

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
APRIL 16, 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, Vice Chair Narda Murphy, Authority Members Don Bixler, William Long, and Matt Mulford. Absent: Tammy Gilroy, John Bisard (arrived at 7:35 p.m.), and Sharon Emrick.

Also Present: City Manager/DDA Director Corey Schmidt, City Clerk Holly Thompson, DDA Attorney John Gormley, and citizen Steve Eyke.

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

**4. Approval of Agenda:**

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

**5. Public Response:**

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

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

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

**7. Accounts Payable:**

Motion by **Murphy**, second by **Bixler**, to approve the invoice for Attorney John Gormley in the amount of \$863.49 as presented. Yes: Murphy, Bixler, Martin, Mulford, Long. No: None. **Motion passed.**

**8. Downtown Development Director Report:**

Director Schmidt reviewed his written report giving an update on the Middle Street Parking Lot.

**9. Treasurer- Budget Printout:**

A budget printout for March was provided for DDA review.

**10. Action Items**

**10a. Resolution Approving a Façade Improvement Program Easement – 145 W. Grand River Ave.:**

Motion by **Murphy**, second by **Bixler**, to approve the Resolution Approving a Façade Improvement Program Easement for 145 W. Grand River Ave. as presented. Yes: Murphy, Bixler, Mulford, Long, Martin. No: None. **Motion passed.**

**10b. Planting Bid for Downtown Planter Boxes:**

Motion by **Bixler**, second by **Long**, to approve the planting bids from Williamston Florist and Greenhouse in the amounts of \$1098 for Spring plantings, and \$1098 for Fall plantings. Yes: Mulford, Long, Martin, Bixler, Murphy. No: None. **Motion passed.**

**11. Discussion Items**

**11a. Funding Distribution Policy:**

Chairman Martin passed out a drafted Funding Distribution Policy to the Board. Changes were discussed and Chairman Martin will get the digital document to the City to be updated and put into the City's format.

**11b. Prioritization Results:**

Director Schmidt went over the prioritization results for the goals of the DDA.

-Bisard arrived at 7:35 p.m.

**14. Public Response:**

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

**15. DDA Member Comments:**

Member Long commented there is a safety issue for pedestrians at the 4-corners in the downtown. He wondered if anything is being done to address this.

Manager Schmidt responded the City Council and City staff have been working with MDOT to address this issue.

**16. Adjournment:**

Chairman Martin 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 SPECIAL MEETING AND DO NOT REPRESENT A VERBATIM RECORD.**

Respectfully Submitted by: \_\_\_\_\_  
Holly M. Thompson, City Clerk

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