



CITY OF WILLIAMSTON
Downtown Development Authority
Tuesday, February 18, 2025, 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 January 21, 2025
7. Accounts Payable
8. Downtown Development Director Report
9. Treasurer- Budget Printout
10. Action Items
 - a.
 - b.
11. Discussion Items
 - a. Signs, Parking lots, banners, etc
 - b. Events Update
 1. St. Patrick's Day Pub Crawl
 2. Brand New Spring Festival (May 17)
 3. River Days (Sept 2025)
 4. Website/Social Media Development
 - c. Preliminary Budget Discussion for 2025/2026 Fiscal Year
 - d.
 - e.
12. Correspondence Received/Information Only
 - a.
13. Outstanding Issues- **No Action or Discussion**
 - a.
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 MARCH 18, 2025 IN THE CITY HALL COUNCIL CHAMBERS.

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
JANUARY 21, 2025
REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 6:08 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, Tammy Gilroy, and Wendy Carr. Absent: Sharon LaPointe, Leigh Baumgras, and Kyle Walch (arrived at 6:09 p.m.)

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 **Carr**, to excuse all members absent. **Motion passed by voice vote.**

4. Approval of Agenda:

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

5. Public Response:

Richard Enty of LEAP gave an update on the launch of the childcare website, and the Sunrise Grant . LEAP recently developed three videos of the County highlighting the region.

-Walch arrived at 6:09 p.m.

6. DDA Regular and Informational Meeting Minutes of November 19, 2024:

Motion by **Gilroy**, second by **Ballou**, to approve the DDA regular and informational meeting minutes of November 19, 2024 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

None.

8. Downtown Development Director Report:

No report.

9. Treasurer- Budget Printout:

A budget printout was provided for DDA review.

10. Action Items

10a. Consideration of Placer.AI Analytics Proposal:

Motion by **Murphy**, second by **Gilroy**, to approve the DDA participation of the Placer.AI Analytics proposal for an amount not to exceed \$3,300. **Motion passed by voice vote.**

11. Discussion Items

11a. St. Patrick's Day Pub Crawl:

The Williamston Events Committee is working on a St. Patrick's Day Pub Crawl on March 14th. They are trying to make it a greater event but are still working on the details.

11b. Joint Master Plan Work Session Re-Cap:

Manager Hanifan reported the joint Master Plan work session went well and there were a lot of questions and good ideas discussed.

11c. "Spring Cleaning" Sidewalk Sales- Scavenger Hunt Twist:

The Williamston Events Committee is working on a springtime event that would get people shopping downtown with sidewalk sales and a scavenger hunt. The event would hopefully take place after spring break, but before Easter.

11d. Williamston Restaurant Week Event:

Member Ballou commented she wants to do a Restaurant Week in Williamston like they do in other communities. She is looking at times/weeks of the year when business may be slower like the end of February and March. This would not take place until 2026 but she would like the DDA's support for the event.

11e. Brand New Spring Festival:

Chair Donnelly-Grzelak commented she would like to do a spring festival between May 16-18. Mother's Day weekend is too busy for many of the businesses to do something extra, so the next weekend would be better.

11f. Cohesive Event Branding for All Events:

Chair Donnelly-Grzelak would like to have a symbol or logo that is recognizable for all of the City events. She asked everyone for their input on what that could look like.

11g. DDA Point Person/Pair for Each Event: & 11h. Member's Support Roles:
Support Roles

Marketing Design: Wendy Carr

Marketing Dispersal: Kyle Walch and Sharon LaPointe

Community Engagement/Outreach- Carrie Ballou and Tammy Gilroy

Event Planning:

Vendor Communication:

Volunteer Recruitment/Organization: Sharon LaPointe and Narda Murphy

Events

Dog Days- Tammy Gilroy & Kyle Walch

Light Parade-

Small Business Saturday-

14. Public Response:

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

15. DDA Member Comments:

No comments.

16. Adjournment:

Chair Donnelly-Grzelak adjourned the meeting at 6:46 p.m.

***Meeting adjourned at 6:46 p.m.**

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

Date Approved: _____

DRAFT

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Fund 248 Downtown Development Authority

GL Number	Description	PERIOD ENDED 01/31/2024	PERIOD ENDED 01/31/2025
*** Assets ***			
248-000-001.00	Common Checking	120,024.85	215,515.20
248-000-017.01	Investments - MI Class	219,776.08	240,700.10
248-000-120.07	2004 DDA River Refunding	8,122.63	8,520.70
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		2,203,155.61	2,243,092.34
*** Liabilities ***			
248-000-202.00	Accounts Payable	0.00	339.99
248-000-214.00	Due To General Fund	84,757.92	0.00
248-000-214.08	Due To Equipment Fund	17,077.85	0.00
248-000-314.00	Long Term Advance From General	125,000.00	100,000.00
Total Liabilities		226,835.77	100,339.99
*** Fund Balance ***			
248-000-390.00	Fund Balance	1,675,250.99	1,900,165.68
Total Fund Balance		1,675,250.99	1,900,165.68
Beginning Fund Balance		1,675,250.99	1,900,165.68
Net of Revenues VS Expenditures		301,068.85	242,586.67
Ending Fund Balance		1,976,319.84	2,142,752.35
Total Liabilities And Fund Balance		2,203,155.61	2,243,092.34

