

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
MAY 15, 2018  
REGULAR MEETING MINUTES**

**1. Call To Order:**

The meeting was called to order at 7:03 p.m. in the City Hall Council Chambers by Vice Chair Narda Murphy and the Pledge of Allegiance was recited.

**3. Roll Call:**

Vice Chair Narda Murphy, Authority Members Don Bixler, Sharon Emrick, Rich Martin, and Matt Mulford. Absent: Dawn Marie Joseph, Tammy Gilroy, and Ric Pelkey.

Also Present:

City Clerk/DDA Director Holly Thompson, and Interim City Manager/Treasurer Rachel Piner.

Motion by Martin, second by Bixler, to excuse Joseph. Motion passed by voice vote.

**4. Approval of Agenda:**

Add item 11a. Car Wash Lot and remove item 10b. Façade Improvement Program.

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

**5. Public Response:**

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

**6. DDA Special Minutes of April 24, 2018:**

Motion by **Bixler**, second by **Mulford**, to approve the special DDA minutes of April 24, 2018 as presented. **Motion passed by voice vote.**

**7. Accounts Payable:**

Motion by **Martin**, second by **Bixler**, to approve the invoice for Attorney John Gormley in the amount of \$1747.31 as presented. Yes: Murphy, Bixler, Martin, Mulford, Emrick. No: None. **Motion passed.**

**8. Downtown Development Director Report:**

Director Thompson submitted a written report for DDA review.

**9. Treasurer:**

A budget printout for April was provided for DDA review.

**10. Action Items**

**10a. NIESA Agreement:**

Motion by **Martin**, second by **Bixler**, to approve the NIESA Agreement as presented. Yes: Mulford, Martin, Bixler, Emrick, Murphy. No: None. **Motion passed.**

**10b. 2018/2019 Fiscal Year Budget:**

Motion by **Martin**, second by **Bixler**, to approve the 2018/2019 fiscal year Downtown Development Authority budget and recommend final approval to the City Council. Yes: Martin, Bixler, Emrick, Murphy, Mulford. No: None. **Motion passed.**

**10c. Banner Program Costs to Sponsors:**

Motion by **Bixler**, second by **Mulford**, to approve \$125 as the cost of the banner program to sponsors. Yes: Bixler, Emrick, Mulford, Murphy, Martin. No: None. **Motion passed.**

**11. Discussion Items**

**11a. Car Wash Lot:**

Vice Chair Murphy reported the Williamstown Township Supervisor is working on a grant for accessibility to the Red Cedar River. There is a plan to incorporate several launches and one of them is on the DDA's old car wash lot. She expects to have more discussion on this at the June meeting.

**14. Public Response:**

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

**15. DDA Member Comments:**

Member Martin commented they are working on the DDA Director job description to present to the board at the June meeting. They have received information from Ypsilanti and Gaylord to use in their document.

Member Bixler commented he was in attendance at the last DDA meeting and was shocked there was not a job description for the DDA Director in place.

Member Emrick asked if the DDA Director can look into how much it would cost for the DDA to advertise in the City Pulse.

Member Mulford thought a City Pulse advertisement might be a good idea.

Vice Chair Murphy commented she loves the "Academic Champion" signs around town for the schools. Williamston was ranked at 99.08% in this county, region, and state.

**16. Adjournment:**

Vice Chair Murphy adjourned the meeting at 7:47 p.m.

**Meeting Adjourned at 7:47 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: \_\_\_\_\_