



**CITY OF WILLIAMSTON  
Downtown Development Authority**

**Tuesday, July 18, 2023, at 7:00 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](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 June 20, 2023
7. Accounts Payable
8. Downtown Development Director Report
9. Treasurer- Budget Printout
10. Action Items
  - a. Appointment of Chair and Vice Chair
  - b. Façade Grant Application- 115 West Grand River Avenue
  - c.
  - d.
  - e.
11. Discussion Items
  - a. Road Diet
  - b. Marketing and Community Promotion
  - c. City Web Page Overhaul
  - d. Christmas Decorations
  - e.
  - f.
12. Correspondence Received/Information Only
  - a.
13. Outstanding Issues- **No Action or Discussion**
  - a.
  - 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 AUGUST 15, 2023 IN THE CITY HALL COUNCIL CHAMBERS.**

CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
JUNE 20, 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, Tammy Gilroy, Narda Murphy, and Wendy Carrol-Parry. Absent: None.

Also Present: City Manager/DDA Director John Hanifan, Deputy Clerk Barb Burke, and Earl Wolf.

**4. Approval of Agenda:**

Motion by **Gilroy**, 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 Meeting Minutes of May 16, 2023:**

Motion by **Gilroy**, second by **Murphy**, to approve the DDA regular meeting minutes of May 16, 2023 as presented. **Motion passed by voice vote.**

**7. Accounts Payable:**

Motion by **Sutton-Smith**, second by **Modert**, to pay Williamston Florist and Greenhouse \$1,365 for the 2023 Spring plantings. Yes: Murphy, Bixler, Donnelly-Grzelak, Gilroy, Long, Modert, Carroll-Parry, Sutton-Smith. No: None. **Motion passed.**

**8. Downtown Development Director Report:**

Nothing additional beyond agenda items.

**9. Treasurer- Budget Printout:**

A budget printout was submitted for DDA review. Manager/Director Hanifan reported Council approved the 2023-2024 budget which goes into effect on 7/1/2023.

**10. Action Items**

**10a. Sponsorship Application for Williamston Theatre:**

Motion by **Murphy**, second by **Gilroy**, to approve the sponsorship request from the Williamston Theatre in the amount of \$3,000 for this fiscal year. Yes: Donnelly-Grzelak, Long, Gilroy, Bixler, Modert, Carroll-Parry, Murphy. No: None. Abstain: Sutton-Smith. **Motion passed.**

**11. Discussion Items**

**11a. Road Diet:**

Manager/Director Hanifan said there is a road diet public open house at City Hall tomorrow (6/21/23) from 4:30-6:00 pm to answer questions and examine project plans.

**11b. Marketing and Community Promotion:**

Manager/Director Hanifan said additional funding was included in the new fiscal year budget. At the

DDA's July meeting, he will have a plan/strategy of how to move forward with marketing.

Member Donnelly-Grzelak said she and Clerk Thompson will be getting together to get exterior/interior photography shots of businesses.

**11c. City Web Page Overhaul:**

Manager/Director Hanifan asked members to think about what they would like to see on a DDA page. He is working on an RFP for a new website.

**11d. Christmas Decorations:**

Manager/Director Hanifan said money was budgeted for additional Christmas decorations. He will send the committee members some ideas.

Member Gilroy asked if we could reach out to corporate sponsors; ask for volunteers to help; perhaps look at light rental/decorating companies and check costs.

Member Murphy would love to see the downtown buildings in lights, perhaps either outlining the buildings or draping lights; there is such great architecture in these buildings.

Member Bixler said this will draw people to town; perhaps start small with a few buildings.

**11e. McCormick Park Electrical Access:**

Manager/Director Hanifan explained the Farmers Market had presented him with a plan/diagram for additional electrical they would like in the area of the market. He, the City Engineer, and an electrician reviewed the market's diagram and determined the cost would be approximately \$40,000. He said there are some things that can be done in the interim. Perhaps there could be a 3-5 year plan and the farmers market could participate in some of the cost.

