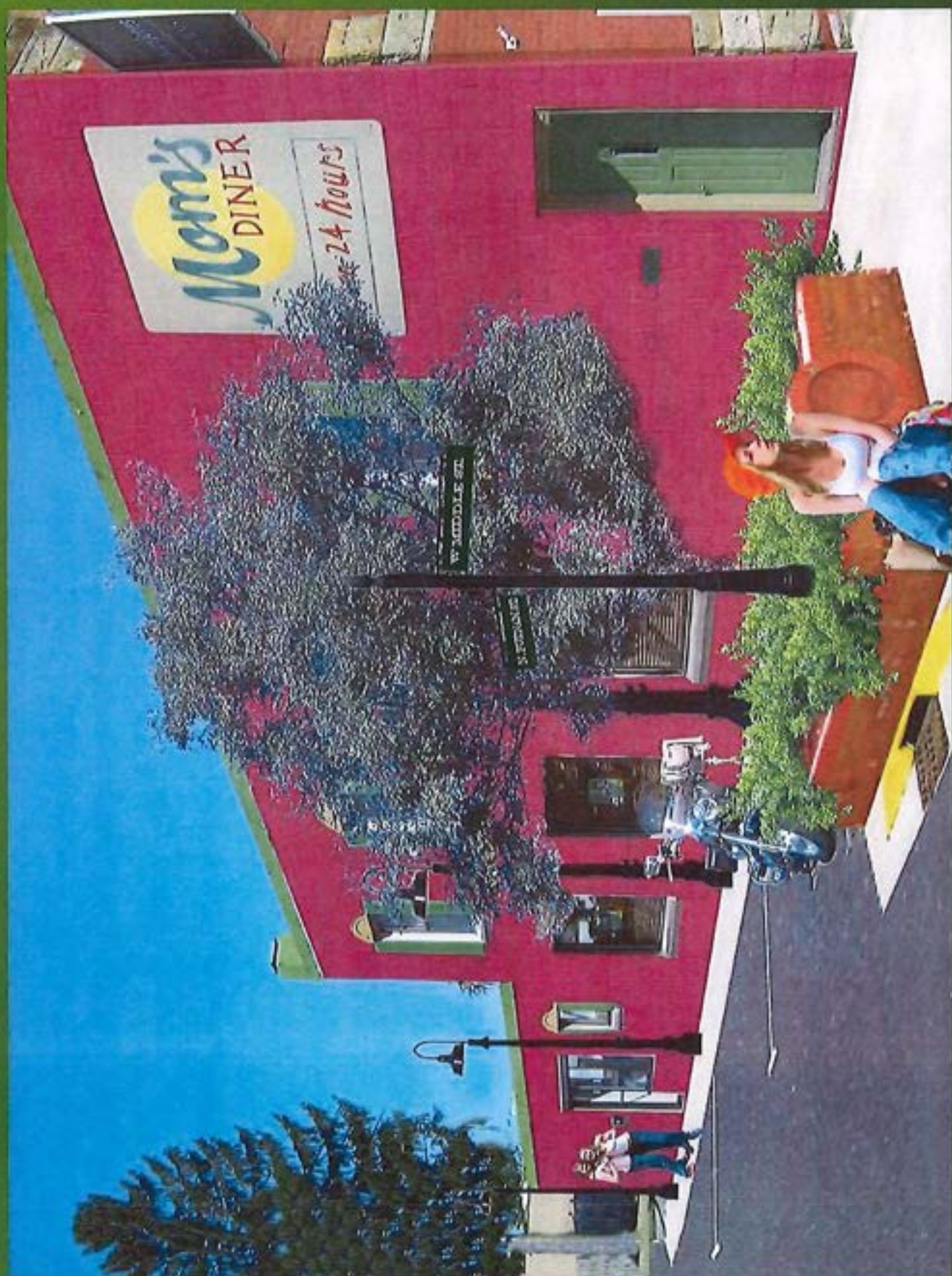




