

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
APRIL 16, 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 Leigh Baumgras, Tammy Gilroy, Narda Murphy, and Wendy Carroll-Parry. Absent: Jessica Modert, and Laurie Droscha.

Also Present: City Manager/DDA Director John Hanifan, City Clerk Holly Thompson, and citizens Sharon LaPointe, and Carol Grainger.

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

4. Approval of Agenda:

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

5. Public Response:

Sharon LaPointe commented on the need for electrical access at the Farmers Market. They have over 12,000 visitors and a plan to increase that traffic by attracting diverse vendors. There is a need for electricity for food trucks and some of the market vendors. The cords being used are causing tripping hazards. They appreciate the use of the parking lot but would like to make it safer.

6. DDA Regular Meeting Minutes of March 19, 2024:

Motion by **Gilroy**, second by **Donnelly-Grzelak**, to approve the DDA regular meeting minutes of March 19, 2024 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

None.

8. Downtown Development Director Report:

Director/Manager Hanifan commented he is working on the branding for the Williamston Experience. The committee worked on planning events in Williamston for the year. They have also started a Facebook page to advertise the events and they would appreciate any cross-promotion they can get. He feels the DDA's overall plan should be working on the physical attributes of the downtown to get more people to visit.

9. Treasurer- Budget Printout:

A budget printout was provided for DDA review.

11. Discussion Items

11a. Events Planning/Williamston Events:

Member Gilroy reported on the Williamston Events team.

Member Donnelly-Grzelak commented she wants to be sure their message is clean and feels they are working with a limited volunteer base.

11b. Electric Service for Farmers' Market/McCormick Park Parking Lot:

Manager Hanifan commented this has not been budgeted for in the current fiscal year but can be added for the next fiscal year budget. He would like to get a handle on the real needs of the Farmers' Market and will get quotes for electrical service to the parking lot for the DDA to act on.

11c. Downtown Planter Boxes:

The board collectively felt the planter boxes were too far gone to repair or plant and asked for them to be removed. The board will look at getting new planters for next spring.

11d. Spring/Fall Downtown Plantings:

No discussion.

14. Public Response:

Carol Grainger wondered if some of the planters can be salvaged and commented the concrete planters could use more soil to create a deeper base.

15. DDA Member Comments:

None.

16. Adjournment:

Chair Sutton-Smith adjourned the meeting at 6:59 p.m.

***Meeting adjourned at 6:59 p.m.**

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

Date Approved: _____