



CITY OF WILLIAMSTON
Downtown Development Authority
Tuesday, January 16, 2024, 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

1. Call To Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Response
6. DDA Regular & Informational Meeting Minutes of November 21, 2023
7. Accounts Payable- None
8. Downtown Development Director Report
9. Treasurer- Budget Printout
10. Action Items
 - a. Consideration of 2024 Meeting Dates and Times
 - b.
 - c.
 - d.
11. Discussion Items
 - a. Marketing Plan
 - b. Holiday Lights
 - c. Events Calendar
 - d. Preliminary 2024-25 Budget Discussion
 - e.
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 FEBRUARY 20, 2024 IN THE CITY HALL COUNCIL CHAMBERS.

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**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
NOVEMBER 21, 2023
INFORMATIONAL MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 6:56 p.m. in the Williamston City Hall Council Chambers by Chair Emily Sutton-Smith.

2. Roll Call:

Chair Emily Sutton-Smith, Vice Chair Brooke Donnelly-Grzelak, Authority Members Lorie Droscha, Jessica Modert, Tammy Gilroy, Narda Murphy, and Wendy Carroll-Parry.
Absent: None.

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

3. Informational Report and Hearing of the Downtown Development Authority Pursuant to Public Act 57 of 2018:

Manager Hanifan provided a written synopsis of the Downtown Development Authority activities for review.

4. Opportunity for Taxing Jurisdictions to Ask Questions/Comment:

No taxing jurisdictions present.

5. Public Response:

Chair Sutton-Smith called for public comments at this time and there were none.

6. Adjournment:

Chair Sutton-Smith adjourned the meeting at 6:58 p.m.

***Meeting adjourned at 6:58 p.m.**

Respectfully Submitted by:

Holly M. Thompson, City Clerk

Date Approved: _____

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CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
NOVEMBER 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 Chair Emily Sutton-Smith and the Pledge of Allegiance was recited.

3. Roll Call:

Chair Emily Sutton-Smith, Vice Chair Brooke Donnelly-Grzelak, Authority Members Jessica Modert, Lorie Droscha, Narda Murphy, Tammy Gilroy, and Wendy Carroll-Parry. Absent: Emily Sutton-Smith.

Also Present: City Manager/DDA Director John Hanifan, City Clerk Holly Thompson, LEAP Representative Cloud Kelley, and Sharon LaPointe and other members of the public.

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:

Sharon LaPointe presented a check to the Downtown Development Authority for a \$3,000 grant for lighting from the Sunrise Rotary.

6. DDA Regular Meeting Minutes of October 17, 2023:

Motion by **Gilroy**, second by **Donnelly-Grzelak**, to approve the DDA regular and informational meeting minutes of October 17, 2023 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

None.

8. Downtown Development Director Report:

Nothing additional beyond agenda items.

9. Treasurer- Budget Printout:

A budget printout was provided for DDA review.

11. Discussion Items

11a. LEAP:

LEAP Representative Cloud Kelley introduced herself and gave a report on what LEAP has been working on. LEAP is a regional economic development agency and run programs for Childcare Coalition, Succession Planning Program, Retention Visits, and EPA Coalition Grants for Brownfield properties.

11b. Light Parade:

Manager/Director Hanifan commented the 26th Annual Holiday Light Parade will have additions such as the Candyland Market, Luminary Walk in McCormick Park, Cookie Crawl, and food trucks in the downtown. Parade entries have been great so far and Santa and Mrs. Claus will be in attendance along with David Andrews and Monica Harris as the announcers.

11c. Holiday Lighting:

Manager/Director Hanifan reported he is working on getting the waivers for the lights on the buildings.

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The lights will be put up on the buildings and on the trees by Shine on November 29th. He would like to see the light coverage expanded to include Putnam Street in the future.

11d. Social District:

Manager/Director Hanifan reported the City Council approved the Social District. Tavern 109 has already received their approval from the State of Michigan to participate and other restaurants are also applying. Signs will be put up soon.

11e. Marketing Plan:

Manager/Director Hanifan reported the survey is done and a community wide survey will also be sent. The idea is to keep this marketing focused. There may be some vacancies in the downtown, but people are always interested. There may be a way to steer what businesses are recruited in the downtown. He asked if the board likes the slogan "The Williamston Experience".

The board stated they do like that slogan.

14. Public Response:

Sharon LaPointe commented there is a former opera singer in town right now.

15. DDA Member Comments:

None.

16. Adjournment:

Chair Sutton-Smith adjourned the meeting at 7:30 p.m.

*Meeting adjourned at 7:30 p.m.

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

Date Approved: _____

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Fund 248 Downtown Development Authority

GL Number	Description	PERIOD ENDED 11/30/2022	PERIOD ENDED 11/30/2023
*** Assets ***			
248-000-001.00	Common Checking	0.00	94,700.32
248-000-002.00	Cash - Savings	164,818.86	0.00
248-000-017.01	Investments - MI Class	53,965.45	217,719.29
248-000-120.07	2004 DDA River Refunding	7,646.20	8,046.59
248-000-136.00	Buildings, Additions And Improvements	2,465,256.53	2,841,505.08
248-000-137.00	Accum Depreciation - Bldg & Improvement	(919,306.00)	(986,273.03)
Total Assets		1,772,381.04	2,175,698.25
*** Liabilities ***			
248-000-202.00	Accounts Payable	419.72	3,594.00
248-000-214.00	Due To General Fund	234,128.17	84,757.92
248-000-214.08	Due To Equipment Fund	4,899.29	17,077.85
248-000-300.10	2004 DDA Refunding	25,000.00	0.00
248-000-300.17	2011 DDA GO Limited Bonds	135,000.00	0.00
248-000-314.00	Long Term Advance From General	0.00	125,000.00
Total Liabilities		399,447.18	230,429.77
*** Fund Balance ***			
248-000-390.00	Fund Balance	1,389,357.62	1,675,250.99
Total Fund Balance		1,389,357.62	1,675,250.99
Beginning Fund Balance		1,389,357.62	1,675,250.99
Net of Revenues VS Expenditures		(16,423.76)	270,017.49
Ending Fund Balance		1,372,933.86	1,945,268.48
Total Liabilities And Fund Balance		1,772,381.04	2,175,698.25