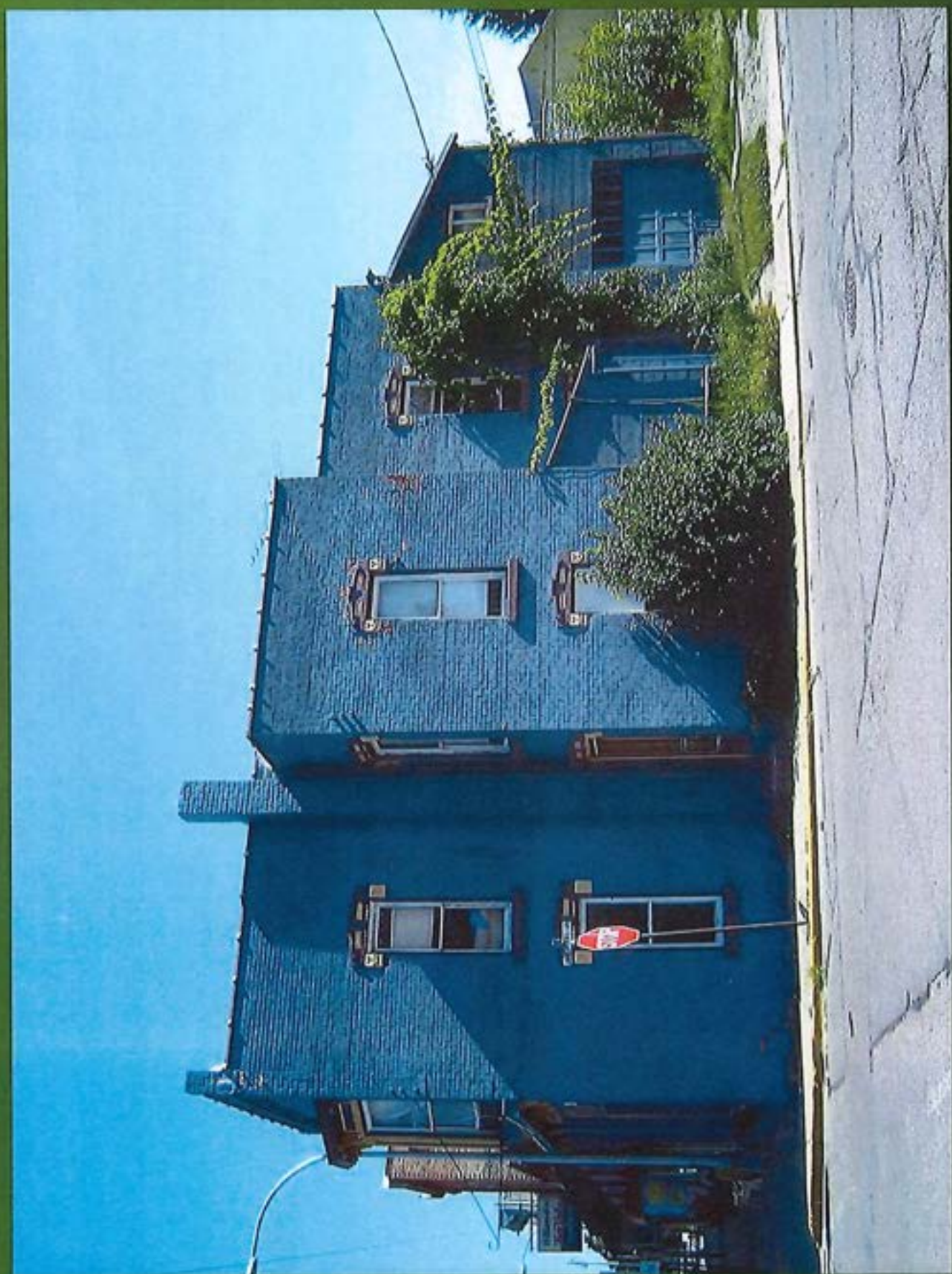




