



**CITY OF WILLIAMSTON**

161 E. Grand River Ave., Williamston, MI  
517-655-2774

Regular Downtown Development Authority Meeting Agenda  
Tuesday, May 17, 2022, 7:00 p.m.

1. Call To Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Response
6. DDA Regular Meeting Minutes of April 19, 2022
7. Accounts Payable
8. Treasurer- Budget Printout
9. Action Items
  - a. Downtown Planter Boxes
  - b. Sponsorship Request Community Message Board Committee
  - c.
  - d.
10. Discussion Items
  - a.
  - b.
11. Correspondence Received/Information Only
  - a.
12. Outstanding Issues- **No Action or Discussion**
  - a.
  - b.
13. Public Response
14. DDA Member Comments
15. 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 21, 2022 IN THE CITY HALL COUNCIL CHAMBERS.**

6.  
pg 1

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
APRIL 19, 2022  
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 William Long, Authority Members Don Bixler, Jessica Modert, Madison Droscha, Matt Mulford, Garret Gabriel, and Narda Murphy. Absent: Tammy Gilroy, and Emily Sutton-Smith.

Also Present: City Manager John Hanifan, City Clerk Holly Thompson, and citizens Earl Wolf, and Sharon LaPointe.

Motion by **Murphy**, second by **Mulford**, to excuse Sutton-Smith. **Motion passed by voice vote.**

**4. Approval of Agenda:**

Motion by **Murphy**, second by **Bixler**, to approve the DDA agenda as presented. **Motion passed by voice vote.**

**5. Public Response:**

Earl Wolf asked the DDA to help fund the efforts to install a digital message board sign in McCormick Park. He explained the project and funding sources they have at this time.

**6. DDA Regular Meeting Minutes of March 15, 2022:**

Motion by **Murphy**, second by **Modert**, to approve the regular DDA regular minutes of March 15, 2022 as presented. Yes: Murphy, Bixler, Droscha, Mulford, Long, Modert, Gabriel. No: None. **Motion passed.**

**7. Accounts Payable:**

Motion by **Bixler**, second by **Mulford**, to approve the invoice from Gormley & Johnson in the amount of \$128.40 as presented. Yes: Murphy, Bixler, Droscha, Mulford, Long, Modert, Gabriel. No: None. **Motion passed.**

**8. Treasurer- Budget Printout:**

Budget printouts for March 2022 were submitted for DDA review.

**9. Action Items**

**9a. Downtown Planter Boxes:**

No action taken. This will be on the May agenda.

**9b. Kayak Launch Project Approval:**

Motion by **Murphy**, second by **Bixler**, to approve the bid for the Kayak Launch Project with

b.  
pg 2

E.T. Mackenzie for their bid price of \$263,410.60. Yes: Long, Gabriel, Bixler, Modert, Murphy, Mulford, Droscha. No: None. **Motion passed.**

**9c. 2022/2023 Fiscal Year Budget:**

Motion by **Gabriel**, second by **Murphy**, to approve the 2022/2023 Fiscal Year DDA Budget and recommend it to City Council for final approval. Yes: Modert, Bixler, Droscha, Murphy, Gabriel, Mulford, Long. No: None. **Motion passed.**

**13. Public Response:**

Chairman Long called for public comments at this time and there were none.

**14. DDA Member Comments:**

Member Mulford commented the "Welcome to Williamston" video is looking good.

**15. Adjournment:**

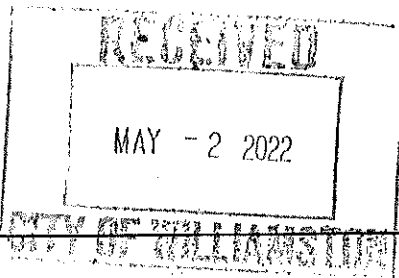
Chairman Long adjourned the DDA meeting at 7:30 p.m.

**\*Meeting adjourned at 7:30 p.m.**

Respectfully Submitted by:

\_\_\_\_\_  
Holly M. Thompson, City Clerk

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



City of Williamston

9b. pg 1

161 E. Grand River Avenue, Williamston, MI 48895  
517-655-2774; fax, 517-655-2797; www.williamston-mi.us

**SPONSORSHIP REQUEST APPLICATION**  
**Downtown Development Authority**

Adam Spina  
Narda Murphy  
Rari Wolf  
Sharon LaPointe

- ▶ Individual/Group Name: Community Message Board Committee
- ▶ Individual/Group Address: 70 4146 Beeman Rd.  
Williamston, MI 48895-9348
- ▶ Contact Person: Sharon LaPointe
- ▶ Contact Person Phone: 517-927-9316
- ▶ Contact Person E-Mail: lapointe.sharon1@gmail.com
- ▶ Brief project title or description: See Addendum

▶ Location of event, activity, or program: See Addendum

▶ Provide a brief statement of why the project or program is important to our community:  
See Addendum

▶ Total Amount Requested: \$ 3500.00

▶ Sharon L. Poole May 2, 2022  
Applicant's signature (and title where applicable) Date

▶ Submit completed application to:  
Williamston City Hall, Attn: DDA Director, 161 E. Grand River Ave., Williamston MI 48895  
[manager@williamston-mi.us](mailto:manager@williamston-mi.us)

**Application must be submitted to the Williamston DDA Director by the first Monday of the month for consideration at the monthly DDA meeting, held on the third Tuesday of the month.**  
**The Williamston DDA reserves the right to approve, modify, or deny any application at its sole discretion.**

9b.  
pg 2

ADDENDUM TO SPONSORSHIP REQUEST APPLICATION

Downtown Development Authority

**Brief project title or description:** Community Message Board. This is a programmable electronic sign that would communicate public service messages, service club functions, community events and public school announcements. Multiple communities in our area have found such message boards an effective medium for conveying important community information.

**Location of event, activity or program:** The Williamston City Council has approved installation of the Community Message Board at the corner of Putnam and High, above and behind the McCormick Park sign. The location is ideal for message board visibility in a slow speed limit area, safely accommodating significant level of both vehicle and pedestrian traffic.

**Provide a brief statement of why the projects or program is important to our community:** Shared public service information strengthens the fabric of the community. In addition, community event attendees often spend time and money in the downtown business district. However, communicating public events has become an ever-increasing challenge for smaller communities who have lost their daily newspapers and must rely on a hodgepodge of social media to get the word out. Signs such as the Community Message Board, on the other hand, augment and simplify these efforts by offering communication threads that universally attract attention and reading by each passer-by.