

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
JUNE 20, 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 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.

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: _____