

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
JUNE 19, 2018
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 Chair Dawn-Marie Joseph and the Pledge of Allegiance was recited.

3. Roll Call:

Chair Dawn-Marie Joseph, Vice Chair Narda Murphy, Authority Members Don Bixler, Sharon Emrick, Rich Martin, Matt Mulford, and Tammy Gilroy. Absent: None.

Also Present: City Manager Corey Schmidt, City Treasurer Rachel Piner, City Engineer/DPW Director Scott DeVries, City Deputy Clerk Barb Burke, citizens Wanda Bloomquist, and Emily Sutton-Smith.

4. Approval of Agenda:

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

5. Public Response:

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

6. DDA Regular Minutes of May 15, 2018:

Motion by **Martin**, second by **Gilroy**, to approve the DDA regular minutes of May 15, 2018 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Gilroy**, second by **Murphy**, to approve the invoice for Attorney John Gormley in the amount of \$74.90 as presented. Yes: Joseph, Murphy, Bixler, Martin, Mulford, Emrick, Gilroy. No: None. **Motion passed.**

8. Downtown Development Director Report:

Director Thompson submitted a written report for DDA review.

9. Treasurer:

A budget printout for May was provided for DDA review.

10. Action Items

10a. Middle Street Parking Lot:

Motion by **Gilroy**, second by **Murphy**, to recommend City Council approve an amendment for the Spicer Group engineering contract proposal for the E. Middle St. project in the amount not to exceed \$29,900 for design, bidding and construction of the Middle Street Parking lot as a separate construction contract in the 2018 construction

season. Yes: Mulford, Martin, Gilroy, Bixler, Emrick, Joseph, Murphy. No: None.
Motion passed.

It was agreed to move forward with discussions with Red Cedar Grill on exploration of options.

10b. 2017/2018 Fiscal Year Budget Amendments:

Motion by **Gilroy**, second by **Bixler**, to approve the DDA budget amendments in the amount of \$40,400. Yes: Martin, Gilroy, Bixler, Emrick, Joseph, Murphy, Mulford. No: None. **Motion passed.**

10c. Williamston Theatre Request for Contribution:

Motion by **Murphy**, second by **Martin**, to contribute \$2,000 to the Williamston Theatre for the 2018/2019 season. Yes: Martin, Gilroy, Bixler, Emrick, Joseph, Murphy, Mulford. No: None. **Motion passed.**

10d. 2019 GLCVB Advertisement:

Motion by **Murphy**, second by **Gilroy**, to support the 2019 GLCVB advertisement with a full page advertisement, with the DDA contributing \$1,625 including \$350 for design costs, and send it to the City Council for approval. Yes: Gilroy, Bixler, Emrick, Mulford, Murphy, Martin, Joseph. No: None. **Motion passed.**

10e. City Pulse Advertising:

Motion by **Gilroy**, second by **Martin**, to table until next meeting to get more information and what to advertise. Yes: Bixler, Emrick, Joseph, Murphy, Mulford, Martin, Gilroy. No: None. **Motion passed.**

10f. Banner Questions:

Motion by **Gilroy**, second by **Bixler**, that banners be put on every other post to start. Yes: Bixler, Emrick, Joseph, Martin, Mulford, Gilroy, Murphy. No: None. **Motion passed.**

11. Discussion Items

11a. Grand River Car Wash Site:

Wanda Bloomquist, Williamstown Township Supervisor spoke about the grant application to the County the Township and the City are putting together. The grant application was launched today and the deadline is the end of August. Ideas for the site are to make the river accessible to residents and visitors, launch site, pavilion, etc. The committee would like DDA support, and consider matching funds to get the project done.

City Manager Schmidt will work with Supervisor Bloomquist encompassing the parks idea. This would allow great opportunities to bring people into the community.

This will be an action item at the July meeting.

11b. DDA Director Job Description:

A draft job description for the DDA Director was presented as there currently is no job description. City Manager Schmidt will review the job description and make recommendations.

14. Public Response:

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

15. DDA Member Comments:

Chair Joseph called for member comments at this time and there were none.

16. Adjournment:

Chair Joseph adjourned the meeting at 8:09 p.m.

Meeting Adjourned at 8:09 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: _____