

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
SEPTEMBER 17, 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, Will Long, Matt Mulford, and Tammy Gilroy. Absent: Sharon Emrick (arrived at 7:01 p.m.) and Rich Martin.

Also Present: City Manager/DDA Director Corey Schmidt, City Clerk Holly Thompson, Chamber Executive Director Tammy Scott, and Spicer Representative John Bradley.

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

**4. Approval of Agenda:**

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

-Sharon Emrick arrived at 7:01 p.m.

**5. Public Response:**

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

**6. DDA Regular Meeting Minutes of August 20, 2019:**

Motion by **Gilroy**, second by **Mulford**, to approve the August 20, 2019 DDA minutes as presented. **Motion passed by voice vote.**

**7. Accounts Payable:**

Motion by **Gilroy**, second by **Bixler**, to approve the invoice from Gormley & Johnson Law Offices in the amount of \$849.58 as presented. Yes: Mulford, Long, Gilroy, Bixler, Emrick, Murphy. No: None. **Motion passed.**

**8. Downtown Development Director Report:**

Director Schmidt gave a verbal update on the pre-construction meeting for the Middle Street parking lot that was held that afternoon.

**9. Treasurer- Budget Printout:**

Budget printouts for August were submitted for DDA review.

**10. Action Items**

**10a. Sponsorship Request Application- Williamston Chamber of Commerce Alley**

**Fest:**

Motion by **Gilroy**, second by **Bixler**, to allow Member Long to abstain from the vote on this item. **Motion passed by voice vote.**

Motion by **Gilroy**, second by **Bixler**, to approve the request for \$500 for the Alley Fest. Yes: Gilroy, Bixler, Emrick, Murphy, Mulford. No: None. Abstain: Long. **Motion passed.**

**10b. Spicer Engineering Contract Amendment for Middle Street Parking Lot**

**Project:**

Motion by **Gilroy**, second by **Long**, to recommend City Council approve Work Change Directive No. 1 of the Spicer Engineering contract for the Middle Street Parking Lot Project totaling \$20,000. Yes: Gilroy, Bixler, Emrick, Mulford, Long, Murphy. No: None. **Motion passed.**

**10c. Resolution to Apply for the Ingham County Parks and Trails Millage Grant:**

Motion by **Gilroy**, second by **Mulford**, to approve the resolution of support to apply for the Ingham County Parks and Trails Millage Grant Program. Yes: Bixler, Long, Emrick, Murphy, Mulford, Gilroy. No: None. **Motion passed.**

**10d. Downtown Holiday Decorations Purchase:**

Motion by **Bixler**, second by **Gilroy**, to approve the purchase of 10 holiday lights, 10 holiday garlands, and 25 replacement holiday bows from Bronner's Commercial Display at a cost not to exceed \$3,500. Yes: Bixler, Emrick, Long, Mulford, Gilroy, Murphy. No: None. **Motion passed.**

**10e. Downtown Tree Replacement Recommendation:**

Motion by **Mulford**, second by **Gilroy**, to direct staff to prepare for spring 2020 planting of downtown trees, should the cost estimates align with available budget at that time. **Motion passed by voice vote.**

**10f. Downtown Recycling Proposal:**

Motion by **Gilroy**, second by **Mulford**, to have City staff continue to investigate the recycling program for the downtown area. **Motion passed by voice vote.**

**14. Public Response:**

Spicer Representative John Bradley commented the pre-construction meeting with TCI went well for the upcoming Middle Street parking lot project.

**15. DDA Member Comments:**

Member Long distributed a draft copy of the Discover Williamston advertisement and asked the DDA to get him any corrections by Friday.

Vice Chair Murphy commented the Taste of Williamston dinner is on Thursday at D&G Equipment.

**16. Adjournment:**

Vice Chair Murphy adjourned the DDA meeting at 7:35 p.m.

**\*Meeting adjourned at 7:35 p.m.**

Respectfully Submitted by:

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Holly M. Thompson, City Clerk

Date Approved: \_\_\_\_\_