

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
JULY 18, 2017
REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 7:04 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, Authority Members Robin Stewart, Sharon Emrick, Tracie Baise, Richard Martin, and Tammy Gilroy. Absent: Narda Murphy, and Ric Pelkey.

Also Present:

City Clerk/DDA Director Holly Thompson, DDA Attorney John Gormley, Chamber of Commerce Executive Director Mark Gilman, citizens Scott VanAllsburg, and Chad Munce.

Motion by **Gilroy**, second by **Stewart**, to excuse Murphy and Pelkey. **Motion passed by voice vote.**

4. Approval of Agenda:

Add item 16. Closed Session- To Discuss Purchase of Real Property.

Motion by **Gilroy**, second by **Stewart**, to approve the agenda as amended. **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 16, 2017:

Motion by **Gilroy**, second by **Baise**, to approve the regular DDA minutes of May 16, 2017 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Gilroy**, second by **Stewart**, to approve the invoice from Gormley & Johnson Law Offices in the amount of \$44.94 as presented. Yes: Joseph, Stewart, Martin, Baise, Emrick, Gilroy. No: None. **Motion passed.**

8. Downtown Development Director Report:

A written report was submitted for DDA review.

Director Thompson discussed the possibility of funding the façade improvement requests from Ellie's Country Kitchen, Rainsoft, Keller's Plaza, and the Williamston Clothing Company this fiscal year.

The DDA would like to hear more about the possibility of funding these façade improvements from Manager Dolley.

Director Thompson discussed a possible banner program for replacement of the street light banners downtown. She will work on this with the banner sub-committee to get something started.

Director Thompson reported on the disrepair of the streetscape on Grand River Avenue. She will work with a committee of Baise, Gilroy, Joseph, and Martin on this issue.

9. Treasurer:

A budget printout for May and June were provided for DDA review.

10. Action Items

10a. Election of Chair & Vice Chair:

Motion by **Martin**, second by **Stewart**, to continue with the current Chair of Joseph, and current Vice Chair of Murphy. Yes: Stewart, Martin, Gilroy, Baise, Emrick, Joseph. No: None. **Motion passed.**

10b. Reimbursement Request from Gary Theis:

Motion by **Gilroy**, second by **Martin**, to follow policy with purchase pending of façade easement for five years for 121 and 123 High Street. Yes: Stewart, Martin, Gilroy, Baise, Emrick, Joseph. No: None. **Motion passed.**

10c. Request for Contribution from Williamston Theatre:

Motion by **Gilroy**, second by **Martin**, to definitely postpone this item until the next meeting to find out what was budgeted for a contribution to the Williamston Theatre. Yes: Martin, Gilroy, Baise, Emrick, Joseph, Stewart. No: None. **Motion passed.**

10d. GLCVB Advertisement:

Motion by **Gilroy**, second by **Baise**, to move forward with a full page advertisement and send it to the City Council for approval. Yes: Gilroy, Baise, Emrick, Stewart, Martin. No: Joseph. **Motion passed.**

10e. Façade Improvement Program Request- Ellie's Country Kitchen:

Motion by **Martin**, second by **Gilroy**, to approve the resolution for the façade improvement program request for Ellie's Country Kitchen as amended. Yes: Stewart, Baise, Emrick, Joseph, Martin, Gilroy. No: None. **Motion passed.**

10f. Request for Contribution from Williamston Farmers' Market:

Motion by **Gilroy**, second by **Baise**, to approve the request for contribution in the amount of \$800 for the Williamston Farmers' Market. Yes: Stewart, Emrick, Baise, Martin, Gilroy. No: Joseph. **Motion passed.**

10g. Main Street Program Participation:

Motion by **Gilroy**, second by **Baise**, to continue the Main Street Program at our current level. Yes: Emrick, Joseph, Stewart, Gilroy, Baise. No: Martin. **Motion passed.**

11. Discussion Items

11a. Holiday Commercial:

The DDA preferred to discuss the commercial in September.

11b. Banner Replacement:

Discussed during DDA Director report.

14. Public Response:

Mark Gilman introduced himself as the new Williamston Chamber of Commerce Executive Director.

Scott VanAllsburg commented if the DDA does decide to create a mural, a good artist would be Alison Alfredson.

15. DDA Member Comments:

None.

16. Closed Session- To Discuss the Purchase of Real Property:

Motion by **Gilroy**, second by **Stewart**, to go into closed session to discuss the purchase of real property. Yes: Martin, Gilroy, Baise, Emrick, Joseph, Stewart. No: None. **Motion passed.**

-Closed Session started at 8:42 p.m.

Motion by **Gilroy**, second by **Baise**, to return to open session. **Motion passed by voice vote.**

-Closed Session ended at 8:55 p.m.

-No action was taken on closed session.

17. Adjournment:

Chair Joseph adjourned the meeting at 8:55 p.m.

Meeting Adjourned at 8:55 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: _____