

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
MAY 17, 2011  
REGULAR MEETING MINUTES**

**1. Call To Order:**

The meeting was called to order at 7:12 p.m. in the City Hall Council Chambers by Chair Barb Vandenberg.

**3. Roll Call:**

Chair Barb Vandenberg, Authority Members Cliff Hart, Harriette Dunckel, Alyson Wendt, Narda Murphy. Absent: Dawn Marie Joseph, Tom Mitchell (arrived at 7:52 p.m.), Steve Eyke, and Michelle Van Wert.

Also Present:

City Clerk Holly Thompson, and Community Development Director Michael Gradis.

Motion by **Wendt**, second by **Murphy**, to excuse Joseph, Mitchell, Van Wert, and Eyke.

**Motion passed by voice vote.**

**4. Approval of Agenda:**

Add items 10d. Amend motion on S. Putnam Category A Grant, and 11a. Farmers' Market Advertising Expenditure.

Motion by **Dunckel**, second by **Hart**, 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 Regular Minutes of April 19, 2011:**

Motion by **Murphy**, second by **Wendt**, to approve the special minutes of May 4, 2011 and the regular minutes of April 19, 2011. **Motion passed by voice vote.**

**7. Accounts Payable:**

Motion by **Murphy**, second by **Dunckel**, to approve the bill from Williamston Florist & Greenhouse in the amounts of \$660 for the fall 2010 plantings, and \$615 for the winter 2010 plantings. Yes: Murphy, Dunckel, Hart, Vandenberg, Wendt. No: None. **Motion passed.**

Motion by **Murphy**, second by **Wendt**, to approve the bill from John Gormley for attorney services in the amount of \$624 as presented. Yes: Murphy, Dunckel, Hart, Vandenberg, Wendt. No: None. **Motion passed.**

Motion by **Hart**, second by **Wendt**, to table the bill from Williamston Florist in the amount of \$1277 until the DDA can get information on what has already been paid. **Motion passed by voice vote.**

**8. Community Development Director Report:**

A written report was submitted for DDA review. Director Gradis also gave a verbal update on the S. Putnam Street construction progress.

**9. Treasurer- Budget Printout:**

A budget printout for April was submitted for DDA review.

**10. Action Items**

**10a. Vivid Perspective LLC Proposal:**

Motion by **Wendt**, second by **Hart**, to table the Vivid Perspective proposal until the next meeting. **Motion passed by voice vote.**

**10b. Downtown Planter Bid from Williamston Floral & Greenhouse:**

-Mitchell arrived at 7:52 p.m.

Motion by **Hart**, second by **Murphy**, to approve the proposal from Williamston Florist & Greenhouse in the amount of \$1131 as presented. Yes: Mitchell, Vandenberg, Murphy, Dunckel, Hart, Wendt. No: None. **Motion passed.**

Motion by **Hart**, second by **Murphy**, to approve the fall and winter proposal from Williamston Florist & Greenhouse to be taken out of the next fiscal year budget. Yes: Mitchell, Vandenberg, Murphy, Dunckel, Hart, Wendt. No: None. **Motion passed.**

**10c. Planter Watering:**

Motion by **Murphy**, second by **Mitchell**, to pay the same wage as last year for the planter watering, with the issue of a wage increase to be considered at the next meeting when more information is available. Yes: Mitchell, Vandenberg, Hart, Dunckel, Murphy, Wendt. No: None. **Motion passed.**

**10d. Amend Motion on S. Putnam Category A Grant:**

Motion by **Murphy**, second by **Dunckel**, to amend the previous motion regarding the category A grant for South Putnam Street, to remove the word 'TIFA' and change it to 'the City'. Yes: Hart, Mitchell, Vandenberg, Murphy, Dunckel, Wendt. No: None. **Motion passed.**

**11. Discussion Items**

**11a. Farmers' Market Advertising Expenditure:**

The DDA felt it was acceptable to let the Chair and Director Gradis approve the smaller farmers' market expenditures.

**14. Public Response:**

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

**15. DDA Member Comments:**

Member Murphy commented that another graduating class is coming up.

Member Dunckel stated that her sorority has honored her with a scholarship in her name.

**16. Adjournment:**

Chair Vandenberg adjourned the meeting at 8:32 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: \_\_\_\_\_