

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
FEBRUARY 21, 2017
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 Robin Stewart, Richard Martin, and Tammy Gilroy. Absent: Sharon Emrick, and Krystal Siminski (arrived at 7:07 p.m.)

Also Present:

City Clerk Holly Thompson, DDA Attorney John Gormley, City Manager Alan Dolley, and Community Development Director Mario Ortega.

4. Approval of Agenda:

Motion by **Murphy**, second by **Gilroy**, 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 January 17, 2017 & Special Minutes of January 31, 2017:

Motion by **Gilroy**, second by **Stewart**, to approve the regular meeting minutes of January 17, 2017 and special minutes of January 31, 2017 as presented.
Motion passed by voice vote.

7. Accounts Payable:

Motion by **Gilroy**, second by **Stewart**, to approve the invoices from Gormley and Johnson Law Offices, PLC in the amount of \$579.94 and Michigan Downtown Association in the amount of \$200.00 as presented. Yes: Joseph, Murphy, Stewart, Martin, Gilroy. No: None. **Motion passed.**

8. Community Development Director Report:

Director Ortega submitted a community promotion budget as of January 2017.

9. Treasurer- Budget Printout:

A budget printout from January was submitted for DDA review.

10. Action Items

10a. Date Change for Michigan Main Street Baseline Site Visit:

-Siminski arrived at 7:07 p.m.

Motion by **Gilroy**, second by **Martin**, to approve the date change for the Michigan Main Street Baseline Site Visit to April 18th from 4pm-8pm. **Motion passed by voice vote.**

10b. Main Street Classes:

The DDA members were offered classes to attend for the Main Street Program. No DDA showed interest in attending at this time.

10c. Brochures- Printing Quotes:

Motion by **Murphy**, second by **Gilroy**, to approve the quote from ASAP Printing in the amount not to exceed \$755.70 for the printing of the DDA Brochures. Yes: Stewart, Martin, Gilroy, Joseph, Murphy, Siminski. No: None. **Motion passed.**

14. Public Response:

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

15. DDA Member Comments:

Member Gilroy commented she saw three kayakers enjoying the rapids over the weekend.

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

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

-Closed Session started at 7:26 p.m.

Motion by **Gilroy**, second by **Murphy**, to return to open session. Yes: **Motion passed by voice vote.**

-Closed Session ended at 7:40 p.m.

Action on Closed Session:

Motion by **Gilroy**, second by **Murphy**, to allow Attorney Gormley to follow through on the purchase of real property as discussed in closed session. Yes: Gilroy, Siminski, Stewart, Murphy, Martin, Joseph. No: None. **Motion passed.**

17. Adjournment:

Chair Joseph adjourned the meeting at 7:42 p.m.

Meeting Adjourned at 7:42 p.m.

***THE PRECEDING MINUTES ARE A SYNOPSIS OF A DOWNTOWN DEVELOPMENT AUTHORITY MEETING AND DO NOT REPRESENT A VERBATIM RECORD.**

Respectfully Submitted by: _____
Holly M. Thompson, City Clerk

Date Approved: _____