User: TOM
DB: Williamston

PERIOD ENDING 01/31/2025
% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORM (ABNORM)	YTD BALANCE 01/31/2024 NORM (ABNORM)	YTD BALANCE 01/31/2025 NORM (ABNORM)	2024-25 ORIGINAL BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 248 - Downtown Development Authority							
Revenues							
Dept 000 - General	Revenues						
248-000-401.01	Current Property Taxes	423,279.99	357,585.49	320,451.88	310,000.00	(10,451.88)	103.37
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	10,392.90	10,058.90	4,500.00	(5,538.90)	223.53
248-000-580.00	Contributions/Grants From Local Units	3,000.00	3,000.00	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	4,425.38	6,345.13	2,500.00	(3,845.13)	253.81
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	375,403.77	336,855.91	317,000.00	(19,855.91)	106.26
TOTAL REVENUES		446,430.62	375,403.77	336,855.91	317,000.00	(19,855.91)	106.26
Expenditures							
Dept 728 - Comm. & Econ. Dev. Administration							
248-728-702.00	Salaries & Wages	22,493.15	12,753.82	13,888.52	27,500.00	13,611.48	50.50
248-728-704.00	Wages-Part Time	2,365.94	1,815.19	1,210.41	2,500.00	1,289.59	48.42
248-728-709.00	FICA	1,891.92	1,109.19	1,151.33	2,250.00	1,098.67	51.17
248-728-710.00	Unemployment	28.65	6.82	3.70	10.00	6.30	37.00
248-728-712.00	Payment In Lieu Of Insurance	0.00	0.00	0.00	200.00	200.00	0.00
248-728-714.00	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00
248-728-718.00	Insurance Premiums	2,201.51	1,367.25	1,807.60	2,600.00	792.40	69.52
248-728-718.01	HSA Contribution	474.69	474.69	514.50	500.00	(14.50)	102.90
248-728-724.00	Disability Premiums	93.13	42.12	42.82	100.00	57.18	42.82
248-728-725.00	Retirement	3,406.10	1,895.23	2,392.95	4,800.00	2,407.05	49.85
248-728-726.00	Workers Compensation	484.19	0.00	0.00	400.00	400.00	0.00
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	0.00	0.00	2,500.00	2,500.00	0.00
248-728-802.00	Contractual Services	11,194.80	7,838.00	0.00	12,500.00	12,500.00	0.00
248-728-803.00	Contract - Audit	2,060.87	1,638.87	1,877.22	1,830.00	(47.22)	102.58
248-728-803.01	Fund Administration	21,000.00	0.00	0.00	21,000.00	21,000.00	0.00
248-728-803.04	Ingham EDC Contract	0.00	0.00	0.00	0.00	0.00	0.00
248-728-803.06	Niesa - Contract	10,000.00	0.00	0.00	10,000.00	10,000.00	0.00
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	5,055.00	15,934.36	30,000.00	14,065.64	53.11
248-728-880.01	Holiday Decorations/maint.	0.00	0.00	13,950.00	12,500.00	(1,450.00)	111.60
248-728-921.00	Utilities	33,123.13	16,040.71	16,988.37	35,000.00	18,011.63	48.54
248-728-930.02	Maintenance	1,542.00	1,542.00	0.00	20,000.00	20,000.00	0.00
248-728-940.00	Equipment Rental	10,305.67	6,357.24	8,704.19	20,000.00	11,295.81	43.52
248-728-955.00	Miscellaneous	152.14	76.78	15,803.27	20,000.00	4,196.73	79.02
248-728-964.00	Private/commercial Rehab.	2,250.00	2,250.00	0.00	10,000.00	10,000.00	0.00
248-728-968.01	Depreciation - Current	88,473.22	0.00	0.00	0.00	0.00	0.00
248-728-996.01	Bond Issue Cost	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 728 - Comm. & Econ. Dev. Administration		219,041.43	60,262.91	94,269.24	236,190.00	141,920.76	39.91
Dept 901 - Capital Outlay							

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User: TOM

PERIOD ENDING 01/31/2025

% Fiscal Year Completed: 58.90

DB: Williamston

END BALANCE 06/30/2024

YTD BALANCE 01/31/2024

YTD BALANCE 01/31/2025

2024-25 ORIGINAL BUDGET

AVAILABLE BALANCE

% BDTG USED

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORM (ABNORM)	YTD BALANCE 01/31/2024 NORM (ABNORM)	YTD BALANCE 01/31/2025 NORM (ABNORM)	2024-25 ORIGINAL BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDTG USED
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	11,597.51	0.00	0.00	0.00	0.00
Total Dept 901 - Capital Outlay		0.00	11,597.51	0.00	0.00	0.00	0.00
Dept 906 - Debt Service							
248-906-991.06	1999 Refunding Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00
248-906-991.11	2004 DDA Refunding Bonds	0.00	0.00	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	1,849.50	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	2,474.50	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	0.00	0.00	25,000.00	25,000.00	0.00
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	0.00	0.00	25,000.00	25,000.00	0.00
TOTAL EXPENDITURES		221,515.93	74,334.92	94,269.24	261,190.00	166,920.76	36.09
Fund 248 - Downtown Development Authority:							
TOTAL REVENUES		446,430.62	375,403.77	336,855.91	317,000.00	(19,855.91)	106.26
TOTAL EXPENDITURES		221,515.93	74,334.92	94,269.24	261,190.00	166,920.76	36.09
NET OF REVENUES & EXPENDITURES		224,914.69	301,068.85	242,586.67	55,810.00	(186,776.67)	434.67

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