

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
OCTOBER 17, 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 Vice Chair Brooke Donnelly-Grzelak and the Pledge of Allegiance was recited.

3. Roll Call:

Vice Chair Brooke Donnelly-Grzelak, Authority Members Jessica Modert, Lorie Droscha, Narda Murphy, Tammy Gilroy, and Wendy Carroll-Parry. Absent: Emily Sutton-Smith.

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

Motion by **Gilroy**, second by **Modert**, to excuse Sutton-Smith. **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:

Vice Chair Donnelly-Grzelak called for public comments at this time and there were none.

6. DDA Regular Meeting Minutes of August 15, 2023:

Motion by **Gilroy**, second by **Modert**, to approve the DDA regular meeting minutes of August 15, 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:

A budget printout was provided for DDA review.

10. Action Items

10a. DDA Holiday Lights:

Motion by **Murphy**, second by **Gilroy**, to approve the proposal from Shine to hang holiday lights on the trees and buildings downtown for an amount not to exceed \$12,000 in year one and \$7,000 in years two and three. Yes: Murphy, Donnelly-Grzelak, Gilroy, Droscha, Modert, Carroll-Parry. No: None. **Motion passed.**

10b. Holiday Commercials:

Motion by **Gilroy**, second by **Droscha**, to spend up to \$3,300 for the Holiday Campaign with WLNS. Yes: Donnelly-Grzelak, Gilroy, Modert, Carroll-Parry, Murphy, Droscha. No: None. **Motion passed.**

11. Discussion Items

11a. Fall Decorations:

Manager/Director Hanifan reported the downtown is all decorated for the fall season and looks

amazing. Hamelink Farms provided the hay bales and pumpkin décor.

11b. October 28 Event(s):

Manager/Director Hanifan commented the Witches and Wizards event is coming up on October 28th. The vendors will be set up in a Candyland market style. He is in discussions with Travis Fritz of Old Nation regarding an Oktoberfest next year. Stumps are being stored at the DPW building to replace the rotting tree sculptures in McCormick Park. This year will be the 26th Light Parade on December 2nd.

11c. Social District Update:

Manager/Director Hanifan reported Council approved the Social District designation and the information has been sent to the State for final approval. Signs are being created to designate the areas and other information.

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

Manager/Director Hanifan reported the benches are being swapped out for refurbishment along with the planter boxes. The goal is to get all of the planter boxes done by spring.

11e. Marketing Plan:

Manager/Director Hanifan commented he will have ideas next month to get the DDA back on track with the marketing plan.

14. Public Response:

Vice Chair Donnelly-Grzelak called for public comments at this time and there were none.

15. DDA Member Comments:

None.

16. Adjournment:

Vice Chair Donnelly-Grzelak adjourned the meeting at 7:31 p.m.

***Meeting adjourned at 7:31 p.m.**

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

Date Approved: _____