

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
MARCH 21, 2017
MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 7:05 p.m. in the City Hall Council Chambers by City Clerk Holly Thompson and the Pledge of Allegiance was recited.

3. Roll Call:

Authority Members Robin Stewart, Tracie Baise, Richard Martin, Krystal Siminski, and Tammy Gilroy. Absent: Sharon Emrick, Dawn Marie Joseph, and Narda Murphy.

Also Present:

City Clerk Holly Thompson, Community Development Director Mario Ortega, and other members of the public.

Motion by **Gilroy**, second by **Stewart**, to excuse Murphy, and Joseph. **Motion passed by voice vote.**

Motion by **Gilroy**, second by **Stewart**, to appoint Martin as temporary Chairman. **Motion passed by voice vote.**

4. Approval of Agenda:

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

5. Public Response:

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

6. DDA Regular Minutes of February 21, 2017:

Motion by **Gilroy**, second by **Siminski**, to approve the regular meeting minutes of February 21, 2017 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **Gilroy**, second by **Stewart**, to approve the invoices from Gormley and Johnson Law Offices, PLC in the amount of \$220.42 and Williamston Florist and Greenhouse in the amount of \$870.00 as presented. Yes: Siminski, Stewart, Martin, Baise, Gilroy. No: None. **Motion passed.**

8. Community Development Director Report:

Director Ortega submitted an updated community promotion budget for DDA review.

9. Treasurer- Budget Printout:

A budget printout from February was submitted for DDA review.

10. Action Items

10a. DDA Administrative Services:

Motion by **Gilroy**, second by **Stewart**, to definitely postpone this item until the next meeting. **Motion passed by voice vote.**

10b. Downtown Banners:

Director Ortega submitted quotes from three different companies for new banners in the downtown.

No action was taken at this time.

11. Discussion Items

11a. Radio Interview Promoting Downtown:

Director Ortega reported he recently took part in a radio interview along with Tony Caselli to promote Williamston's downtown and live theatre.

14. Public Response:

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

15. DDA Member Comments:

None.

17. Adjournment:

Chairman Martin adjourned the meeting at 7:50 p.m.

Meeting Adjourned at 7:50 p.m.

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

Respectfully Submitted by: _____

Holly M. Thompson, City Clerk

Date Approved: _____