

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
MARCH 19, 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, Narda Murphy, and Wendy Carroll-Parry. Absent: Leigh Baumgras, Tammy Gilroy, and Laurie Droscha.

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

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

4. Approval of Agenda:

Motion by **Murphy**, second by **Carroll-Parry**, 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 February 20, 2024:

Motion by **Donnelly-Grzelak**, second by **Modert**, to approve the DDA regular meeting minutes of February 20, 2024 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

None.

8. Downtown Development Director Report:

None.

9. Treasurer- Budget Printout:

A budget printout was provided for DDA review.

11. Discussion Items

11a. Fiscal Year 24/25 Budget:

Manager/Director Hanifan submitted a draft budget for the DDA's 2024/2025 fiscal year for review. The budget includes funding for parking lot signs, light pole banners, commercials, holiday décor, new branding, and has a new line item for streetscape maintenance to address the trash cans, benches, and planter boxes.

Member Carroll-Parry asked what the process is for getting electricity for food trucks by McCormick Park.

11b. Chainsaw Art in the Park:

Manager Hanifan reported he has joined the committee for the Chainsaw Art in the Park event with Organizer Lina Chapman. It will be a three-day event and will feature a "Chainsaw Serenade" the

night before. It is scheduled for the second weekend of October.

11c. Community Group Promotions Meeting:

Manager Hanifan distributed a handout "Williamston Events Calendar" listing the events that will be held in 2024. The group will be meeting with representatives of all the area service organizations on March 20th to discuss how they can participate in the events. The goal is to build overall awareness of Williamston and is driven by the City and DDA to promote "The Williamston Experience". The new website will also be able to help with getting information out and creating promoting the new branding.

14. Public Response:

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

15. DDA Member Comments:

Member Carroll Parry commented she would like to see the old planter boxes removed completely from the downtown. She also asked what the bidding process is for the plantings. She feels the gazebo and flower planters at the four-corners is sufficient.

16. Adjournment:

Chair Sutton-Smith adjourned the meeting at 6:45 p.m.

***Meeting adjourned at 6:45 p.m.**

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

Date Approved: _____