Member Carroll-Parry felt this would benefit other events, not just the farmers market; she feels with the cords across the sidewalk it looks like the market was just thrown together; perhaps the market could raise money towards the cost.

Member Murphy asked how this would affect the local restaurants.

**14. Public Response:**

Earl Wolf said ducks for the Rotary duck race will sell out this year, so get your ducks soon. Rotary and the Garden Club are working on a concrete slab for the kiosk and bench for the Red Cedar Bend Landing (kayak landing). This Thursday's (6/22/23) bandshell concert is a Jimmy Buffet tribute band, The Leaky Tikis. He thanked the Discover Williamston page for sharing event information. The Jubilee Citizen of the Year dinner was a great night.

**15. DDA Member Comments:**

Member Bixler said this was his last meeting. He has served two terms and feels it is time for new people to serve. Authority members thanked him for his service.

Member Sutton-Smith gave a shout out to The Botany Boutique for being at Lansing Pride along with the Williamston Theatre. There should be a more concerted effort to market Williamston at this great event.

Chairman Long said this was his last meeting. He wants to run for City Council next year, and focus more on his businesses. He is helping with Jubilee and would like to serve on other non-profits. He now has a billboard on the highway. Authority members thanked him for his service.

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**16. Adjournment:**

Chairman Long adjourned the meeting at 7:33 p.m.

\*Meeting adjourned at 7:33 p.m.

Respectfully Submitted by: \_\_\_\_\_  
Barbara J. Burke, City Deputy Clerk

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

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PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	YTD BALANCE	2023-24	AVAILABLE	% BDGT USED
		07/31/2023 NORMAL (ABNORMAL)	ORIGINAL BUDGET NORMAL	BALANCE (ABNORMAL)	
Fund 248 - Downtown Development Authority					
Revenues					
Dept 000 - General Revenues					
248-000-401.01	Current Property Taxes	0.00	374,000.00	374,000.00	0.00
248-000-573.00	Local Community Stabilization	0.00	3,500.00	3,500.00	0.00
248-000-665.01	Interest Income	0.00	1,000.00	1,000.00	0.00
Total Dept 000 - General Revenues		0.00	378,500.00	378,500.00	0.00
TOTAL REVENUES		0.00	378,500.00	378,500.00	0.00
Expenditures					
Dept 728 - Comm. & Econ. Dev. Administration					
248-728-702.00	Salaries & Wages	986.38	30,000.00	29,013.62	3.29
248-728-704.00	Wages-Part Time	152.29	2,500.00	2,347.71	6.09
248-728-709.00	FICA	86.75	2,250.00	2,163.25	3.86
248-728-710.00	Unemployment	1.59	10.00	8.41	15.90
248-728-712.00	Payment In Lieu Of Insurance	0.00	200.00	200.00	0.00
248-728-718.00	Insurance Premiums	198.00	2,600.00	2,402.00	7.62
248-728-718.01	HSA Contribution	201.99	500.00	298.01	40.40
248-728-724.00	Disability Premiums	7.36	100.00	92.64	7.36
248-728-725.00	Retirement	370.41	4,800.00	4,429.59	7.72
248-728-726.00	Workers Compensation	0.00	400.00	400.00	0.00
248-728-801.01	Legal Services	0.00	2,500.00	2,500.00	0.00
248-728-802.00	Contractual Services	0.00	12,500.00	12,500.00	0.00
248-728-803.00	Contract - Audit	0.00	1,830.00	1,830.00	0.00
248-728-803.01	Fund Administration	0.00	21,000.00	21,000.00	0.00
248-728-803.06	Niesa - Contract	0.00	10,000.00	10,000.00	0.00
248-728-880.00	Community Promotion	0.00	25,000.00	25,000.00	0.00
248-728-880.01	Holiday Decorations/maint.	0.00	5,000.00	5,000.00	0.00
248-728-921.00	Utilities	0.00	35,000.00	35,000.00	0.00
248-728-940.00	Equipment Rental	205.18	22,000.00	21,794.82	0.93
248-728-955.00	Miscellaneous	0.00	1,000.00	1,000.00	0.00
248-728-964.00	Private/commercial Rehab.	0.00	10,000.00	10,000.00	0.00
Total Dept 728 - Comm. & Econ. Dev. Administration		2,209.95	189,190.00	186,980.05	1.17
Dept 906 - Debt Service					
248-906-991.06	1999 Refunding Bond Principal	0.00	135,000.00	135,000.00	0.00
248-906-991.11	2004 DDA Refunding Bonds	0.00	25,000.00	25,000.00	0.00
248-906-994.06	1999 Refunding Bond Interest	0.00	1,850.00	1,850.00	0.00
248-906-994.11	2004 DDA Refunding Interest	0.00	625.00	625.00	0.00
Total Dept 906 - Debt Service		0.00	162,475.00	162,475.00	0.00
Dept 990 - Transfers					
248-990-995.00	Transfer To General Fund	0.00	25,000.00	25,000.00	0.00
Total Dept 990 - Transfers		0.00	25,000.00	25,000.00	0.00
TOTAL EXPENDITURES		2,209.95	376,665.00	374,455.05	0.59
Fund 248 - Downtown Development Authority:					
TOTAL REVENUES		0.00	378,500.00	378,500.00	0.00
TOTAL EXPENDITURES		2,209.95	376,665.00	374,455.05	0.59
NET OF REVENUES & EXPENDITURES		(2,209.95)	1,835.00	4,044.95	120.43

