



CITY OF WILLIAMSTON

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

Regular Downtown Development Authority Meeting Agenda
Tuesday, March 15, 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 February 15, 2022
7. Accounts Payable
8. Treasurer- Budget Printout
9. Action Items
 - a.
 - b.
 - c.
10. Discussion Items
 - a. Kayak Launch Project
 - 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 APRIL 19, 2022 IN THE CITY HALL COUNCIL CHAMBERS.

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
FEBRUARY 15, 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, Vice Chair Emily Sutton-Smith, Authority Members Don Bixler, Jessica Modert, Madison Droscha, Matt Mulford, Noah Belanger, Narda Murphy, and Garrett Gabriel. Absent: None.

Also Present: City Manager John Hanifan, City Clerk Holly Thompson, and citizens John Bollman, and Bruce Wiggington.

4. Approval of Agenda:

Motion by **Sutton-Smith**, second by **Belanger**, to add item 11b. Update on Four-Corners Traffic. **Motion passed by voice vote.**

Motion by **Murphy**, second by **Belanger**, to approve the DDA agenda as amended. **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 December 8, 2021 and Informational Meeting Minutes of October 19, 2021:

Motion by **Murphy**, second by **Mulford**, to approve the regular DDA regular minutes of December 8, 2021 and informational minutes of October 19, 2021 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Sutton-Smith**, second by **Belanger**, to approve the invoice from Gormley & Johnson in the amount of \$529.65 as presented. Yes: Murphy, Bixler, Droscha, Mulford, Belanger, Long, Modert, Gabriel, Sutton-Smith. No: None. **Motion passed.**

8. Treasurer- Budget Printout:

Budget printouts for January 2022 were submitted for DDA review.

9. Presentation- Adopt-A-River Proposal- Williamston Rotary:

Bruce Wiggington & John Bollman of the Williamston Rotary presented their idea for an "Adopt-A-River" program to the DDA for their input. They are hoping to start implementing this in the Summer of 2022.

Motion by **Murphy**, second by **Modert**, to add item 10b. Adopt-A-River Program to the agenda. **Motion passed by voice vote.**

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10. Action Items

10a. Williamston United Methodist Church Parking Lot Contract:

Motion by **Sutton-Smith**, second by **Belanger**, to approve the Real Property Lease between the Williamston United Methodist Church and the Williamston Downtown Development Authority as presented. Yes: Long, Gabriel, Belanger, Bixler, Modert, Sutton-Smith, Murphy, Mulford, Droscha. No: None. **Motion passed.**

10b. Adopt-A-River Program:

Motion by **Sutton-Smith**, second by **Murphy**, to support the Adopt-A-River Program concept in concept. Yes: Long, Gabriel, Belanger, Bixler, Modert, Sutton-Smith, Murphy, Mulford, Droscha. No: None. **Motion passed.**

11. Discussion Items

11a. 2020 Holiday Social Media Commercial:

Chairman Long appointed Sutton-Smith, Mulford, and Gabriel as a sub-committee to meet and work on a story board to create the social media commercial.

11b. Update on 4-Corners of Grand River and Putnam:

The DDA made their concerns known to Manager Hanifan regarding safety at the four-corners. They would at least like to explore the possibilities of having "no turn on red" signs installed to make it safer for pedestrians.

14. Public Response:

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

15. DDA Member Comments:

Chairman Long welcomed the new City Manager.

16. Adjournment:

Chairman Long adjourned the DDA meeting at 7:40 p.m.

***Meeting adjourned at 7:40 p.m.**

Respectfully Submitted by:

Holly M. Thompson, City Clerk

Date Approved: _____

Fund 248 Downtown Development Authority

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GL Number	Description	Balance
*** Assets ***		
248-000-002.00	Cash - Savings	164,687.22
248-000-017.00	Investments	67,400.42
248-000-120.07	2004 DDA River Refunding	7,560.03
248-000-136.00	Buildings, Additions And Improvem	2,277,334.38
248-000-137.00	Accum Depreciation - Bldg & Impro	(861,277.48)
Total Assets		1,655,704.57
*** Liabilities ***		
248-000-214.00	Due To General Fund	(6,505.28)
248-000-300.10	2004 DDA Refunding	55,000.00
248-000-300.17	2011 DDA GO Limited Bonds	265,000.00
Total Liabilities		313,494.72
*** Fund Balance ***		
248-000-390.00	Fund Balance	1,087,440.33
Total Fund Balance		1,087,440.33
Beginning Fund Balance		1,087,440.33
Net of Revenues VS Expenditures		254,769.52
Ending Fund Balance		1,342,209.85
Total Liabilities And Fund Balance		1,655,704.57

