

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
NOVEMBER 19, 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 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, Sharon LaPointe, Tammy Gilroy, Leigh Baumgras, Kyle Walch, and Wendy Carr. Absent: None.

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

4. Approval of Agenda:

Motion by **Gilroy**, second by **Ballou**, 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 Community Enhancement Grant Program through the MEDC. He offered to answer any questions regarding the program.

6. DDA Regular and Informational Meeting Minutes of October 15, 2024:

Motion by **Gilroy**, second by **LaPointe**, to approve the DDA regular and informational meeting minutes of October 15, 2024 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

None.

8. Downtown Development Director Report:

Director/Manager Hanifan reported on the progress of the Master Plan. The work session between Council, DDA, and the Planning Commission is tentatively set for January 14, 2025. Williamston Winter Wonderland weekend is coming up soon. The additional electricity work was completed in McCormick Park.

9. Treasurer- Budget Printout:

A budget printout was provided for DDA review.

10. Action Items

10a. Consideration of 2025 Meeting Dates & Times:

Motion by **Murphy**, second by **Gilroy**, to approve the 2025 DDA meeting dates and times as presented. **Motion passed by voice vote.**

11. Discussion Items

11a. DDA Plan and Update:

Director/Manager Hanifan showed a PowerPoint presentation on the history and boundaries of the DDA along with ideas for signage and downtown design changes throughout the years.

11b. DDA Projects – Past, Present and Future:

Discussed above.

11c. Community Promotion: Signs and Light Pole Banners:

Discussed above.

14. Public Response:

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

15. DDA Member Comments:

Member Gilroy commented “A Very Williamston Christmas” at the Williamston Theatre was great and she encouraged everyone to see it. She added the downtown lighting looks good.

16. Adjournment:

Chair Donnelly-Grzelak adjourned the meeting at 6:20 p.m.

***Meeting adjourned at 6:20 p.m.**

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

Date Approved: _____