



**DOWNTOWN DEVELOPMENT AUTHORITY
INFORMATIONAL MEETING & HEARING AGENDA FOR
TUESDAY, NOVEMBER 19, 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

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 DECEMBER 17, 2024 IN THE CITY HALL COUNCIL CHAMBERS.



3.
pg 1

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.

3
pg 2

(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, November 19, 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 & Informational Meeting Minutes of October 15, 2024
7. Accounts Payable- None
8. Downtown Development Director Report
9. Treasurer- Budget Printout
10. Action Items
 - a. Consideration of 2025 Meeting Dates & Times
 - b.
11. Discussion Items
 - a. DDA Plan and Update
 - b. DDA Projects – Past, Present and Future
 - c. Community Promotion: Signs and Light Pole Banners
 - 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

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 DECEMBER 17, 2024 IN THE CITY HALL COUNCIL CHAMBERS.

CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
OCTOBER 15, 2024
INFORMATIONAL MEETING MINUTES

Ce.
pg 1

1. Call To Order:

The meeting was called to order at 5:57 p.m. in the Williamston City Hall Council Chambers by Chair Donnelly-Grzelak.

2. Roll Call:

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

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

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

3. Informational Report and Hearing of the Downtown Development Authority Pursuant to Public Act 57 of 2018:

Manager Hanifan provided a written synopsis of the Downtown Development Authority activities for review.

4. Opportunity for Taxing Jurisdictions to Ask Questions/Comment:

No taxing jurisdictions present.

5. Public Response:

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

6. Adjournment:

Chair Donnelly-Grzelak adjourned the meeting at 6:01 p.m.

***Meeting adjourned at 6:01 p.m.**

Respectfully Submitted by:

Holly M. Thompson, City Clerk

Date Approved: _____

CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
OCTOBER 15, 2024
REGULAR MEETING MINUTES

6,
pg 2

1. Call To Order:

The meeting was called to order at 6:01 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, Authority Members Carrie Ballou, Sharon LaPointe, Tammy Gilroy, Leigh Baumgras, Kyle Walch, and Wendy Carr. Absent: Narda Murphy.

Also Present: City Manager/DDA Director John Hanifan, City Clerk Holly Thompson, and Richard Enty of LEAP (Lansing Economic Area Partnership).

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

4. Approval of Agenda:

Motion by **Gilroy**, second by **LaPointe**, 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 September 17, 2024:

Motion by **Gilroy**, second by **Ballou**, to approve the DDA regular meeting minutes of September 17, 2024 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

None.

8. Downtown Development Director Report:

Director/Manager Hanifan reported he expects to present information about the DDA at the next meeting.

9. Treasurer- Budget Printout:

A budget printout was provided for DDA review.

10. Action Items

10a. 2024 Holiday DDA Shared Merchant Package:

Motion by **Gilroy**, second by **Walch**, to approve the holiday shared merchant package commercial for up to \$6,600. Yes: Baumgras, Carr, Gilroy, Ballou, LaPointe, Donnelly-Grzelak, Walch. No: None. **Motion passed.**

11. Discussion Items

11a. Dahlstrom Park Design Services:

Director/Manager Hanifan reported the City Council approved a contract for design services for Dahlstrom Park. The DDA will have a chance to weigh in on plans.

11b. Master Plan/Downtown Design Plan:

Director/Manager Hanifan reported the Master Plan survey has wrapped up and he will share the highlights with the board. There was interest in expanding the downtown, adding more density, and more trees. He is discussing adding stamped concrete for crosswalks with MDOT. He presented a slideshow of design concepts done many years ago for Williamston by MSU students. The board discussed the concepts and liked the ideas of rear facing facades, bump outs, bridge enhancements, and arches.

11c. Downtown Events Update:

Director/Manager Hanifan reported October is still busy with events. The upcoming events are: Taste of Williamston on October 22nd, Zombie Pub Crawl on October 25th, Downtown Trick Or Treating on October 26th, and Witches and Wizards on October 26th. Other events coming up will be the Light Parade in December with a cookie crawl, Ladies Night Out, Rock N' Raffle, and Fire & Ice in February.

14. Public Response:

Richard Enty of LEAP gave an update on LEAP's progress with the childcare resource hub.

15. DDA Member Comments:

None.

16. Adjournment:

Chair Donnelly-Grzelak 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: _____

10a.
pg 1

Downtown Development Authority (DDA)	
2025 Meeting Dates	
3rd Tuesday of the month; 6 pm	
January 21	July 15
February 18	August 19
March 18	September 16
April 15	October 21
May 20	November 18
June 17	December 16