Fund 248 Downtown Development Authority


GL Number	Description	Balance
*** Assets ***		
248-000-001.00	Common Checking	270,634.32
248-000-017.01	Investments - MI Class	55,262.04
248-000-120.07	2004 DDA River Refunding	7,834.54
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>1,879,681.43</b>
*** Liabilities ***		
248-000-214.00	Due To General Fund	209,757.92
248-000-214.08	Due To Equipment Fund	17,077.85
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>386,835.77</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 - 22-23		1,389,357.62
Net of Revenues VS Expenditures - 22-23		105,697.99
*22-23 End FB/23-24 Beg FB		1,495,055.61
Net of Revenues VS Expenditures - Current Year		(2,209.95)
Ending Fund Balance		1,492,845.66
Total Liabilities And Fund Balance		1,879,681.43

\* Year Not Closed





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To: DDA Board  
From: John P. Hanifan, City Manager   
Date: Meeting of July 18, 2023  
Subject: Façade Grant Application – 115 West Grand River Avenue

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The applicant estimated \$12,500 total project cost (application attached):

**\$6,250** Grant eligible (50% x \$12,500)

(Per the program guidelines the lesser of 50% or \$150 per linear foot for a two-story building)

**Background**

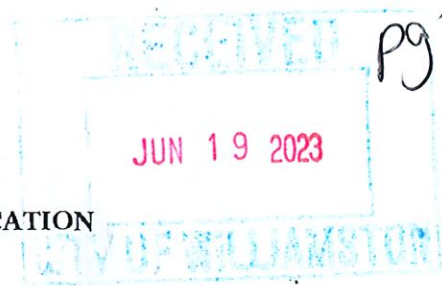
The DDA updated its program in 2019. There was \$10,000 budgeted for the current fiscal year (23-24) for façade grants.

**Recommendation**

Staff recommends approving the requested motion:

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to approve David Bigos' façade grant application for 115 West Grand River Avenue for the not to exceed amount of \$6,250.

