

**CITY OF WILLIAMSTON
DOWNTOWN DEVELOPMENT AUTHORITY
FEBRUARY 21, 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 Chairman Will Long and the Pledge of Allegiance was recited.

3. Roll Call:

Chairman Will Long, Vice Chair Emily Sutton-Smith, Authority Members Don Bixler, Jessica Modert, Brooke Donnelly-Grzelak, Narda Murphy, and Wendy Carrol-Parry. Absent: Tammy Gilroy (arrived at 7:05 p.m.), and Madison Droscha.

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

Motion by **Donnelly**, second by **Murphy**, to excuse Droscha. **Motion passed by voice vote.**

4. Approval of Agenda:

Motion by **Murphy**, second by **Donnelly-Grzelak**, to approve the DDA agenda as presented. **Motion passed by voice vote.**

5. Public Response:

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

6. DDA Regular & Informational Meeting Minutes of December 20, 2022:

Motion by **Sutton-Smith**, second by **Donnelly-Grzelak**, to approve the DDA regular and informational meeting minutes of December 20, 2022 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

None.

8. Downtown Development Director Report:

No report.

-Gilroy arrived at 7:05 p.m.

9. Treasurer- Budget Printout:

A budget printout was submitted for DDA review.

10. Action Items

10a. Façade Grant Submission:

Motion by **Gilroy**, second by **Bixler**, to approve the Façade grant application for Hayward-Pixley estimated \$5,500 total project cost: \$2,250 Grant eligible per the program guidelines the lesser of 50% or \$100 per linear foot for a one-story building. Yes: Long, Carroll-Parry, Gilroy, Bixler, Modert, Sutton-Smith, Murphy, Donnelly-Grzelak. No: None. **Motion passed.**

11. Discussion Items

11a. 2023-24 Fiscal Year:

Manager/Director Hanifan reported he is working on the 2023/2024 fiscal year budget and will have a draft for the DDA to consider at the next meeting.

14. Public Response:

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

15. DDA Member Comments:

Member Gilroy apologized for being late.

Chairman Long commented Lisa Keith wants to put up ribbons and signs downtown in support of MSU.

16. Adjournment:

Chairman Long 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: _____