

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
APRIL 20, 2021  
REGULAR MEETING MINUTES**

**1. Call To Order:**

The virtual meeting was called to order at 7:00 p.m. by Chairman Will Long, and the Pledge of Allegiance was recited. In accordance with Public Act 228 of 2020 amending the Open Meetings Act, and the Ingham County Board of Commissioners' Declaration of a State of Emergency for Ingham County, this regular meeting was conducted via remote participation.

**3. Roll Call:**

Chairman William Long (Williamston, MI Ingham County), Vice Chair Narda Murphy (Williamston, MI Ingham County), Authority Members Noah Belanger (Williamston, MI Ingham County), Susan Byrd (Williamston, MI Ingham County), Garrett Gabriel (Williamston, MI Ingham County), Emily Sutton-Smith (Williamston, MI Ingham County), and Matt Mulford (Williamston, MI Ingham County). Absent: Don Bixler.

Also Present: City Manager/DDA Director Corey Schmidt, and City Clerk Holly Thompson.

**4. Approval of Agenda:**

Motion by **Sutton-Smith**, second by **Belanger**, to approve the DDA agenda as presented. Yes: Sutton-Smith, Long, Byrd, Mulford, Belanger, Murphy, Gabriel. No: None. **Motion passed.**

**5. Public Response:**

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

**6. DDA Regular Meeting Minutes of March 16, 2021:**

Motion by **Murphy**, second by **Byrd**, to approve the Regular DDA minutes of March 16, 2021 as presented. Yes: Byrd, Murphy, Long, Belanger, Mulford, Sutton-Smith, Gabriel. No: None. **Motion passed.**

**7. Accounts Payable:**

Motion by **Murphy**, second by **Mulford**, to approve invoice # 35302 from Gormley & Johnson Law Offices in the amount of \$1251.90 as presented. Yes: Byrd, Murphy, Long, Belanger, Mulford, Sutton-Smith, Gabriel. No: None. **Motion passed.**

**8. Downtown Development Director Report:**

Director Schmidt reported MDOT has designated the river trail project has been designated as a small business project opening up the bids to smaller contractors. The kayak and canoe launch was just approved.

**9. Treasurer- Budget Printout:**

Budget printouts for March 2021 were submitted for DDA review.

**10. Action Items**

**10a. Boardwalk Replacement Grant Design Engineering Agreement Change Order**

**No. 1:**

Motion by **Sutton-Smith**, second by **Byrd**, to approve Work Change Directive No. 1 with the Spicer Group for a total of \$5,800, for additional design engineering for work on the boardwalk replacement grant project, with funding of \$3,92 from the DDA Fund. Yes: Murphy, Byrd, Mulford, Belanger, Long, Gabriel, Sutton-Smith. No: None. **Motion passed.**

Motion by **Murphy**, second by **Belanger**, to approve a budget amendment to reduce Department 729 by \$10,000 and increase Department 901 by \$10,000. Yes: Murphy, Byrd, Mulford, Belanger, Long, Gabriel, Sutton-Smith. No: None. **Motion passed.**

**10b. Public Spaces Community Places Contribution:**

Motion by **Murphy**, second by **Mulford**, to approve a contribution to the Public Spaces Community Places program of up to \$10,000 for supporting the boardwalk replacement project in Old Mill Park. Yes: Mulford, Long, Sutton-Smith, Belanger, Gabriel, Murphy, Byrd. No: None. **Motion passed.**

**10c. Consideration of 2021-22 DDA Budget:**

Motion by **Sutton-Smith**, second by **Byrd**, to approve the 2021/2022 Fiscal Year recommended DDA Budget and forward to City Council for final approval. Yes: Long, Gabriel, Belanger, Sutton-Smith, Murphy, Mulford, Byrd. No: None. **Motion passed.**

**14. Public Response:**

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

**15. DDA Member Comments:**

Chairman Long reported the Fox 47 Morning Blend spots have been going well and he plans to get Clerk Thompson the interviews that have already been done so they can be posted on the Discover Williamston Facebook page.

**16. Adjournment:**

Chairman Long adjourned the DDA meeting at 7:47 p.m.

**\*Meeting adjourned at 7:47 p.m.**

Respectfully Submitted by:

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**Holly M. Thompson, City Clerk**

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