

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
MAY 16, 2017
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 Vice Chair Narda Murphy and the Pledge of Allegiance was recited.

3. Roll Call:

Vice Chair Narda Murphy, Authority Members Robin Stewart, Tracie Baise, Tammy Gilroy, and Ric Pelkey. Absent: Richard Martin, Sharon Emrick, Dawn Marie Joseph, and Krystal Siminski (arrived at 7:03 p.m.)

Also Present:

City Clerk/DDA Director Holly Thompson, City Manager Alan Dolley, and School Superintendent Adam Spina.

Motion by **Gilroy**, second by **Stewart**, to excuse Joseph and Martin. **Motion passed by voice vote.**

4. Approval of Agenda:

Remove item 8. and add 11g. Williamston Florist & Greenhouse Proposal for Summer Plantings.

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

5. Public Response:

Adam Spina, the new School Superintendent introduced himself to the DDA and told them a little about himself.

6. DDA Regular Minutes of March 21, 2017 & Special Minutes of April 10, 2017:

Motion by **Stewart**, second by **Gilroy**, to approve the regular DDA minutes of March 21, 2017 and the special DDA minutes of April 10, 2017 as presented. Yes: Stewart, Murphy, Siminski, Gilroy, Baise, Pelkey. No: None. **Motion passed.**

7. Accounts Payable:

Motion by **Gilroy**, second by **Baise**, to approve the invoice from Gormley & Johnson Law Offices in the amount of \$239.68 as presented. Yes: Stewart, Murphy, Siminski, Gilroy, Baise, Pelkey. No: None. **Motion passed.**

9. Downtown Development Director Report:

A written report was submitted for DDA review.

10. Treasurer:

A budget printout for April was provided for DDA review.

11. Action Items

11a. 2017/2018 Fiscal Year Budget Consideration:

Motion by **Gilroy**, second by **Stewart**, to approve the 2017/2018 fiscal year budget proposal for the DDA and recommend final approval to the City Council. Yes: Murphy, Siminski, Stewart, Baise, Pelkey, Gilroy. No: None. **Motion passed.**

11b. Façade Improvement Preliminary Approval- Williamston Clothing Co.:

Motion by **Gilroy**, second by **Siminski**, to grant preliminary approval for a façade grant for Williamston Clothing Co./Barrett's upon completion of the façade improvement paperwork and fulfillment of façade grant requirements. Yes: Murphy, Siminski, Stewart, Baise, Gilroy, Pelkey. No: None. **Motion passed.**

11c. Gazebo Painting by Red Cedar Garden Club:

Motion by **Gilroy**, second by **Baise**, to approve the color scheme and purchase of paint for the gazebo and authorize the Red Cedar Garden Club to move forward with the work. Yes: Siminski, Stewart, Gilroy, Baise, Murphy, Pelkey. No: None. **Motion passed.**

11d. June Meeting Date Reschedule:

Clerk/DDA Director Thompson explained she and her Deputy Clerk would be unavailable to attend the June DDA meeting and would therefore request a reschedule if needed or cancellation.

The DDA agreed the June meeting could be rescheduled if needed or cancelled.

11e. Michigan Downtown Association Class:

Motion by **Gilroy**, second by **Siminski**, to authorize DDA Director Holly Thompson to attend the Michigan Downtown Association class in the amount of \$85 plus mileage reimbursement. Yes: Gilroy, Baise, Murphy, Siminski, Stewart, Pelkey. No: None. **Motion passed.**

11f. Williamston ArtFest on the River Request for Contribution:

Motion by **Baise**, second by **Gilroy**, to approve the request for contribution in the amount of \$1,500 for the Williamston ArtFest on the River. Yes: Gilroy, Baise, Siminski, Stewart, Pelkey, Murphy. No: None. **Motion passed.**

11g. Williamston Florist & Greenhouse Proposal for Summer Plantings:

Motion by **Gilroy**, second by **Stewart**, to approve the spring and fall planting bids and ask the DDA Director to convey they would like the summer plantings in by Memorial Day. Yes: Stewart, Baise, Murphy, Siminski, Gilroy, Pelkey. No: None. **Motion passed.**

15. Public Response:

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

16. DDA Member Comments:

Member Pelkey, newest DDA member, introduced himself and invited everyone to RainSoft to see the renovations. They are hoping to have a grand re-opening during Jubilee.

Member Baise reported they had an open house at The Commons and it was very successful. She welcomed everyone to check out all of their progress and visit the new businesses.

Member Gilroy welcomed Member Pelkey. She also pointed out the new paint job on the water tower and how wonderful it looks.

Member Siminski commented she is now coaching the Williamston Dance Team at the school.

17. Adjournment:

Vice Chair Murphy adjourned the meeting at 8:28 p.m.

Meeting Adjourned at 8:28 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: _____