

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
MAY 21, 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 Vice Chair Narda Murphy and the Pledge of Allegiance was recited.

**3. Roll Call:**

Vice Chair Narda Murphy, Authority Members Don Bixler, Sharon Emrick, William Long, Tammy Gilroy, and Matt Mulford. Absent: Rich Martin.

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

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

**4. Approval of Agenda:**

Motion by **Gilroy**, second by **Long**, to approve the agenda as presented. **Motion passed by voice vote.**

**5. Public Response:**

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

**6. DDA Regular & Information Meeting Minutes of April 16, 2019:**

Motion by **Bixler**, second by **Gilroy**, to approve the DDA regular and information meeting minutes of April 16, 2019 as presented. **Motion passed by voice vote.**

**7. Accounts Payable:**

Motion by **Gilroy**, second by **Long**, to approve the invoice for Attorney John Gormley in the amount of \$569.24 as presented. Yes: Emrick, Bixler, Murphy, Long, Gilroy, Mulford. No: None. **Motion passed.**

**8. Downtown Development Director Report:**

Director Schmidt submitted a written report for DDA review and added he wrote letters for the Williamston Theatre on behalf of the DDA to support a grant they are applying for.

**9. Treasurer- Budget Printout:**

A budget printout for April was provided for DDA review.

**10. Action Items**

**10a. Approval of Sponsorship Request Guidelines Form:**

Motion by **Gilroy**, second by **Mulford**, to approve the Sponsorship Request and Guidelines form as presented. **Motion passed by voice vote.**

**10b. Resolution Approving a Façade Improvement Program Easement – 219 E. Grand River Ave.:**

Motion by **Gilroy**, second by **Bixler**, to approve the resolution for the 219 E. Grand River Ave. Façade Improvement Program Easement as presented. Yes: Mulford, Long, Gilroy, Bixler, Emrick, Murphy. No: None. **Motion passed.**

**10c. 2019/2020 Fiscal Year Budget Recommendation:**

Motion by **Long**, second by **Mulford**, to approve the DDA budget and recommend final approval to City Council. Yes: Long, Gilroy, Bixler, Emrick, Murphy, Mulford. No: None. **Motion passed.**

**11. Discussion Items**

**11a. Middle Street Parking Lot Project Design and Cost Estimate:**

Director Schmidt discussed the progress of the Middle Street parking lot plans and

**11b. Downtown Beautification Topics:**

Director Schmidt asked the board which items they would like to focus on in beautifying the downtown.

The DDA agreed the benches and trash cans would be their top priority since DTE is taking care of the light posts.

**14. Public Response:**

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

**15. DDA Member Comments:**

None

**16. Adjournment:**

Vice Chair Murphy adjourned the meeting at 7:45 p.m.

**Meeting Adjourned at 7:45 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: \_\_\_\_\_