

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
JANUARY 17, 2017
MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 7:00 p.m. in the City Hall Council Chambers by Chair Dawn-Marie Joseph and the Pledge of Allegiance was recited.

3. Roll Call:

Chair Dawn-Marie Joseph, Authority Members Sharon Emrick, Tammy Gilroy, Richard Martin, and Robin Stewart. Absent: Narda Murphy and Krystal Siminski.

Also Present:

City Manager Alan Dolley, Deputy Clerk Barb Burke, Community Development Director Mario Ortega, and DDA Attorney John Gormley.

Motion by **Gilroy**, second by **Stewart**, to excuse Murphy and Siminski. **Motion passed by voice vote.**

4. Approval of Agenda:

Motion by **Martin**, second by **Gilroy**, to approve the agenda as presented. **Motion passed by voice vote.**

5. Public Response:

Chair Joseph called for public comments at this time and there were none.

6. DDA Regular Minutes of November 15, 2016:

Motion by **Emrick**, second by **Stewart**, to approve the regular meeting minutes of November 15, 2016, as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Gilroy**, second by **Stewart**, to approve the invoice from Gormley and Johnson Law Offices, PLC in the amount of \$1,752.66 as presented. Yes: Stewart, Gilroy, Emrick, Joseph, Martin. No: None. **Motion passed.**

Motion by **Gilroy**, second by **Stewart**, to approve the 2016 holiday TV ad invoices from WLAJ-WLNS in the amount of \$2,750, and to approve the Valbridge invoice in the amount of \$4,500. Yes: Stewart, Martin, Gilroy, Emrick, Joseph. No: None. **Motion passed.**

8. Community Development Director Report:

Director Ortega submitted a written report for DDA review for November-December 2016 and the community promotion budget as of December 2016. He briefly reviewed his written report.

9. Treasurer- Budget Printout:

A budget printout from December was submitted for DDA review.

10. Action Items

10a. Adoption of 2017 Meeting Dates & Times:

Motion by **Gilroy**, second by **Martin**, to approve the 2017 meeting dates and times as presented. **Motion passed by voice vote.**

10b. Brochures:

No action needed at this time. Add to next month's agenda.

14. Public Response:

Chair Joseph called for public comments at this time and there were none.

15. DDA Member Comments:

Stewart stated she has a new job, so will not be available for morning meetings. She has to be at work between 7-7:30 am.

DDA members welcomed Mayor Tammy Gilroy to the Board.

16. Closed Session- To Discuss the Purchase of Real Property:

Motion by **Martin**, second by **Gilroy**, to go into closed session to discuss the purchase of real property. Yes: Stewart, Emrick, Joseph, Martin, Gilroy. No: None. **Motion passed.**

-Closed Session started at 7:20 p.m.

Motion by **Gilroy**, second by **Stewart**, to return to open session. Yes: Stewart, Emrick, Joseph, Martin, Gilroy. No: None. **Motion passed.**

-Closed Session ended at 7:47 p.m.

Action on Closed Session:

Motion by **Gilroy**, second by **Stewart** to allow Attorney Gormley to follow through on the purchase of real property as discussed in closed session. Yes: Emrick, Joseph, Stewart, Gilroy, Martin. No: None. **Motion passed.**

Gormley stated that there may be a special meeting needed when he receives a response.

17. Adjournment:

Chair Joseph adjourned the meeting at 7:48 p.m.

Meeting Adjourned at 7:48 p.m.

***THE PRECEDING MINUTES ARE A SYNOPSIS OF A DOWNTOWN DEVELOPMENT AUTHORITY MEETING AND DO NOT REPRESENT A VERBATIM RECORD.**

Respectfully Submitted by: _____
Barbara J. Burke, Deputy City Clerk

Date Approved: _____