



**CITY OF WILLIAMSTON**  
**Downtown Development Authority**

Regular Meeting Agenda

Tuesday, May 16, 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](http://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 March 21, 2023
7. Accounts Payable
8. Downtown Development Director Report
9. Treasurer- Budget Printout
10. Action Items
  - a. Downtown Planter Boxes
  - b.
11. Discussion Items
  - a. Road Diet
  - b.
  - c.
12. Correspondence Received/Information Only
  - a.
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 JUNE 20, 2023 IN THE CITY HALL COUNCIL CHAMBERS.**

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

**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 Jessica Modert, Brooke Donnelly-Grzelak, Tammy Gilroy, Narda Murphy, and Wendy Carrol-Parry. Absent: Don Bixler.

Also Present: City Manager/DDA Director John Hanifan, City Clerk Holly Thompson, and citizens Earl Wolf, Jordan Davis, and Terry Hansen.

Motion by **Gilroy**, second by **Donnelly-Grzelak**, to excuse Bixler. **Motion passed by voice vote.**

**4. Approval of Agenda:**

Motion by **Gilroy**, second by **Sutton-Smith**, 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 Meeting Minutes of February 21, 2023:**

Motion by **Sutton-Smith**, second by **Gilroy**, to approve the DDA regular meeting minutes of February 21, 2023 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 submitted for DDA review.

**10. Action Items**

**10a. Selection of Kayak Launch Park Name:**

Motion by **Murphy**, second by **Gilroy**, to recommend to City Council the name of "Red Cedar Bend Landing" for the new kayak launch. Yes: Donnelly-Grzelak, Long, Sutton-Smith, Gilroy, Modert, Carol-Parry, Murphy. No: None. **Motion passed.**

**11. Discussion Items**

**11a. Pursuing Avenues of Transportation Options to Improve Regional Accessibility to Downtown Williamston:**

Member Sutton-Smith stated she would like to do more to encourage public transportation options in Williamston. She has been in communication with CATA regarding this issue and they recommended the City adopt a resolution to pursue the option of creating better public transportation in Williamston. A few years ago the services with CATA were cut back and the need to have public transportation

available in the evenings and weekends has become important.

**11b. 2023/2024 Fiscal Year Budget:**

Manager Hanifan went over the draft budget with the DDA and asked for input.

**14. Public Response:**

Jordan Davis commented he does not want to see the trees in front of his house come down and expressed his dismay at the trees that have already been removed in preparation for the construction project.

Earl Wolf commented there will be eleven concerts in the bandshell this year for the Williamston Summer Concert Series. They are currently soliciting sponsors to cover the costs. He also asked if there has been any discussion of putting car charging stations in Williamston.

**15. DDA Member Comments:**

None.

**16. Adjournment:**

Chairman Long adjourned the meeting at 7:51 p.m.

**\*Meeting adjourned at 7:51 p.m.**

Respectfully Submitted by: \_\_\_\_\_  
Holly M. Thompson, City Clerk

Date Approved: \_\_\_\_\_

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# Williamston

florist & greenhouse

MAR 29 2023  
1448 W. Grand River  
Williamston, MI 48895  
517-655-5614

CUSTOMER'S ORDER NO.		PHONE 517 242-5445			DATE 3-23-23	
NAME DDA of Williamston - Barb						
ADDRESS 161 E. Grand River						
CITY/STATE Williamston MI 48895						
Charge	MC	Visa	AX	Other	Credit Card #	Exp. Date
Cash	Check #	COD	Merchandise Returned	Paid on Account	Sold By	
Quantity	DESCRIPTION				PRICE	AMOUNT
	<u>Fall Planting 2022</u>					
5	hours: Planters cleaning					
	Spring prep				25	125.00
18	planters w/ mums					
	+ flowers, cabbage, grasses				35	630.00
14	hours: planting				25	350.00
Thank you! ☺ *sorry for the delay in billing					TAX	—
					TOTAL	1,105.00

©J93

Reorder from: The John Henry Co.  
1-800-748-0517

VDO168 2 pt.  
VDO169 3 pt.

Thank You

04674

PLEASE PAY FROM THIS INVOICE  
ACCOUNTS 30 DAYS OVERDUE WILL BE CHARGED  
A LATE PAYMENT FEE OF 1.5% PER MONTH  
OR TO THE EXTENT ALLOWED BY LAW.

