

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
AUGUST 15, 2023
REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 7:01 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, Tammy Gilroy, and Narda Murphy. Absent: Wendy Carroll-Parry.

Also Present: City Manager/DDA Director John Hanifan, Deputy Clerk Barb Burke, and citizen Joe Binkowski.

Motion by **Donnelly-Grzelak**, second by **Gilroy**, to excuse Carroll-Parry. **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 Meeting Minutes of July 18, 2023:

Motion by **Gilroy**, second by **Donnelly-Grzelak**, to approve the DDA regular meeting minutes of July 18, 2023 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

None.

8. Downtown Development Director Report:

Nothing additional beyond agenda items.

9. Treasurer- Budget Printout:

Nothing this month.

10. Action Items

10a. Façade Grant Szechuan Garden – 154 W. Grand River Avenue:

Motion by **Murphy**, second by **Modert**, to approve 154 W. Grand River façade grant application for the not to exceed amount of \$3,000. Yes: Donnelly-Grzelak, Sutton-Smith, Gilroy, Modert, Murphy. No: None. **Motion passed.**

11. Discussion Items

11a. Maintenance Update – Cans, Benches and Parking Lots:

Manager/Director Hanifan reported on parking lot marking. He said eight benches will be taken out for repair. We are waiting for prices to come back to determine the best route for repair and maintenance on the trash cans.

11b. Survey Results:

Manager/Director Hanifan reviewed the DDA member survey results. The survey will soon be available on the website, social media, and by using a QR code. The Discover the Charm logo/slogan served its purpose, but it is time for a change.

11c. WLNS Advertising:

Manager/Director Hanifan presented advertising information with WLNS6/WLAJ53. For this type of advertising, the business owner/representative goes into the studio and is interviewed. WLNS does not come to the business. They must be a DDA business. Perhaps cost share with the DDA.

11d. Social District:

Manager/Director Hanifan brought the topic of a social district to the Authority Members, and they are in support of a social district. Manager/Director Hanifan will bring this to City Council noting DDA support.

14. Public Response:

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

15. DDA Member Comments:

Authority Member Donnelly-Grzelak said she and Clerk Thompson have visited 36 businesses and have 41 more to go. They have gotten photos and have been received incredibly well. There will be release forms for each business to sign off on before using photos/information.

16. Adjournment:

Chair Sutton-Smith adjourned the meeting at 8:08 p.m.

***Meeting adjourned at 8:08 p.m.**

Respectfully Submitted by: _____
Barbara J. Burke, Deputy Clerk

Date Approved: _____