



CITY OF WILLIAMSTON
Downtown Development Authority

Regular Meeting Agenda

Tuesday, March 21, 2023, at 7:00 p.m.

To be held in the City Hall Council Chambers:

161 E. Grand River Ave. Williamston, MI 48895

Phone (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 February 21, 2023
7. Accounts Payable- None
8. Downtown Development Director Report
9. Treasurer- Budget Printout
10. Action Items
 - a. Selection of Kayak Launch Park Name
 - b.
11. Discussion Items
 - a. Pursuing Avenues of Transportation Options to Improve Regional Accessibility to Downtown Williamston
 - b. 2023/2024 Fiscal Year Budget
 - c.
12. Correspondence Received/Information Only
 - a. Correspondence from Gormley Law Offices
13. Outstanding Issues- **No Action or Discussion**
 - a. DDA Commercial
 - 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 APRIL 18, 2023 IN THE CITY HALL COUNCIL CHAMBERS.

CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
FEBRUARY 21, 2023
REGULAR MEETING MINUTES

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1. Call To Order:

The meeting was called to order at 7:00 p.m. in the Williamston City Hall Council Chambers by Chairman Will Long and the Pledge of Allegiance was recited.

3. Roll Call:

Chairman Will Long, Vice Chair Emily Sutton-Smith, Authority Members Don Bixler, Jessica Modert, Brooke Donnelly-Grzelak, Narda Murphy, and Wendy Carrol-Parry. Absent: Tammy Gilroy (arrived at 7:05 p.m.), and Madison Droscha.

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

Motion by **Donnelly**, second by **Murphy**, to excuse Droscha. **Motion passed by voice vote.**

4. Approval of Agenda:

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

5. Public Response:

Chairman Long called for public comments at this time and there were none.

6. DDA Regular & Informational Meeting Minutes of December 20, 2022:

Motion by **Sutton-Smith**, second by **Donnelly-Grzelak**, to approve the DDA regular and informational meeting minutes of December 20, 2022 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

None.

8. Downtown Development Director Report:

No report.

-Gilroy arrived at 7:05 p.m.

9. Treasurer- Budget Printout:

A budget printout was submitted for DDA review.

10. Action Items

10a. Façade Grant Submission:

Motion by **Gilroy**, second by **Bixler**, to approve the Façade grant application for Hayward-Pixley estimated \$5,500 total project cost: \$2,250 Grant eligible per the program guidelines the lesser of 50% or \$100 per linear foot for a one-story building. Yes: Long, Carroll-Parry, Gilroy, Bixler, Modert, Sutton-Smith, Murphy, Donnelly-Grzelak. No: None. **Motion passed.**

11. Discussion Items

11a. 2023-24 Fiscal Year:

Manager/Director Hanifan reported he is working on the 2023/2024 fiscal year budget and will have a draft for the DDA to consider at the next meeting.

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14. Public Response:

Chairman Long called for public comments at this time and there were none.

15. DDA Member Comments:

Member Gilroy apologized for being late.

Chairman Long commented Lisa Keith wants to put up ribbons and signs downtown in support of MSU.

16. Adjournment:

Chairman Long adjourned the meeting at 7:31 p.m.

***Meeting adjourned at 7:31 p.m.**

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

Date Approved: _____

Fund 248 Downtown Development Authority

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GL Number	Description	Balance
*** Assets ***		
248-000-001.00	Common Checking	(23,452.13)
248-000-002.00	Cash - Savings	164,940.82
248-000-017.01	Investments - MI Class	53,965.45
248-000-120.07	2004 DDA River Refunding	7,646.20
248-000-136.00	Buildings, Additions And Improveme	2,465,256.53
248-000-137.00	Accum Depreciation - Bldg & Improv	(919,306.00)
Total Assets		1,749,050.87
*** Liabilities ***		
248-000-214.00	Due To General Fund	136,630.51
248-000-214.08	Due To Equipment Fund	12,373.76
248-000-300.10	2004 DDA Refunding	25,000.00
248-000-300.17	2011 DDA GO Limited Bonds	135,000.00
Total Liabilities		309,004.27
*** Fund Balance ***		
248-000-390.00	Fund Balance	1,389,357.62
Total Fund Balance		1,389,357.62
Beginning Fund Balance		1,389,357.62
Net of Revenues VS Expenditures		50,688.98
Ending Fund Balance		1,440,046.60
Total Liabilities And Fund Balance		1,749,050.87

