

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
MAY 18, 2021  
REGULAR MEETING MINUTES**

**1. Call To Order:**

The virtual meeting was called to order at 7:03 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 Tammy Gilroy (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:**

Add item 10e. Purchase of Gazebo.

Motion by **Gilroy**, second by **Murphy**, to approve the DDA agenda as amended. Yes: Byrd, Murphy, Long, Gilroy, Mulford, Sutton-Smith, 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 April 20, 2021:**

Motion by **Murphy**, second by **Gilroy**, to approve the Regular DDA minutes of April 20, 2021 as presented. Yes: Byrd, Murphy, Long, Gilroy, Mulford, Sutton-Smith, Gabriel. No: None. **Motion passed.**

**7. Accounts Payable:**

None.

**8. Downtown Development Director Report:**

No report.

**9. Treasurer- Budget Printout:**

Budget printouts for April 2021 were submitted for DDA review.

**10. Action Items**

**10a. Sponsorship Request from Easter Ingham Farmers' Market:**

Motion by **Murphy**, second by **Sutton-Smith**, to approve the sponsorship request from the

Easter Ingham Farmers' Market in the amount not to exceed \$1,500. Yes: Sutton-Smith, Murphy, Bixler, Byrd, Gabriel, Mulford, Long, Gilroy. No: None. **Motion passed.**

**10b. MDOT Transportation Alternatives Program Boardwalk Replacement Grant Agreement:**

Motion by **Gilroy**, second by **Byrd**, to recommend to the City Council the approval of the MDOT Transportation Alternatives Program Grant Agreement and DTE Force Account agreements for the boardwalk replacement project. Yes: Murphy, Byrd, Mulford, Gilroy, Long, Gabriel, Sutton-Smith. No: None. **Motion passed.**

**10c. Boardwalk Replacement Construction Engineering Agreement:**

Motion by **Gilroy**, second by **Sutton-Smith**, to recommend entering into an agreement with Spicer Group to provide construction engineering, inspection, staking, and material testing services for the boardwalk replacement project, with the DDA's contribution not to exceed \$29,202.50. Yes: Mulford, Long, Sutton-Smith, Gilroy, Gabriel, Murphy, Byrd. No: None. **Motion passed.**

**10d. Flower Planting:**

Motion by **Sutton-Smith**, second by **Mulford**, to appoint Byrd and Sutton-Smith to work on a planter box contest and form for the downtown planter boxes. Yes: Long, Gabriel, Gilroy, Sutton-Smith, Murphy, Mulford, Byrd. No: None. **Motion passed.**

**10e. Purchase of Gazebo:**

Motion by **Gilroy**, second by **Murphy**, to approve the purchase of the new gazebo for Old Mill Park in an amount not to exceed \$9,000 with the funds from the Garden Club to be ordered from Jim's Amish Structures. Yes: Byrd, Gilroy, Sutton-Smith, Murphy, Gabriel, Mulford, Long. No: None. **Motion passed.**

**14. Public Response:**

Tom Cary asked about the amount of businesses in the downtown open on Sundays.

**15. DDA Member Comments:**

None.

**16. Adjournment:**

Chairman Long adjourned the DDA meeting at 7:41 p.m.

**\*Meeting adjourned at 7:41 p.m.**

Respectfully Submitted by:

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**Holly M. Thompson, City Clerk**

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