

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
MAY 16, 2023
REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 7:00 p.m. in the Williamston City Hall Council Chambers by Chairman Will Long and the Pledge of Allegiance was recited.

3. Roll Call:

Chairman Will Long, Vice Chair Emily Sutton-Smith, Authority Members Don Bixler, Jessica Modert, Brooke Donnelly-Grzelak, Tammy Gilroy, Narda Murphy, and Wendy Carrol-Parry. Absent: None.

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

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:

Chairman Long called for public comments at this time and there were none.

6. DDA Regular Meeting Minutes of March 21, 2023:

Motion by **Gilroy**, second by **Donnelly-Grzelak**, to approve the DDA regular meeting minutes of March 21, 2023 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Gilroy**, second by **Donnelly-Grzelak**, to pay Williamston Florist and Greenhouse \$1,105 for the 2022 Autumn plantings. Yes: Sutton-Smith, Murphy, Bixler, Gilroy, Donnelly-Grzelak, Modert, Long, Carroll-Parry. No: None. **Motion passed.**

8. Downtown Development Director Report:

Manager/Director Hanifan reported he is currently working with the Kiwanis on the flag program. A lot of construction projects are in process and if the board has any questions about anything going on they should contact him. The Putnam Street project has been delayed a bit and will now be stretched over two seasons.

9. Treasurer- Budget Printout:

A budget printout was submitted for DDA review.

10. Action Items

10a. Downtown Planter Boxes:

Motion by **Gilroy**, second by **Sutton-Smith**, to approve the cost estimate from Williamston Florist and Greenhouse for the planting of the downtown boxes. Yes: Donnelly-Grzelak, Long, Sutton-Smith, Gilroy, Bixler, Modert, Carol-Parry, Murphy. No: None. **Motion passed.**

11. Discussion Items

11a. Road Diet:

Manager/Director Hanifan went over the drafted plans for the Road Diet with the DDA Board.

14. Public Response:

Chairman Long called for public comments at this time and there were none.

15. DDA Member Comments:

None.

16. Adjournment:

Chairman Long adjourned the meeting at 7:35 p.m.

***Meeting adjourned at 7:35 p.m.**

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

Date Approved: _____