

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
MARCH 19, 2019  
REGULAR MEETING MINUTES**

**1. Call To Order:**

The meeting was called to order at 7:00 p.m. in the City Hall Council Chambers by Chairman Rich Martin and the Pledge of Allegiance was recited.

**3. Roll Call:**

Chairman Rich Martin, Authority Members Don Bixler, Sharon Emrick, William Long, Matt Mulford, and Tammy Gilroy. Absent: Narda Murphy.

Also Present: City Manager/DDA Director Corey Schmidt, City Deputy Clerk Barbara Burke, Attorney John Gormley, and MSU Journalism Students.

Motion by **Gilroy**, second by **Long**, to excuse Murphy. **Motion passed by voice vote.**

**4. Approval of Agenda:**

On item 6, change "2018" to "2019".

Motion by **Gilroy**, second by **Bixler**, to approve the agenda as amended. **Motion passed by voice vote.**

**5. Public Response:**

John Bisard introduced his daughter Kloe who is on the Williamston Track team. She is selling fundraiser coupons if anyone is interested.

**6. DDA Regular Minutes of February 19, 2019:**

Motion by **Gilroy**, second by **Bixler**, to approve the DDA regular minutes of February 19, 2019 as presented. **Motion passed by voice vote.**

**7. Accounts Payable:**

Motion by **Gilroy**, second by **Mulford**, to approve the invoice for Attorney John Gormley in the amount of \$119.84 as presented. Yes: Bixler, Martin, Mulford, Emrick, Long, Gilroy. No: None. **Motion passed.**

**8. Downtown Development Director Report:**

Director Schmidt reviewed his written report giving an update on the Middle Street Parking Lot. He will send an e-mail asking for three volunteers to be part of a Façade Improvement Program Work Group. He asked each DDA member to assess each of the topics discussed in the goal setting work session and turn in their ranking sheets by April 5.

**9. Treasurer- Budget Printout:**

A budget printout for February was provided for DDA review.

**10. Action Items**

**10a. Resolution to Adopt the Williamston Downtown Development Authority's 2019 Re-Stated Façade Improvement Program:**

Motion by **Gilroy**, second by **Long**, to adopt the Williamston Downtown Development Authority's 2019 Re-Stated Façade Improvement Program, correcting item 2.3.1.2. on page 5 of 12 from \$3,000 to \$4,500 and changing Exhibit A to reflect per linear foot per side per story. Yes: Mulford, Long, Martin, Gilroy, Bixler, Emrick. No: None. **Motion passed.**

**14. Public Response:**

The Authority members thanked the MSU Journalism Students for attending tonight's meeting.

**15. DDA Member Comments:**

Member Emrick said we should advertise in the City Pulse.

Member Gilroy wished everyone a happy spring.

Member Long stated the Chamber is moving along on the Williamston Welcome Center.

Member Bixler said there is a new tattoo business on Grand River, next to Limner Press.

**16. Adjournment:**

Chairman Martin adjourned the meeting at 7:29 p.m.

**Meeting Adjourned at 7:29 p.m.**

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

**Respectfully Submitted by:** \_\_\_\_\_  
**Barbara J. Burke, City Deputy Clerk**

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