

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

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: _____