

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
MARCH 20, 2018
REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 7:00 p.m. in the City Hall Council Chambers by Chair Dawn Marie Joseph and the Pledge of Allegiance was recited.

3. Roll Call:

Chair Dawn Marie Joseph, Vice Chair Narda Murphy, Authority Members Rich Martin, Tammy Gilroy, and Ric Pelkey. Absent: Sharon Emrick (arrived at 7:05 p.m.)

Also Present:

City Clerk/DDA Director Holly Thompson, DDA Attorney John Gormley, and citizens Ben Eichler, and Emilee Marks.

4. Approval of Agenda:

Add item 10i. Crystal Mountain- Small Town Rural Development Conference and item 11a. Façade Program.

Motion by **Gilroy**, second by **Pelkey**, to approve the agenda as amended. **Motion passed by voice vote.**

5. Public Response:

Chair Joseph called for public comments at this time and there were none.

6. DDA Regular Minutes of January 16, 2018:

On page 1., 6 lines down change “Dawn Marie Joseph” to “Narda Murphy.”

Motion by **Gilroy**, second by **Pelkey**, to approve the regular DDA minutes of January 16, 2018 as amended. **Motion passed by voice vote.**

7. Accounts Payable:

-Emrick arrived at 7:05 p.m.

Motion by **Gilroy**, second by **Murphy**, to approve the invoice for Attorney John Gormley in the amount of \$2726.36, the reimbursement to the City for the GLCVB advertisement in the amount of \$1275.00, WLNS in the amount of \$2750.00, EIT Title in the amount of \$444.50, and TriTerra in the amount of \$1,950.00. Yes: Emrick, Joseph, Murphy, Gilroy, Martin, Pelkey. No: None. **Motion passed.**

8. Downtown Development Director Report:

Director Thompson submitted a written report for DDA review.

9. Treasurer:

A budget printout for February was provided for DDA review.

10. Action Items

10a. ArtFest Request for Funding:

Motion by **Murphy**, second by **Martin**, to approve a \$1,500.00 contribution to the Williamston ArtFest on the River. Yes: Joseph, Murphy, Martin, Emrick, Pelkey, Gilroy. No: None. **Motion passed.**

10b. Easement for Ellie's Country Kitchen & Approval for Distribution of Funds:

Motion by **Gilroy**, second by **Murphy**, to approve the easement for Ellie's Country Kitchen. Yes: Murphy, Gilroy, Pelkey, Emrick, Joseph, Martin. No: None. **Motion passed.**

Motion by **Pelkey**, second by **Gilroy**, to approve the disbursement of funds in the amount of \$9,000 for the façade improvement. Yes: Murphy, Gilroy, Pelkey, Emrick, Joseph, Martin. No: None. **Motion passed.**

10c. Façade Improvement Request- Victory Martial Arts:

Motion by **Gilroy**, second by **Murphy**, to approve the façade improvement application from Victory Martial Arts as presented. Yes: Martin, Gilroy, Emrick, Joseph, Murphy, Pelkey. No: None. **Motion passed.**

10d. Façade Improvement Request- Williamston Masonic Temple:

No action taken.

10e. Banner Program:

Motion by **Gilroy**, second by **Pelkey**, to see if the City Council will help purchase the banners for the downtown district. Yes: Martin, Gilroy, Emrick, Joseph, Murphy, Pelkey. No: None. **Motion passed.**

10f. Downtown Parking Issues:

No action taken.

10g. Establish Budget Committee:

Motion by **Gilroy**, second by **Murphy**, to appoint Joseph, Martin, and Pelkey to the budget committee. Yes: Martin, Gilroy, Emrick, Joseph, Murphy, Pelkey. No: None. **Motion passed.**

10h. DDA Director Position:

No action taken.

10i. Crystal Mountain- Small Town Rural Development Conference:

Motion by **Gilroy**, second by **Murphy**, to approve the reimbursement of mileage for Member Pelkey to attend the Small Town Rural Development Conference. Yes: Gilroy, Emrick, Pelkey, Murphy, Martin, Joseph. No: None. **Motion passed.**

11. Discussion Items

11a. Façade Program:

Attorney Gormley prepared updates to the current façade improvement program for the DDA to consider.

The DDA will look at the information and take action on this at the next meeting.

14. Public Response:

Chair Joseph called for public comments at this time and there were none.

15. DDA Member Comments:

No comments.

16. Adjournment:

Chair Joseph adjourned the meeting at 8:11 p.m.

Meeting Adjourned at 8:11 p.m.

***THE PRECEDING MINUTES ARE A SYNOPSIS OF A DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL MEETING AND DO NOT REPRESENT A VERBATIM RECORD.**

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

Date Approved: _____