User: TOM
DB: Williamston

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	YTD BALANCE 02/28/2022 NORMAL (ABNORMAL)	YTD BALANCE 02/28/2023 NORMAL (ABNORMAL)	2022-23 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 248 - Downtown Development Authority						
Revenues						
248-000-401.01	Current Property Taxes	387,715.11	366,523.40	390,000.00	23,476.60	93.98
248-000-566.00	MEDC Grant	40,000.00	0.00	0.00	0.00	0.00
248-000-573.00	Local Community Stabilization	0.00	3,603.52	0.00	(3,603.52)	100.00
248-000-581.00	Ingham County Parks & Trail Grant	54,453.83	0.00	169,400.00	169,400.00	0.00
248-000-665.01	Interest Income	29.93	889.48	50.00	(839.48)	1,778.96
248-000-675.01	Donations	9,237.55	0.00	0.00	0.00	0.00
Total Dept 000 - General Revenues		491,436.42	371,016.40	559,450.00	189,433.60	66.32
TOTAL REVENUES						
		491,436.42	371,016.40	559,450.00	189,433.60	66.32
Expenditures						
Dept 728 - Comm. & Econ. Dev. Administration						
248-728-702.00	Salaries & Wages	17,173.18	15,502.28	25,250.00	9,747.72	61.40
248-728-704.00	Wages-Part Time	1,188.81	1,373.79	3,550.00	2,176.21	38.70
248-728-709.00	FICA	1,408.34	1,283.96	2,250.00	966.04	37.06
248-728-710.00	Unemployment	0.00	3.00	10.00	7.00	30.00
248-728-712.00	Payment In Lieu Of Insurance	151.13	0.00	200.00	200.00	0.00
248-728-718.00	Insurance Premiums	2,395.89	2,033.94	2,600.00	566.06	78.23
248-728-718.01	HSA Contribution	407.01	485.93	500.00	14.07	97.19
248-728-724.00	Disability Premiums	82.99	77.82	100.00	22.18	77.82
248-728-725.00	Retirement	3,048.71	2,833.60	4,800.00	1,966.40	59.03
248-728-726.00	Workers Compensation	0.00	21.47	400.00	378.53	5.37
248-728-801.01	Legal Services	1,556.85	449.40	5,000.00	4,550.60	8.99
248-728-802.00	Contractual Services	9,313.75	0.00	7,000.00	7,000.00	0.00
248-728-803.00	Contract - Audit	1,538.35	1,592.15	1,600.00	7.85	99.51
248-728-803.01	Fund Administration	10,500.00	0.00	21,000.00	21,000.00	0.00
248-728-803.06	Niesa - Contract	10,000.00	0.00	10,000.00	10,000.00	0.00
248-728-880.00	Community Promotion	3,500.00	3,300.00	6,500.00	3,200.00	50.77
248-728-880.01	Holiday Decorations/maint.	112.91	425.71	250.00	(175.71)	170.28
248-728-921.00	Utilities	18,627.20	19,579.38	35,000.00	15,420.62	55.94
248-728-940.00	Equipment Rental	9,383.93	10,130.15	22,000.00	11,863.85	46.05
248-728-955.00	Miscellaneous	585.96	74.96	1,000.00	925.04	7.50
248-728-964.00	Private/commercial Rehab.	0.00	6,281.66	2,500.00	(3,781.66)	251.27
Total Dept 728 - Comm. & Econ. Dev. Administration		90,975.01	65,449.20	151,510.00	86,060.80	43.20
Dept 901 - Capital Outlay						
248-901-970.08	Boat Launch & Parking Lot	480.00	248,939.55	290,000.00	41,060.45	85.84
248-901-970.09	Boardwalk Replacement	137,681.75	933.17	0.00	(933.17)	100.00
Total Dept 901 - Capital Outlay		138,161.75	249,872.72	290,000.00	40,127.28	86.16
Dept 906 - Debt Service						
248-906-991.06	1999 Refunding Bond Principal	0.00	0.00	130,000.00	130,000.00	0.00
248-906-991.11	2004 DDA Refunding Bonds	0.00	0.00	30,000.00	30,000.00	0.00
248-906-994.06	1999 Refunding Bond Interest	5,411.50	3,630.50	5,480.00	1,849.50	66.25
248-906-994.11	2004 DDA Refunding Interest	2,125.00	1,375.00	2,000.00	625.00	68.75
Total Dept 906 - Debt Service		7,536.50	5,005.50	167,480.00	162,474.50	2.99