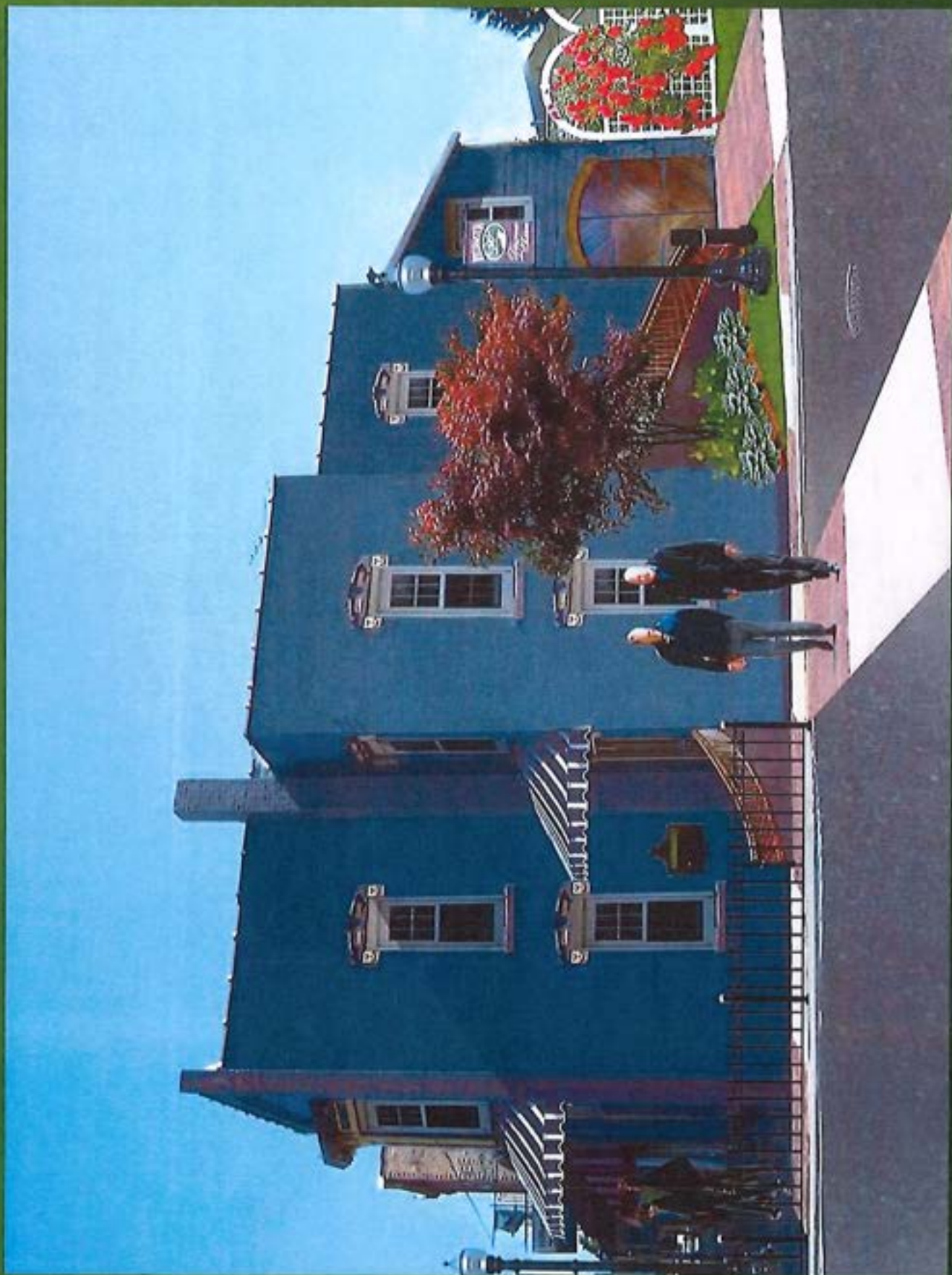




