

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
JUNE 18, 2019
REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 7:01 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, and Tammy Gilroy. Absent: Rich Martin (arrived 7:06 p.m.) and Matt Mulford.

Also Present: City Manager/DDA Director Corey Schmidt, City Deputy Clerk Barbara Burke, DDA Attorney John Gormley, Sharon LaPointe, Scott VanAllsburg, and Jane Reagan.

Martin corresponded that he would be late.

Motion by **Gilroy**, second by **Long**, to excuse Mulford and Martin, acknowledging Martin when he arrives. **Motion passed by voice vote.**

4. Approval of Agenda:

Change item #6 to delete "& Information".

Motion by **Gilroy**, 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 Regular Meeting Minutes of May 21, 2019:

An updated copy of the minutes was distributed.

Motion by **Gilroy**, second by **Long**, to approve the DDA regular meeting minutes of May 21, 2019 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Martin arrived 7:06 p.m.

Motion by **Gilroy**, second by **Bixler**, to approve invoice #25770 for Attorney John Gormley in the amount of \$549.98 as presented. Yes: Murphy, Bixler, Martin, Emrick, Long, Gilroy. No: None. **Motion passed.**

8. Downtown Development Director Report:

Director Schmidt submitted a written report for DDA review.

9. Treasurer- Budget Printout:

A budget printout for May was provided for DDA review.

10. Action Items

10a. Sponsorship Request from Williamston Theatre:

Motion by **Gilroy**, second by **Murphy**, to contribute \$3,000 to the Williamston Theatre for the 2019-2020 season. Yes: Murphy, Bixler, Gilroy, Long, Emrick, Martin. No: None. **Motion passed.**

10b. Sponsorship Request from Sowing Growth:

DDA members stated it would be nice to have the food truck throw down back in downtown again to enrich the community.

Motion by **Bixler**, second by **Gilroy**, to approve the sponsorship request for Sowing Growth for \$800. Yes: Long, Martin, Gilroy, Bixler, Emrick, Murphy. No: None. **Motion passed.**

10c. Consideration of Plan Amendment for Middle Street Parking Lot Project:

Motion by **Murphy**, second by **Bixler**, to approve the Plan Amendment Resolution and recommend the DDA Plan Amendment for Middle Street parking lot project to Council for approval. Yes: Long, Martin, Gilroy, Bixler, Emrick, Murphy. No: None. **Motion passed.**

10d. Façade Easement for Masonic Lodge and Approval for Distribution of Funds:

Motion by **Gilroy**, second by **Long**, to approve the Five Year Façade Improvement Easement for Williamston Masonic Temple Association of Michigan and to authorize the DDA Chairperson to sign the easement agreement on behalf of the DDA. Yes: Martin, Gilroy, Bixler, Emrick, Murphy, Long. No: None. **Motion passed.**

Motion by **Gilroy**, second by **Bixler**, to approve distribution of funds to Williamston Masonic Temple Association of Michigan in an amount totaling \$8,050 for the purchase of the easement under the Façade Improvement Program. Yes: Martin, Gilroy, Bixler, Emrick, Murphy, Long. No: None. **Motion passed.**

14. Public Response:

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

15. DDA Member Comments:

None.

16. Adjournment:

Chairman Martin 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: _____
Barbara J. Burke, City Deputy Clerk**

Date Approved: _____