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE		2023-24		
		06/30/2023	11/30/2023	11/30/2022	11/30/2023	ORIGINAL	USED	%	BDGT	
		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)			
Fund 248 - Downtown Development Authority										
Revenues										
Dept 000 - General Revenues										
248-000-401.01	Current Property Taxes	385,796.60		269,000.49	303,410.00	374,000.00		81.13		
248-000-573.00	Local Community Stabilization	3,603.52		3,603.52	10,392.90	3,500.00		296.94		
248-000-580.00	Contributions/Grants From Local Units	0.00		0.00	3,000.00	0.00		100.00		
248-000-581.00	Ingham County Parks & Trail Grant	111,938.53		0.00	0.00	0.00		0.00		
248-000-665.01	Interest Income	2,767.50		767.52	2,136.21	1,000.00		213.62		
Total Dept 000 - General Revenues		504,106.15		273,371.53	318,939.11	378,500.00		84.26		
TOTAL REVENUES										
		504,106.15		273,371.53	318,939.11	378,500.00		84.26		
Expenditures										
Dept 728 - Comm. & Econ. Dev. Administration										
248-728-702.00	Salaries & Wages	25,253.15		9,586.45	9,647.88	30,000.00		32.16		
248-728-704.00	Wages-Part Time	2,034.12		1,373.79	1,815.19	2,500.00		72.61		
248-728-709.00	FICA	2,076.63		833.65	873.17	2,250.00		38.81		
248-728-710.00	Unemployment	23.87		2.00	3.43	10.00		34.30		
248-728-712.00	Payment In Lieu Of Insurance	0.00		0.00	0.00	200.00		0.00		
248-728-718.00	Insurance Premiums	2,650.13		1,252.28	951.87	2,600.00		36.61		
248-728-718.01	HSA Contribution	485.93		283.96	201.99	500.00		40.40		
248-728-724.00	Disability Premiums	107.26		55.74	30.36	100.00		30.36		
248-728-725.00	Retirement	4,782.71		1,664.23	1,323.97	4,800.00		27.58		
248-728-726.00	Workers Compensation	183.86		21.47	0.00	400.00		0.00		
248-728-801.01	Legal Services	449.40		449.40	0.00	2,500.00		0.00		
248-728-802.00	Contractual Services	8,573.97		0.00	7,838.00	12,500.00		62.70		
248-728-803.00	Contract - Audit	1,592.15		1,194.14	1,638.87	1,830.00		89.56		
248-728-803.01	Fund Administration	21,000.00		0.00	0.00	21,000.00		0.00		
248-728-803.06	Niesa - Contract	10,000.00		0.00	0.00	10,000.00		0.00		
248-728-880.00	Community Promotion	8,770.00		0.00	1,755.00	25,000.00		7.02		
248-728-880.01	Holiday Decorations/maint.	425.71		419.72	5,676.71	5,000.00		113.53		
248-728-921.00	Utilities	34,092.18		10,499.60	10,693.50	35,000.00		30.55		
248-728-940.00	Equipment Rental	14,629.06		2,655.68	205.18	22,000.00		0.93		
248-728-955.00	Miscellaneous	353.96		74.96	0.00	1,000.00		0.00		
248-728-964.00	Private/commercial Rehab.	6,281.66		4,550.00	2,250.00	10,000.00		22.50		
248-728-968.01	Depreciation - Current	66,967.03		0.00	0.00	0.00		0.00		
Total Dept 728 - Comm. & Econ. Dev. Administration		210,732.78		34,917.07	44,905.12	189,190.00		23.74		
Dept 901 - Capital Outlay										
248-901-970.08	Boat Launch & Parking Lot	0.00		248,939.55	1,542.00	0.00		100.00		
248-901-970.09	Boardwalk Replacement	0.00		933.17	0.00	0.00		0.00		
Total Dept 901 - Capital Outlay		0.00		249,872.72	1,542.00	0.00		100.00		
Dept 906 - Debt Service										
248-906-991.06	1999 Refunding Bond Principal	0.00		0.00	0.00	135,000.00		0.00		
248-906-991.11	2004 DDA Refunding Bonds	0.00		0.00	0.00	25,000.00		0.00		
248-906-994.06	1999 Refunding Bond Interest	5,480.00		3,630.50	1,849.50	1,850.00		99.97		
248-906-994.11	2004 DDA Refunding Interest	2,000.00		1,375.00	625.00	625.00		100.00		
Total Dept 906 - Debt Service		7,480.00		5,005.50	2,474.50	162,475.00		1.52		

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Downtown Development Authority (DDA)

Meeting Dates for 2024- All meetings begin at 7pm

3rd Tuesday of the month	
January 16	July 16
February 20	August 20
March 19	September 17
April 16	October 15
May 21	November 19
June 18	December 17