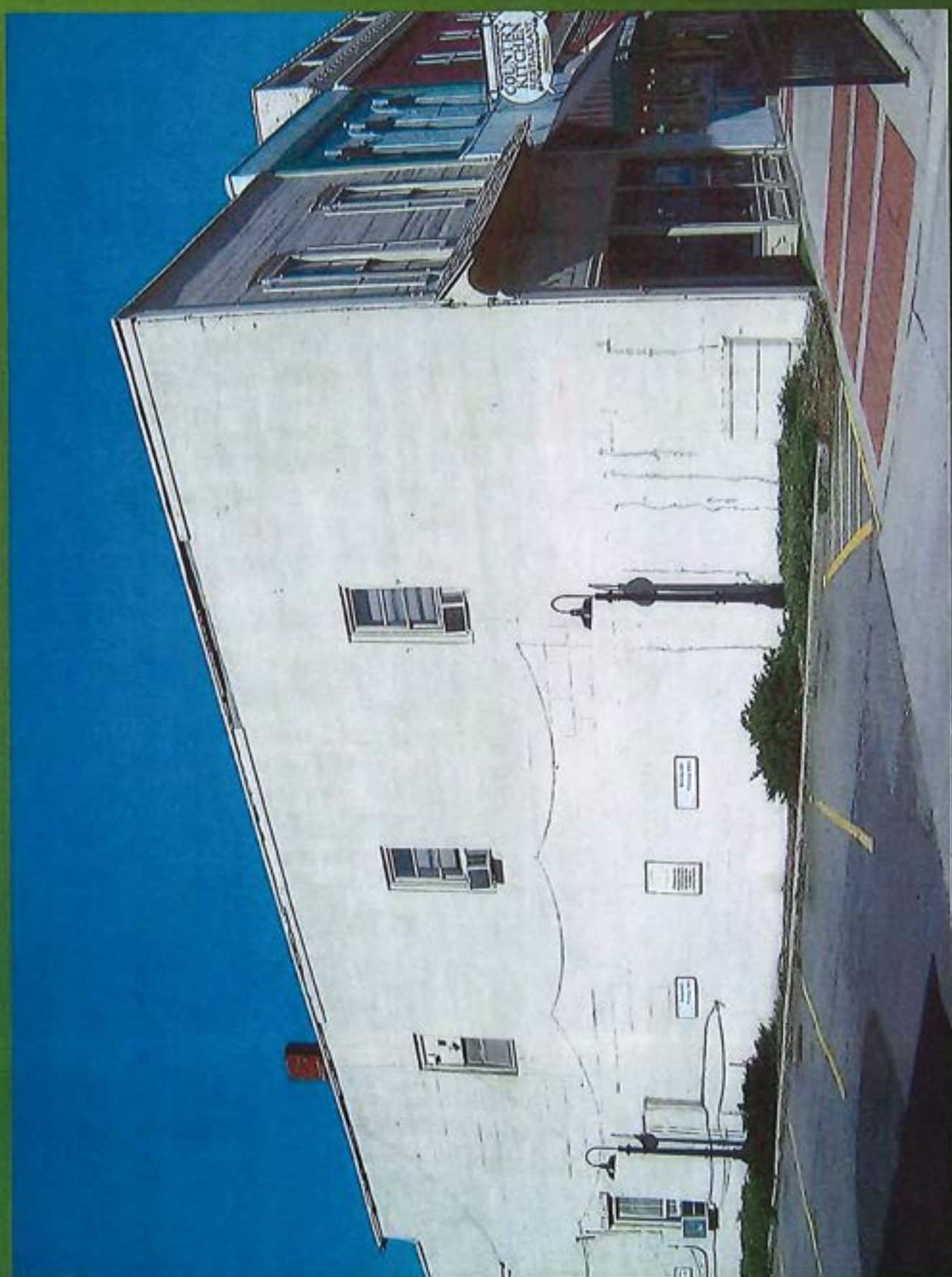




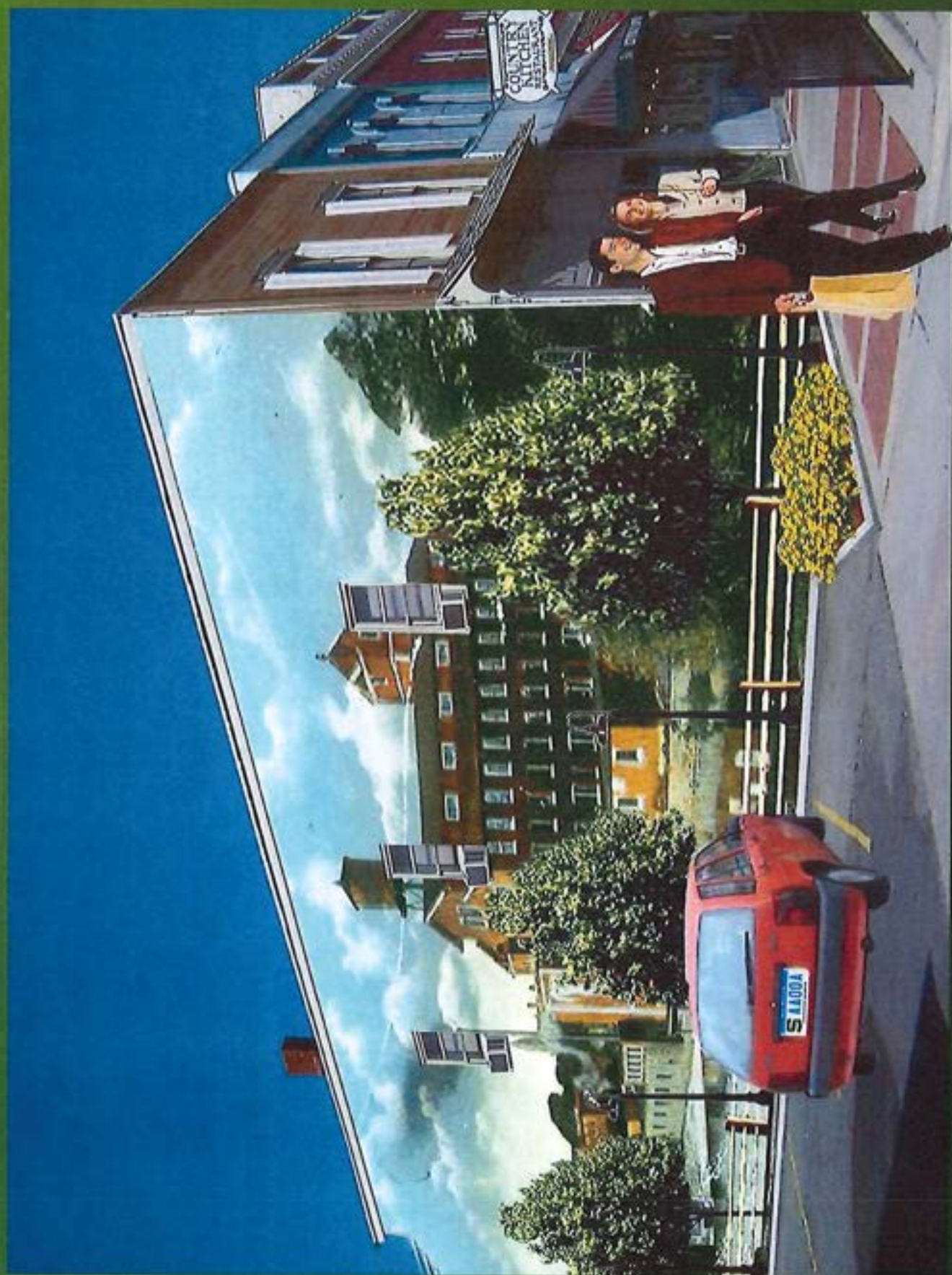