User: Rachel
DB: Williamston

PERIOD ENDING 02/28/2022
% Fiscal Year Completed: 66.58
Preliminary

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR	AVAILABLE	% BDT
		02/28/2022	02/28/2022			
		AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 248 - Downtown Development Authority						
Revenues						
Dept 000						
248-000-401.01	Current Property Taxes	400,480.00	387,715.11	58,062.23	12,764.89	96.81
248-000-566.00	MEDC Grant	40,000.00	40,000.00	0.00	0.00	100.00
248-000-573.00	Local Community Stabilization	2,100.00	0.00	0.00	2,100.00	0.00
248-000-581.00	Ingham County Parks & Trail Grant	0.00	54,453.83	54,453.83	(54,453.83)	100.00
248-000-665.01	Interest Income	10.00	28.78	9.41	(18.78)	287.80
248-000-675.01	Donations	9,237.00	9,237.55	0.00	(0.55)	100.01
Total Dept 000		451,827.00	491,435.27	112,525.47	(39,608.27)	108.77
TOTAL REVENUES						
		451,827.00	491,435.27	112,525.47	(39,608.27)	108.77
Expenditures						
Dept 728 - Comm. & Econ. Dev. Administration						
248-728-702.00	Salaries & Wages	30,170.00	17,173.18	2,472.94	12,996.82	56.92
248-728-704.00	Wages-Part Time	3,470.00	1,188.81	0.00	2,281.19	34.26
248-728-709.00	FICA	2,590.00	1,408.34	189.61	1,181.66	54.38
248-728-710.00	Unemployment	5.00	0.00	0.00	5.00	0.00
248-728-712.00	Payment In Lieu Of Insurance	230.00	151.13	18.89	78.87	65.71
248-728-718.00	Insurance Premiums	4,410.00	2,395.89	221.28	2,014.11	54.33
248-728-718.01	HSA Contribution	400.00	407.01	0.00	(7.01)	101.75
248-728-724.00	Disability Premiums	110.00	75.48	13.93	34.52	68.62
248-728-725.00	Retirement	5,010.00	3,048.71	413.35	1,961.29	60.85
248-728-726.00	Workers Compensation	350.00	0.00	0.00	350.00	0.00
248-728-801.01	Legal Services	8,000.00	1,556.85	529.65	6,443.15	19.46
248-728-802.00	Contractual Services	6,500.00	9,313.75	0.00	(2,813.75)	143.29
248-728-803.00	Contract - Audit	1,550.00	1,538.35	0.00	11.65	99.25
248-728-803.01	Fund Administration	21,000.00	10,500.00	0.00	10,500.00	50.00
248-728-803.06	Niesa - Contract	10,000.00	10,000.00	10,000.00	0.00	100.00
248-728-860.00	Travel & Education	250.00	0.00	0.00	250.00	0.00
248-728-880.00	Community Promotion	7,000.00	3,500.00	0.00	3,500.00	50.00
248-728-880.01	Holiday Decorations/maint.	0.00	112.91	0.00	(112.91)	100.00
248-728-921.00	Utilities	35,000.00	18,627.20	2,641.76	16,372.80	53.22
248-728-940.00	Equipment Rental	24,000.00	9,383.93	4,707.09	14,616.07	39.10
248-728-955.00	Miscellaneous	1,000.00	585.96	524.00	414.04	58.60
Total Dept 728 - Comm. & Econ. Dev. Administration		161,045.00	90,967.50	21,732.50	70,077.50	56.49
Dept 901 - Capital Outlay						
248-901-970.08	Boat Launch & Parking Lot	10,000.00	480.00	480.00	9,520.00	4.80
248-901-970.09	Boardwalk Replacement	149,564.00	137,681.75	35,595.78	11,882.25	92.06
Total Dept 901 - Capital Outlay		159,564.00	138,161.75	36,075.78	21,402.25	86.59
Dept 906 - Debt Service						
248-906-991.06	1999 Refunding Bond Principal	130,000.00	0.00	0.00	130,000.00	0.00
248-906-991.11	2004 DDA Refunding Bonds	30,000.00	0.00	0.00	30,000.00	0.00
248-906-994.06	1999 Refunding Bond Interest	9,042.00	5,411.50	0.00	3,630.50	59.85
248-906-994.11	2004 DDA Refunding Interest	3,500.00	2,125.00	0.00	1,375.00	60.71

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User: Rachel
 DB: Williamston
 PERIOD ENDING 02/28/2022
 % Fiscal Year Completed: 66.58

Preliminary

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 02/28/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGT USED
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Fund 248 - Downtown Development Authority Expenditures						
Total Dept 906 - Debt Service		172,542.00	7,536.50	0.00	165,005.50	4.37
TOTAL EXPENDITURES		493,151.00	236,665.75	57,808.28	256,485.25	47.99

Fund 248 - DOWNTOWN Development Authority:						
TOTAL REVENUES		451,827.00	491,435.27	112,525.47	(39,608.27)	108.77
TOTAL EXPENDITURES		493,151.00	236,665.75	57,808.28	256,485.25	47.99
NET OF REVENUES & EXPENDITURES		(41,324.00)	254,769.52	54,717.19	(296,093.52)	616.52

TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		1,311,826.00	748,491.85	150,935.41	15,010.15	98.03
NET OF REVENUES & EXPENDITURES		(548,324.00)	1,038,682.15	65,339.89	273,143.85	79.18
			(290,190.30)	85,595.52	(258,133.70)	52.92

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03/07/2022

GL ACTIVITY REPORT FOR CITY OF WILLIAMSTON
FROM 248-728-880.00 TO 248-728-880.00
TRANSACTIONS FROM 07/01/2021 TO 02/28/2022

Date	Description	Amount	Balance	Available
Fund 248 Downtown Development Authority				
248-728-880.00 Community Promotion		BEG. BALANCE	0.00	7,000.00
08/06/2021	WILLIAMSTON THEATRE	3,000.00	3,000.00	4,000.00
	THEATRE SPONSORSHIP			
10/21/2021	WILLIAMSTON AREA CHAMBER OF COMMERCE	500.00	3,500.00	3,500.00
	LIGHT PARADE SPONSORSHIP			
02/28/2022		END BALANCE	3,500.00	3,500.00