

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
APRIL 24, 2018
SPECIAL MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 8:00 a.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 Rich Martin, Tammy Gilroy, and Ric Pelkey. Absent: Sharon Emrick.

Also Present:

City Clerk/DDA Director Holly Thompson, DDA Attorney John Gormley, Interim City Manager/Treasurer Rachel Piner, and citizens Don Bixler & Ben Eichler.

4. Approval of Agenda:

Motion by **Gilroy**, second by **Murphy**, to approve the agenda as presented. Yes: Joseph, Martin, Gilroy, Murphy, Pelkey. No: None. **Motion passed.**

5. Public Response:

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

6. DDA Regular Minutes of March 20, 2018:

Motion by **Murphy**, second by **Pelkey**, to approve the regular DDA minutes of March 20, 2018 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Gilroy**, second by **Pelkey**, to approve the invoice for Attorney John Gormley in the amount of \$1,927.07, and the invoice from Point 5 Foundry in the amount of \$500.00. Yes: Joseph, Murphy, Gilroy, Martin, Pelkey. No: None. **Motion passed.**

8. Downtown Development Director Report:

Director Thompson submitted a written report for DDA review.

9. Treasurer:

A budget printout for March was provided for DDA review.

10. Action Items

10a. Façade Improvement Request- Williamston Masonic Temple:

Motion by **Gilroy**, second by **Pelkey**, to approve the resolution for the Williamston Masonic Temple as amended. Yes: Murphy, Gilroy, Pelkey, Joseph, Martin. No: None. **Motion passed.**

10b. Façade Improvement Request- Victory Martial Arts:

Motion by **Gilroy**, second by **Pelkey**, to approve the resolution for the Victory Martial Arts Façade Improvement request. Yes: Gilroy, Pelkey, Murphy, Martin, Joseph. No: None. **Motion passed.**

10c. DDA Facebook Page:

Motion by **Gilroy**, second by **Murphy**, to convert the “Discover Williamston” Facebook page to a DDA Facebook page. Yes: Martin, Gilroy, Joseph, Murphy, Pelkey. No: None. **Motion passed.**

10d. DDA Director Position:

A committee of Martin, Pelkey, and Joseph were appointed by the Chair. This will be discussed at the June DDA meeting.

10e. Spring Planting Bid for Downtown Planter Boxes:

Motion by **Gilroy**, second by **Pelkey**, to approve the bids for the spring and fall plantings from Williamston Florist and Greenhouse as presented. Yes; Martin, Gilroy, Joseph, Murphy, Pelkey. No: None. **Motion passed.**

10f. Banner Purchase:

Motion by **Gilroy**, second by **Murphy**, to purchase the new banners for the light poles for an amount not to exceed \$13,000. Yes: Joseph, Murphy, Martin, Gilroy, Pelkey. No: None. **Motion passed.**

10g. Façade Improvement Program:

Motion by **Gilroy**, second by **Murphy**, to definitely postpone this item until the next meeting. Yes: Joseph, Murphy, Gilroy, Martin, Pelkey. No: None. **Motion passed.**

10h. Appointment of Committee for Old Car Wash Lot:

Chair Joseph appointed Murphy, Gilroy, and Earl Wolf to the Car Wash Lot Committee to work with Williamstown Township.

14. Public Response:

Don Bixler announced he submitted his application to be appointed to the DDA Board.

15. DDA Member Comments:

No comments.

16. Adjournment:

Chair Joseph adjourned the meeting at 9:18 a.m.

Meeting Adjourned at 9:18 a.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: _____