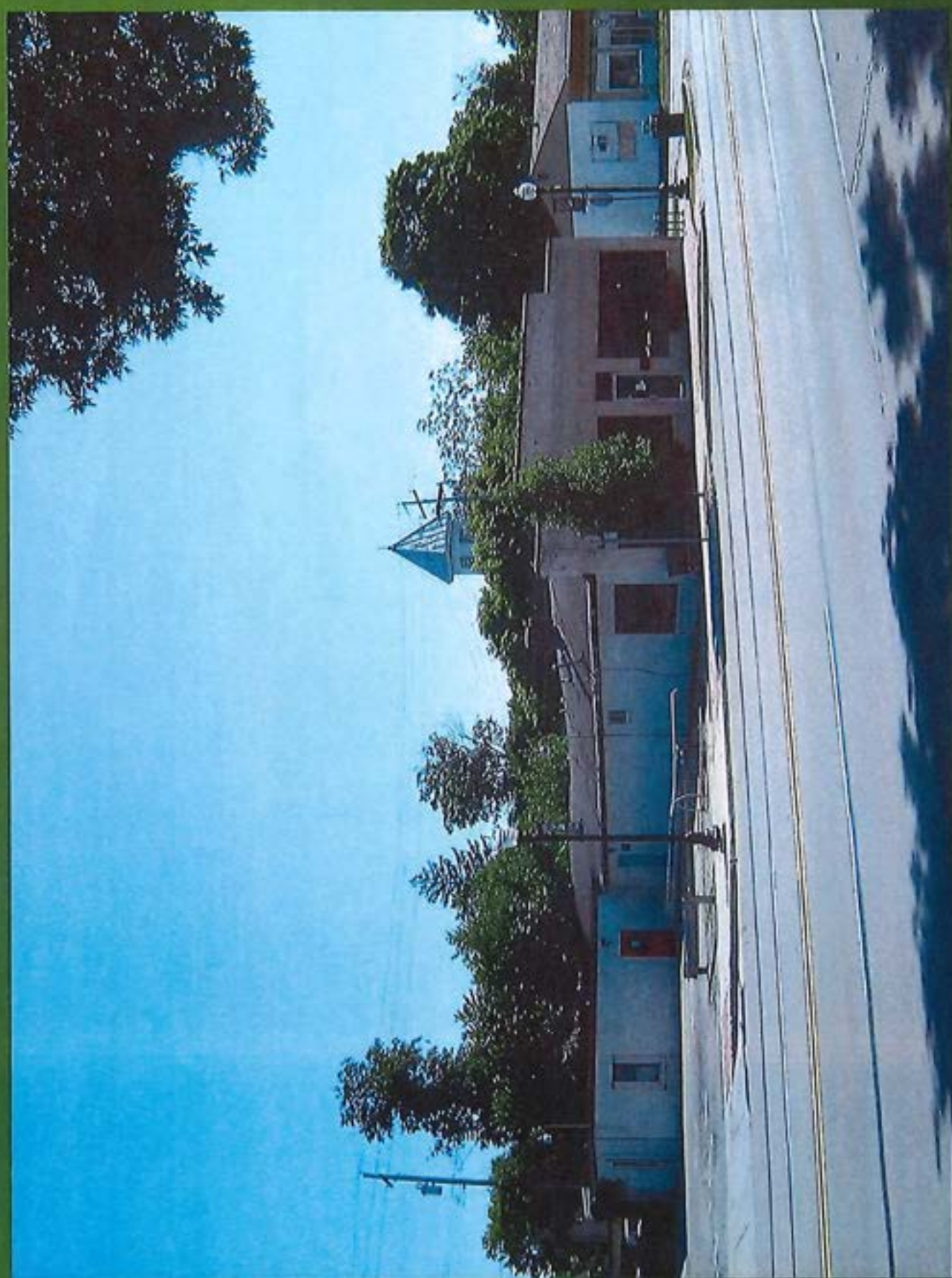