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PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	YTD BALANCE 02/28/2022		YTD BALANCE 02/28/2023		2022-23 ORIGINAL BUDGET		AVAILABLE BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 248 - Downtown Development Authority										
Expenditures										
TOTAL EXPENDITURES		236,673.26		320,327.42		608,990.00		288,662.58		52.60
Fund 248 - Downtown Development Authority:										
TOTAL REVENUES		491,436.42		371,016.40		559,450.00		188,433.60		66.32
TOTAL EXPENDITURES		236,673.26		320,327.42		608,990.00		288,662.58		52.60
NET OF REVENUES & EXPENDITURES		254,763.16		50,688.98		(49,540.00)		(100,228.98)		102.32

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KAYAK LANDING NAMING CONTEST

PARK NAME SUGGESTION	CONTESTANT NAME	ADDRESS	EMAIL	PHONE	CONTESTANT COMMENTS
David Jones Landing	Benjamin Eichler	153 E Grand River Ave, Williamston, MI 48895	eichler.benjamin@principal.com	517-336-9530	David Jones has been a proud supporter of our community for decades and it seems fitting to honor him for his service.
Chippewa Memorial Park	Ciara Harris	875 W Grand River Ave., Lot 20, Williamston, MI 48895	harric@umich.edu	517-715-7327	I think that it's important to remember the history of a place when considering how to name it. When deciding on this park's name, please consider the native people who were in our town before we were.
Kayak Jetty (Ample Ramp)	Chris Stokdyk	690 Winding River Way, Williamston, MI 48895	stokdykc@gmail.com	517-655-5846	
Billz Dock	Sue Nichani	310 W Grand River Ave, Williamston, MI 48895	sknichani@msn.com	517-862-3571	
Williamston Wharf	Sue Nichani	310 W Grand River Ave, Williamston, MI 48895	sknichani@msn.com	517-862-3571	
Putnam Landing	Kelli Hart	3428 Sharon Way, Williamston, MI 48895	hartk@msu.edu	517-256-0743	Given the history of the Red Cedar and the 1834 settlers of Williamston, the Putnam's
Putnam Put-In	Kelli Hart	3428 Sharon Way, Williamston, MI 48895	hartk@msu.edu	517-256-0743	Given the history of the Red Cedar and the 1834 settlers of Williamston, the Putnam's
Chippewa Landing	Tracey Shapter	2271 E Grand River Ave, Williamston, MI 48895	tshapter50@yahoo.com	517-304-4459	
Deer Creek Landing	Earl Wolf	503 Bismark, Williamston, MI 48895	wolfek@wowway.com	517-490-2813	Referencing its location
Cedar Bend Landing	Earl Wolf	503 Bismark, Williamston, MI 48895	wolfek@wowway.com	517-490-2813	Homage to the original car wash name
Endeavor Landing	Terry Hansen	728 Georgia, Williamston, MI 48895	thanseen@gmail.com	719-271-3207	

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Paddle Wackers Landing	Susan Miller	Williamston	Slmp24kt@gmail.com	517-881-3688	
Kayak and Quack Park and Carp					
Lutzke's Landing					
Paddle Point Park	Matt Glover	1199 Joann Ln, Williamston, MI 48895	mattglover@outlook.com	517-404-0440	
Williamston Smooth Landing's Kayak Park	Bob Palazzolo	455 Mill St, Williamston, MI 48895	Williamstondude@yahoo.com	517-819-2746	
Palindrome Point	Vicki Hamilton	2424 Knollridge Lane, Williamston, MI 48895	vickihamilton1@msn.com	517-898-9958	

