

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
JUNE 16, 2020
REGULAR MEETING MINUTES**

1. Call To Order:

The virtual meeting was called to order at 7:02 p.m. by Chairman Will Long, and the Pledge of Allegiance was recited. Due to the COVID-19 State of Emergency declared by the Governor's Executive Order 2020-75, as well as recommendations for social distancing, this regular meeting was conducted via remote participation.

3. Roll Call:

Chairman William Long, Authority Members Don Bixler, Emily Sutton-Smith, Susan Byrd, and Garrett Gabriel. Absent: Narda Murphy, Tammy Gilroy, and Matt Mulford.

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

4. Approval of Agenda:

Motion by **Bixler**, second by **Sutton-Smith**, to approve the agenda as presented. Yes: Bixler, Sutton-Smith, Long, Byrd, 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 May 19, 2020:

Motion by **Sutton-Smith**, second by **Bixler**, to approve the May 19, 2020 DDA minutes as presented. Yes: Byrd, Bixler, Long, Sutton-Smith, Gabriel. No: None. **Motion passed.**

7. Accounts Payable:

Motion by **Sutton-Smith**, second by **Byrd**, to approve invoice # 31492 from Gormley & Johnson Law Offices in the amount of \$265.36 as presented. Yes: Sutton-Smith, Bixler, Byrd, Gabriel, Long. No: None. **Motion passed.**

8. Downtown Development Director Report:

Director Schmidt reported on some of the parking lot issues in the downtown area.

9. Treasurer- Budget Printout:

Budget printouts for May 2020 were submitted for DDA review.

10. Action Items

10a. Middle Street Parking Lot Project Construction and Engineering Change Orders:

Motion by **Sutton-Smith**, second by **Byrd**, to approve Change Order No. 2 for the Williamston DDA Parking Lot Project to authorize a net increase of \$6,748.76 for the construction contract with TCI Inc. of Michigan. Yes: Long, Sutton-Smith, Bixler, Gabriel, Byrd. No: None. **Motion passed.**

Motion by **Sutton-Smith**, second by **Byrd**, to approve Work Change Directive No. 2 of the Spicer Engineering contract for the Williamston DDA Parking Lot Project totaling \$8,000. Yes: Long, Sutton-Smith, Bixler, Gabriel, Byrd. No: None. **Motion passed.**

10b. Ingham County Parks and Trails Millage Grant Award Resolution:

Motion by **Bixler**, second by **Sutton-Smith**, to approve the resolution to recommend approval of the grant agreement for the Downtown Williamston Water Trailhead and Launch. Yes: Long, Gabriel, Bixler, Sutton-Smith, Byrd. No: None. **Motion passed.**

10c. Flower Planting:

No action taken.

11. Discussion Items

11a. Boardwalk Replacement Grant Funding Considerations:

Director Schmidt submitted a detailed report and discussed the EDC providing a bond for the DDA to use towards the matching grant funds for the boardwalk replacement. The EDC has approved moving forward with the bond idea. A 20% match is needed equaling \$62,747 to receive \$250,986 in grant funds.

14. Public Response:

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

15. DDA Member Comments:

None.

16. Adjournment:

Chairman Long adjourned the DDA meeting at 7:50 p.m.

***Meeting adjourned at 7:50 p.m.**

Respectfully Submitted by:

Holly M. Thompson, City Clerk

Date Approved: _____