

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
FEBRUARY 20, 2024
REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 6:00 p.m. in the Williamston City Hall Council Chambers by Chair Emily Sutton-Smith and the Pledge of Allegiance was recited.

3. Roll Call:

Chair Emily Sutton-Smith, Vice Chair Brooke Donnelly-Grzelak, Authority Members Jessica Modert, Leigh Baumgras, Wendy Carroll-Parry, and Tammy Gilroy. Absent: Narda Murphy (arrived at 6:20 pm), and Laurie Droscha.

Also Present: City Manager/DDA Director John Hanifan, City Clerk Holly Thompson, and citizen Lina Chapman.

Motion by **Donnelly-Grzelak**, second by **Gilroy**, to excuse Murphy and Droscha. **Motion passed by voice vote.**

4. Approval of Agenda:

Motion by **Gilroy**, second by **Donnelly-Grzelak**, to approve the DDA agenda as presented. **Motion passed by voice vote.**

5. Public Response:

Chair Sutton-Smith called for public comments at this time and there were none.

6. DDA Regular and Informational Meeting Minutes of January 16, 2024:

Motion by **Donnelly-Grzelak**, second by **Gilroy**, to approve the DDA regular meeting minutes of January 16, 2024 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

None.

8. Downtown Development Director Report:

Manager/Director Hanifan commented the City Council Visioning Session will be held on Thursday, February 22nd at 6pm and the DDA is welcome to attend.

9. Treasurer- Budget Printout:

A budget printout was provided for DDA review.

10. Action Items

10a. Friends of Williamston Parks Request for Funds 24/25 Budget for Chainsaw Art Event:

Motion by **Gilroy**, second by **Donnelly-Grzelak**, to have a placeholder in Community Promotions for \$5,000 in the upcoming fiscal year budget contingent on the Friends of Williamston Parks providing budget numbers to the DDA for the Chainsaw Art Event. Yes: Baumgras, Carroll-Parry, Gilroy, Modert, Sutton-Smith, Donnelly-Grzelak. No: None. **Motion passed.**

11. Discussion Items

11a. Events Planning 2024/25 Fiscal Year:

Manager/Director Hanifan reported he is part of an ad hoc committee for event planning. The

meetings are held on Fridays at 11am. They have been working on the Light Parade, and will be setting up a meeting with the chair from each service organization to coordinate planning efforts. The new website will be up and running soon and will likely have a call for volunteers included. The committee is discussing the purchase of a large event tent.

-Murphy arrived at 6:20 p.m.

14. Public Response:

Chair Sutton-Smith called for public comments at this time and there were none.

15. DDA Member Comments:

Member Murphy apologized for being late as she forgot it started at 6pm.

16. Adjournment:

Chair Sutton-Smith adjourned the meeting at 6:34 p.m.

***Meeting adjourned at 6:34 p.m.**

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

Date Approved: _____