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GL Number	Description	2021-22 Activity	2021-22 Amended Budget	YTD As Of 02/28/2023	2022-23 Original Budget	2023-24 DEPT. APPR.
--- Estimated Revenue ---						
248-000-401.01	Current Property Taxes	401,640.56	400,480.00	369,701.37	390,000.00	390,000.00
248-000-401.03	Delinquent Property Taxes	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
248-000-599.09	Double Up Food Bucks Grant	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
248-000-566.00	MEDC Grant	40,000.00	40,000.00	0.00	0.00	0.00
248-000-573.00	Local Community Stabilization	0.00	2,100.00	3,603.52	0.00	0.00
248-000-581.00	Ingham County Parks & Trail Grant	54,453.83	0.00	0.00	0.00	0.00
248-000-665.01	Interest Income	170.19	10.00	851.53	50.00	0.00
248-000-675.01	Donations	9,237.55	9,237.00	0.00	0.00	0.00
248-000-675.06	Donations - Farmers Market Sponsors	0.00	0.00	0.00	0.00	0.00
248-000-687.01	Misc Refunds - Ins, Workers Comp, etc	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
Total Estimated Revenue:		505,502.13	451,827.00	368,156.42	390,050.00	390,000.00
--- Appropriations ---						
248-728-702.00	Salaries & Wages	28,863.15	30,170.00	15,502.28	25,250.00	30,000.00
248-728-704.00	Wages-Part Time	1,994.24	3,470.00	1,373.79	3,350.00	2,500.00
248-728-709.00	FICA	2,361.00	2,590.00	1,283.96	2,250.00	2,250.00
248-728-710.00	Unemployment	3.64	5.00	3.00	10.00	10.00
248-728-712.00	Payment in Lieu Of Insurance	170.02	230.00	0.00	200.00	200.00
248-728-714.00	Fringe Benefits	0.00	0.00	0.00	0.00	0.00
248-728-718.00	Insurance Premiums	3,272.48	4,410.00	2,033.94	2,600.00	2,600.00
248-728-718.01	HSA Contribution	407.01	400.00	485.93	500.00	500.00
248-728-724.00	Disability Premiums	115.76	110.00	77.82	100.00	100.00
248-728-725.00	Retirement	5,057.65	5,010.00	2,883.60	4,800.00	4,800.00
248-728-726.00	Workers Compensation	434.74	350.00	21.47	400.00	400.00
248-728-801.01	Office Supplies	0.00	0.00	0.00	0.00	0.00
248-728-801.01	Legal Services	1,909.95	8,000.00	449.40	5,000.00	2,500.00
248-728-802.00	Contractual Services	2,516.55	6,500.00	0.00	7,000.00	12,500.00
248-728-803.00	Contract - Audit	1,538.35	1,550.00	1,592.15	1,600.00	1,600.00
248-728-803.01	Fund Administration	21,000.00	21,000.00	0.00	21,000.00	21,000.00
248-728-803.04	Ingham EDC Contract	0.00	0.00	0.00	0.00	0.00
248-728-803.06	Niesa - Contract	10,000.00	10,000.00	0.00	10,000.00	10,000.00
248-728-860.00	Travel & Education	0.00	250.00	0.00	0.00	0.00
248-728-880.00	Community Promotion	4,640.00	7,000.00	3,300.00	25,000.00	25,000.00
248-728-880.01	Holiday Decorations/maint.	112.91	0.00	425.71	250.00	5,000.00
248-728-921.00	Utilities	31,791.04	35,000.00	19,579.38	35,000.00	35,000.00
248-728-940.00	Equipment Rental	15,965.87	24,000.00	10,130.15	22,000.00	22,000.00
248-728-955.00	Miscellaneous	859.56	1,000.00	74.96	1,000.00	1,000.00
248-728-964.00	Private/commercial Rehab.	0.00	0.00	6,281.66	7,500.00	10,000.00
248-728-968.01	Depreciation - Current	58,028.52	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
248-901-970.04	Boat Launch & Parking Lot	0.00	10,000.00	248,939.55	0.00	0.00
248-901-970.08	Boardwalk Replacement	0.00	149,564.00	933.17	0.00	0.00
248-901-970.21	Old Mill Parking Lot - 2022	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
248-906-991.06	1999 Refunding Bond Principal	0.00	130,000.00	0.00	130,000.00	130,000.00
248-906-991.11	2004 DDA Refunding Bonds	0.00	30,000.00	0.00	30,000.00	30,000.00
248-906-993.00	Agent Fees	0.00	0.00	0.00	0.00	0.00
248-906-994.06	1999 Refunding Bond Interest	9,042.00	9,042.00	3,630.50	5,480.00	5,480.00
248-906-994.11	2004 DDA Refunding Interest	3,500.00	3,500.00	1,375.00	2,000.00	2,000.00
248-990-964.00	Private/commercial Rehab.	0.00	0.00	0.00	0.00	0.00
248-990-985.00	Transfer To General Fund	0.00	0.00	0.00	25,000.00	25,000.00
248-990-995.02	Transfer To Major Street	0.00	400.00	0.00	0.00	0.00
Total Appropriations:		203,584.84	493,551.00	320,327.42	367,490.00	381,440.00
Net of Revenues & Appropriations: Net of Revenues & Appropriations:		301,917.29	(41,724.00)	47,829.00	22,560.00	8,560.00

lot maintenance/seal coat/benches & trash cans

marketing /events

facade

Old Mill Lot payment 1 of 5

DRAFT FOR DISCUSSION ONLY
WILLIAMSTON DDA MEETING OF 3/21/2023

Gormley Law Offices, PLC

Attorneys and Counselors at Law

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February 21, 2023

Attn: Williamston DDA

Please be advised that Attorney Christopher Parks has left our practice and joined the Clinton County Prosecutor's Office. On February 20, 2023, we welcomed Attorney Clint Stevenson to our firm.

Sincerely,

Kate Curtis, Billing Clerk