Fund 248 Downtown Development Authority

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GL Number	Description	Balance
*** Assets ***		
248-000-001.00	Common Checking	(49,294.84)
248-000-002.00	Cash - Savings	164,982.84
248-000-017.01	Investments - MI Class	54,794.03
248-000-120.07	2004 DDA River Refunding	7,769.23
248-000-136.00	Buildings, Additions And Improveme	2,465,256.53
248-000-137.00	Accum Depreciation - Bldg & Improv	(919,306.00)
<b>Total Assets</b>		<b>1,724,201.79</b>
*** Liabilities ***		
248-000-214.00	Due To General Fund	136,630.51
248-000-214.08	Due To Equipment Fund	15,986.79
248-000-300.10	2004 DDA Refunding	25,000.00
248-000-300.17	2011 DDA GO Limited Bonds	135,000.00
<b>Total Liabilities</b>		<b>312,617.30</b>
*** Fund Balance ***		
248-000-390.00	Fund Balance	1,389,357.62
<b>Total Fund Balance</b>		<b>1,389,357.62</b>
Beginning Fund Balance		1,389,357.62
Net of Revenues VS Expenditures		22,226.87
Ending Fund Balance		1,411,584.49
Total Liabilities And Fund Balance		1,724,201.79

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GL NUMBER	DESCRIPTION	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	YTD BALANCE 03/31/2023 NORMAL (ABNORMAL)	2022-23 ORIGINAL BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
<b>Fund 248 - Downtown Development Authority</b>						
<b>Revenues</b>						
Dept 000 - General Revenues			366,523.40	390,000.00	23,476.60	93.98
248-000-401.01	Current Property Taxes	390,910.52			0.00	0.00
248-000-566.00	MEDC Grant	40,000.00	0.00	0.00	(3,603.52)	100.00
248-000-573.00	Local Community Stabilization	0.00	3,603.52	0.00	169,400.00	0.00
248-000-581.00	Ingham County Parks & Trail Grant	54,453.83	0.00	169,400.00	(1,833.11)	3,766.22
248-000-665.01	Interest Income	49.65	1,883.11	50.00	0.00	0.00
248-000-675.01	Donations	9,237.55	0.00	0.00		
Total Dept 000 - General Revenues		494,651.55	372,010.03	559,450.00	187,439.97	66.50
<b>TOTAL REVENUES</b>						
		494,651.55	372,010.03	559,450.00	187,439.97	66.50
<b>Expenditures</b>						
Dept 728 - Comm. & Econ. Dev. Administration						
248-728-702.00	Salaries & Wages	20,784.59	18,554.31	25,250.00	6,695.69	73.48
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	1,684.66	1,516.31	2,250.00	733.69	67.39
248-728-710.00	Unemployment	0.00	3.00	10.00	7.00	30.00
248-728-712.00	Payment In Lieu Of Insurance	170.02	0.00	200.00	200.00	0.00
248-728-718.00	Insurance Premiums	2,666.45	2,231.94	2,600.00	368.06	85.84
248-728-718.01	HSA Contribution	407.01	485.93	500.00	14.07	97.19
248-728-724.00	Disability Premiums	96.94	85.18	100.00	14.82	85.18
248-728-725.00	Retirement	3,413.52	3,242.83	4,800.00	1,557.17	67.56
248-728-726.00	Workers Compensation	0.00	21.47	400.00	378.53	5.37
248-728-801.01	Legal Services	1,781.55	449.40	5,000.00	4,550.60	8.99
248-728-802.00	Contractual Services	2,716.55	6,400.00	7,000.00	600.00	91.43
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	21,000.00	0.00	21,000.00	21,000.00	0.00
248-728-803.06	Niesa - Contract	10,000.00	10,000.00	10,000.00	0.00	100.00
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	21,268.96	22,648.62	35,000.00	12,351.38	64.71
248-728-940.00	Equipment Rental	15,628.41	13,743.18	22,000.00	8,256.82	62.47
248-728-955.00	Miscellaneous	859.96	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		105,818.69	92,430.44	151,510.00	59,079.56	61.01
<b>Dept 901 - Capital Outlay</b>						
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	145,519.75	933.17	0.00	(933.17)	100.00
Total Dept 901 - Capital Outlay		145,999.75	249,872.72	290,000.00	40,127.28	86.16
<b>Dept 906 - Debt Service</b>						
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	9,042.00	5,480.00	5,480.00	0.00	100.00
248-906-994.11	2004 DDA Refunding Interest	2,125.00	2,000.00	2,000.00	0.00	100.00
Total Dept 906 - Debt Service		11,167.00	7,480.00	167,480.00	160,000.00	4.47

GL NUMBER	DESCRIPTION	YTD BALANCE		YTD BALANCE		2022-23		AVAILABLE	
		NORMAL (ABNORMAL)	03/31/2022	NORMAL (ABNORMAL)	03/31/2023	ORIGINAL BUDGET	BALANCE	NORMAL (ABNORMAL)	% BDT USED
Fund 248 - Downtown Development Authority									
Expenditures									
TOTAL EXPENDITURES		262,985.44		349,783.16		608,990.00		259,206.84	57.44
Fund 248 - Downtown Development Authority:									
TOTAL REVENUES		494,651.55		372,010.03		559,450.00		187,439.97	66.50
TOTAL EXPENDITURES		262,985.44		349,783.16		608,990.00		259,206.84	57.44
NET OF REVENUES & EXPENDITURES		231,666.11		22,226.87		(49,540.00)		(71,766.87)	44.87

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