

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
SEPTEMBER 18, 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 Chairman Rich Martin and the Pledge of Allegiance was recited.

3. Roll Call:

Chairman Rich Martin, Vice Chair Narda Murphy, Authority Members Don Bixler, William Long, and Matt Mulford. Absent: Sharon Emrick (arrived at 7:01 p.m.) and Tammy Gilroy (arrived at 7:05 p.m.)

Also Present: City Manager/DDA Director Corey Schmidt, City Clerk Holly Thompson, and DDA Attorney John Gormley.

4. Approval of Agenda:

Motion by **Murphy**, second by **Bixler**, 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 August 21, 2018:

-Emrick arrived at 7:01 p.m.

Motion by **Bixler**, second by **Mulford**, to approve the DDA regular minutes of August 21, 2018 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

-Gilroy arrived at 7:05 p.m.

Motion by **Murphy**, second by **Bixler**, to approve the invoice for Attorney John Gormley in the amount of \$89.88 as presented. Yes: Murphy, Bixler, Martin, Mulford, Emrick, Long, Gilroy. No: None. **Motion passed.**

8. Downtown Development Director Report:

Director Schmidt submitted a written report for DDA review.

9. Treasurer:

A budget printout for August was provided for DDA review.

10. Action Items

10a. Holiday Decoration Purchase – Garlands & Lights:

Motion by **Gilroy**, second by **Murphy**, to approve the purchase of 10 holiday lights and 10 holiday garlands from Bronner's Commercial Display at a cost not to exceed \$2,000. Yes: Mulford, Long, Martin, Gilroy, Bixler, Emrick, Murphy. No: None. **Motion passed.**

10b. Banners Purchase:

Motion by **Murphy**, second by **Gilroy**, to approve the purchase of replacement banners at a cost of \$8,265, with a down payment of 50% of the total cost to be paid prior to shipment. Yes: Mulford, Long, Martin, Gilroy, Bixler, Emrick, Murphy. No: None. **Motion passed.**

11. Discussion Items

11a. Façade Improvement Program:

Chairman Martin appointed members Bixler, Mulford, Long, and himself to a committee to review the Façade Improvement Program changes.

11b. Holiday Bows:

Motion by **Gilroy**, second by **Bixler**, to move this to an action item. Yes: Long, Martin, Gilroy, Bixler, Emrick, Murphy, Mulford. No: None. **Motion passed.**

10. Action Items cont.:

10c. Holiday Bows:

Motion by **Gilroy**, second by **Mulford**, to choose option 2- begin a replacement schedule of bows with a purchase of 25 bows each year. Yes: Bixler, Long, Emrick, Murphy, Mulford, Martin, Gilroy. No: None. **Motion passed.**

14. Public Response:

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

15. DDA Member Comments:

Member Murphy commented the Taste of Williamston event is September 20th at D&G Equipment. Tickets can be purchased on Eventbrite or Barrett's.

Member Long commented Alley Fest is Saturday from 10am-6pm in the alleyway behind Ellie's Country Kitchen, and The Bistro.

16. Adjournment:

Chairman Martin adjourned the meeting at 7:32 p.m.

Meeting Adjourned at 7:32 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: _____