

**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.

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: _____