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(Approved March 19, 2019)  
**FACADE IMPROVEMENT PROGRAM APPLICATION**  
please print clearly

Application Date: 6/6/23

Name of Applicant: DAVID BIGOS

Mailing Address: 11345 MASON RD WEBBERVILLE, MS 48892

Telephone Numbers: 517 204 6694

Project Address: 115 W. Grand River Williamston, MS

Building Owner (if different): DWB LLC

Owner Address: 11365 MASON RD WEBBERVILLE, MS 48892

Project Information:

- Provide a detailed description and include cost breakdowns by major categories such as architectural fees, engineering fees, signs, awning, repair, carpentry, electrical, plumbing, etc., as an attachment to this Application.
- Include all project bids with complete cost estimates when submitting Application for review.
- Attach at a minimum of one (1) color photocopy image of the existing facade(s) to improve.
- Attach one (1) copy of the project design for exterior improvements for each side.

Proposed project start date: July 2023

Proposed completion date: Approx 2 week job

Estimated total dollar amount of the improvement project: \$ 12,500<sup>00</sup>

Project will involve the building's facade sides as follows: (check all that apply)

North Side of building:

Linear Feet 1 <sup>st</sup> floor	<u>35' wide x 10' Tall</u>
Linear Feet 2 <sup>nd</sup> floor*	<u>35' wide x 14' Tall</u>
Linear Feet 3 <sup>rd</sup> floor	<u>Non-Applicable</u>

Proposed Work and cost for North side: Brick Mortar Joint Fill & Repair Bad Brick  
SEE ATTACHED QUOTE

\* Provided the particular side of the building consists of multiple floors. For those building facade sides that are single story, please indicate, non-applicable (n/a) under the 2<sup>nd</sup> and 3<sup>rd</sup> floor Linear Measurements.



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*Ineligible Job Costs*

The applicant may not use easement purchase funds for any of the following:

- Expenses incurred prior to FIP Application approval
- Property acquisition
- Mortgage, land contract financing, or loan fees
- Site plan, sign or building permit fees
- Appraiser, attorney, architect or interior decorator fees
- Wages paid to applicant or applicant's relatives for work associated with the FIP
- Permanent job tools or those that have a shelf life longer than one year
- Furnishing, trade fixtures, or other items taxed as personal property
- Roofs, landscaping, sidewalks or approaches

[intentionally left blank]

Number of stories  
Estimated Easement  
purchase amount

0

South Side of building:

Linear Feet 1<sup>st</sup> floor  
Linear Feet 2<sup>nd</sup> floor  
Linear Feet 3<sup>rd</sup> floor  
Proposed Work  
and cost for South side

35' wide x 10' tall  
25' wide x 14' tall

BRICK MORTAR JOINT FILL & REPAIR BAD BRICK

See Attached quote

Number of stories  
Estimated Easement  
purchase amount

- 0 -

East Side of building:

Linear Feet 1<sup>st</sup> floor  
Linear Feet 2<sup>nd</sup> floor  
Linear Feet 3<sup>rd</sup> floor  
Proposed Work  
and cost for East side

- 0 -

Number of stories  
Estimated Easement  
purchase amount

West Side of building:

Linear Feet 1<sup>st</sup> floor  
Linear Feet 2<sup>nd</sup> floor  
Linear Feet 3<sup>rd</sup> floor  
Proposed Work  
and cost for West side

12' wide x 10' tall  
70' wide x 14' tall  
- 0 -

BRICK & MORTAR JOINT FILL & REPAIR BAD BRICK  
PREP & REPAIR ENTIRE WEST WALL

Number of stories  
Estimated Easement  
purchase amount

0

The undersigned Applicant(s) affirms that:

1. The information submitted herein is true and accurate to the best of my (our) knowledge.
2. I (we) have read and understand the conditions of the WmDDA Facade Improvement Program and agree to abide by its conditions and guidelines.

