

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
AUGUST 24, 2011
SPECIAL MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 8:04 a.m. in the City Hall Council Chambers by Chair Barb Vandenberg and the Pledge of Allegiance was recited.

3. Roll Call:

Chair Barb Vandenberg, Authority Members Cliff Hart, Dawn Marie Joseph, Steve Eyke, and Narda Murphy. Absent: Harriette Dunckel, Tom Mitchell, Alyson Wendt, and Michelle Van Wert.

Also Present:

City Clerk Holly Thompson, Community Development Director Michael Gradis, Treasurer Alan Dolley, DDA Attorney John Gormley, and Tom Traciak.

4. Approval of Agenda:

The Action items were rearranged as follows:

11. Action Items
 - a. Resolution for Refinancing Bonds
 - b. **Façade Improvement Grant- 151 S. Putnam St.**
 - c. **Façade Improvement Grant Reimbursement- 109/115 E. Grand River Ave.**
 - d. **Façade Improvement Grant- 124 E. South St.**
 - e. **Methodist Church Parking Lot Lease**
 - f. Advertising Subsidy Program and Form
 - g. Design Services for Greater Lansing Convention and Visitors Bureau
 - h. Wendt Resignation

Motion by **Joseph**, second by **Murphy**, to approve the agenda as amended. **Motion passed by voice vote.**

5. Public Response:

Chair Vandenberg called for public comment at this time and there was none.

6. DDA Special Minutes of July 27, 2011:

Motion by **Joseph**, second by **Eyke**, to approve the DDA special minutes of July 27, 2011 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Eyke**, second by **Joseph**, to approve the bill from Attorney Gormley in the amount of \$525.15 and the bill from Wilcox with the caviat that the water main portion overage the City will ultimately be responsible for that. Yes: Murphy, Hart, Eyke, Vandenberg, Joseph. No: None. **Motion passed.**

8. Community Development Director Report:

A written report was provided for DDA review.

9. Treasurer- Budget Printout:

A budget printout for July was submitted for DDA review.

10. Tom Traciak- Presentation Regarding Refinancing Bonds:

Tom Traciak introduced himself and commented he has worked with the City for a number of years. He reported that a couple of bond issues have reached their call date. Under State law you are required to refund bonds if it will save the schools money. The resolution provided would ask the City to adopt a bond resolution. It would cost around \$20,000 to refinance the bonds and the budget should remain about the same.

11. Action Items

11a. Resolution for Refinancing Bonds:

Motion by **Murphy**, second by **Joseph**, to approve the resolution for refinancing the bonds as presented. Yes: Hart, Eyke, Vandenberg, Joseph, Murphy. No: None. **Motion passed.**

11b. Façade Improvement Grant- 151 S. Putnam St.:

This will be on the next agenda with the knowledge that there were not enough people present to vote on this item and the project has already begun.

11c. Façade Improvement Grant Reimbursement- 109/115 E. Grand River Ave.:

This will be on the next agenda with the knowledge that there were not enough people present to vote on this item.

11d. Façade Improvement Grant- 123 N. Cedar St.:

Motion by **Joseph**, second by **Murphy**, to approve the façade improvement Grant for 123 N. Cedar Street in the amount of \$2177.07 subject to City staff approval of all City requirements. Yes: Hart, Vandenberg, Joseph, Murphy, Eyke. No: None. **Motion passed.**

11e. Methodist Church Parking Lot Lease:

Motion by **Hart**, second by **Eyke**, to approve the Methodist Church Parking Lot Lease as presented. Yes: Hart, Joseph, Eyke, Murphy, Vandenberg. No: None. **Motion passed.**

Chair Vandenberg adjourned the meeting at 8:35 a.m. due to loss of quorum.

17. Adjournment:

Meeting Adjourned at 8:35 a.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: _____