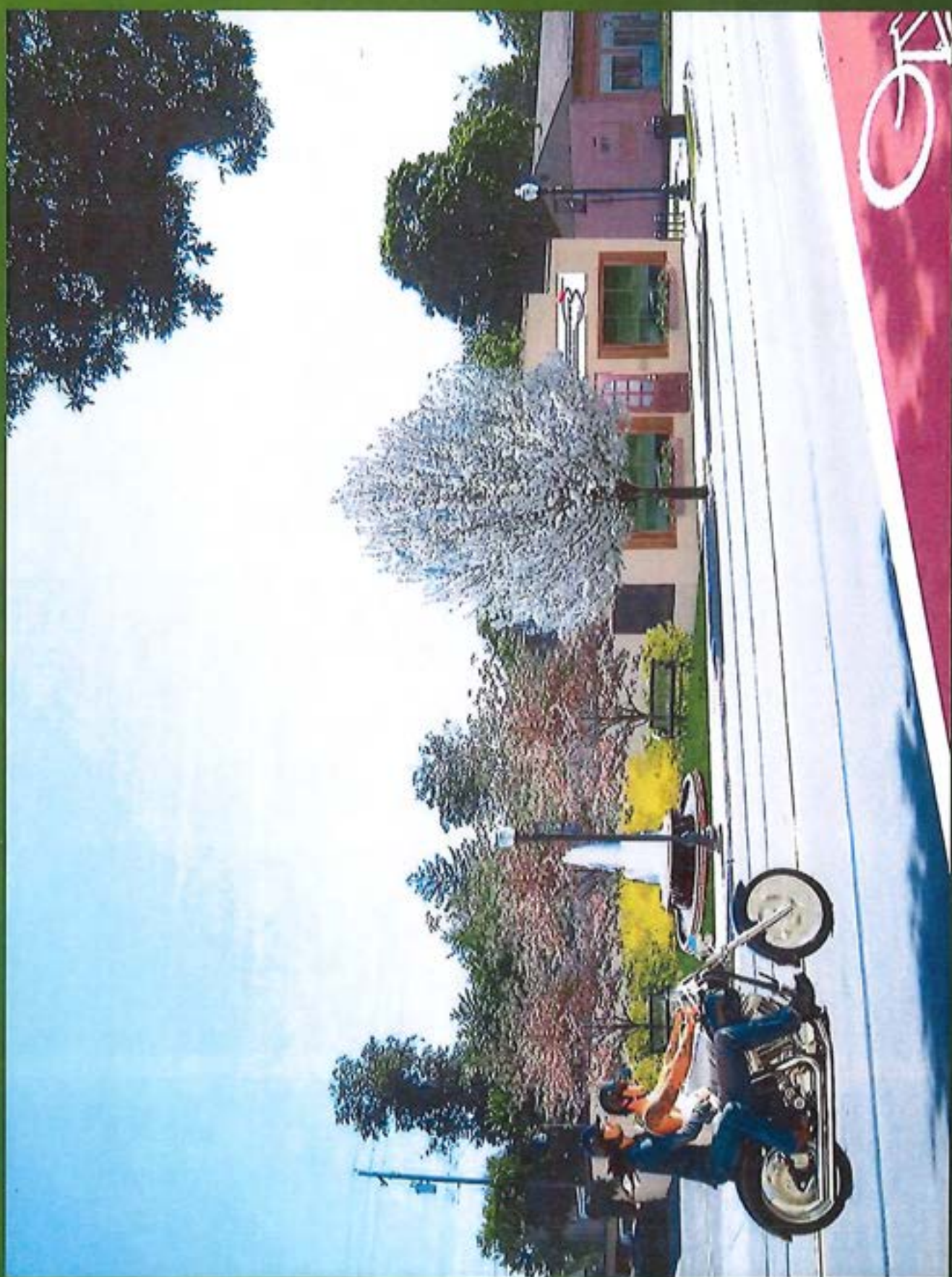






















Speedway





Speedway