Signature of Applicant(s)

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David W. Byers

Date: 6/19/23

D Byers

Date: 6/19/23

Signature of Property Owner(s) (if different from above)

\_\_\_\_\_

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

\_\_\_\_\_

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

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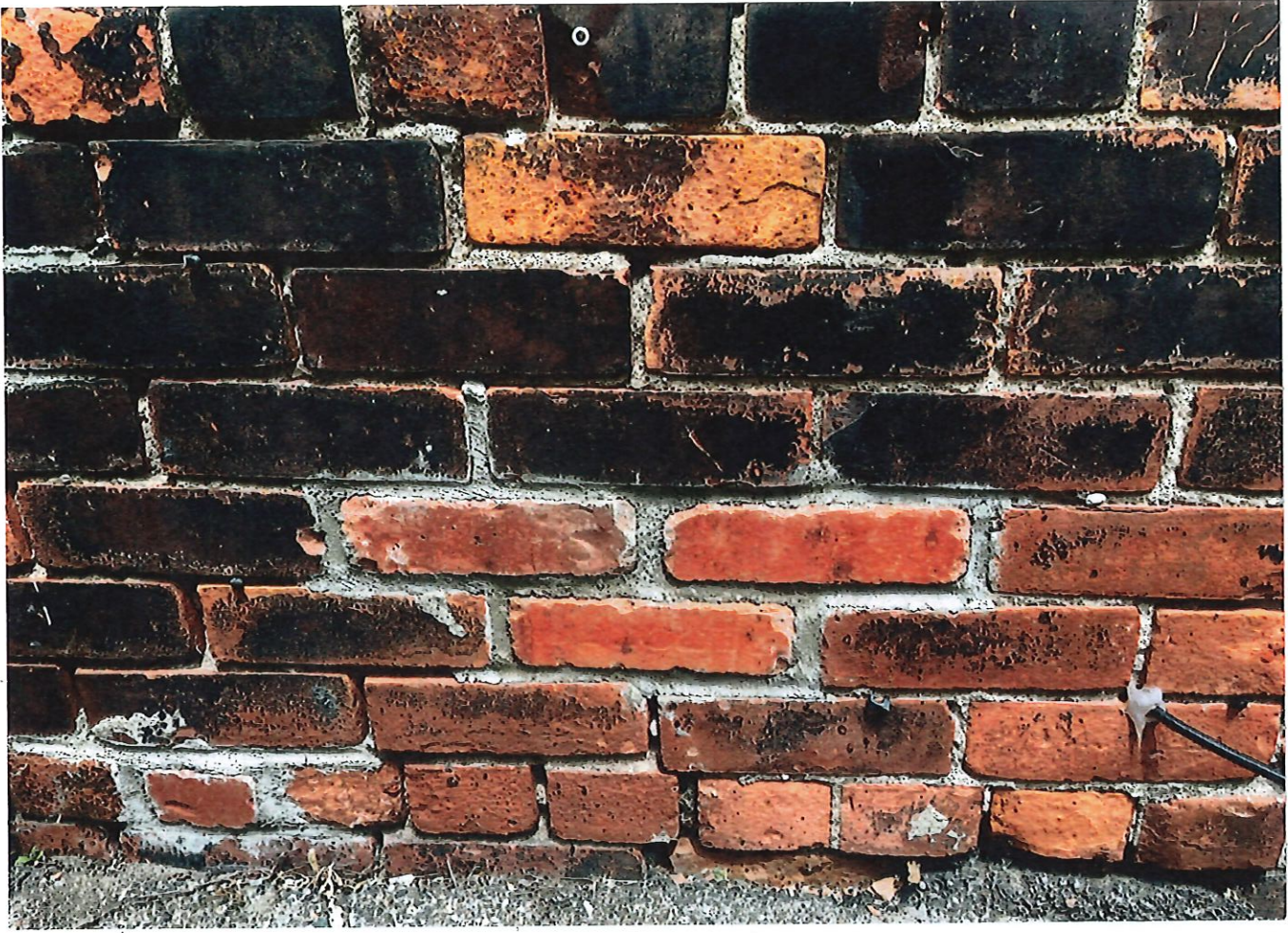


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